**TALLAHASSEE**
**CHRISTIAN COLLEGE**
**& TRAINING CENTER**
tcctc.org

# *Student Handbook*

1717 Hermitage Blvd. Suite 102

Tallahassee, Florida 32308

(850) 513-1000

www.TCCTC.org

*Revised August 2019*

# TABLE OF CONTENTS

**TCCTC equips believers to do what they are called to do through biblical, cross-denominational education and training.**

*Our Mission* is to provide students with a strong foundation in the Word of God, support and extend the ministry of the local church, and build edifying relationships across the body of Christ.

*Our Statement of Faith*
We believe in God, the Father, Son, and Holy Spirit; Sovereign over all that is, was, and is to be.
We believe the Bible is the authoritative Word of God, and we are dedicated to teaching the truth of the Scriptures.
We believe Jesus Christ is fully God, fully man, and the only way of salvation.

*Our Core Values:*

**Christ-Centered and Biblically Based**
We are dedicated to following Jesus and basing all our teaching on the Word of God.

**Prayer**
We are committed to daily prayer with and for each other, following the wisdom and guidance of the Holy Spirit.

**Unity with Diversity**
TCCTC is cross-denominational and culturally diverse at every level. Our passion is to see God's people unified around the truth of the Gospel.

**Education for Transformation**
We believe every follower of Jesus is in full-time ministry, whether in the church, home, workplace, or community. We are committed to helping all our students discover God's purpose for their life then equip them to fulfill that purpose.

**Community**
TCCTC is devoted to maintaining a loving Christian environment where every student is valued, edified, and strengthened in their faith.

**Life-Long Learning**
We believe all Christians are called to lifelong education, training, and spiritual formation. As an accredited school, TCCTC provides resources and programs for degree seeking students, training program students, and those learning for personal studies/growth.

Dear Students,

I am delighted to welcome you to TCCTC!

Since 1990 it has been TCCTC's mission to provide students with a strong foundation in the Word of God, support and extend the ministry of the local church, and build edifying relationships across the body of Christ. Whether you are pursuing academic credit, enrolled in a training program, or studying for personal growth, our programs are designed to be flexible and diversified in order to meet your needs and goals.

TCCTC's faculty are professionals who are biblical scholars, teachers, counselors, and pastors from every Christian denomination. They excel in their fields, are committed followers of Jesus Christ, and base their classes on the authority of Scripture. Each one is committed to imparting the richness of Jesus Christ to their students.

This handbook is designed to facilitate your success at TCCTC. It should answer any questions regarding information, expectations, procedures, and benefits that directly relate to you as a student.

We are devoted to maintaining a loving Christian environment where you, and every student, is valued, edified, and strengthened in their faith. If you have any questions or concerns, please call our main office (850) 513-1000.

We are glad you are here!

Jo Anne Arnett
President & Co-Founder

1717 Hermitage Blvd. Suite 102
Tallahassee, FL 32308
**(850) 513-1000**
**www.TCCTC.org**
Main Office Hours:  Monday-Thursday, 9am – 5pm
Library Hours: Monday-Thursday, 9am – 5pm
Academic Advisor's Hours:  By Appointment

## STUDENT ORIENTATION

Prior to the fall and winter/spring semesters, TCCTC holds an open house for students, area pastors, churches and local ministries. This event includes an orientation for new and returning students.  During orientation students have the opportunity to meet faculty and staff, familiarize themselves with school standards and the TCCTC campus, receive academic advisement, learn about study programs and study aids, financial counseling, scholarships, student ID cards, and register for classes. If a student is unable to attend their orientation, they must notify the Registrar's Office in advance.

## PLANNING AHEAD

*Academic Advisement*
When beginning a program of study students must meet with an academic advisor to design a program that meets both institutional requirements and individual needs.  This meeting will include a discussion of academic workloads, programs, and the student's long-range goals.

In addition to academic advisement, courses that require special focus on denominational distinctive (such as church policy, field education and internship) will be completed in cooperation with the leadership and oversight of that tradition.  If a student plans to work toward ordination or another credential, they must discuss these plans with an academic advisor to be sure efforts lead in the direction of personal and ministry goals. Students should contact the Registrar's Office to request an appointment with an academic advisor (850) 513-1000.

*Semester Registration*
New and returning students should submit a Semester Registration form prior to the start of the semester in which they will be attending.  Individual courses may be taken for audit (personal studies) or college credit at the undergraduate or graduate level.
(TCCTC's *Semester Registration Form* is in the appendix of this handbook.)

*Application to a Specific Degree Program or Training Program*
Students who plan to pursue a degree program or a training program must submit a formal application for acceptance into the program prior to the semester in which they wish to enroll.  A one-time non-refundable application fee must accompany the application. (Students who wish to take a course or seminar that does not lead to a specific program of study only need to complete the semester registration form.)
(TCCTC's *Application Forms* are available from the Registrar's Office and online, www.TCCTC.org.)

*Course Scheduling*
TCCTC offers core and elective courses every year in 5-, 10-, and 15-week lengths.  The school year is divided into three parts:
1. The 16-week winter/spring semester runs from January through April
2. The 10-week summer semester is divided into two 5-week sessions (summer A & B) and runs from mid or late June until late July or early August

3. The 16-week fall semester runs from late August through mid-December
   (Dates for these semesters may vary slightly from year to year.)

Required courses are typically offered once each year with a minimum cycle of every two years. When fewer than five students are enrolled for a class, the continuation of that class is at the discretion of the instructor.

### *Student ID Cards*
Students have the opportunity to be photographed for their student ID card at TCCTC's Fall and Winter/Spring Student Orientations.

### *Acceptance of Transferred Credits*
TCCTC must receive an official transcript of course credits to be considered for transfer to TCCTC. Incoming credits towards a degree will be reviewed by TCCTC's Academic Advisement Committee and approved by an academic advisor. Only courses earning *A* and *B* grades will be considered.

### *Writing Requirement for Credit-Earning Students*
If a student does not possess an associate degree and enrolls in a course for credit, a writing sample exercise will be required by the end of the first week of class.  The sample is taken to determine if the student needs assistance with basic writing skills necessary to succeed in credit courses.  In the meantime, the student may register for credit classes and change them to audit if the writing requirement is not met.

The writing exercise allows one hour for writing a short (100-250 word) essay on one of three general topics. (Bibles and computers may be used.)

The writing sample will be evaluated using standard criteria to make one of the following recommendations:
1. Upon examination of your writing exercise the committee believes you are ready to take courses for credit at TCCTC.
2. Upon examination of your writing exercise the committee recommends that you make an appointment with an academic advisor for suggestions on how to improve your writing skills.
3. Upon examination of your writing exercise the committee requires that you enroll in a writing course at Tallahassee Community College, or an equivalent writing program. Until completion of such a program (and standards are met), your status will be changed from credit to audit. Please contact us for information about our non-credit programs.

To schedule the writing exercise, please contact the main office.

### *Obtaining TCCTC Transcripts*
The Registrar's Office will issue official transcripts at the written request of the student.  The registrar will issue transcripts only for students whose accounts are current.  Transcripts are sent directly to academic institutions or potential employers only – not to students.

Colleges and seminaries throughout the world have accepted credits from TCCTC; however, the acceptability of a credit transfer is always at the discretion of the receiving institution.

## DEGREE PROGRAMS

Each academic degree program will include foundational courses as well as electives in the area of the student's choice.  An individually designed program of study will allow maximum flexibility to meet the student's personal and ministry goals.

Students who plan to pursue a degree must submit a formal application for acceptance into the degree program prior to the semester in which they wish to enroll. A one-time non-refundable application fee must accompany the application.

(TCCTC's *Application Forms* are available from the Registrar's Office and online: www.TCCTC.org)

### *Degrees Offered*

TCCTC offers the following degree programs:
- Master of Arts Degree
- Bachelor of Arts Degree
- Two-Year Degree

### *Determining Degree Emphasis and Requirements*

Master of Arts and Bachelor of Arts degree students may choose an emphasis in a biblical studies degree based on their particular focus. The emphases include:
- Biblical Studies
- Old Testament Studies
- New Testament Studies
- Christian Counseling
- Missions and Evangelism
- Ministry and Leadership
- Theology
- Biblical Languages (Greek or Hebrew)

### *Credit Hours*

TCCTC's allocation of credit hours for specific courses adheres to the Southern Association of Colleges and Schools (SACS) and the Association of Theological Schools (A.T.S.) standards. For example, a one semester hour course may be arranged as fifteen 50-minute classes, twelve and a half 60-minute classes, ten 75-minute classes, or five 150-minute classes. Two- and three-credit courses are planned as multiples of these figures. Courses may be taught once a week or in a variety of configurations.

The master's degree program requires 36 semester hours, the bachelor's degree program consists of 120 semester hours (including an associate degree earned at another institution and transferred to TCCTC), and the two-year degree requires 60 semester hours.

Students pursuing degrees are required to work closely with an academic advisor to determine specific course requirements. Individual programs of study may vary depending upon thorough analysis of degree requirements, transfer of credits, professional experience, and career goals.

### *Master of Arts Degree*

Individual course requirements for a Master of Arts degree may vary dependent upon a combination of credits transferred, experience, and the call for which one is being prepared. An applicant must already have a bachelor's degree or its equivalent for admission to the master's program.

Students who plan to pursue a master's degree must submit a formal application for acceptance into the degree program prior to the semester in which they wish to enroll. A one-time non-refundable application fee must accompany the application.

(TCCTC's *Application Forms* are available from the Registrar's Office and online: www.TCCTC.org.)

Students interested in this program should make an appointment with an academic advisor after submitting all required application documents to develop a personalized plan of study for current and future semesters.

To earn a master's degree the student must successfully complete 36 semester credits as shown in the student's academic plan, have an average grade of *B* and complete an approved and acceptable thesis (if required in the academic plan). The thesis option will be granted in biblical studies, Old Testament studies and New Testament studies only. All other tracks require the utilization of nine hours of electives in one area of concentration. Any course yielding a minimum grade of *D* will not be included in the calculation and should be retaken through *TCCTC's Forgiveness Policy*. Up to three semester hours of half- or one-day seminars may be included in this program. A full-time student may complete this degree within one academic year.

Students may choose an area of emphasis and are required to work with an academic advisor to select specific courses to meet degree requirements. (Some course substitutions will be allowed for students who received a Bachelor of Arts degree at TCCTC and received the grade of *A* in Hermeneutics at the undergraduate level.)

