

# STUDENT HANDBOOK



## BAPTIST THEOLOGICAL COLLEGE

910 A.S. Fortuna Street ++ 6014 Mandaue City

(32) 345-0148 ++ 0947-480-2403

---

Student Name

## INTRODUCTION

The rules and regulations that appear in this handbook are not designed to burden any student; they are given in this handbook so that every student will know what is expected of him or her while studying at Baptist Theological College (BTC). They are intended to help each BTC student grow in every area of his life during his/her career at BTC.

**Jesus grew in wisdom and stature  
and in favor with God and  
men. Luke 2:52 NIV**

We believe that the servant of God should possess a high level of self-discipline as he/she follows the will of God. Learning to live and work in an orderly and harmonious manner on the campus and in the community is an important part of the process of developing self-discipline. A cooperative and positive attitude toward rules and regulations here at BTC is an important evidence of spiritual maturity.

The importance of good interpersonal relationships is very relevant at BTC. This includes all of our relationships: students to faculty, faculty to students, students among themselves, faculty among themselves and students, faculty and staff to the community. Such relationships must be based upon mutual respect for each other, honesty, and the love of God, which has been shed abroad in our hearts (Rom. 5:5) because we are Christians. There is no room at BTC for those who are uncooperative, obstructionists, chronic complainers, those who defy legitimate authority, are busybodies, gossipers or dishonest.

**After three days they found Jesus in  
the temple courts sitting among  
the teachers listening to them  
and asking questions. Luke  
2:46 NIV**

BTC recognizes the right of students to ask questions, air grievances, and make suggestions for the improvement of our school. It is the desire of the Administration and faculty that open lines of

communication be maintained with the students. The Office of the Dean of Student Life is the normal channel through which questions, complaints and suggestions should be coured. The President, however, is always available to students who wish to talk with him about any matter they wish to bring to him.

Once a student enrolls as a first-year student at BTC, he becomes a part of the BTC family. As a member of this family, he agrees to maintain the standards explained in this handbook whether on or off campus. He agrees to abide by these standards while classes are in session, during semester breaks, vacation periods, during internship, and doing online activities.

## ADMISSION REQUIREMENTS

Any students desiring to apply for admission at BTC must submit the following forms and documents at the time of interview and enrollment:

1. Form 1a Application for Admission
2. Form 2a **Three** Confidential Character Reference Questionnaires
3. Form 3a Letter of Recommendation from an Evangelical Pastor
4. Form 4a Letter of Recommendation from an Evangelical Church
5. Form 5a Medical Certificate (X-ray and Complete Blood Count results)
6. Form 6a Certificate of Involvement in an Evangelical Church (active involvement for at least one year)
7. Form 138 – high school card (Form 137-A will be requested by BTC from your high school)
8. One copy of original birth certificate from the Philippine Statistics Authority (PSA)
9. One copy of recent 2x2 ID picture

10. One copy of recent 1x1 ID picture
11. Transfer Credential & Transcript of Records (if you have attended another college)
12. X-ray, drug test, and CBC results

**ACADEMIC INFORMATION**

**Class Attendance and Requirements**

1. Students are required to be on time for all their classes and appointments. “On time” for classes and chapel programs means being seated in the room when the bell rings. Students should remain in the classroom for the entire class meeting. If there is an emergency, the student should ask the teacher for permission to leave the room.
2. Tardiness to any classes must be satisfactorily explained to the instructor. The teacher then has the right to accept or reject such explanation. If the explanation is not accepted or if no explanation is made, the tardiness will be recorded. Two unexcused tardies shall be equal to one absence.
3. Absence from class for any reason must be satisfactorily explained and submitted to the appropriate Dean immediately after the absence. The priority of BTC students is learning in their classes. Normally, an excused absence is given only for sickness of the student. The Dean will put his/her comment (stamp “excused” or “unexcused”) on the admission slip and give it to the student to be signed by the instructor(s) of the class(es) he missed. The signed admission slip is then returned to the Dean for filing.
4. Absences for any one subject may not exceed the number of meetings per week for that subject during the semester. Absences in excess of this number will normally result in failure for that subject.
5. No make-up work or make-up tests will be permitted for an unexcused absence. For an excused absence, it is the student’s responsibility to approach the faculty member and find out what make-up work must be done.

**Study and be eager to do your utmost to present yourself to God approved (tested by trial), a workman who has no cause to be ashamed, correctly analyzing and accurately dividing [rightly handling and skillfully teaching] the word of truth.**  
2 Timothy 2:15 Amp.

**Cheating Policy**

1. Definition of cheating
  - a. Opening of notes, handouts, books, or electronic gadgets during exams or quizzes.
  - b. Looking or permitting others to look at one’s test papers during quizzes or exams.
  - c. Looking at prepared answers (*Kudigo*).
  - d. Asking and giving answers to and from classmates during quizzes or exams.
  - e. Copying assignments/research papers of other people or resources without citation.
  - f. Copying and pasting of “e-files” (computer files) of others to their own papers without citation.
  - g. Though borrowing of notes for review is not categorized as cheating, it is discouraged. Take your own notes.
2. Consequences if caught cheating
  - a. If a student is caught cheating during a periodic exam (Preliminary, Midterm, Semifinal,

**Therefore rid yourselves of all malice and all deceit, hypocrisy, envy and slander of all kind.**  
2 Peter 2:1 NIV

Final) he will be given the lowest failing grade for the periodic exam and the respective Dean will be notified.

- b. If a student is caught cheating during a quiz, he will be given a zero for that quiz and the respective Dean will be notified.
- c. If a student repeatedly cheats during quizzes and/or exams he will be subject to suspension.
- d. If a student is caught copying assignments or submitting assignments that are not done originally by himself, he will be given a warning and will be asked to do the assignment himself and the respective Dean will be notified. The second time he is caught, he will be subject to suspension.
- e.

