



 **Bethlehem**
Education in Serious Joy[®]

**Student
Handbook**
2020-2021

2020–2021 STUDENT HANDBOOK

This handbook is effective from August 2020 until August 2021. If, in any place, this handbook conflicts with the institutional catalog, the language of the catalog takes precedent.

This handbook contains information for the current academic year. The policies and requirements of Bethlehem College & Seminary are under continual examination and may be changed or revoked as deemed necessary. Students will be notified of any changes. The most recent version will be posted at the Bethlehem College & Seminary website (bcsmn.edu).

Bethlehem College & Seminary admits students of any race, color, or national or ethnic origin to all the rights, privileges, and activities generally afforded or made available to all of its students. Bethlehem College & Seminary does not discriminate against any person on the basis of race, color, or national or ethnic origin in the administration of its educational and admission policies, scholarship programs, other school-administered programs.

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A. Mission

Under the authority of God’s inerrant Word, Bethlehem College & Seminary exists to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by equipping men and women to treasure Christ above all things, to grow in wisdom and knowledge over a lifetime, and to glorify God in every sphere of life. Our aim is to give students an intense immersion in a God-centered, Christ-exalting, Bible-saturated local church that combines rigorous study with church-based application, all to the end that they might joyfully magnify the infinite worth of Jesus Christ and live for the praise of God’s glory in affection, thought, word, and deed.

B. Institutional Goals

1. We aim to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ.
2. We aim to build into our students the biblical truths expressed in the Bethlehem College & Seminary Affirmation of Faith.
3. We aim to equip students to observe accurately, understand clearly, and evaluate fairly all that they study.
4. We seek to teach our students to read closely, understand accurately, and believe thoroughly the greatest book, God’s inerrant Word, the Bible.
5. We seek to equip and motivate our students to be lifelong learners.
6. We seek to provide our students an academically rigorous education where they are equipped to engage in charitable and thoughtful debate and to evaluate all they learn under the authority of the Bible.

7. We desire to work in close harmony with the church in order to prepare students for effective service in the church and to love the body of Christ.
8. We seek to prepare students for effective, Christ-exalting ministry in the home, the church, and the world.
9. We aim to inspire our students to have concern for the lost, the poor, and the oppressed and to be committed to a global and multi-ethnic expansion of the kingdom that alleviates suffering—especially eternal suffering.
10. We aim to keep tuition low enough that students can graduate unencumbered by debt.
11. We aim to foster and equip our students to grow into godly maturity in thought, word, and deed.
12. We seek to build a strong financial foundation for Bethlehem College & Seminary that will allow us to continue to hire highly qualified faculty and staff and free us from the pressures associated with financial struggles.
13. We aim to build a faculty with strong academic credentials, a love for teaching, a passion for God’s Word and his glory, and pastoral hearts.

C. Core Values

The great quest of Bethlehem College & Seminary is for minds and hearts that see and savor the glory of Christ in all things and spread that experience to the world. Because of this, Bethlehem College & Seminary is committed to a God-centered vision of reality that is:

1. Grounded in the Local Church;
2. Rooted in Historic Christian Orthodoxy;
3. Sustained by God through Prayerful Dependence;
4. Expressed in Christian Hedonism;
5. Marked by Academic Rigor;
6. Built on a Wartime Approach to Life, Education, and Ministry;

7. Shaped by a Disciple-Making Culture;
8. Forged through Community and Experiential Learning;
9. Concerned for the Lost, the Poor, and the Oppressed;
10. Characterized by Humble Authenticity and Courage;
11. Devoted to the Priority of Worship;
12. Committed to a Global and Multi-Ethnic Expansion of the Kingdom.



§ 2 COMMUNITY GUIDELINES

- A. Being part of any God-honoring community means considering others' interests before your own—and being part of Bethlehem College & Seminary will be no exception. Sometimes this will mean a radical and painful self-denial for the sake of others (Acts 2:45). Oftentimes it will be a quiet (yet nonetheless significant) giving up of liberties and rights that you freely possess in order to best serve the interests of those with whom you live (1 Corinthians 8:13). The following pages will describe what this joyful self-denial and intentional service of others looks like in our community. May God grant us as a community the grace to follow Jesus's perfect example in this regard (Philippians 2:1–8).