*Track 1- General Biblical Studies (maximum flexibility)*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies* | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 3 |
| Electives | | 9 |
| | Total Hours | 36 |

*\* May substitute six (6) thesis hours*

*Track 2- Emphasis in Old Testament Studies*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies* | BIB | 15 |
| Hermeneutics | BIB | 3 |
| Christian Counseling | CNS | 3 |
| Biblical Hebrew | HEB | 6 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 3 |
| | Total Hours | 36 |

*\* 12 hours in Old Testament Studies to include Old Testament Hebrew Exegesis*

*Track 3- Emphasis in New Testament Studies*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies* | BIB | 15 |
| Hermeneutics | BIB | 3 |
| Christian Counseling | CNS | 3 |
| Biblical Greek | GRE | 6 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 3 |
| | Total Hours | 36 |

*\* 12 hours in New Testament Studies to include New Testament Greek Exegesis*

*Track 4- Emphasis in Christian Counseling*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Christian Counseling | CNS | 12 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 3 |
| | Total Hours | 36 |

*Track 5- Emphasis in Missions and Evangelism*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Missions, Evangelism | MIS | 12 |
| Biblical Studies | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Theology | THE | 3 |
| | **Total Hours** | **36** |

*Track 6- Emphasis in Ministry and Leadership*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Ministry & Leadership* | MIN | 12 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 3 |
| | **Total Hours** | **36** |

*\* To include 3 hours of Christian Counseling*

*Track 7- Emphasis in Theology*

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Ministry & Leadership | MIN | 3 |
| Church History | HIS | 3 |
| Missions, Evangelism | MIS | 3 |
| Theology | THE | 12 |
| | **Total Hours** | **36** |

*Track 8- Emphasis in Biblical Languages of Greek or Hebrew\**

| Area of Study | Code | Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 12 |
| Hermeneutics | BIB | 3 |
| Hebrew or Greek | LANG | 12 |
| Church History | HIS | 3 |
| Missions, Evangelism or Christian Counseling | MIS or CNS | 3 |
| Theology | THE | 3 |
| | **Total Hours** | **36** |

*\* Some flexibility may be given in this track depending upon individual academic background*

### Thesis Option
Master's Students whose degree emphases are in biblical studies, Old Testament, or New Testament have the option of writing a thesis in lieu of nine hours of electives. (Those with other degree emphases use the nine elective hours to complete their area of concentration.) Students who choose to write a thesis should contact the Registrar's Office for thesis requirements and guidelines. Accepted professional guidelines are in place to give direction and credibility to specific processes inherent in this traditional academic endeavor — from proposal through submission. (The *Thesis Proposal form* is in the appendix of this handbook.)

### Bachelor of Arts Degree
To successfully complete the Bachelor of Arts degree the student must complete a total of 120 semester credits (including an associate degree earned at another institution and transferred to TCCTC), earn an average grade of C, and complete all core and additional courses that are required for the student's particular area of emphasis. Any course yielding a minimum grade of D will not be included in the calculation and should be

retaken through *TCCTC's Forgiveness Policy*. Up to six semester hours from half-or one-day seminars may be included in this degree. Individual course requirements may vary depending upon a combination of credits transferred, experience, and the call for which one is being prepared. A full-time student may complete this degree in three years.

Students who plan to pursue a bachelor's degree must submit a formal application for acceptance into the degree program prior to the semester in which they wish to enroll. A one-time non-refundable application fee must accompany the application.
(TCCTC's *Application Forms* are available from the Registrar's Office and online, www.TCCTC.org.)

Students interested in this program should make an appointment with the academic advisor to develop a personalized plan of study for current and future semesters.

A Bachelor of Arts degree from TCCTC may be earned one of four ways:

1. *Option 1: Transfer an existing associate degree to TCCTC and complete coursework for the two-year degree.*

| Area of Study | Code | Required Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 24 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Hermeneutics | HER | 3 |
| Ministry and Leadership | MIN | 3 |
| Missions and Evangelism | MIS | 3 |
| Theology | THE | 3 |
| Electives | From all Areas | 18 |
| Total TCCTC Required Semester Hours | | 60 |
| Transfer an Associate Degree | | 60 |
| Total Completed Semester Credit | | 120 |

2. *Option 2: Receive a two-year degree from TCCTC, earn an associate degree at another college, and return to TCCTC to combine the two.*

| Areas of Study | Code | Required Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 24 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Hermeneutics | HER | 3 |
| Ministry and Leadership | MIN | 3 |
| Missions and Evangelism | MIS | 3 |
| Theology | THE | 3 |
| Electives | From all Areas | 18 |
| Total TCCTC Required Semester Hours | | 60 |
| Transfer an Associate Degree | | 60 |
| Total Completed Semester Credit | | 120 |

3. *Option 3: Work toward a two-year degree at TCCTC and an associate degree at another college concurrently.*

| Areas of Study | Code | Required Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 24 |

| | | |
|---|---|---|
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Hermeneutics | HER | 3 |
| Ministry and Leadership | MIN | 3 |
| Missions and Evangelism | MIS | 3 |
| Theology | THE | 3 |
| Electives | From all Areas | <u>18</u> |
| Complete TCCTC Required Semester Hours | | 60 |
| Transfer Associate Degree | | 60 |
| Total Completed Semester Credit | | 120 |

4. *Option 4: Take 84 semester hours at TCCTC, adding 36 designated semester hours from another college.*

| Areas of Study | Code | Required Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 24 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Hermeneutics | HER | 3 |
| Ministry and Leadership | MIN | 3 |
| Missions and Evangelism | MIS | 3 |
| Theology | THE | 3 |
| Electives | From all Areas | 42 |
| Total TCCTC Required Semester Hours | | 84 |
| Transfer the Following 36 Credits: | | |
| Mathematics | | 6 |
| English Composition | | 6 |
| Humanities and/or Fine Arts | | 5 to 11 |
| Social Sciences and/or History | | 6 to 12 |
| Natural Sciences to include a Lab | | 7 |
| Total Transfer and TCCTC Required Semester Hours | | 120 |

### Two-Year Degree (Credit)
The two-year degree program is designed for the student who does not currently hold an associate degree or above but wants college credit and is seeking academic excellence.  In this program the student will complete the equivalent of two years of study, whether taken in two calendar years or longer.  This 60-credit-hour program in biblical studies will include 24 credits in biblical studies, and three credits in each of the following areas:  Christian counseling, church history, hermeneutics,  ministry and leadership, missions and evangelism and theology.  The degree also requires 18 elective semester credits, which may be in the area of the student's major interest.  Individual courses can vary depending on the transfer of appropriate credits and the call for which one is being prepared.  This program may be added to an associate degree to receive a Bachelor of Arts degree in biblical studies.

| Area of Study | Code | Required Semester Hours |
|---|---|---|
| Biblical Studies | BIB | 24 |
| Christian Counseling | CNS | 3 |
| Church History | HIS | 3 |
| Hermeneutics | HER | 3 |
| Ministry and Leadership | MIN | 3 |
| Missions and Evangelism | MIS | 3 |
| Theology | THE | 3 |

| Electrives | From all Areas | 18 |
|---|---|---|
| Total TCCTC Required Semester Hours | | 60 |

Students who plan to pursue a two-year degree must submit a formal application for acceptance into the degree program prior to the semester in which they wish to enroll. A one-time non-refundable application fee must accompany the application.
(TCCTC's *Application Forms* are available from the Registrar's Office and online: www.TCCTC.org.)

Students interested in this program should make an appointment with the academic advisor to develop a personalized plan of study for current and future semesters.

### *Other Advanced Degree Programs*
Many students complete a portion of other advanced degrees while studying at TCCTC. These include the Master of Divinity and the Doctor of Ministry degrees.

### *Seminary Track*
The Seminary Track program offers the first year of seminary training; which can be transferred to a seminary where the student can complete a seminary degree. This program of study is offered in conjunction with selected seminaries who agree to accept up to 24 hours of selected core courses (the equivalent of the first year of seminary education). The student is responsible for ascertaining the number of credit hours a specific institution will accept toward completion of a specific degree.

### *Academic Credit for Seminars and Workshops*
Degree-seeking students are limited in the number of seminar and workshop credits that can count toward their study programs. The student should consult with an academic advisor to determine how many can be included in their personal program of study. Students are required to attend the entire seminar or workshop to receive academic credit. Seminars awarding less that one credit may be combined to form up to six undergraduate or three graduate credit hours.

To receive credit hours for a seminar or workshop the student is required to submit a written essay of at least 500 words. This is not a report of the class notes, but an assessment of the student's comprehension of the material covered during the course. The essay is to be submitted to the Registrar's Office within one week following the date of the seminar or workshop. Students should include the following information on the title page: name of the class, course number, instructor's name, semester in which the course is taken, student's name, phone number, and the date the paper was submitted. (APA Guidelines are not required; however, complete sentences, correct spelling, grammar, verb tenses, and quotes should be used.)
The 500-word written essay must include:
- A summary of what the student learned during the seminar
- A demonstration of the student's knowledge of the material covered in seminar
- A description of ways the student plans to use what was learned

All seminars and workshops are graded on a *Pass/Fail* basis. Unless the instructor determines otherwise, papers are reviewed (but not graded) by the instructor.

### *Dual Enrollment*
Dual Enrollment is for the student who wishes to be enrolled − concurrently − in two distinct academic programs or educational institutions.

## TRAINING PROGRAMS

TCCTC's Training Programs are designed for the person who does not desire a college degree but is seeking exposure to excellent teaching and training while earning a (*non-credit) program diploma in a specific area/track such as:

- Pastoral Leadership
- Ministry Leadership
- Congregational Leadership
- Biblical Lay Counseling
- Biblical Studies

Students who plan to pursue a training track must submit a formal application for acceptance into the program prior to the semester in which they wish to enroll and make an appointment with a student advisor. A one-time non-refundable application fee must accompany the application.
(TCCTC's *Application Forms* are available from the Registrar's Office and online: www.TCCTC.org)

Diplomas will be awarded at the end of the school year in which the required number of Contact Units (CUs) have been completed in a given program.