**Rather, we have renounced secret and shameful ways, we do not use deception nor do we distort the Word of God. On the contrary, by setting forth the truth plainly we commend ourselves to every man's conscience in the sight of God.**  
2 Corinthians 4:2 NIV

### **Graduation Requirements**

1. Complete all academic requirements.
2. Complete all Field Education requirements.
3. Complete all Related Learning Activity Notebook requirements.
4. Interviewed and recommended by the ARCC and recommendation from the faculty.
5. Submit each doctrinal statement following the prescribed guidelines.

### **6. Comprehensive Exam**

Graduating students will take the comprehensive exams during their last semester of classes (usually given in November). There are two different tests given--one for Religious Education majors and one for Pastoral Studies majors. Some sections of the exams are the same for both majors; for example, the sections covering New Testament, Old Testament, theology, evangelism. The examination lasts for two entire days. Students write for four hours in the morning and four hours in the afternoon. Questions are essay type and students may not use any notes except their study Bible and reference tools provided. They must have submitted their final approved copies of their doctrinal statements.

The scores of the comprehensive exam are not cumulative. The student must get a passing grade of at least 75% for each section of the exam. The student who fails a section of the comprehensive exam will forfeit his/her graduation that year. He must take and pass the removal exam scheduled after the graduation ceremony. If he/she passes the removal exam, he may be considered a summer graduate. If he fails in the removal exam his/her summer graduation is forfeited again. In this case, the student has to take a refresher course in BTC in areas where he/she got failing scores.

### **Grading**

An average grade of 75 out of 100 is required to pass any subject. Below is listed the official BTC grading system with descriptive explanations for the various levels of achievement. Each semester the Registrar records student grades. Students are responsible to monitor their

own academic progress and are encouraged to check with the office about their previous semester’s grades.

If there is a question about a particular subject grade, the student should consult with the Dean of Theology who will explain how the student’s grade for any subject was computed. Students are not to directly contact a subject teacher unless instructed to do so by the Dean.

| Grade Point | Percentage |            | Grade Point                | Percentage |                  |
|-------------|------------|------------|----------------------------|------------|------------------|
| 1.0         | 100%       |            | 2.6                        | 83%        |                  |
| 1.1         | 99         |            | 2.7                        | 82         | Below average    |
| 1.2         | 98         | Excellent, | 2.8                        | 81         | “C -             |
| 1.3         | 97         | Superior   | 2.9                        | 80         |                  |
| 1.4         | 96         | “A”        |                            |            |                  |
| 1.5         | 95         |            | 3.0                        | 79%        |                  |
|             |            |            | 3.2                        | 78         | Low quality, but |
| 1.6         | 94%        |            | 3.4                        | 77         | still passing    |
| 1.7         | 93         |            | 3.6                        | 76         | “D”              |
| 1.8         | 92         | Good       | 3.8                        | 75         |                  |
| 1.9         | 91         | “B”        |                            |            |                  |
| 2.0         | 90         |            | Below 75% is failure – 4.0 |            |                  |
|             |            |            |                            |            |                  |
| 2.1         | 89%        |            |                            |            |                  |
| 2.2         | 88         |            |                            |            |                  |
| 2.3         | 87         | Average    |                            |            |                  |
| 2.4         | 86         | “C”        |                            |            |                  |
| 2.5         | 85         |            |                            |            |                  |
| 2.5         | 84         |            |                            |            |                  |

**WP – Withdraw with Permission**

The grade “WP” will be recorded when a student withdraws from a class with permission from his/her Dean. The student stopped attending the subject and receives no credit for his/her work in the class.

**Failures**

If a student fails three (3) or more subjects in a school year, he or she will be advised by the Deans not to return to BTC.

**Instruct a wise man  
and he will be wiser still;  
teach a righteous man  
and he will add to his learning.**  
Proverbs 9:9 NIV

**Honor Students**

Students are evaluated in areas of academics as well as Field Education (FED) performance. A student must get a cumulative FED grade of at least 90% or 2.0 to qualify for honors (in addition to having a high academic grade point average). The following is the BTC standard determining honor students:

**Devote yourselves to prayer, being watchful and thankful.**  
Colossians 4:2 NIV

| <b>GPA</b>  | <b>Honor</b>      |
|-------------|-------------------|
| 1.00 – 1.25 | = Summa Cum Laude |
| 1.26 – 1.39 | = Magna Cum Laude |
| 1.40 – 1.50 | = Cum Laude       |

The overall Grade Point Average (GPA) is a cumulative computation of a student’s GPA from first year to the last year of classes in BTC. FED, ROTC, subjects transferred from a previous college and cross-enrolled grades are not included in the GPA calculation for honors.

**Whatever you do, work at it with all your heart, as working for the Lord, not for men,**  
Colossians 3:23 NIV

The required GPA for graduation is 2.9 – 80% for Bachelor of Arts in Theology and 2.9 – 80% for Bachelor of Arts in Religious Education.

**Admission, Retention, Continuation Committee ARCC)**

The ARCC reviews the progress of each student each academic year. In coordination with all BTC Deans, they recommend whether a student should continue studying at BTC. This may involve personal interviews as well as reviewing the student’s records in academics, Field Education and Student Life. The ARCC evaluates every area of the student’s achievement and development.

The ARCC recommends to the faculty whether applicants should be admitted and/ or re-admitted or not.

The ARCC is composed of the President, Dean of Student Life, Dean of Field Education and Academic Deans of the college.

