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Student Handbook

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INTRODUCTION

The mission of Cebu Graduate School of Theology is to glorify God by assisting churches in training leaders to serve in ministry wherever the Lord calls them to serve.

The kind of men and women who come to the school are those who are dedicated to life-long service for the Lord. Most have already been in ministry for several years before coming to BTC/CGST and bring ministry experiences which they can share with other students and the CGST family members. CGST serves churches of many different denominations and types, yet all of the faculty and students are united in the desire to see the Kingdom of God built and multiplied here in the Philippines and around the world.

This handbook is intended not to burden students but to clarify their responsibilities as men and women being molded into the image of Christ while studying at CGST. The guidelines included are intended to facilitate learning and promote harmonious relationships leading students to become closer to God and more effective in service for Him.

ACADEMIC INFORMATION

CGST operates on the semester system. Each semester consists of 18 weeks. The school year normally begins in August and ends in May. Summer or Special Sessions may be held throughout the school year especially taking the opportunity to learn from visiting professors. One unit of credit is equivalent to at least seventeen hours of classroom contact or its equivalent. On the average, one week of classroom instruction per semester is lost to declared public holidays, special school activities, or sessions lost because of bad weather. If more than one week is lost, the time should be made up by the end of the semester. Normally the last regularly scheduled class session is given entirely to the comprehensive final examination.

Most subjects at CGST are three-unit subjects. They meet for three hours once each week. Special classes and summer classes are often 1.5 units (one-half of a normal subject).

Class Attendance Requirements

1. Students are expected to be on time for all their classes and appointments. "On time" for classes means being in the online classroom when the class is scheduled to begin. Classes at CGST will begin on time and end on schedule as we wish to respect the schedules of students and faculty outside of the classroom.
2. Tardiness to class will be noted by the professor and three late tardiness shall be equal to one unexcused absence. If the student has what he/she believes is a valid excuse for his/her tardiness, it must be satisfactorily explained in writing and submitted to the instructor, who has the right then to accept or reject such explanation. If the explanation is not accepted or if no explanation is made, the tardiness will be recorded.
3. Absence from class for any reason will be recorded by the faculty member. Students are allowed only one absence during the semester for a class that meets once a week. Absences beyond that number will disqualify the student from receiving credit for the subject.

Exceptions may be given by special arrangement with the Dean of the Graduate School and the faculty member concerned. For special block classes and summer sessions, *no absences are allowed* for students seeking academic credit for their work.

4. Students who have more than one absence are normally recorded as “**Audit**” on their permanent record. Absences beyond one must be made up to the professor’s satisfaction. Students with excessive absences throughout the semester will normally be recorded “WF” on their permanent record if they stop attending class (see “Grading” below for further details).

5. When a student is absent, it is his/her responsibility to make up the class session by contacting the faculty member concerned to get handouts and/or assignments missed. Fellow class members are normally a good source for class notes or a report on class discussion.

Dress Code at CGST

Several studies have shown that what students wear affects their learning. A learner who is sloppy in dress is more likely to be too casual in his/her learning and study than a student dressed properly. Overly casual attire will detract from a student’s serious study in preparing to serve the Lord.

Study and Class Preparation

Classes at CGST are intended to be academically challenging as well as practical in terms of ministry application. We believe that students cannot be best prepared for ministry unless they participate actively in the classroom activities as well as read and study for those classes outside of class time. Most subjects are scheduled to meet just once each week for three hours. There is often a short break given in the middle of the class period but classes begin on time and also dismiss on time. The entire three hours is expected to be a positive learning experience. Although there are exceptions, **students will be expected to read and comprehend between 500 and 1000 pages of relevant material** for each three-unit subject they take. Many subjects also require a research paper. All CGST papers follow the format described in the last section of the BTC/CGST Research Guide.

As a general rule, students are **expected to prepare for 3 to 6 hours per week for each subject they take** at CGST. The time necessary will depend upon the student’s reading speed and ability to study and comprehend the particular subject matter.

Students who are working while going to CGST are encouraged to take only one or two subjects and do well in those subjects rather than trying to take a full-time load and lack the time for adequate preparation.

Examinations

Most CGST subjects have two long examinations—a midterm exam and a comprehensive final exam. This is one of the ways the faculty measure the learning of the students. Exams at CGST normally focus on higher levels of learning rather than upon rote memorization. Thus students can expect to find application and comprehension questions as well as

situations which require analysis and synthesis to solve them. Although a certain amount of memorization is necessary to perform well in ministry, our focus is on full understanding and application of the truths learned in class.