### *Program Requirements*
1. Students must meet the required number of Contact Units (CUs) of the program in which they are enrolled.
2. Following each course or seminar, a 500-word paper stating what the student learned and how they plan to use the information must be submitted to the registrar within 7 days of the last day of class. (Students are encouraged to keep a copy of their papers in a notebook for future reference.)
3. Upon completion of the program students must develop a final project that could be implemented in a church or ministry setting (e.g., a sermon, teaching, event, or short program).

   a. The following outline should be used:

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**PROJECT OUTLINE:**

**Title:** Title of the project.

**Purpose:** How will the project be used?

**Target Audience:** Who will benefit from the project?

**Detailed Description:**

> For a sermon, include sermon outline following the instructions presented in the preaching course

> For a teaching, an event, or a program, describe it in 200 words or more

**Expected Outcome:** What effect do you expect your project to have on the target audience?

**Planned Evaluation:** How will you know if your project is effective?

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### *\*Academic Credit Option*
All courses and seminars within a training program can be taken for credit if the student wants the courses to count toward degrees earned in credit programs. (Students should check with the registrar concerning tuition cost difference for this option.)

### *TRAINING PROGRAM TRACKS*

### *Pastoral Leadership*
The Pastoral Leadership Track is designed for prospective pastors and for current pastors who have a desire to learn more. This program requires 450 hours of class attendance measured in Contact Units (CUs) chosen from the following categories:

| Areas of Emphasis | Area Code | Semester Units (SUs) | Required Contact Units (CUs) |
|---|---|---|---|
| Biblical Studies | BIB | 6 | 90 |
| Biblical Counseling /Pastoral Care | CNS | 6 | 90 |

| | | | |
|---|---|---|---|
| Church Administration | MIN | 1 | 15 |
| Church History | HIS | 3 | 45 |
| Hermeneutics | HER | 3 | 45 |
| Ministry/Outreach | MIN | 5 | 75 |
| Preaching | MIN | 1 | 15 |
| Electives | From all Areas | 5 | 75 |
| Total Required SUs and CUs (audit) | | 30 | 450 |

*(One SU = 15 CUs. One CU = one hour of class attendance.)*

### Ministry Leadership

The Ministry Leadership Track is designed for community and/or non-profit leaders and team members. This program requires 450 hours of class attendance measured in Contact Units (CUs) chosen from the following categories:

| Areas of Emphasis | Area Code | Semester Units (SUs) | Required Contact Units (CUs) |
|---|---|---|---|
| Biblical Studies | BIB | 6 | 90 |
| Biblical Counseling /Pastoral Care | CNS | 3 | 45 |
| Missions/Evangelism | MIS | 3 | 45 |
| Ministry/Outreach | MIN | 9 | 135 |
| Electives | From all Areas | 9 | 135 |
| Total Required SUs and CUs (audit) | | 30 | 450 |

*(One SU = 15 CUs. One CU = one hour of class attendance.)*

### Congregational Leadership

The Congregational Leadership Track is designed for the person called to support their pastor/priest through a leadership role within the congregation. This program requires 450 hours of class attendance measured in Contact Units (CUs) chosen from the following categories:

| Areas of Emphasis | Area Code | Semester Units (SUs) | Required Contact Units (CUs) |
|---|---|---|---|
| Biblical Studies | BIB | 9 | 135 |
| Biblical Counseling /Pastoral Care | CNS | 3 | 45 |
| Missions/Evangelism | MIS | 3 | 45 |
| Ministry/Outreach | MIN | 6 | 90 |
| Electives | From all Areas | 9 | 135 |
| Total Required SUs and CUs (audit) | | 30 | 450 |

*(One SU = 15 CUs. One CU = one hour of class attendance.)*

### Biblical Lay Counseling

The Biblical Lay Counseling Track is designed for the person who is called to provide support to individuals experiencing emotional issues, especially within a congregational or community setting. This program provides training in basic counseling skills and is designed to complement the work provided by other trained professionals. This program requires 450 hours of class attendance measured in Contact Units (CUs) chosen from the following categories:

| Areas of Emphasis | Area Code | Semester Units (SUs) | Required Contact Units (CUs) |
|---|---|---|---|
| Biblical Studies | BIB | 6 | 90 |
| Biblical Counseling /Pastoral Care | CNS | 15 | 225 |
| Ministry/Outreach | MIN | 6 | 90 |
| Electives | From all Areas | 3 | 45 |

| | 30 | 450 |
|---|---|---|
| Total  Required SUs and CUs (audit) | 30 | 450 |

*(One SU = 15 CUs. One CU = one hour of class attendance.)*

### *Biblical Studies*

The Biblical Studies Track is designed for the person who desires excellent teaching and training that can be used in Christian ministry and/or personal growth. This program requires 450 hours of class attendance measured in Contact Units (CUs) chosen from the following categories:

| Areas of Emphasis | Area Code | Semester Units (SUs) | Required Contact Units (CUs) |
|---|---|---|---|
| Biblical Studies | BIB | 18 | 270 |
| Electives | From all Areas | 12 | 180 |
| Total  Required SUs and CUs (audit) | | 30 | 450 |

*(One SU = 15 CUs. One CU = one hour of class attendance.)*

### *Denominational Certification*

Some denominations have designed programs to meet their specific needs.  When requested TCCTC cooperatively plans programs to meet these unique requirements.  If preferred, these programs may be taken for credit.

## PERSONAL STUDIES

### *Life-Long Learning*

Students may audit any course or seminar for personal growth and enjoyment rather than earn course credit. Although examinations and outside reading are not required, the instructor may allow auditing students to take exams to gauge individual growth. Records of attendance for audited classes are kept, but a student file is not maintained.

### *Continuing Education Units (CEUs) and Inservice Points*

TCCTC courses may meet continuing education, inservice, or certification needs of a variety of professionals.  Many professional groups require CEUs for continuing education or certification.  Some institutions require teacher inservice points for educational professionals. Still other groups may use TCCTC courses to meet partial requirements for ordination.  It is the professional's responsibility to inquire of their credentialing agency, licensing board or certifying body to determine whether TCCTC courses meet these various needs.  Teacher inservice points may be earned via TCCTC courses if approved by the school or district Teacher Inservice Plan.  TCCTC enjoys provider status through the State of Florida to offer CEUs to clinical social workers, marriage and family therapists, mental health counselors, teachers, pastors, and other professional groups.

### *Certificate of Attendance*

Although audited courses are not eligible for college credit, a student may request a certificate of attendance through the Registrar's Office. This request must be made at the time of registration and may be picked up after the last day of class.

### *Certificate of Completion*

Certificates of completion for individual courses may be requested at the time of registration.  Receipt of a certificate requires a minimum of 80% attendance.  Students requesting certificates may pick them up after the last day of class from the Registrar's Office.

## ADDITIONAL STUDY OPPORTUNITIES

TCCTC offers many opportunities to be involved in Christ-centered activities.  These programs offer excellent content but are not part of a TCCTC program.

### Bridge Builder Courses
Bridge Builder programs partner with other churches and ministries who share TCCTC's common purpose to help prepare the church for the challenges of our generation. These courses are not held on TCCTC's campus and require a partnership between two congregations of differing denominations. Please call the main office for more information.

### Beyond Borders – The Classroom in Israel
TCCTC offers students the opportunity to study in Israel. Living and studying in the land where biblical events actually took place deepens the understanding of Scripture, increases our ability to communicate its message, and expands cultural awareness and sensitivity to world events. To facilitate such a living experience, TCCTC, in affiliation with *Jerusalem University College*, offers classes for academic credit and personal growth. The courses are the *Geographical and Historical Setting of the Bible*, *Jesus and His Times*, and *Short Term Pastor and Parishioner Study Tour*. All applicants must complete a medical information form, since fieldwork may involve strenuous and sustained hiking in rugged terrain, and applications must be received three months prior to the program desired. One year of college work is a prerequisite to enrolling in classes in Israel. Please contact TCCTC's Registrar's Office for further information.

### International Extension
Master's degrees are offered in church planting and in missions/evangelism through a program co-sponsored by TCCTC and *Bakersfield Extension*, an international educational program. Classes are attended by a wide variety of international students. Transcripts and diplomas are given through TCCTC.

### Directed Individual Study
In certain circumstances, students may be allowed to complete a course via directed individual study. In this case, the course will be designed for special study within one of the disciplines taught in the regular college curriculum. Methodology will include independent research, readings, and laboratory experience. Individual study is designed to meet the individual needs and the goals of the student. Prerequisites and number of hour's credit will vary according to the nature of each course.

### Practicum & Internships
Practicum, internships and other community involvement or life application programs may be designed to meet the needs of individual students, when requested. These programs are held within the student's major field of interest and will be jointly supervised by TCCTC and a mentor from the student's own denomination or fellowship.

### Distance Learning Courses – Graduate and Undergraduate
On rare occasions, and only by permission of the registrar, students may take courses not offered otherwise in a self-paced, independent learning (IDL) format. Contact the Registrar's Office for availability.

## REGISTRATION

### Office of the Registrar
The Registrar's Office is the official custodian of permanent academic records of all past and currently enrolled students at TCCTC. Students should consult with this office regarding questions concerning registration records, dropping and adding courses, cancellation of registration, admission applications, withdrawals, financial arrangements, and course locations and meeting times. All informational and contact information changes should be reported to the Registrar's Office as soon as possible.

### Admission Application
All degree-seeking students are required to submit a formal application for acceptance into the degree program prior to the semester in which they wish to enroll. A one-time non-refundable application fee must accompany the application.

(TCCTC's *Application Forms* are available from the Registrar's Office and online, www.TCCTC.org.)

### Semester Registration and Tuition
Students may register online, in person, by phone, by mail, or during orientation. All students should make an appointment with an academic advisor for assistance with their course selection prior to registration. Fees are listed with each course and vary according to the number of credit hours taken.  Material fees and tuition can change without notice.
(A *Semester Registration form* is in the appendix of this handbook)

### Early Bird Registration/Tuition Rates
For the Fall and Winter/Spring Semesters, Early Bird Registration (with special Tuition Rates) are available to all students. In order for the special rates to apply, tuition must be paid in full by midnight on the day of Student Orientation for that semester.

### Fee Schedule
All application, registration, tuition and material fees are due five business days before scheduled classes. Registration is not official until the Registrar's Office receives the semester registration form with payment.