**CAMPUS INFORMATION**

**555 Prayer Habit**

Since 2005 the BTC Family has made it a habit to stop all activities at 5 pm and pray for 5 minutes. All academic, social and other activities will stop while BTC family members pray. A bell rings five times at 5 pm and another single bell rings at 5:05 pm

**Canteen**

BTC operates a canteen in the Student Center for the BTC community. It provides cold soft drinks/water, snacks and some personal items. A schedule of service hours is posted. No credit is allowed.

**Faculty and Staff Apartments**

Faculty and staff houses and apartments as well as the BCP apartment are off limits to

students unless they need to take care of important matters or they are invited by the residents. Students must respect the privacy of faculty families.

### **Fruit, Produce and Plants**

All trees and plants on the campus are the property of the school. Students are not permitted to help themselves to fruit or vegetables.

Faculty and staff may have small garden plots. Students may not help themselves to produce from these garden plots.

### **Kitchen and Dining Hall**

BTC does not provide cafeteria service but encourages students to cooperate together in self-cooking. Students are accountable to the Kitchen Supervisors for all activities. The “Kitchen Commandments” are posted and are to be followed. Cooking is to be done in the designated areas. Students pay a weekly amount for rice, which shall be cooked for them; and for LPG gas, water and electricity.

Do not allow garbage to be washed into the drains. All food garbage should be wrapped in plastic bags, securely tied and disposed of in the designated areas.

The Dining Hall should be vacated by 7:00 a.m., 1:00 p.m., and 6:30 p.m. unless special permission has been granted by the Kitchen Supervisor.

BTC provides a freezer for meat and vegetable chiller for students’ use at a reasonable fee per student per semester.

**Be devoted to  
one another  
in brotherly love.  
Honor one another  
above yourselves.  
Romans 12:10 NIV**

### **Pets**

No pets of any kind may be kept by dormitory residents.

### **Segregation**

BTC adheres to the city’s NO SEGREGATION, NO COLLECTION policy. All garbage in the campus should be segregated and placed in designated bins.

### **Student Boxes and Telephone Use**

#### **A. Student Box**

1. A student box in the Student Center is assigned to every student. Notices, papers, mail, and other communications are placed in these boxes. It is not a depository for books and/or notebooks.
2. Student Boxes are private. Inspecting the contents of boxes other than your own is not permitted.

#### **B. Telephone**

1. The telephone is for business use. Students may place urgent outgoing calls upon permission from the office personnel during business hours only (7:00-12:00 noon; 1:30 – 5:00 p.m.). A fee of Php 5.00 per call will be charged. Please limit calls to 3 minutes or less.
2. Emergency long distance calls may not be made from BTC lines unless prior arrangements from the Registrar or her/his representative are made.

## RELATED LEARNING ACTIVITY NOTEBOOK

The Related Learning Activity Notebook (RLAN) tracks a student's minimum required practical experience and exposure to Christian ministry. This tool provides visual and written record and reminder of the students' practical training experience from their first year to fourth year of studies at BTC. Students will log their basic exposure to ministry practices as required for their year level. The RLAN will be the basis for moving up from one level to the next.

## FINANCIAL PROCEDURES

### Schedule of Payments

At registration, students must pay all previous debts and at least one-fourth of their total bill. Students are not allowed to enroll if they have a balance from a previous semester.

### Late Enrolment

A fine of Php 500.00 shall be charged for late enrollees for each semester.

### Financial Aid

A Scholarship Committee is appointed by the President each semester to oversee student financial aid.

#### 1. Honor Scholarships

Full-time resident students who have an overall grade point average (GPA) of 1.5 or less may qualify for an honors scholarship, which is applied to their tuition and fees. They must enroll for a full-load of at least 20 units and be recommended by the ARCC. The monetary value to these scholarships is subject to the availability of funds. Freshmen are not eligible for honors scholarships.

Every semester during the week of enrolment, an honors list is published of students who have a GPA of 1.5 or less and are recommended by the ARCC. Students on the list enjoy a scholarship grant based on the following:

|                    |                                                  |
|--------------------|--------------------------------------------------|
| GPA of 1.00 – 1.25 | = 100% of tuition and fees paid for the semester |
| 1.26 – 1.39        | = 75% of tuition and fees paid for the semester  |
| 1.40 – 1.50        | = 66% of tuition and fees paid for the semester  |

#### 2. Work Scholarships

Students who desire financial assistance may apply for a limited number of student work scholarships at the beginning of each year. Applications are available in the BTC office.

Preference in these scholarships shall be given to students from Baptist Conference of the Philippines (BCP) churches and upperclassmen.

The amount paid to these workers is dependent upon the money available in the BTC scholarship fund. Students who receive work scholarship funds will receive 90% applied to their tuition and fees and the other 10% will be given to the students for their personal use unless otherwise waived by the student.

#### 3. Special Scholarships

- a. A special scholarship is financial help provided by a sponsor to a student of his choice, or as designated by the Scholarship Committee.

|                                                                  |
|------------------------------------------------------------------|
| <p><b>All hard work brings profit.</b><br/>Proverbs 14:3 NIV</p> |
|------------------------------------------------------------------|



- b. All recipients of special scholarships must render work or service in thanks for the scholarship as determined by the Scholarship Committee.

### Adding/Dropping of Subjects

A student may add/drop and change any subject during the first week of classes. Students must officially adjust their schedules in the Administration Office and LRC.

To add/drop a subject, a student must:

1. Obtain an “add/drop slip” from the Registrar.
2. Secure written approval for the changes from the Dean of Theology.
3. Pay the Php 200.00 add/drop fee to the Business Office.
4. Report the approved changes to the LRC.
5. Return the signed form to the Registrar

**Let all things be done decently  
and in order.**  
1 Corinthians 14:40 NKJV

### Refund Policy

Students withdrawing from classes will be refunded as follows:

1. First week of classes - 100%  
Second to eighth week of classes - 50%  
After the ninth week - no refund
2. Lodging is charged by month. If the student withdraws during the school year, his or her refund will be based on the number of months remaining in the semester.