Final examinations in each CGST subject are comprehensive. They are to be a measure of the student's accomplishment of the learning objectives as listed in the syllabus. Thus, as a student prepares for final exams, he/she is led in reviewing *all* of the content of the subject, not just the final unit of study. A student can see the progress he/she has made in learning throughout the semester. Other unit exams may be given throughout the semester. The final exam will normally be three hours in length. Term projects, presentations and research papers do not take the place of a comprehensive final exam but supplement it as further learning and measurement tools.

Grading

The subject syllabus for each class will explain the expectations of the faculty member and the process for determining the student's final grade. In general, student work is evaluated on a percentage basis, with 100% being the highest grade possible and 81-84% being "average" work. At the graduate level although work done "below average" may be "passing" it is seen as unacceptable. Students are expected to seek to perform at a level of excellence in terms of academics and skills competence. Mediocre work will not honor God. Scores are not transmuted at CGST.

All class requirements must be completed by the end of the semester and faculty members submit their grades to the registrar within one week of the end of each semester.

Students can stop by the office and see their final grade as well as see their final examination performance. If a student disagrees with a faculty member's assessment of his/her performance, he/she is encouraged to talk with the faculty member for clarification of the grading procedure. If there is still a question in the mind of the student, he/she is encouraged to discuss this with the Dean of the Graduate School.

The following is the grading scale for CGST classes:

<u>Grade Point</u>	<u>Percentage</u>	<u>Letter</u>	<u>Description</u>
1.00	97-100%	A	Excellent, extremely high quality work
1.25	93-96	A-	Outstanding performance
1.50	89-92	B+	Very good work
1.75	85-88	B	Good performance, above average
2.00	81-84	B-	Satisfactory, average work
2.25	77-80	C+	Below average, but passable work
2.50	70-76	C	Minimum acceptable performance
3.00	Below 70%	F	Unsatisfactory performance, failure

Audit = The student attended the class but did not complete all the necessary requirements to receive academic credit.

WP = Withdraw with Permission The grade **WP** will be recorded when a student withdraws from a class with permission from the CGST Dean. It indicates the student was

passing the subject at the time he/she dropped. The student stopped attending the subject and received no credit for his/her work in class.

WF = Withdraw The grade **WF** will be recorded when a student withdraws from a class without consulting the CGST Dean or without permission. He/she did not complete the academic requirements or for disciplinary reasons was forced to stop attending class. The student was not passing the subject from which he/she withdrew.

CGST *does not* use the grade “Incomplete” or INC.

Honors

CGST recognizes the academic excellence of students with an honors system in granting degrees. Subjects transferred from other schools are not figured in the overall GPA honors system. The following overall grade point averages (GPA) will qualify students for honors recognition:

1.00 to 1.25	Summa cum laude
1.26 to 1.39	Magna cum laude
1.40 to 1.50	Cum laude

The Learning Resources Center (LRC)

CGST has been blessed with a growing LRC that is available to all students, full-time and part-time, for study and assistance in obtaining resources for research and ministry enhancement. The professional librarians of BTC/CGST are trained to help students with their research needs. Student librarians are trained to help with checking in and out materials. The LRC is one of CGST’s most valuable assets and should be used regularly and wisely.

General Rules for the LRC

1. The LRC should be quiet. Group discussion, talking, and other activities should be done outside the library.
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 a skirt or long pants with a t-shirt/blouse (no sleeveless shirts/blouses). Shorts are not allowed in the LRC.
5. No food or drinks may be brought into the LRC.
6. Cell phones must be turned on “silent” mode or “off” in the LRC.
 - a. Students must not answer calls in the LRC.
 - b. If a cell phone rings 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 and must be redeemed from the Director of the LRC.
 - c. If the librarians feel students are overusing or misusing their cell phones in the LRC, it will be called to the students’ attention. If continued overuse or misuse is

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.
Proverbs 2:2-4

observed, the student may not be allowed to bring his/her cell phone to the LRC any more.

7. Personal CD players, MP3s, MP4s, earphones (even for your cell phones), radios, or any portable media players may not be used in the LRC. Students may not use portable computers for playing music.
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. 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. Use both to find the most resources because not all titles are in the computer yet and newly accessioned resources may not be in the cards. The LRC staff is happy to assist users.
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. Take them to the circulation desk and librarians will return the books to the proper 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. 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 a.m. to 10:00 a.m. and there is a noon break from noon to 1:00 p.m.