TCCTC accepts cash, check, Master Card, Visa, American Express, and Discover. To register by mail, complete and mail a semester registration form with your tuition payment.
Enrollment at TCCTC is contingent upon honoring relationships and covenants.  No grades will be issued for courses, nor will students be permitted to re-enroll, unless accounts are current.  Students are accountable for the courses in which they enroll and the assigned tuition and material fees.  Fees are to be paid at least five business days before scheduled classes.

### Refunds
All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses or seminars where the tuition does not exceed $25.

### Course Load
Students may attend classes on a full- or part-time basis.  Twelve undergraduate or nine graduate semester hours constitutes a normal full-time load. An academic advisor must approve a course load of more than twelve undergraduate or nine graduate semester hours.  Students may not register for or receive credit for more than eighteen semester hours within one semester.  Core courses that receive below a grade of *B* (graduate) or *C* (undergraduate) must be repeated. Students are expected to pace themselves to meet their deadlines and maintain a balanced life.  If the course load proves to be too great, students should consult an academic advisor about possible adjustments.

### Audit/Credit Changes and Drop/Adds
To change the status of a class to credit or audit, the student must submit a written request to the Registrar's Office for approval.  Such changes are handled on a case-by case basis.  Students should discuss these changes with their instructor and academic advisor before making a final decision.

- Courses may be changed from *audit to credit* during the first two weeks of class only.
- Courses may be *added* during the first two weeks of the semester.
- Courses may be *dropped or changed from credit to audit* at any point during the semester but will not be eligible for a tuition refund* after the first two weeks of the semester.

Students will receive credit for courses they complete and in which they are properly registered.  Likewise, students will be held responsible (financially and grade-wise) for every course they register for unless they officially drop the course.  When a student does not come to class and fails to drop the course the student will automatically be given a failing grade.

Tuition refunds* for dropped courses are given on a pro-rated basis only within the first two weeks of class. Tuition refunds* will not be given after two weeks, and books or course materials will not be reimbursed. Dropped courses will be indicated on the student's record as *DRP*.
(A copy of the *Drop/Add form* is located in the appendix of this handbook.)

*\*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses where the tuition does not exceed $25.*

### *Withdrawal from TCCTC*
Students who withdraw from all classes after the first three weeks of class must submit a request for withdrawal. Students will receive a Withdrawal/Passing (WD/P) or Withdrawal/ Failing (WD/F) for the course or courses from which they have officially withdrawn. Students who do not officially withdraw from courses will be assigned a grade of *F* for those courses.

Students who withdraw from TCCTC will receive a percentage of paid tuition refund* according to the following schedule:
- First week: 100%*
- Second week: 75%*
- Third week: 50%*
- After the third week no refunds will be made

Textbook, application, and materials fees are not refundable.

*\*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses where the tuition does not exceed $25.*

Students who withdraw from TCCTC may apply for reinstatement or readmission and will be considered on a case-by-case basis. Students who totally withdraw from an academic program and are readmitted later are subject to the degree requirements of the current catalog at the date of re-enrollment.

### *Prerequisites*
Students are responsible for meeting prerequisites for each course in which they enroll. The student must have any substitutions for prerequisites approved by an academic advisor.

### *Student Classifications*
- *Degree Candidate*: someone officially admitted as a candidate for a specific degree
- *Training Program Student*: someone enrolled in a training program track
- *Special Student*: someone taking courses for credit but who has not been admitted to a degree program
- *Auditor*: a student taking courses for personal studies/growth without receiving academic credit
- *Full-time Student*: someone taking twelve (undergraduate) or nine (graduate) credit hours per semester
- *Part-time Student*: someone taking less than twelve (undergraduate) or nine (graduate) credit hours per semester

### *Declaring or Changing Area of Emphasis*
Students who plan to obtain a degree are encouraged to choose an *area of emphasis* early and request an academic advisor. Graduate students must make this choice no later than the second semester of their study. An *area emphasis* is important because it directs students to the appropriate prerequisite courses for their area of interest. Understanding degree requirements is crucial to the smooth progression to

graduation. Students may change their *area of emphasis* at any time during the semester by contacting their academic advisor.

(Students in degree programs are encouraged to make an appointment with an academic advisor to discuss their long-term goals.)

### *Veteran's Assistance Academic Standards and Attendance Policies*

Students receiving VA educational benefits must maintain a minimum cumulative grade-point average (CGPA) of 2.0 (or *C* average) each semester. A VA student whose CGPA falls below 2.0 (or *C* average) at the end of any semester will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 (or *C* average) at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits, due to unsatisfactory progress, may petition TCCTC to be recertified after attaining a CGPA of 2.0 (or *C* average). Excused absences will be granted for extenuating circumstances only and must be substantiated in the student's files. Each class missed will be counted as one absence. Students exceeding two absences in a semester will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## ACADEMIC RECORDS AND GRADING

### *Student Records*

The Registrar's Office is responsible for maintaining all official academic records for students and applicants for admission to programs. TCCTC is committed to maintaining the confidentiality of educational records in accordance with the Family Educational Rights and Privacy Act of 1974 as amended. All currently enrolled and former students have the right to review their academic records to determine their content and accuracy. Students may not review documents submitted by or for students as part of admission, nor may they be released to third parties. A student wishing to review their academic record should make an appointment with the registrar.

### *Grading*

Grading is at the discretion of the instructor and may be based on any combination of class participation, attendance, examinations, and/or written assignments. Both ongoing and testing or appraisal evaluations are essential. Grading should be fair and held to rigorous performance standards. The basis for grading should be articulated in the course outline and discussed at the first class session. Study for college credit is typically recorded with the following grade point designations:

- Excellent
  A (94-100) (4.00)
  A- (90-93) (3.67)
- Good
  B+ (87-89) (3.33)
  B (84-86) (3.00)
  B- (80-83) (2.67)
- Average
  C+ (77-79) (2.33)
  C (73-76) (2.00)
  C- (70-72) (1.67)
- Passing
  D (63-69) (1.00)
- D- (60-62) (0.67)
- Failing
  F (below 60) (0.00)

In addition to letter-grades, the following designations are used:

- Dropped Course (DRP)
- Course Repeated (CR)
- Class Cancelled (CC)
- Continuing Education Unit (CEU)
- Audit (AU)
- Awaiting Grade (AWG)
- Incomplete (I)

Students may petition the instructor for permission to receive a grade of *incomplete* at the end of a semester. An *incomplete* is granted when students are unable to complete course requirements for reasons beyond their control and when arrangements have been made with the registrar and instructor before the end of the semester. It is the instructor's responsibility to decide if an *incomplete* should be given. It is the responsibility of the student to develop a contract to meet the instructor's requirements for making up an *incomplete*. An *incomplete* may only be given for extenuating circumstances as approved by the instructor (e.g., illness, family loss or changes in work schedule; whether business or ministry).Students with *incompletes* in two or more classes will not be allowed to enroll in a new semester or term without the permission of the registrar. These students are required to meet with an academic advisor to form a plan for completing the previous semester's work. An *incomplete* must be made up during the next semester in which a student is enrolled. When requirements have been met, the instructor will submit a change of grade form to the Registrar's Office. If a student has not completed the required coursework before the end of the next semester, the *incomplete* automatically becomes a grade of *F* unless arrangements are made with the instructor to extend the *incomplete* for another term. Student communication is a key factor in determining *incompletes*. All students are required to communicate with their instructors regarding missed classes, incomplete or outstanding work just after or prior to their emergency. (MP3 downloads of missed classed are available at no cost to registered students, and CDs are available for order/purchase in the main office.)

- *Pass/Fail*

Many weekend workshops are graded on a *Pass/Fail* basis. Academic credit is awarded but no grade points are given. To receive academic credit or CEUs for seminars or workshops, the student must write a paper of at least 500 words detailing what they learned and how the new knowledge can be applied. These papers should be submitted to the Registrar's Office no later than seven days following the completion of the workshop or seminar. Student teaching and internships are also graded on a *Pass/Fail* basis.

- *Withdrawn (WD), Withdrawn/Passing (WD/P), Withdrawn/Failing (WD/F)*

Withdrawal designations may not be given by faculty but are recorded by the registrar, provided the student has followed appropriate procedures and met the deadline date for dropping the course.

### *Grade-Point Average (GPA)*
The GPA is computed by dividing the number of grade points earned in a given course by the number of credits attempted. Credits with grades of *I, WD, WDP or WDF* are not included in computing the GPA. Credits with grades of *F* are included in computing the grade-point average.

### *Change of Grade*
Any change of grade on the official grade report must be made by the instructor, who submits a *Change of Grade form* to the Registrar's Office.

### *Transcripts and Grades for Graduate Students*
Only courses in which a student earned a grade of *A* or *B* may be received from other colleges and seminaries.

### *Grade Reports*
Semester grade reports showing courses, hours earned, and grades received in all subjects are mailed within a month of the final meeting of the last course scheduled during that semester. All courses in which a student is enrolled will appear on the student's transcript including courses that are repeated or dropped. The GPA will include all grades except those graded *Pass/Fail*. (Grade reports will not be mailed to students who have

outstanding fees or library materials.) Any student who appeals a final grade in any subject should first contact the instructor of the class and then the Registrar's Office. If the grade is to be changed, the instructor will notify the registrar by means of a change of grade form stating the reason for the change. Grades may not be contested more than three months after the date of issue.

### *Forgiveness Policy*
Under *TCCTC's Forgiveness Policy*, degree-seeking students may improve their GPA by repeating a course in which a grade of *D* or *F* was received, and by submitting a written request that the repeat grade be the only one counted in the final calculation. Only two such requests are available to any student during the student's undergraduate career. To repeat a course (under the forgiveness policy) students are required to submit a written request to the Registrar's Office by the midterm date of the term in which the course is being repeated. Prior to the midterm date the student may also cancel the request. No change will be allowed after the midterm date. Students may repeat courses in which they received a grade of *D* or *F* without using the forgiveness policy. In such cases both the original and repeat grades will be used in the computation of GPA. Credit for only one attempt will apply toward graduation. A course taken on a letter grade basis must be repeated on the same basis for the forgiveness policy to apply. A student will not be allowed additional credit for a course repeated in which the student originally made a grade of *C-* or better unless the course is specifically designated as repeatable to allow additional credit.

### *Dean's List*
Undergraduate students who are registered for at least 12 semester hours of letter grade (*A-F*) courses are eligible for the dean's list. The required GPA is 3.5 in any department for any given term.

## GRADUATION

Graduation ceremonies are held annually for graduate and undergraduate students and are typically scheduled for the second Saturday in June.