### Withdrawal from School

A student who desires to withdraw from school must secure an official withdrawal form from the Registrar and schedule an interview with the Dean of Theology. The student must return the completed withdrawal form to the Registrar signed by the Dean of Theology, LRC Director, and Dean of Student Life. Before any refunds can be made, the withdrawing student must have a properly signed withdrawal form.

### Clearances

1. Every student is required to secure an **Examination Clearance** slip from the Registrar’s office during Midterm and Final examinations. The clearance slip must be signed completely by the concerned signatories. Students with financial problems must consult the President for special permission to take examinations. No student is allowed to take a midterm or final examination without a signed clearance slip.
2. Every resident student is required to secure a **Dorm Clearance** at the end of each semester. This slip must be signed by the Dean of Student Life before any student is granted the permission to leave the campus. All dorm residents are expected to clean their respective rooms before leaving. All dorm residents are not allowed to leave any personal belongings. This dorm clearance slip will be submitted to the Dean of Student Life or her representative for filing. A gate pass must be secured before the student can leave the campus.
3. Before a student may graduate, he/she must obtain a **Graduation Clearance** and have it signed by the appropriate officials. This must be submitted to the registrar before graduation.

4. Failure to return completed clearances to the Administration Office will result in a fine of Php 500.00

### **LEARNING RESOURCES CENTER (LRC or Library)**

BTC students, faculty and staff are expected to be familiar with these rules and to give guidance to any visitors who may come to the LRC. All BTC students are required to attend orientation and library instruction. (NO ORIENTATION, NO LRC USE)

#### **General Rules**

Baptist Theological College faculty and staff feel that time management and study skills are important to be developed while at BTC. The LRC is considered to be the best place for study and reading. Students are encouraged to practice good study habits, use time wisely and discipline themselves to do the best while studying at BTC. All A.B. students are issued a BTC LRC card after orientation. This is to be used to borrow books from the LRC—reserved and general circulation books, equipment, or other materials. (NO BTC LRC Card, NO privileges inside the LRC).

**Tune your ears to wisdom, and concentrate on understanding. Cry out for insight and understanding. Search for them as you would for lost money or hidden treasure.**

1. The LRC should be quiet. Group discussion, talking, and other activities should be done in the discussion room and/or other designated area in the campus.
2. Keep the LRC neat and clean. Wastebaskets for recyclable paper and plastic are provided.
3. Do not rearrange tables and chairs. Keep the aisles open. Push your chair against the table before leaving. Be polite and courteous to all LRC users.
4. Proper attire for students in the LRC during daytime hours is the prescribed school uniform. In the evening, long pants with a t-shirt/blouse (no sleeveless shirts/blouses) and casual shoes/slippers may be worn.
5. No food or drinks may be brought into the LRC.
6. Cell phones must be turned “off or silent mode” in the LRC. If a cell phone rings or makes any sound in the library, the user will be fined Php 100.00 for the first offense. For the second offense, the cell phone will be confiscated by the librarian to be returned at the end of the semester.
7. Personal CD players, MP3s, MP4s, earphones (even for your cell phones or laptops), radios, or any portable media players are not encouraged to be use in LRC. At the discretion of the director or assistants, soft music may be played occasionally for all to hear. Students may ask permission from the LRC staff to use earphones in previewing of sound recordings for class reports or lessons.
8. Handle all books, materials, and equipment carefully. Do not write in the books. Do not fold down the corners of pages. Do not cut pages or pictures out of the books, newspapers or magazines (Ask the librarians for magazines available for cutting.) Do not put pens, pencils or notebooks inside the books as markers.
9. Some audiovisual materials are available for borrowing.
10. The LRC uses the Dewey Decimal Classification system (DDC) for arranging resources. A card catalog and computerized catalog help users locate books/materials. The LRC staff will be happy to assist you.
11. BTC has open shelves. This means that students may take books directly from the shelves

and take them to the tables for study and reading. Do not leave the books on the tables and do not return the books to the shelves.

12. Books to be taken out of the LRC (borrowed) must be signed out. Students present the desired book to the librarian at the circulation desk. The librarian will stamp the date and/or time the book is to be returned on the book card and on the date due slip in the back of the book. The student prints his/her name on the book card and leaves it with the librarian. See “Rules of Circulation” for further details.
13. From time to time students may be subject to inspection as they leave the LRC to be sure that books have been checked out properly.
14. Any personal belongings left on the tables after 4:45 pm from Monday to Friday will be put in the “**LOST and FOUND**” section to be redeemed within the week. Personal belongings not redeemed after a week will be put in the “**DONATION BOX**” for emergency relief, churches in need, etc.
15. LRC hours of service are posted on the door to the Learning Resources Center. The LRC is normally closed during chapel hour on class days from 9:00 am to 10:00 am and there is a noon break from noon to 1:00 pm.
16. LRC Attendance is not required during vacant period. Student is allowed to come in and out anytime as long he/she will not disturb other students.

**Rules of Circulation**

1. Books in general circulation may be borrowed for three (3) days. They may be renewed for another three (3) days if no one else has requested the book.
2. Students may borrow up to five (5) books at a time.
3. Reference books (marked with “R” on the spine) may be used only in the LRC. Faculty may request permission to use them during a class period. Photocopy services for a few pages are available in the LRC for a reasonable cost (cash only).
4. Reserved books may be borrowed for one hour at a time. Extension for an additional hour may be requested from the librarian if other students are not waiting to use the book. The librarians will keep a waiting list for requested books. Students must not give their borrowed book directly to other students.
5. Reserved books may be borrowed/signed out over-noon, overnight, and over a weekend as follows:

|                     |                                       |                                      |
|---------------------|---------------------------------------|--------------------------------------|
| <b>a. over-noon</b> | <b><u>Borrowed at:</u> 11:45 a.m.</b> | <b><u>Returned by:</u> 1:15 p.m.</b> |
| <b>b. overnight</b> | <b>6:00 p.m. (Mon-Thurs)</b>          | <b>7:00 a.m. the next day</b>        |
| <b>c. weekend</b>   | <b>4:30 p.m. (Fri)</b>                | <b>1:00 p.m. Monday</b>              |

Overnight (ON) books and materials may be quietly borrowed beginning at 6:00 p.m. The circulation desk librarians will make reservation lists of students who request an overnight book that has limited copies (FIRST-COME, FIRST-SERVED BASIS).