Rules of Circulation

1. Books in general circulation may be borrowed for seven (7) days. They may be renewed for another seven (7) days if no one else has requested the book. For CGST students residing on campus, librarians may request them to borrow books for only three (3) days if a book is needed by other students.
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. Photocopy services for a few pages are available in the LRC for a reasonable cost (cash only). Faculty may request permission to use Reference books during a class period.
4. Books in general circulation may be borrowed at any time. If a CGST student wants to borrow a *Reserved book*, see the librarian for specific rules and return schedules.
5. Periodicals (newspapers and magazines) are normally available for use only within the LRC.

Information Technology Center (ITC) Services

1. Some computers are available for the use of students. All undergraduate and graduate students may use the computers.
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 someone else’s time or ask others to do 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. Any student using the computer must write the time when he/she started and stopped using the computer. A clock is in the ITC.
5. Any problems with the equipment must be immediately reported to a librarian.
6. 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.
7. Misuse of a computer may result in restriction or suspension of computer privileges.
8. Some electronic resources are available and may be used in the ITC.
9. Personal laptop computers may be used at the designated table with electric plugs provided. A printer is available for laptop users. It is located near the LRC photocopy services area. See the librarian at the circulation desk to help you with laptop printing. The library staff is not authorized to print from USB flash drives brought into the LRC.
10. No electronic or online gaming or online social networking is allowed in the LRC.
11. A few typewriters are still available for use in the LRC. A “log on” and “log off” sheet is used with each typewriter. Report any problems immediately to the librarian.

Penalties and Fines

1. All materials signed out from the LRC will be stamped with a “date due” in the back of the book. A book is considered “overdue” if it is returned after the date/time written on the “date due” slip.
2. A fine of **Php 10.00 per day** is charged for overdue **general circulation** books/materials.
3. A fine of **Php 5.00 per hour**, or portion thereof, is charged for overdue **reserved books/materials**.
4. 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.

5. 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).

FINANCIAL PROCEDURE

Schedule of Payments

Tuition costs at CGST are intentionally moderate to allow many students the opportunity for study and training here. At enrollment, students must pay all previous debts and at least one-fourth of their total tuition and fees bill. Students are not allowed to enroll if they have a balance from a previous semester.

The CGST schedule of fees changes from school year to school year. These are for 2022-23

TUITION	P 650 per unit
COMPREHENSIVE FEE full-time students	P1250 per semester
(library, materials, student activities, & student services)	
COMPREHENSIVE FEE	
(for students taking 1-2 subjects)	P 625 per semester
APPLICATION FEE	P 200 (one-time fee)
PHOTO IDENTIFICATION CARD	P 120 (one-time fee)
LATE ENROLLMENT FEE	P 500
DROP or ADD FEE (for changes in schedule)	P 200
INSURANCE (per year)	P 100
BOOKS (estimate)	P 500
GRADUATION FEE (Toga & diploma)	P 3000
ALUMNI FEE (graduating students)	P 500

If living in the DORM:

ROOM (Men's & Women's apartments)	P 600 per person per month
APPLIANCE CHARGE	P 25 per appliance per month

There may be an additional **Materials Fee** for subjects that have an excessive number of handouts.

In certain subjects it is required for students to purchase **textbooks** or equipment. These materials are sold to students at cost and are normally available in the BTC office.

FOOD: Grad students who live on campus join cooking groups with the AB students. They pay a reasonable fee per week for rice and cooking gas and an agreed amount for marketing for their group. The kitchen fee paid by each student also includes the use of the kitchen freezer and refrigerator.

Snacks and light lunches are available in the BTC Canteen at a reasonable cost. Some students choose to purchase food from nearby carenderias or restaurants.

Late Enrollment

At CGST the first week of each semester is considered the enrollment period. For students who enroll after the first week, a late enrollment fee of P500 will be charged. Normally students may not enroll any later than the second week of class as it would be impossible to make up missed class sessions. If a student enrolls and attends class before the second class meeting, he/she may still receive credit for their subject.

Financial Aid

All CGST students enjoy financial aid because the school raises funds in addition to the amount paid by students; this keeps tuition and fees at an affordable level. There are no institutional scholarships offered by CGST.

Many CGST students are supported at least partially by their home church, denomination, Christian college or interested individuals.

Adding/Dropping of Subjects

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

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 the Graduate School.
3. Pay the P200.00 add/drop fee to the Business Office.
4. Return the signed form to the Registrar.