### *Graduation Application*
Application for graduation must be made to the Registrar's Office one term prior to graduation or when the student has completed all but 10 hours of course work for their degree – whichever comes sooner. If the student is unable to graduate at the end of the term for which application was made, the student must apply again. A $150 graduation fee covers the cost of invitations, cap and gown, diplomas and other related graduation expenses.

### *Graduation General Requirements and Ceremony*
The following requirements must be met no later than April 30 of the year in which the student expects to graduate:
- Satisfactory completion of all course work and projects required for the degree including changing all incompletes to letter grades
- Required GPA (2.00 for undergraduate; 3.00 for graduate)
- Payment of application fee
- Payment of the graduation fee
- Payment in full of any monies owed to TCCTC
- Return of any outstanding library or resource materials

### *Graduation Check*
The Graduation Check form should be submitted to the Registrar's Office one term prior to graduation. This check will include an overview of grades and course completions in the light of requirements for graduation. An additional graduation check is required two weeks before graduation. Completion of all work and payment of all tuition and fees are required for graduation and will be verified by the registrar.

(The *Graduation Checklist and Graduation Check form* is in the appendix of this handbook)

### *Degrees of Distinction*
Three degrees of distinction are granted to graduating students based on all college-level work attempted, including the term's work in which bachelor's degree requirements are completed. They are:
1. Cum Laude for an overall of 3.50
2. Magna Cum Laude for an overall average of 3.70
3. Summa Cum Laude for an overall average of 3.90

### *Thesis or Special Project Opportunities*
Honors programs are designed for those students who wish to undertake independent and original research as part of their college experience. Students who complete and successfully defend graduate honors thesis or projects (as defined by their individual department) will graduate with the designation *with honors.*

## ACCREDITATION, AFFILIATION AND LICENSING

### *Accreditation*
TCCTC is registered with the State of Florida Department of Independent Colleges and Schools and enjoys undergraduate and graduate credit transfers with seminaries throughout the country. TCCTC is accredited at the highest level by Transworld Accrediting Commission International**,** a non-governmental accrediting body. Transworld accredits and assists Theological Schools, Seminaries, Universities, Colleges and Programs throughout the World — on campus, online and distance learning.



### *Affiliation*
TCCTC is a 501(c)(3) nonprofit cross-denominational religious institution of higher education chartered by the State of Florida and governed by a Board of Directors. It is not owned, controlled, or endowed by any denomination, agency, convention, or association.

### *College & Seminary Credit Standard*
Standards for computing semester credits follow the SACS and A.T.S. standard of one credit hour for every fifteen 50-minute contact hours. Credit assumes successful completion of the course with a grade of *C* or higher. Seminars carrying partial credit may be combined to form up to six undergraduate or three graduate credit hours.

### *Continuing Education Units (CEUs) and Inservice Points*
TCCTC offers CEUs in cooperation with various professional groups including the Association of Christian Schools International (A.C.S.I.) and the Florida Association of Christian Colleges and Schools (F.A.C.C.S.). These may be earned by attending classes, workshops or seminars. TCCTC has provider status with the State of Florida to grant CEUs for clinical social workers, marriage and family therapists, and mental health counselors under the Provider Status License #50-318 (renewed every three years). CEUs are calculated based on one continuing education unit per 50-minute contact hour. TCCTC is an approved A.C.S.I. CEU provider. Teachers in schools accredited by the A.C.S.I. receive one CEU for every six-contact-hours of A.C.S.I. approved courses. Teachers in other schools may receive Teacher Education Center (T.E.C.) credit if courses offered are approved by the school or school district teacher education plan. TCCTC will gladly work with other professional groups to help meet certification or credentialing needs.

*Student Academic Advisement*
Academic advisement is available to help students understand the selection and sequencing of their studies. Such understanding is crucial to the smooth progression to graduation or program completion. Students must consult with their advisor at least every third semester throughout their undergraduate and graduate years to ensure they are making appropriate progress toward their degree or area of study.

*Textbooks and Materials*
The instructor of each course determines textbooks and class materials to be used, and students are responsible for purchasing these texts. TCCTC will stock for purchase any texts which cannot be obtained from book vendors. Others may be ordered through local bookstores or online. ISBN numbers are listed in class descriptions under Courses and Seminars on TCCTC's website. Costs for other class materials are included with registration or materials costs. These materials are available at TCCTC, usually in the first class of the semester, and are offered at the lowest available cost.

*Class Recordings*
Class recordings are offered as a study aid for the use of students who are enrolled in courses and seminars at TCCTC. MP3 recordings are available at no cost to students who are registered for that class. CD recordings may be ordered/purchased (prepaid only) by students through the main office.
(A *Class Recording (CD) Order form* is in the appendix of this handbook.)

TCCTC makes every effort to record all classes, however, human and technology errors can mean that some recordings may not be available. In this event, students who prepaid for CDs will receive a refund. (MP3 recordings are complimentary, so refunds are not applicable.)

*Please note: The content of all course and seminar recordings remain the property of TCCTC. Class Recordings may not be reproduced, forwarded, or shared without written permission of TCCTC.*

*Library Facilities*
TCCTC's library houses an extensive collection of theological, scriptural and related disciplinary information resources and study tools covering a wide range of topics. Holdings include scholarly books such as commentaries, concordances and scholarly writing, as well as books written by practitioners in various ministries. The materials serve many uses including biblical research, sermon and teaching preparation, personal Christian growth, and gaining general knowledge.
  – *Who may use the library?*
Anyone may use TCCTC's library on the premises. Students enrolled in a multi-week course may borrow books and videos. If you are enrolled for credit, no deposit is required, but all items must be returned before grades or transcripts will be issued. If you are enrolled for personal growth, a $30 deposit is required per item. A check payable to TCCTC is the preferred method (the check will not be cashed unless you fail to return the items). A cash deposit is also acceptable. Credit/debit cards will not be accepted.
  – *Finding and borrowing books:*
To access the online catalog on TCCTC's website, click on the *Library Tab*, then select *Search the Catalog & Request Books.* On the search form enter your key word, using the search button to locate the materials you want. Next, send the library an online message notifying library staff of your request. TCCTC students and instructors may check out library materials. Community members are welcome to use materials in the library during operating hours (Monday-Thursday, 9am-5pm).
  – *What items cannot be borrowed?*
Books with (*REF*) before the number on their spine are reference works and cannot
be borrowed. Also, books designated as (*Very Old*) on their spine cannot be borrowed.
  – *Returning books:*

Credit students: simply place the books in the bin labeled *Return Library Books Here*.
Personal Growth students: Take your books to a staff member who will return your deposit.
  − *Local Libraries:*
Faculty and students have access to many excellent library resources within the city of Tallahassee. These resources include the State of Florida Library, the Florida State University (FSU) Library, the Florida A&M University (FAMU) Library, the Tallahassee Community College (TCC) Library, the Leroy Collins Leon County Public Library and its satellite libraries. The Interlibrary Loan program gives access to any book in any participating U.S. Library in a matter of days.

## STUDENT POLICIES

### *Class Attendance and Timeliness*
Students are expected to attend all scheduled classes as well as other activities such as examinations, study halls, and tutorials, as determined by their programs, faculty and staff. An official record of student attendance will be kept for each course. Faculty will notify TCCTC staff if students are not listed on their rosters or if students do not attend classes. TCCTC reserves the right to handle individual cases of nonattendance as the need arises.

Students should be on time for each scheduled class unless there is an emergency, or the student has prior permission from the instructor. Arriving early allows time to focus before the class begins.

Students who register for a course for academic credit or audit but do not attend the course are not eligible for a tuition refund. Academic students will receive a failing grade for the course as well. A student who is absent for a period of two weeks at the beginning of the semester will be automatically removed from the class roster (students are requested to officially drop such courses, in writing). A student with excessive unexcused absences during the semester may be required to drop the course with a failing grade. These students must have the permission of the registrar to register for future classes and may be required to reduce their academic load.

Students have a required attendance of 85% for each course and 100% attendance for each workshop. Students, who attend less than 85% of a class without completing a Drop/Add form or the consent of their instructor (e.g. extenuating circumstances), will be automatically dropped from that class with a failing grade (no credit) and no tuition refund will be given.

### *Refunds*
All refunds, issued for any reason, are subject to a $25 non-refundable administrative fee. Refunds are not available for courses where the tuition does not exceed $25.

### *Class Participation*
Students are to be active and involved learners. They should seek information and answers to questions that relate to the course and participate fully in class discussions. Each instructor determines the portion of the grade that is determined by class participation.

### *Classroom Counseling Liability*
TCCTC is an educational institution. In the process of education and training students may be asked to participate in role-playing, class practicums, and other supervised practices. TCCTC is not responsible for counseling practice sessions in the classroom setting. Classroom activities are reserved for educational and training purposes only and are not to be interpreted as personal counseling session.

### *Assignment Deadlines*
All assignments, whether reading or written, are due as required by the instructor. The instructor determines how late assignments and tardiness affect student grades. If faculty members excuse absences, the student

must still arrange to complete the missed course requirements.  The student is responsible for all missed assignments regardless of the reason for the absence. Credit-earning students who attend a workshop or seminar must submit the required written assignment within one week of the end of the workshop or seminar to the registrar to receive academic credit.

### *Semester Deadline for Coursework*
All coursework, whether for a class or seminar, should be received from students by the last day of class or, if the instructor indicates, within seven days following the last day of class. (Instructors may set earlier deadlines at their discretion.)  If students want to have an assignment returned, they must attach a self-addressed stamped envelope to their work.

### *Homework Standard*
Students pursuing academic credit should expect a sizable workload of approximately two hours of study for every one hour in class, though study times vary.  TCCTC bases its academic standards on those promulgated by the A.T.S. (Association of Theological Schools) and the SACS (Southern Association of Colleges and Schools).

### *Academic Papers:  Style Manual*
A master's thesis, and other academic reports, should follow the writing guidelines of the American Psychological Association (APA). APA guidelines may be purchased from local bookstores or online. (Many websites contain free information about the guidelines as well.)

### *Cell Phones in Class*
Cell phones are not allowed during class unless the student has the permission of the instructor.  Students who need access to a cell phone during class should place the phone on *vibrate*. If the student is expecting an emergency call, they should sit near the door and exit quietly to answer the call.

### *Name Tags*
Students are encouraged to wear nametags during class.  This practice enables students to get to know each other and to communicate by name.