6. Books in general circulation may be borrowed at any time.
7. Periodicals (newspapers and magazines) are available for use only within the LRC.

**HUDDLE SECTION (DISCUSSION ROOM)**

This section is one service provided by the LRC for those who would like to brainstorm,

discuss, preview, and listen for class project or academic purposes only. It is not the place to sleep or nap, have quiet time or to study. Students who would like to use this room must fill-in information sheet; names, subject, purpose of use. This room is first-come, first-serve basis. Students must follow the following guidelines:

1. Fill-in information sheet first (names, subject, purpose) to book the room use.
2. See to it if No prior booking is in place, then students may use the room for specific period.
3. It's a half-hour use only to accommodate others who would need to use it.
4. Keep this room neat and clean. Wastebasket is provided. As possible do not rearrange chairs.
5. General LRC rule "No food or drinks" may be brought into the LRC. With permission from the Head Librarian, drinks may be brought into discussion room (case to case basis), with condition they don't have library book/s with them in the room, only their own book/s. If they have library books or materials with them, NO DRINKS are allowed. Failure to comply student forfeits his/her privilege to use the discussion room for a month.
6. No warning will be given to any first violator of the guidelines for **HUDDLE ROOM**.

### **Information Technology Center (ITC) Services & Personal Laptop Usage**

1. Some computers are available for the use of all undergraduate and graduate students.
2. Students are required to attend an orientation session and to read, review and sign a use contract before they may begin to use any of the computers.
3. The computers are available on a first-come, first-served basis for up to one hour at a time. Students may not make reservations. Librarians will list students waiting to use the computers when there are many users and will call students to come to the ITC when it is their turn. Students may not "insert" during another user's time or ask others to do the typing for them during their time. This encourages each student to continue developing and improving his/her own computer skills.
4. A "log on" and "log off" form is beside each computer in the ITC. Any student using the computer must write the time when he/she started and stopped using the computer.
5. No books, newspapers or periodicals may be brought inside the ITC, except a student's personal Bible.
6. Any problems with the equipment must be immediately reported to a librarian.
7. White bond paper may be purchased at the circulation desk for a reasonable price. Computer printing is charged at a reasonable cost per page. Any graphics printed will be charged a higher price for the amount of ink used. These charges must be paid immediately to the librarian at the circulation desk. No credit is allowed for paper or printing charges.
8. Some electronic resources are available and may be used in the ITC.
9. Internet privileges in the LRC are only for Academic purposes. When using the Internet, a student should fill in the "Internet research form" at the circulation desk first, then leave his/her LRC card at the desk. Failure to do so will incur losses of privileges in the LRC and ITC. A "Wifi connection" is available inside the LRC for those who have personal laptops (ask for the password from the LRC staff).
10. Personal laptop computers may be used at the tables with electric plugs provided. A printer is available for laptop users near the circulation desk. The library staff is not authorized to print from USB flash drives brought into the LRC.
11. Laptop computers on batteries may be used at the other tables in the LRC.

12. NO electronic or online gaming or online social networking is allowed in the LRC.
13. Misuse of a computer in the ITC and laptops in the LRC may result in restriction or suspension of computer privileges.

### Penalties and Fines

It is our desire to encourage BTC students to follow and obey God's commands in their lives, as well as to obey BTC LRC rules and regulations. Penalties and fines are given so that students will be careful and mindful as they interact with each other inside the LRC.

1. If at any time the librarian, assistant librarian or assigned circulation desk librarian observes a student misusing the privilege of studying quietly in the library, the BTC LRC card will be taken from the student and the student will quietly leave the Learning Resources Center.
2. The date and time the student left the LRC will be noted on the back of the card. The student may not borrow any reserved books or other books from the LRC. The student may not use the ITC. He/she has lost all LRC privileges at that time and may not use the LRC the rest of that day plus the whole next day—all the following day and evening including overnight books and materials.
3. After the one-day loss of privileges, the student must see the LRC Director to get his/her card back and resume LRC privileges. For example, if a student is noisy and is asked to relinquish his/her card on Tuesday morning, he/she may get the card back on Thursday and resume using the LRC.
4. All materials signed out from the LRC will be stamped with a “date due” at the back of the book. A book is considered “overdue” if it is returned after the date/time written on the “date due” slip.
5. A fine of Php **15.00 per day** is charged for overdue general circulation books /materials. A fine of Php **10.00 per hour**, or portion thereof, is charged for overdue reserved books/ materials.
6. Borrowers who have lost LRC books or materials must pay the replacement cost or buy the book to replace it.
7. Fines are to be paid to the librarian on duty. A notice will be put in the student mailboxes. If the fine is not paid at the time the book is returned, the notice will be filed for later payment. All fines must be paid by the end of the semester, before the librarian can sign the final clearance.
8. Habitual delinquency in returning books, as well as willful disregard for LRC rules, shall make a student liable for suspension of some or all LRC privileges (including ITC privileges).
9. If a BTC LRC card is misplaced/lost, the student will pay the librarian Php 50.00 for a replacement card. He may come and study inside LRC but he/she loses his/her privileges to borrow books and other LRC services until a replacement LRC card will be given.