Refund Policy

Students withdrawing from classes will be refunded as follows:

1. First two weeks of classes - 100% refund (except the P200 add/drop fee)
 Third week to midterm (8th week) - 50%
 After midterm - no refund of tuition and fees
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. The lodging fee for CGST students is very reasonable for this area in Metro Cebu, normally well below comparable rooms outside our campus.

Clearances

Near the end of each semester students must obtain a Final Examination Clearance which certifies that they have met all of their financial obligations. This form, available from the BTC/CGST office, is to be signed by the Business Office and the librarian indicating that all student accounts have been paid. If a student has a temporary financial problem, he/she must make an appointment with the President explaining his/her financial situation. The President may accept a Promissory Note from the student in lieu of immediate payment and the President will then sign the student's clearance form. In any case, students may not take final examinations without a properly signed clearance.

CHURCH ATTENDANCE AND INVOLVEMENT

All CGST students are expected to actively participate in a local church of their choice. Even though students may be away from their home church, they are expected to become actively involved in one local congregation during their studies at CGST. It is not acceptable to “church hop” or to simply “spectate” in one of the large congregations of Metro Cebu. CGST exists to train church ministers and thus students are expected to be actively involved in ministry during their entire CGST career. If a student wishes to find a ministry which fits his/her passion and spiritual gifts, the BTC Field Education Director is available to help match him/her with a local church that can use his/her gifts.

Some students travel to locations far from CGST for their ministry on weekends. This is the reason why classes are normally scheduled between Monday evening and Friday noon—allowing sufficient travel time for weekend ministry. Students who travel to far places, but not every weekend, are expected to be involved in a local church in Metro Cebu on the weeks when they do not travel to another location.

CGST Supervised Field Education

During one semester of the student’s academic career, he/she will enroll for supervised field education at which time CGST will monitor his/her church ministry performance using reporting forms and interviews. A comprehensive written report at the end of the semester describes progress in achieving goals and objectives set by the student in cooperation with his/her supervisor at the beginning of the semester.

CGST STUDENT LIFE

The Dean of Student Life is the supervisor of all BTC dormitories. He/she oversees dorm life and is available to help with any related problems.

General Dormitory Rules

1. The assignment of rooms is done by the Dean of Student Life. Change of rooms or roommates is to be done in consultation with the Dean of Student Life.
2. Dormitory residents are responsible to keep their assigned room and entire apartment area clean and neat at all times. Students are to keep clean their own CR as well as surrounding areas. A dirty room will receive a first warning from the Dean and then the residents will be fined. Chronic cleaning problems may lead to students being asked to vacate the dormitory/apartment. Garbage must be placed in plastic bags and taken to garbage area near the campus gate. Please segregate biodegradable and non-biodegradable garbage and place it in the proper bin.
3. Dormitory residents must strictly respect the belongings and personal rights of their roommates and fellow residents.
4. The men’s dorm is off limits to female students or visitors and the women’s dorm area is off limits to male students or visitors. Visitors of the opposite sex may be attended to in the Student Center.
5. Dormitory residents are not permitted to invite guests to share their room or to spend the night in the dormitory without prior approval of the Dean of Student Life.

6. No cooking is allowed in the BTC/CGST dorms. Food or snacks must be kept in tightly covered containers. A cooking area is available for residents of the studio apartments behind the LRC.
7. Use of candles or kerosene lamps for any purpose is not permitted. It is recommended that residents provide themselves with personal battery flashlights.
8. Residents who own and/or use radios, cassette players, computers, cell phones and the like should observe the following guidelines:
 - a. Always be considerate of your roommates and dormitory mates.
 - b. Regulate the volume of any audio appliance so that others will not be disturbed.
 - c. Cell phones are not to be used (including calling, texting, gaming) in the chapel, or classrooms at any time. They must be on silent mode or turned off.
 - d. There is a charge of P25.00 per month per appliance for electricity for those students who have audio devices, video players/recorders, computers or cell phones, etc.
 - e. Personal electric fans must be inspected before they are used and will be charged based upon the electric consumption. Hot water pots and other cooking appliances will be similarly evaluated and charged.
 - f. No appliances are allowed unless specific permission has been granted by the Dean of Student Life. All appliances must be registered with the Dean of Student Life at the beginning of the semester or at the time of purchase or at the time they are brought to campus. Do not purchase a new appliance without first receiving permission to use it in the dorm.
9. The Dean of Student Life has the right to confiscate any appliance from those who abuse their privileges. The item will be returned after the clearance of the Dean of Student Life at the end of the semester, or at his/her discretion.
10. CONSERVE ENERGY! Turn off the lights when leaving the room. Use water carefully.
11. The use of drugs, alcohol, and tobacco is prohibited, both on and off campus, during the regular semester as well as during vacations.
12. Please observe the following:
 - a. No basketball, ping-pong, loud talking, piano playing, etc. during siesta time (between 12:30-1:15 p.m.)
 - b. BTC bachelor's-level students observe lights out at 10:00 p.m. Thus, CGST students staying up beyond that hour should be quiet in order to help their fellow students rest. The campus gate will be locked at 10:00 p.m. See the Dean of Student Life for special permission to arrive on campus after this hour.
13. CGST students are to sign out with the guard at the gate when arriving or leaving the campus after 10 p.m. or before 6 a.m.
14. Basketball and badminton are allowed only during specified times on Friday Saturday, Sunday and Monday.
15. CGST residential students are encouraged to join a BTC cooking group. This involves taking responsibility in helping the group with cooking, cleaning, etc. All cooking group students are required to attend the daily devotional time which is normally held before breakfast.
16. No pets of any kind may be kept by dormitory residents.