### *Disruptive Behavior*
TCCTC reserves the right to require a student to withdraw from the school for justifiable cause at any time. TCCTC reserves the right to deny admission or remove from enrollment, those individuals who display disruptive behavior or, in any way, interfere with the orderly conduct, process, functions, or programs of the college.

### *Plagiarism*
Plagiarism occurs when a student presents another person's ideas or words as his own.  It also occurs when a student intentionally or unintentionally fails to cite the source of their ideas.  TCCTC expects students to be honorable in their academic and their personal life.  It is the policy of TCCTC to uphold the highest standards of integrity in research and creative activity.  Following are specific examples of plagiarism:
- The words, sentences, ideas, conclusions, examples and/or organization of an assignment are borrowed from a source (a book, newspaper, magazine article or journal; an internet site where a book, newspaper, article or journal is cited or published; or another student's paper, media, movies, etc.) without acknowledging the source
- A student submits work done by another student – in part or in whole –  in place of their own work
- A student submits work received from the Internet, commercial firms, or any other person or group
- A student knowingly aids another student in plagiarizing an assignment as defined above

Students who intentionally present others work as their own are subject to dismissal from TCCTC.

*Media Release*
All classes and seminars are recorded by TCCTC. Recordings are used for student purchase, promotion, marketing and publicizing. Students will be asked to sign a Media Release form if TCCTC is capturing footage where their name, likeness, image, voice, appearance and/or performance is being recorded and reproduced as a product of TCCTC.
(TCCTC's *Media Release Form* is in the appendix of this handbook.)

*Children in the Classroom*
TCCTC values family life and supports policies and benefits that are supportive of families. While TCCTC seeks to provide an environment open to work and family issues, and accepts persons less than 18 years of age as students, TCCTC prohibits the continued or reoccurring presence of children (defined as persons below the age of 18 years old) in the classroom or facility for the following reasons: (1) the potential for interruption of class; and (2) health, safety and liability concerns. TCCTC welcomes children on its campus and to its programs when their purpose is to attend classes, seminars or training sessions, or to participate in activities, specifically scheduled and designed for their benefit.

*Student Dress Code*
Our appearance reflects on our Christian testimony, our school and ourselves – therefore, a sense of modesty about one's appearance when sitting in a classroom is expected of all. The goal is to be sure that students maintain a positive appearance and not offend fellow students, faculty or visitors.

The TCCTC Student Dress Code Policy applies to all students.

1. Students are expected to dress appropriately for school in casual or business casual attire.
2. Students are expected to be well-groomed and wear clean clothing.
3. Clothing with offensive or inappropriate words, designs or stamps is prohibited.
4. Clothing should not be too revealing or sexually suggestive.
5. Necklines should be high enough and tops long enough to be suitably modest.
6. Shorts, skirts, dresses, and clothing with slits should be mid-thigh length or longer.
7. Shirts must cover chest and back, and not be made of see-through material. The stomach, cleavage, and excess armpit area should be covered.
8. Pants should fit appropriately, without sagging, and hide all undergarments.
9. Shoes are always required for the safety of the student.
10. Hats should be removed while in the classroom.

The president and/or registrar (or their representative) will assess violations of TCCTC's Student Dress Code. When a student is notified that they are in violation, the student will be expected to immediately correct the issue. This may include having to leave school to change clothes. Repeated violations may result in disciplinary action.

## STUDENT RIGHTS AND RESPONSIBILITIES

*Course Information Changes*
TCCTC's *website* and *semester brochures* include a description of current courses. Descriptions of educational and training plans, course offerings, and requirements may be altered from time to time to carry out the purposes and objectives of TCCTC.

TCCTC reserves the right to change any provision, offering, or requirement at any time within the student's period of study at TCCTC. In the event that programs change, students will be permitted to complete their agreed upon course of study or will be phased into another program that meets their needs.

Admission to TCCTC or registration for a given semester does not guarantee the availability of a course at any specific time. Changes may occur during the year because of unforeseen circumstances.

### *Equitable Treatment*
TCCTC recognizes the essential right of all persons to be treated equitably and with dignity and respect. The institution adheres to all local, state and federal laws that govern it. If you have any concerns about fair treatment, please inform a staff member or the Registrar's Office.

### *Student Complaints and Appeals*
Student complaints and appeals should be brought to the instructor of the class in question. If satisfaction is not achieved the student may appeal to the Registrar's Office.

### *Course Grade Appeals*
A. A student has a right to expect thoughtful and clearly defined approaches to course grading, but it must be recognized that varied standards and individual approaches to grading are valid. Course grading methods should be thoroughly explained to students at the beginning of the semester and must appear on the course syllabus.
B. In a course grade appeal, only *arbitrariness, prejudice, and/or error* will be considered as legitimate bases for an appeal.
   *Arbitrariness:* The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
   *Prejudice:* The grade awarded was motivated by ill will and is not indicative of the student's academic performance.
   *Error:* The instructor made a mistake in fact or failed to give students adequate notice of grading policies.
C. A student may appeal a grade reduced for academic dishonesty through the Course Grade Appeal policy.
D. The course grade appeal process must be initiated by the student prior to the close of week six of the following semester. If the student moves to the formal process, it must be done before the end of the semester in which the appeal was initiated. In cases where an *incomplete (I)* was originally assigned, an appeal must be made within six weeks of the date the final grade is posted by the registrar.
E. Normally, the course grade appeal process will be completed during the semester in which the appeal is filed.
F. The course grade appeal process
   1. Informal steps:
      a. The student will discuss the issue with the instructor, and may consult with the registrar, in an attempt to resolve the matter.
      b. If the matter is not satisfactorily resolved, the student will discuss the issue with the registrar. If the matter cannot be resolved informally, the student may choose to file a formal appeal.
   2. Formal steps:
      a. The student will request a Course Grade Appeal form from the registrar. The student will submit it along with any supporting documentation to the Registrar's Office. The student should keep a copy. The registrar will send a copy of the appeal form and supporting documentation to the instructor and to the president.
      b. The president will talk to the instructor and to the student to resolve the issue.

### *Housing, Transportation and Regular Christian Fellowship*
Housing, transportation and regular Christian fellowship are the responsibility of each student. TCCTC holds an orientation at the beginning of the fall semester. TCCTC will be happy to introduce you to other students and will assist you in locating Christian social activity and fellowship.

*Job Placement*
TCCTC's degree programs are designed solely for religious vocations. TCCTC does not promise or imply guaranteed placement, market availability or salary amounts. TCCTC will gladly furnish recommendations and transcripts to potential employers at the request of the student. An Official Transcript Request form must be completed and turned into the Registrar's Office along with the required fee. Transcripts will not be issued, nor recommendations sent, unless student accounts are current.

*Ordination*
TCCTC does not provide ordination for students but does work with each student and denomination to provide courses necessary to fulfill ordination requirements. Students seeking ordination are responsible to ascertain the specific requirements of their denomination, convention or church association through which ordination is sought. Academic advisors at TCCTC will work with each student to meet the specific requirements of their denomination, convention, or church association. A degree does not guarantee, but may lead to, ordination by your denomination

## FINANCIAL ASSISTANCE

A question many prospective students ask is, "*Can I afford it?*" Our answer is yes! It has always been the policy of TCCTC to keep tuition and other costs as low as possible. To assist students financially, TCCTC has several options available. Please direct inquiries and questions regarding financial arrangements to the Registrar's Office.

*Congregational Support*
Some congregations are willing to assist their students financially, knowing the fruit of their labor will be returned as increased leadership and service within those churches. Students are encouraged to ask their pastor or appropriate board member within their own congregation about this possibility. Upon request, TCCTC will gladly provide information regarding available programs or services on behalf of the student.

*Interest-Free Payment Plans*
Interest-free payment plans are also available for students (in good standing) who demonstrate the financial ability to make payments on time. Tuition must be paid in full by the end of the semester in which the student enrolls. Payment plans are designed by, and must be co-signed by, the registrar. Failure to meet the work or financial agreement will result in interest charges being applied and the withdrawal of this option for the following semester.

*Student Spouse Discount*
A student's spouse may attend classes concurrently at a 50% tuition discount. Students must inform the Registrar's Office to take advantage of this opportunity.

*Veteran Discount*
TCCTC offers U.S. Veterans a 50% discount on all courses and seminars. (Exception: courses offered in collaboration with other institutions.) For more information please call the Registrar's Office.

*Scholarships*
TCCTC has a very limited number of scholarships available. Before applying for any scholarship, students should first contact their own church for financial assistance. If the student's church is unable to help directly, a pastoral recommendation must be presented as part of the scholarship application. This step is essential to be considered for a TCCTC scholarship.

Scholarships do not typically cover the cost of textbooks and materials, or a few specific courses. Please check with the registrar for exceptions. Scholarship recipients are required to attend all scheduled classes, as well as other activities, as determined by their program.

**Verona Lee Kirby Scholarship for Women (when available)**
This scholarship is in memory and honor of Verona Lee Kirby, the grandmother of one of TCCTC's graduates. Mrs. Kirby was a passionate encourager of those she met. She was always prepared to share the gospel or her testimony with anyone who showed the slightest interest. As a teen, Verona wanted to pursue a life of animal husbandry but lived in a time when females were not allowed into the program. She worked at many jobs and eventually became one of the owners of the Cookie Shop in Lake City, Florida where she recognized and met the needs of many in need. Her family describes her as a true Proverbs 31 woman. The amount of the scholarship varies as funded. Recipients must have completed a student application and have an overall GPA of at least 2.50. Also, they must confess Christian faith and maintain the integrity of Christian character. To maintain the scholarship, recipients must attend TCCTC student orientation and the annual open house. In addition, they must volunteer at least eight hours of service for TCCTC per semester.

**TCCTC Partial Working Scholarship**
This scholarship is awarded on an individual basis for those who agree to pay half of their tuition and work out the remaining half by assisting TCCTC in various ways. To be considered for this scholarship the student must demonstrate a financial need, complete a scholarship application, a working scholarship covenant form and apply to the Registrar's Office two week prior to the start of classes.

**TCCTC Full-Time Student Scholarship**
This scholarship is awarded to the serious student who demonstrates a financial need. The scholarship applies to tuition costs in excess of six semester hours and is awarded on a case-by-case basis. Students taking at least six semester hours, have a minimum of a 2.0 grade point average, and complete a scholarship application may apply to the Registrar's Office two weeks prior to the start of classes.