**BTC LRC SCHEDULE**  
**Library Hours**

| <b>TIME</b>            | <b>AM</b>               | <b>PM</b>          |
|------------------------|-------------------------|--------------------|
| <b>Monday</b>          | <b>General Cleaning</b> | <b>1:00 – 6:30</b> |
| <b>Tuesday</b>         | <b>7:00 – 12:00</b>     | <b>1:00 – 6:30</b> |
| <b>Wednesday</b>       | <b>7:00 – 12:00</b>     | <b>1:00 – 6:30</b> |
| <b>Thursday</b>        | <b>7:00 – 12:00</b>     | <b>1:00 – 6:30</b> |
| <b>Friday</b>          | <b>7:00 – 12:00</b>     | <b>1:00 – 5:00</b> |
| <b>Saturday/Sunday</b> | <b>CLOSED</b>           | <b>CLOSED</b>      |

## STUDENT LIFE

### Colossians 3; Romans 12

#### General Campus Rules

1. A dorm monitor is assigned for each room. He/She is responsible for the day to day operation of the dorms. He/She reports to the Dean of Student Life. Dorm residents should report matters of concern regarding their monitor directly to the Dean of Student Life.
2. The assignment of rooms and beds is done by the Dean of Student Life in cooperation with the Dorm Monitor. Change of rooms or roommates is not permitted without the permission of the Dean of Student Life.
3. Dormitory residents are responsible to keep their assigned beds and room clean and neat at all times. Sleeping together in one bed is NOT allowed.
4. Dormitory residents must strictly respect the belongings and personal rights of their roommates and fellow residents.
5. Dormitory residents are expected to always lock the closets/lockers. Each one will provide his/her own locks. It should already be installed not later than the second week of classes.
6. The men's dorm is off limits to the female students and the women's dorm is off limits to the male students. Men should not go beyond the boundary line of the basketball court.
7. The best time for guests and friends to visit is on Friday from 6:30 p.m. to 9:00 p.m.
8. Dormitory residents are not permitted to invite guests to share their room or to spend the night in the dormitory. If there are campus guests, consult the Dean of Student Life for available housing.
9. **All** dormitory residents desiring to leave the campus must first ask for the permission of the Dean of Student Life and sign the logbook indicating his/her destination and purpose. He/She must sign in again after his/her return.
10. Dormitory residents who desire to go home on a weekend or stay overnight outside should secure a special permission slip from the office to be signed by the Academic Dean, FED Director and the Dean of Student Life. Deadline for submission is every Wednesday.
11. Residents who leave the campus in fulfillment of a Field Education assignment or to attend

approved classes at a college do not need prior permission for each time they leave the campus, but they must sign a special permission slip for the whole semester. This permission slip must be approved and signed by the Academic Dean, FED Director and the Dean of Student Life at the beginning of the semester.

**Do to others as you would have them do to you.**  
Luke 6:31 NIV

Deadline for submission is Wednesday.

12. Food or snacks must be kept in tightly covered containers.
13. Use of candles or kerosene lamps for any purpose is not permitted. It is recommended that residents provide their own personal battery flashlights for use at night.
14. Residents who own and/or use personal media players, cell phones, laptops and the like should observe the following guidelines:
  - a. Only edifying and wholesome music are encouraged.
  - b. Always be considerate of your roommates and dormitory mates by regulating the volume so that others will not be disturbed.

**Flee the evil desires of youth, and pursue righteousness, faith, love and peace along with those who call on the Lord out of a pure heart.**  
2 Timothy 2:22 NIV

- c. Do not use them before the rising bell, after lights out, during quiet time, siesta, devotions, or study hours.
- d. No movie viewing is allowed using your laptop or media player in the dorm.
- e. Cell phones are not to be used for calling, texting, gaming, and social networking in the chapel or classrooms at any time unless instructed otherwise by the teacher. But they must be on “silent” mode or “off.”
- f. Cellphones are to be turned off or on silent mode at 9:30pm or during lights off every night. Calling of texting is not allowed unless it is for emergency purposes, and the monitor must be informed in such cases.
- g. For cell phones that ring during these times, the user will be given a written warning for the first offense. For the second offense, the cell phone will be confiscated to be returned at the end of the semester.
- h. There is a charge of Php 200.00 per semester per appliance for electricity for those students who have personal media players or cell phones.
- i. No other appliances are allowed. The Dean of Student Life may confiscate any item that violates this rule.
- j. All appliances must be registered in the Student Life office at the beginning of the semester.

15. The Dean of Student Life has the right to confiscate personal media players, laptops and cell phones of those who abuse the privileges. The item will be returned after the clearance of the Dean of Student Life at the end of the semester.

**So whether you eat or drink or whatever you do, do it all for the glory of God.**  
1 Corinthians 10:31 NIV

16. **CONSERVE ENERGY! Turn off the lights and electric fans** when leaving the room. **Use water carefully.**

17. The use of drugs, alcohol, and tobacco is prohibited, both on and off campus during the regular semester as well as during vacations and internship.

18. Few movies available today are God-honoring; therefore, students should choose/select carefully what movies to watch. Horror and violent movies are strongly discouraged. Habitual exposure to these materials is not beneficial.