17. Report immediately any facility problems (water leaks, clogged drains, broken glass, broken locks, lost keys, burned out lights, etc.) to the Campus Facilities Coordinator or the Dean of Student Life.

Guidelines for Relationship between Men and Women

CGST encourages students to develop strong friendships and build networks which can help in ministry for the rest of their lives. The following guidelines are given for all students to follow in order to insure that their lives remain above reproach (1 Tim. 3:2 NIV).

1. The basic principles upon which the relationship between men and women students at BTC/CGST 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 bringing dishonor to our Lord.
2. As a general rule, CGST students are encouraged to mingle in their classes, during mealtimes, in the Student Center, during chapel, social affairs and athletic events, and in similar situations where the students are together naturally as part of a group in the normal course of school activities.
3. If a CGST student wishes to have a special relationship with any A.B.-level BTC student he/she must consult the Dean of Student Life before becoming involved in that relationship.
4. It is considered improper behavior for students to make open displays of affection by physical proximity or otherwise.
5. It is considered improper for a single CGST student to have a special relationship with a non-Christian. One's life partner should be a co-laborer in ministry using his/her life to serve the Lord. Thus, courting an un-believer or establishing a special relationship with someone who is not a committed Christian works against what CGST is training students for.
6. CGST encourages single students to provide model behavior in their courtship behavior on or off campus. If there is any question about whether any particular behavior is acceptable, students are encouraged to consult with the Dean of Student Life. Uncooperative attitudes in the above areas of behavior will subject the students concerned to strict discipline.
7. Married students are reminded that they should be a model of appropriate behavior with members of the opposite sex. They should maintain proper and discreet relationships at all times with other students, avoiding any hint of immorality or inappropriate relationships with a member of the opposite sex.

Student Lifestyle

CGST students are admitted to the school because of their desire to serve the Lord in ministry. Their lives must reflect behavior patterns which honor and glorify Christ in all they say and do. The following are not exhaustive rules but simply a few reminders of the moral behavior standards expected of CGST students.

1. The campus of BTC/CGST is a tobacco free, alcohol free, drug free environment. It is assumed that all CGST students will refrain from using any of these substances at any time on or off campus.
2. CGST is based upon the idea that believers should help build up one another, not tear others down (1 Thess. 5:11). Students should reflect a life and attitude of encouraging others with words and deeds. Harmful gossip, destructive criticism, and backbiting should have no part in the life of CGST students.
3. The lives of CGST students should be above reproach at all times because they represent their Lord and Savior Jesus Christ. The school is not legalistic or pharisaic in its approach to behavior, but students should always reflect the likeness of Christ in choosing where they go, with whom they congregate and in the activities they become involved. When in doubt, students can always ask, "Would Christ be honored by this activity?"

Discipline

The chief administrator of the rules and regulations related to student life is the Dean of Student Life. Academic policies are administered by the Dean of the Graduate School and the proper use of the LRC is under the direction of the LRC Director and the library staff.

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/CGST. Students are allowed due process in any disciplinary matters, but the nature and extent of any disciplinary actions is up to the discretion of the Dean of Student Life.

In the past, CGST students have proven to be mature examples of fine Christian behavior. Discipline by the Dean of Student Life has proven to be unnecessary in motivating CGST men and women to act properly.