**TCCTC Full Tuition Scholarship**
Only one such scholarship is offered each year and goes to the serious student who demonstrates a financial need and successful coursework performance at TCCTC in a previous semester. This scholarship covers tuition costs for one semester.

## SCHEDULE OF FEES

Payment of appropriate fees and tuition is an integral part of the registration process. Enrollment at TCCTC is contingent upon honoring covenants. Grades will not be issued for courses, nor will students be permitted to re-enroll, unless accounts are current.

*Tuition, Manuals and Materials Fees*
Students are accountable for all tuition, manual and material fees. Fees vary with the number of credit hours taken and the materials selected by each instructor. (Fees are included with each course on the TCCTC website and in the current *semester brochure.*)

All application, registration, tuition and material fees are due five business days before scheduled classes. Registration is not official until the Registrar's Office receives the semester registration form with payment.

TCCTC accepts cash, check, Master Card, Visa, American Express, and Discover. To register by mail students must mail the completed semester registration and the tuition payment to TCCTC.

Students are responsible for ordering and purchasing their own textbooks, except unavailable textbooks that TCCTC will stock for purchase.

Students also have financial liability for all credit hours remaining on their schedules at the close of the official Drop/Add period each semester.

***Admission Application Fee:* $50.00**
Applicants for admission (for degree and training program students) are assessed a one-time non-refundable application fee.

***Graduation Fee:* $150.00**
A graduation fee is assessed to cover the cost of invitations, cap and gown, diplomas, and other related graduation expenses.

***Official Transcript* Fee:  $10.00**
The official transcript is the official record of student performance and is issued to an educational institution or agency.  Fees are the same for additional copies of the transcript.

***Returned Check Charge:*  $25.00**
A returned check charge will be assessed against a student's account.  Returned checks must be paid in full with a money order, credit card or cash.  TCCTC will not accept payment with another check.

Students may not re-enroll for classes until the returned check is paid and cleared through TCCTC's bank. Students may continue to pay tuition, course fees and textbooks with personal checks unless another check is returned.  If this should happen, the student will be required to conduct all business with TCCTC by credit card, cash or money order.

***Reimbursement of Fees***
Provided that deadlines are met, students who are officially withdrawing from the college, dropping or adding courses, or changing credit or audit status, will be refunded* a percentage of paid tuition as follows:
First week…..100%   Second week…..75%  Third week…..50%
No refunds will be made after the third week and financial reimbursement is not applicable to textbooks or materials fees.

*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses or seminars where the tuition does not exceed $25.*

# APPENDIX

# GLOSSARY

**A.C.S.I. –** Association of Christian Schools International, an accrediting institution.

**A.T.S. –** American Theological Association of Schools, an accrediting institution.

**Academic Honors** – In recognition of academic achievement, each fall and spring semester TCCTC publishes a list of those earning at least 12 credit hours. The dean's list recognizes those who earn at least a 3.25 GPA or higher.

**Advanced Standing** – Status granted to transfer students who enter TCCTC having earned college credits elsewhere.

**Appeal** – The right of a student to contest a grade given in a particular course.

**Audit (AU) –** To audit a course is to enroll in a course for personal growth, not academic credit.

**Bachelor of Arts degree** – A 120 credit-hour program preparing students for ministry, or for further graduate studies.

**BIB –** The designation used for all courses in biblical studies.

**CED** – Christian Education. CED is the designation used for all courses in Christian education.

**CEUs** – Continuing Education Units (CEUs) through the State of Florida provide continuing education for professional groups.

**CNS** – The designation used for all courses in counseling.

**Degree Candidate** – A student who has been officially admitted as a candidate for a particular degree or diploma.

**Dismissal** – Expulsion of a student from the college for inappropriate personal conduct.

**Drop/Add** – To change or drop courses without academic penalty during the first two weeks of a semester.

**DRP** – Dropped. A grade received by a student who maintains enrollment in a semester but chooses to drop a course during the Add/Change period.

**F.A.C.C.S.** – Florida Association of Christian Colleges and Schools, an accrediting institution.

**Final** – A final examination in any course taken for college credit.

**Full-Time Student** – A student who enrolls in nine or more (graduate) or twelve or more (undergraduate) semester hours per semester.

**GED** – A general education diploma indicating academic standing equivalent to high school graduation.

**GPA** – Grade-point average. The GPA is calculated by dividing the number of letter grade points earned by the number of semester hours attempted.

**Grade Points** – Values assigned to each letter grade level earned (e.g., A = 4 grade points; B = 3 grade points; C = 2 grade points; D = 1 grade points; F = 0 grade point)

**HIS** – The designation used for all courses in History.

**LANG** – The designation used for all courses in Biblical language of Greek and Hebrew, or other languages such as conversational Spanish.

**Withdrawn** – The process initiated by the Registrar's office which officially terminates the student's relationship with the college for the semester.

**Master of Arts degree –** A study program of 33 hours preparing graduate students for ministry in their communities and churches, or for further graduate studies.

**MIN –** The designation used for all courses in ministry, leadership and evangelism

**MIS** – The designation used for all courses in missions.

**Part-Time Student** – A student who enrolls in less than nine (graduate) or twelve (undergraduate) semester hours per semester.

**CR –** Denotes the fact that the student repeated a course required by their degree program.

**SACS** – Southern Association of Colleges and Schools, an accrediting institution.

**Semester** – a 15-week period of study scheduled in the fall, winter/spring or summer of TCCTC's calendar.

**Semester Hour** – A unit of measurement used to calculate college credits earned toward graduation. A credit hour indicates the number of contact hours per course per semester.

**Special Student** – A student who takes courses for credit, but who has not been admitted to a degree program.

**TCCTC** – Tallahassee Christian College and Training Center

**THE –** The designation used for all courses in theology.

**Training Program Student –** A student enrolled in a training program track.

**Transfer Credit** – Semester hours of academic credit from other colleges or seminaries that have been accepted into a TCCTC degree program.

A

# Semester Registration Form

*(Students must complete this form in its entirety)*

DATE _____

TERM: ☐ Winter/Spring Semester ☐ Summer Semester ☐ Fall Semester

Have you taken a class at TCCTC before? ☐ Yes ☐ No

Name: _____
Date of Birth _____or Social Security # _____
Address _____ Apt. #_____
City _____ State_____Zip_____
Home Phone _____ Cell Phone _____
Work Phone _____Emergency Phone _____
E-mail Address_____
Church Affiliation _____U.S. Citizen ☐ Yes ☐ No

## HOW DID YOU HEAR ABOUT THIS COURSE? *(Please check all that apply)*

☐ Church/Pastor ☐ Friend ☐ TCCTC Brochure ☐ TCCTC Website ☐ Email from TCCTC ☐ Social Media ☐ On-line Community Calendar ☐ On-line Advertisement ☐ Radio ☐ Newspaper ☐ TV ☐ On-line Search ☐ I am a TCCTC Student ☐ Other_____

## STUDENT STATUS (Please check one)

☐ Audit/Personal Studies  ☐ Academic Credit *(☐ BA ☐ MA ☐ 2-Yr)* ☐ Training Program  ☐CEU's *(License #_____)*

## COURSE REGISTRATION (If you need additional space, please attach another signed and dated registration form)

Course #_____ Course Title: _____ Course Fee: _____
                                                                            Materials Fee: _____

Course #_____ Course Title: _____ Course Fee: _____
                                                                            Materials Fee: _____

Course #_____ Course Title: _____ Course Fee: _____
                                                                            Materials Fee: _____

**(Ordering textbooks is the student's responsibility)**

**DATE** _____    TOTAL COURSE FEES:   $ _____

*SIGNATURE*_____    ***TOTAL MATERIAL FEES:*** *$* _____
                                                   **(No Tax on Materials Fee)**
                                                   **TOTAL DUE:**          $ _____

☐ **I understand that:**
*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses or seminars where the tuition does not exceed $25.*

*Tallahassee Christian College and Training Center* - 1717 Hermitage Blvd. Suite 102, Tallahassee, FL  32308
(850) 513-1000  Fax (850) 514-7488  www.TCCTC.org

| FOR REGISTRAR OFFICE USE ONLY |
|---|

☐ CASH:  Total Paid: _____      ☐ CHECK #_____      Total Paid: _____
☐ CHARGE:  Visa/MC _____Exp. Date _____      Total Paid: _____
☐ PAYMENT PLAN (Turned in on ____/____/____)      ☐ APPROVED SCHOLARSHIP: ☐Johnson  ☐Williams  ☐Sammons

B

# Basic Grading Criteria for Class Papers

*Overall Criteria*

### (1) Content

This includes the choice of an important and relevant topic, the degree to which you include material relevant to the defense and development of your interpretation, and the amount of irrelevant material you weed out of your discussion.

### (2) Accuracy

It is extremely important to gain an accurate understanding of the text.  Be careful to read statements in context.  If you seem to find a contradiction in the text, it is quite possible that you have not followed the author's logic or argumentative process.  Try again and see if there is a way to resolve this apparent contradiction.  (In other words, the contradictions in texts often arise because we bring a certain understanding to the text, rather than gaining our understanding from it.)

### (3) Organization

Papers generally are composed of three sections: the introduction, the body, and the conclusion.  Know what you want to say before you write the paper, and strip off anything, which is not essential to making your point.  To accomplish this, it often is helpful to write an outline before you write the paper; and it is essential to edit and re-write the paper after the stripping process of the first draft.

### (4) Originality

An original idea, or an idea defended in an original way, is sure to be rewarded.

### (5) Quality

The paper must exhibit correct grammar, punctuation, spelling, syntax, and typography.  (Proofreading is essential to ensuring the absence of such errors.)  The <u>format</u> of the paper and of notes must conform to the accepted standards for a research paper.  An excessive amount of difficulty in any of these areas will adversely affect the evaluation.  A typical exegetical or research essay would cite at least 6-7 secondary PRINT sources.

### (6) Punctuality

Papers must be submitted on time to receive full credit toward a grade.