19. The majority of online games or computer games glorify killing, violence and ungodly activities. Therefore students should refrain from participating in online games that would not glorify God.
20. Students are responsible to pay the replacement cost of any equipment or facilities damaged because of their actions.
21. **Please observe the following:**
  - a. Observe Quiet Time (5:00am-5:30am) everyday.
  - b. Observe siesta hour (12:45pm-1:15pm) everyday.
  - c. No basketball, ping-pong, loud talking, piano playing, etc. during siesta time (Monday to Saturday).
  - d. Dorms are locked at 9:00 p.m. No one should be out of the dorms between 9:00pm and 5:00am the next day except for emergencies or CR. Dorm lights out is at 9:30 p.m. If FED or school activities keep students out later, special permission must be requested in advance from the Dean of Student Life for an extension of lights out.
22. Playing sports games are allowed only during specified times (Fridays at 5:05pm – 6pm; Saturdays 6:00am-7:00am, 5:00pm-6:00pm; Sundays 4:00-6:00pm).
23. Violation of any of these general campus rules will incur a fine or other penalty the Dean of Student Life deems appropriate.

**...making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord's will is.**  
Ephesians 5:16-17 NIV

**Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable — if anything is excellent or praiseworthy— think about such things.**  
Philippians 4:8 NIV

**Relationship between Men and Women (Romans 12:1-2)**

1. The basic principle upon which the relationship between men and women students at BTC must be conducted is that a clear and positive testimony for Christ be maintained at all times, whether it be within the campus community itself or in relation to the world outside. Personal conduct must always be in accordance with the highest standards of propriety and morality, avoiding words or actions that might be misunderstood or wrongly judged by others.
2. As a general rule, BTC students are free to mingle in their classes, during mealtimes, in the student center (except during siesta hour, library hour, and after curfew hour), during chapel, social affairs and athletic contests, and in similar situations where the students are together naturally as part of a group in the normal course of school activities. Private meetings between a **first- or second-year student and an upper-year student** are not permitted.
3. Secret meetings between men and women students are not permitted at anytime anywhere, even at the married couple's apartments, on or off campus. It is also considered improper behavior for a male and a female student to indulge in **constant and exclusive companionship (coupling)**, or to make open displays of affection by physical proximity or otherwise. The students concerned will be given two warnings and will be subject to strict discipline after that.
4. It is considered improper behavior for two students of the **same sex** to indulge in constant and exclusive

**Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.**  
1 Timothy 4:12 NIV



companionship or to make open displays of affection by physical proximity or otherwise.

5. Uncooperative attitudes in the above areas of behavior will subject the students concerned to strict discipline.

### Courtship and Marriage

BTC believes that Christian marriage is a proper and Scriptural goal for Christian young people. The Administration recognizes that BTC students are at the time of life when the question of God's will concerning one's life partner is very important. It is also recognized, however, that in a school like BTC (taking into account its purposes, its testimony and its responsibilities to the parents and guardians of the students), clear guidelines are needed in the matter of courtship and marriage as this pertains to BTC students. In this area of life especially, the name of Christ must be honored in all things. Therefore, the following rules and principles must be observed:

1. Each student must keep in mind that he/she is at BTC to prepare for Christian ministry. All personal considerations and relationships are to be subordinated to this.
2. Courting, or the establishment of an exclusive relationship (*trato*), is normally prohibited during the **first year and the second year** that a student is enrolled at BTC. **First-year** students who came to BTC with a relationship are advised to **cool off** this relationship for two years. Experience has shown that it is better for students to maintain as wide a circle of friends as possible during their student years.
3. In cases where men and women students desire a personal, private conversation for any reason, the following procedures must be observed:
  - a. A request for such a meeting must be made to the Dean of Student Life, stating the reason for the request.
  - b. If the Dean of Student Life considers the reason to be valid, he/she will make arrangements for an interview to take place under proper chaperonage.
4. The school Administration will not recognize a couple as engaged to be married, unless the written consent of both sets of parents/guardians has been received. This does not apply for those who are 25 years of age or older.
5. Marriage while students are still pursuing their studies is not desirable. Students planning to be married should arrange a meeting with the faculty for counseling before completing wedding plans.
6. In general, marriages that take place without consulting the faculty for counseling will result in automatic suspension.
7. Any upperclassman who initiates courtship with any first-year or second-year student shall be suspended.

### Discipline (Hebrews 12:5-11; Proverbs 5:7-14)

The chief administrator of the rules and regulations is the Dean of Student Life. Good order in the dormitories is the responsibility of the Dorm Monitors. The proper use of the Learning Resources Center is under the direction of the LRC Director and the library staff.

**He who spares the rod  
hates his son but  
he who loves  
him  
is careful to  
discipline him.  
Proverbs 13:24 NIV**

### A. Misconduct and Offenses Subject to Discipline

1. Discipline from the Dean of Student Life

The Dean of Student Life shall administer disciplinary actions to students who violate any rules and regulations of BTC. For example, students who come home to campus after the curfew (9:00pm) may be “en campused” for 7 days. If and when the nature of the offence violates the rights and jeopardizes the safety of any resident of the campus, the school administration will send a letter of information to the guardian about the disciplinary measures taken.

## 2. Suspension

Even if there are strong evidences against the student, “due process” will be strictly followed by the BTC Leadership Team. **The following are the offenses subject to suspension whether the offense happened on or off campus:**

1. Assault of persons in authority by force or by words.
2. Assault of fellow students by force or by all acts of bullying as described in the Anti-Bullying Act of 2012.
3. Possession of a deadly weapon.
4. Possession and/or use of prohibited drugs on or off the campus.
5. Drinking of alcoholic beverages and/or smoking on or off the campus.
6. Immoral acts, such as, adultery, fornication, homosexuality, abortion, and/or inappropriate display of affection; e.g., necking, petting, inappropriate kissing.
7. Mental and/or psychological imbalance and/or spiritual instability that will disturb the tranquility and/or safety of campus residents.
8. All forms of dishonesty such as cheating, forgery, lying, deception and slander.
9. Stealing.
10. Incurring debts without the ability or intent to pay.
11. Occult practices.
12. Lack of seriousness evidenced by non-fulfillment of academic, moral and spiritual responsibilities.
13. Destructively critical and unsympathetic attitude to the ideals and distinctives of the Baptist Conference of the Philippines (BCP) in general and the Baptist Theological College in particular.
14. Vandalism – willful damaging, defacing and/or destroying other’s property.
15. Concealment of personal identity or marital status.
16. Possessing and/or viewing of pornographic materials.
17. Ungodly dancing, gambling, and inappropriate movie viewing.
18. Inappropriate electronic/computer gaming or social networking.
19. Refusal to comply with the imposed disciplinary measure for offense committed.