2. Suspension

The status of suspension means a student is not allowed to enroll in any subjects at BTC/CGST. Normally this includes the condition that he/she is also not allowed to visit the campus unless specifically invited by a school official or is on official business in the administrative office. After the specified time, a suspended student may apply for re-admission to BTC/CGST. The suspension is intended as disciplinary action to produce positive results in the student and allow him/her to be restored and return to fruitful ministry.

Due process will be followed by the BTC Administrative Committee in investigating any CGST student's behavior.

The following are offenses subject to suspension:

- a. Assault of persons in authority by force or by words.
- b. Assault of fellow students or other individuals on or off campus.
- c. Possession of a deadly weapon.
- d. Possession and/or use of prohibited drugs, alcohol, or tobacco products on or off the campus.
- e. Ungodly or immoral acts such as adultery, fornication, homosexuality, abortion, necking, petting and/or inappropriate display of affection.
- f. Extreme mental and psychological imbalance that will eventually disturb the tranquillity or safety of campus occupants.
- g. All forms of dishonesty such as cheating, forgery, lying, plagiarism, slander, or theft on or off campus.
- h. Occult practices.
- i. Possession of pornographic materials.
- j. Lack of seriousness evidenced by non-fulfillment of academic, moral and spiritual responsibilities including active involvement in an evangelical local church.
- k. Destructively critical and unsympathetic attitude to the ideals and distinctives of the Baptist Conference of the Philippines (Mother denomination of BTC) in general and the school in particular.
- l. Vandalism – damaging, defacing and/or destroying the property of others.
- m. Concealment of personal identity or status; willful deception.
- n. Ungodly social dancing.
- o. Gambling.
- p. Excessive or inappropriate movie-viewing.
- q. Refusal to comply with any imposed disciplinary measure for offense committed.

Procedure for Suspension or Expulsion

1. For a student who has committed a serious offense, even if it is his/her first infraction, the Dean of Student Life or the Dean of the Graduate School shall present his/her case to the Administrative Committee. The student may be asked to appear before the Dean and/or the Committee. The Administrative Committee shall make a recommendation of disciplinary action to the President or his representative.
2. Any student who repeatedly violates established rules and regulations, or whose attitudes are clearly unsympathetic towards the standards and ideals of BTC/CGST or who exerts 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, with or without recommendation from the Administrative Committee.
3. Suspension of a student may be for a specific term or for an indefinite period. Normally the terms of a student being able to reapply to BTC/CGST for admission are spelled out in the official notice of a student's suspension.
4. If a student is suspended or expelled, he/she is expected to leave the campus within 24 hours taking all of his/her personal belongings. In serious cases immediate removal from campus may be required.
5. Permanent expulsion of any student is the prerogative of the School Board, which takes action upon the recommendation of the President or his representative.

CAMPUS INFORMATION

Medical Services

CGST students pay P100/year for their accident insurance. Limited funds will be made available for the students' emergency medical needs to be reimbursed within the semester. Emergency needs are cared for at nearby government or private hospitals.

First Aid supplies are available from the Dean of Student Life. If a student is sick, it should be reported to the Dean of Student Life to help the student decide on the appropriate care and action to be taken.

Chapel, Vespers

For now chapel services are done online once a month. CGST students may join the virtual chapel service if they're available.

Outings and Parties

CGST sponsors occasional social gatherings. Students are invited to bring their families and/or significant friends to this event to enjoy the company of the CGST family. Some classes also organize social events either as co-curricular activities or simply for social contact with fellow students. This is healthy and encouraged.

WiFi and Internet Access on the BTC Campus

Wireless Internet access is provided for students on BTC's campus outside the administrative office building near the "jungle". This service is provided at no additional cost to students. Students are NOT to use the Internet in any classrooms during class (even if the WiFi signal is strong enough to reach inside the room) unless the professor has specifically given permission or requested students to do so. The password may be obtained from the office. Internet access is also available at specially scheduled times in the IT Center in the LRC.

Fruit, Produce and Plants

All trees 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.

Parking

Students are to park their vehicles in the BTC/CGST parking areas in an orderly fashion. The basketball court may be used for parking for evening classes. Please drive slowly and carefully on the BTC/CGST campus. Please do not block vehicles parked in the BTC Garage. Limited parking for student motorcycles is provided in the BTC Garage.

Please do not block the driveway leading to the inner portion of the campus. This driveway must be kept open for the passage of emergency vehicles.