C

# General Criteria by Grade

An (*A*) paper will have all these characteristics:
1.          A clear, succinct thesis statement
2.          Written in concise, formal English that is a pleasure to read
3.          Free of any typographical, orthographical, grammatical, and syntactical errors
4.          Incorporates the readings to date
5.          Follows a linear development, from the introduction through the body to the conclusion

A (*B*) paper will have all these characteristics:
1.          A clear thesis statement
2.          Written in concise, formal English
3.          Free of any typographical and orthographical errors
4.          Free of most grammatical and syntactical errors
5.          Incorporates the readings to date
6.          Follows a linear development, from the introduction through the body to the conclusion

A (*C*) paper will have these characteristics:
1.          A vague or diffuse thesis statement
2.          Written in verbose, formal English
3.          Free of any typographical and most orthographical errors
4.          Only minor grammatical and syntactical errors
5.          Draws cursory connections to the readings to date
6.          Follows a linear development, from the introduction through the body to the conclusion

A (*D*) paper will have these characteristics:
1.          No thesis statement
2.          Written in colloquial English
3.          Minor typographical and orthographical errors
4.          Have a few grammatical and syntactical errors
5.          Draws vague connections to the readings to date
6.          Has no clear line of development; lacks an introduction and/or conclusion

An (*F*) paper will have one or more of the following characteristics:
1.          No thesis statement
2.          Poorly written in colloquial English
3.          Several typographical and orthographical errors
4.          Significant grammatical and syntactical errors
5.          Draws no connections between the field activity and the readings to date
6.          Has no clear line of development; lacks an introduction and/or conclusion

D

# Drop/Add Form

---

**All course changes must be made during the first two weeks of class**. To drop or change the status of a class to credit or audit, the student must submit a written request to the Registrar's Office for approval. Such changes are handled on a case-by case basis. Students should discuss these changes with their instructor and academic advisor before making a final decision.

All course changes must be made during the first two weeks of class in order to be eligible for a tuition refund. Tuition refunds are given on a pro-rated basis and do not apply to textbooks or material fees.

*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses or seminars where the tuition does not exceed $25.*

(For additional information, including refund proration information, please see the *Student Handbook.*)

**TERM:** ☐ Winter/Spring Semester  ☐ Summer Semester  ☐ Fall Semester

NAME_____

Home/Cell Phone _____ Alternate Phone Number_____

☐ **DROP REQUEST -- I request the following class/classes be <u>dropped</u> from my study program:**

Reason for Drop_____

Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____
Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____
Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____

                                                *TOTAL FEES:* _____

☐ **ADD REQUEST – I request the following class/classes be <u>added</u> to my study program:**

Reason for Add _____

Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____
Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____
Course #_____ Course Title_____ Starting date: _____
    ☐ Audit ☐ Credit ☐ CEUs ☐ Certificate          Course Fee: $_____

                                                *TOTAL FEES:* _____

☐ **STATUS CHANGE REQUEST – I request that the status of the following class be changed:**

Course #_____ Course Title_____ Starting date: _____
Status to be changed **<u>FROM:</u>** ☐ Audit ☐ Credit **<u>TO:</u>** ☐ Audit ☐ Credit

## Student's Signature: _____ DATE _____

☐ **I understand that:**
*All refunds, issued for any reason, are subject to a $25 administrative fee. Refunds are not available for courses or seminars where the tuition does not exceed $25.*

---

**FOR REGISTRAR OFFICE USE ONLY**
Accounting Instructions, Refund or Payment Due

Method of Payment:
☐ PAYMENT PLAN CHANGED      ☐ SCHOLARSHIP CHANGED
☐ CASH:  TOTAL: $ _____      ☐ CHECK:  CHECK #_____    TOTAL: $_____
☐ CHARGE:  VISA/MC #_____ EXP. DATE_____ TOTAL $_____

---

E

# TIPS FOR ACADEMIC SUCCESS

*Although these tips may seem elementary at first glance, they are often the very things that impede academic success.*

- ❖ Make an appointment with an advisor to design a study program to meet your goals and needs.

- ❖ Attend the student orientation held prior to the beginning of each semester.

- ❖ Read the course syllabus and enter deadlines in your calendar.

- ❖ Be on time or arrive early to class. This will give you time to become settled and focused. The most important part of the class is often presented at the beginning of each session.

- ❖ Keep up with homework. It is not difficult to *stay up,* but it may be a problem to *catch up*.

- ❖ Turn homework and class assignments in (to your instructor) on time.

- ❖ Keep written class requirements at the beginning of your notebook. This will be extremely helpful as you study and will be a constant reminder of what is expected.

- ❖ Take your courses seriously.

- ❖ Inform your instructor if an emergency arises or if anything requires your absence. Good communication with your instructor is key to your success.

- ❖ If you miss a class, MP3 downloads of each class are available free to registered students. CDs are available for purchase from the main office. Also, check with your fellow students for class notes.

- ❖ Ask questions if you do not understand something.

- ❖ If you have difficulty (for any reason) make an appointment with an academic advisor before changing or dropping a class.

F

Tallahassee Christian College & Training Center (TCCTC)
Media Release Form

The undersigned enters into the following agreement ("Agreement") with TCCTC.

I have been informed that TCCTC is capturing footage and that my name, likeness, image, voice, appearance and/or performance may be recorded and reproduced as a Product of TCCTC.

I grant TCCTC and its designees the right to use the Product in any format, now known or later developed. I grant, without limitation, the right to edit, mix or duplicate and use or re-use Product in whole or in parts as TCCTC may elect. TCCTC or its designees have complete ownership of the Product, including copyright interests.

I grant TCCTC and its designees the right to broadcast, exhibit, market and otherwise distribute the Product, in whole or in parts, and alone or with other products, for any purpose TCCTC or its designees determine. This grant includes the right to use Product for promoting or publicizing.

I have the right to enter into this Agreement and am not restricted by commitments to third parties.

TCCTC has no financial commitment or obligations to me as a result of this Agreement.

I have read, understand and agree to all of the above and that the rights granted TCCTC herein are perpetual and worldwide:

Print Name: _____

Signature: _____Date_____

If this person is under age 18, legal guardian must sign below.

I certify that I am the legal guardian of the person/model named above. I give my consent to the foregoing on his or her behalf.

Print Name: _____

Signature: _____Date_____

# Class Recording (CD) Order Form

Name_____Date_____

Street Address_____

City_____State_____Zip_____

Home Phone_____Cell Phone_____Work Phone_____

E-mail_____

**\*\*\*ALL CD ORDERS MUST BE PRE-PAID\*\*\***

☐ **Individual class**: $6 per class

☐ **Class Sets and Seminars:**
☐ 15-wk class: $75, ☐ 10-wk class: $50, ☐ 8-wk class: 40, ☐ 5-wk class: $25
☐ Full-day seminar (9:30am-4:30pm) $18, ☐ Half-day seminar (9:30am-1:30pm) $9

Class_____Instructor_____Date _____

Seminar_____Instructor_____Date_____

**TOTAL $_____**
☐ Cash
☐ Check: # _____
☐ Charge: Visa/MC
☐ Complimentary By: _____

Special Instructions_____

_____

H

# Graduation Checklist

Graduation ceremonies are held annually for graduate and undergraduate students and are typically scheduled for the second Saturday in June.

### Graduation Application
Application for graduation must be made to the Registrar's Office one term prior to graduation or when the student has completed all but 10 hours of course work for their degree – whichever comes sooner. If the student is unable to graduate at the end of the term for which application was made, the student must apply again.

A $150 graduation fee covers the cost of invitations, cap and gown, diplomas and other related graduation expenses.

### Graduation General Requirements and Ceremony
The following requirements must be met no later than April 30 of the year in which the student expects to graduate:
- Satisfactory completion of all course work and projects required for the degree including changing all incompletes to letter grades
- Required GPA (2.00 for undergraduate; 3.00 for graduate)
- Payment of application fee
- Payment of the graduation fee
- Payment in full of any monies owed to TCCTC
- Return of any outstanding library or resource materials

### Graduation Check
The Graduation Check form should be submitted to the Registrar's Office one term prior to graduation. This check will include an overview of grades and course completions in the light of requirements for graduation. An additional graduation check is required two weeks before graduation. Completion of all work and payment of all tuition and fees are required for graduation and will be verified by the registrar.
(A *Graduation Checklist and Graduation Check form* is in the appendix of this handbook)

### Degrees of Distinction
Three degrees of distinction are granted to graduating students based on all college-level work attempted, including the term's work in which bachelor's degree requirements are completed. They are:
4. Cum Laude for an overall of 3.50
5. Magna Cum Laude for an overall average of 3.70
6. Summa Cum Laude for an overall average of 3.90

### Thesis or Special Project Opportunities
Honors programs are designed for those students who wish to undertake independent and original research as part of their college experience. Students who complete and successfully defend graduate honors thesis or projects (as defined by their individual department) will graduate with the designation *with honors.*

### Graduation With Honors
Honors programs are designed to allow talented students to develop to their fullest potential and to encourage talented students to undertake independent and original research as part of the TCCTC experience. Students who complete and successfully defend graduate honors theses or projects as defined by individual department will graduate with designation "With Honors."

# Graduation Check Form

**Student Name:** _____

**Student Social Security Number:** _____

Satisfactory completion of all course work and projects are required for the degree, including:

- o Academic Review Completed

- o All application forms, transcript (s), references received

- o Changing of all Incompletes to letter grades

- o Payment of application fee

- o Payment of the graduation fee

- o Payment in full of any monies owed to the TCCTC

- o Return of all outstanding library or resource materials

Student file folder check by: _____

Date: _____

Academic Review by: _____

Date: _____

Financial Review by: _____

Date: _____

J

# Thesis Proposal Form

**Students who plan to begin their projects in the fall semester should have their proposals submitted by <u>July 10</u>.**
**Students who plan to begin their projects in the spring semester should have their proposals submitted by <u>November 10</u>.**
**Students who plan to begin their projects during the summer should have their proposals submitted by <u>April 10</u>.**

Student's Name:_____

E-mail: _____

Address:_____

Telephone number:_____

Semester presenting thesis: _____

Title of Thesis/Project: _____

Hypothesis/Research Question:

_____

Area in which master's degree is being sought: _____

_____

Name of faculty advisor: _____

**Faculty Advisor's Endorsement:  Please circle appropriate responses**

| | | |
|---|---|---|
| Yes | No | The bibliography includes respected sources in the field. |
| Yes | No | The project involves independent work and thought on the part of the student. |
| Yes | No | The project makes a contribution and is of value to others in the field. |
| Yes | No | I have read the written proposal and find it satisfactory. |

Faculty Advisor Signature:_____   Date:_____

K