### B. Procedure for Suspension or Expulsion

1. For the student who has committed a serious offense, the Dean of Student Life shall elevate his/her case to the Administration.
2. Students who **willfully violate** established rules and regulations, or whose attitudes are clearly unsympathetic towards the standards and ideals of BTC or who exert negative influence on other students, or whose actions on or off campus are inconsistent with the position and testimony of the school may be suspended or otherwise disciplined at any time by the President.
3. Permanent expulsion of any student is the prerogative of the School Board, which takes

action upon the recommendation of the President.

4. The execution of the disciplinary action shall be carried out with or without previously informing the parent/guardian of the student subject to discipline depending on the seriousness of the offense.
5. If and when the offense is so serious that it jeopardizes the safety of any resident in the campus and calls for indefinite suspension or expulsion, the execution of discipline shall be done without previously informing the parents/guardian of the offending student.
6. Students who are under discipline are not to return to the BTC campus for any reason except for the official business in the office or by specific invitation from a BTC faculty member for the duration of their discipline.
7. In cases dealing with mental and/or psychological imbalance and/or spiritual instability, the following procedure will be followed:
  - A. Although BTC recognizes that mental and/or psychological imbalance is not necessarily a moral fault or personal failure of the student, and is a matter deserving of Christian compassion, it is something that will disturb the well-being of the student and the tranquillity and or safety of the BTC campus. So it will be addressed as follows. A student claiming to either mental or psychological imbalance will be required immediately to the school's recognized mental health professional – such as counselor, psychologist or psychiatrist – for professional evaluation. The evaluation and any treatment provided will be the expense of the student. The student's parents will be informed and, as may be necessary, asked to assist in the student's restoration to full health. A student's refusal to comply will cause him/her to be suspended at a time deemed best by the BTC leadership team. Upon completion of the professional's evaluation, the counselor shall provide a written report to the BTC leadership team. The BTC leadership team shall design an appropriate course of action taking into account the findings expressed in the report, the policies of BTC, national standards, and the needs of the student. Inability or failure of the student to follow-through with the course of action will be cause for suspension at a time deemed best by the BTC leadership team.
  - B. Although spiritual instability may or may not be a result of moral fault or personal failure of the student, and is a matter deserving of Christian compassion, it is something that will disturb the well-being of the student and the tranquillity and safety of the BTC campus. Such a case may be the result of a student's claim or the observation of someone who is a member of the BTC faculty or staff. It will be addressed as follows. First, there will be an interview done by the Dean of Students. Second, there will be an interview done by the Academic Dean of BTC. If the two Deans agree, the case will be referred the BTC leadership team for evaluation. The BTC leadership team shall design an appropriate course of action taking into account the policies of BTC and the needs of the student. After these steps, the student's parents and pastor may be called in to participate in the restoration of the student. A student's refusal to cooperate will cause him/her to be suspended at a time deemed best by the BTC leadership team.

**School Uniforms** (I Corinthians 10:31)

1. All students (**full-time and part-time**) should wear their prescribed uniforms (including black shoes for men and black closed shoes with at least ½ inch heels for ladies) in class, daytime library hours and in chapel. Students are not allowed to enter the class and library without wearing their proper uniform.
2. At times when students are not required to wear a uniform, they are expected to dress modestly in a God-honoring manner.
3. Men may not wear jewelry except a watch and ring. Women may wear modest jewelry. There should be no body piercing nor tattoos for either men or women.

**...dress modestly, with  
decency and  
propriety, not with  
braided hair or gold  
or pearls or expensive  
clothes, but with good  
deeds...**  
1 Timothy 2:9-10 NIV

**Medical Services**

BTC provides some medical and dental services. In case of emergency, limited funds will be made available for the students' medical needs to be reimbursed within the semester.

First Aid supplies are available from the Dean of Student Life.

**Chapel, Kitchen Devotions, Flag Ceremony**

All students are required to participate in the chapel services Tuesday thru Friday.

Students who need to practice the piano for chapel programs or vesper programs must plan this so as not to disturb campus residents. Only pianos in Rooms 1 and 2 are to be used for practice. They must be sure to close the keyboard when finished. The piano is not a toy and is to be used carefully.

**Students are expected to have personal devotions (Bible/Scripture meditation and prayer) daily.**

All are required to attend the flag ceremony every first Tuesday of the month at 9:00 a.m.

One unexcused absence or two (2) tardy arrivals to Chapel, Kitchen Devotions, Flag Ceremony shall result in two (2) hours of work without pay.

**Outings and Parties**

BTC sponsors social outings and parties for students. Some of these are by class and some are for the entire school. Attendance at outings and parties other than those officially scheduled by the school require the prior approval of the Dean of Student Life, FED Director and Academic Dean.

## STUDENT AGREEMENT

I have read the rules and regulations of the Baptist Theological College **for School Year 2020-2021**. I, therefore, agree to abide by the rules of the school, not in letter only but also in spirit, whether I am on or off the campus. I shall endeavor to serve Christ faithfully as a student in the Baptist Theological College. I will respect and follow my instructors and I will seek to maintain a relationship of love and understanding with both my fellow students and my teachers. My desire is to honor Christ as a student.

I hereby sign this agreement of my own free will.

---

(Signature over Printed Name)

---

(Date)