Community Declaration

We, the faculty, staff, and students of Bethlehem College & Seminary, exist to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ.

As those who, by grace, have come to embrace Jesus Christ as Lord, Savior, and Supreme Treasure of our lives, we set forth this declaration as a testimony of our intention to live in Christian community. We declare our earnest desire to live under the authority of God's inerrant Word and, as dependent creatures, we affirm our fundamental reliance on God's grace to live out these commitments.

Therefore, as members of this community, we engage, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this institution in knowledge, holiness, and peace; and to promote its spirituality and fruitfulness.

We engage to maintain family and personal devotions; to educate our children in the Christian faith; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; and to avoid all tattling, backbiting, and excessive anger.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

As members of Christ's body, we engage to discern and employ our gifts for the up-building of others and the glory of Christ; to faithfully attend and support the ministry of the local church; and to be wise in our stewardship of the financial resources that God provides, contributing cheerfully to the needs of the saints and the work of gospel ministry locally and globally, bearing particularly in mind the needs of the poor.

We will seek God's help in abstaining from all drugs, food, drink, and practices which bring unwarranted harm to the body or jeopardize our own or another's faith. While we affirm that God has given all things for our enjoyment, we recognize the necessity of wisdom in discerning what is useful in building up the body of Christ and glorifying God in all that we do. As such, we endeavor to faithfully live under the authority of biblical teaching, our conscience, and the laws of the state.

Moreover, we engage, by God's grace, to live with uprightness, thoughtfulness, respect, and purity in our relation-

ships with members of the opposite sex; to avoid participation in any kind of immodest, prurient, or harmfully violent activity; and to seek the guidance of the Holy Spirit and the counsel of fellow believers when participating in all forms of entertainment.

As those particularly engaged in the life of the mind, we commit ourselves to the highest standards of integrity and honesty, wholeheartedly affirming the lordship of Christ over all of life and thought.

Students

As students, we will welcome and test biblically all instruction by faculty, teachers, and staff, seeking to grow toward biblical unity in the truth.

Furthermore, we joyfully agree to be governed by the policies and procedures outlined in the Student Handbook, and we commit to achieve the objectives of our academic programs and courses.

Faculty

As faculty, we joyfully agree to abide by the Bethlehem College & Seminary Affirmation of Faith (in our instruction), modeling by our lives what we believe and teach. We will take the lead in cultivating a learning environment marked by Christ-centeredness, academic rigor, personal holiness, self-effacing humility, and brotherly love.

Furthermore, we agree to be governed by the policies and procedures outlined in the Bethlehem College & Seminary Employee Handbook and the Bethlehem College & Seminary Faculty Handbook, and we commit to fulfill the

objectives of our academic programs and courses.

Staff

As staff members, by God's grace, we will model humble service and glad-hearted stewardship of our time and resources, seeking to glorify God in whatever our hands find to do.

Furthermore, we joyfully agree to be governed by the policies and procedures outlined in the Bethlehem College & Seminary Employee Handbook.

B. Apprentice Covenant

I delight in God, and as an apprentice at Bethlehem I rejoice in the ministry He has given me, and in that joy I aim to:

1. seek to be a man of the Word and prayer, zealous to continue growing in the grace and knowledge of our Lord and Savior Jesus Christ.
2. live a godly life in private and public; faithful to my calling as a minister of the gospel and as an apprentice of Bethlehem.
3. be a model of good management and spiritual leadership in my home. If I am now married or someday hope to be married and have children, I will love and serve my wife as Christ loves and serves the church; and in partnership with her seek to bring my children up to love God with all their hearts.
4. live a modest lifestyle, free from burdensome debt and within the limits of my income. I will apply the highest ethical standards, namely God's standards, in all my business dealings.
5. live a life free from any form of sexual immorality in mind or act with no questionable connections.

6. work in harmony with the school and church leadership to preserve unity in the body of Christ; striving to be a continual source of encouragement with an attitude of honesty, openness, support, and cooperation.
7. maintain strict confidentiality when observing and participating in counseling cases, church leadership meetings, and ministry assignments.
8. embrace as true and precious the summary of Biblical teaching found in the Bethlehem Congregational Affirmation of Faith (with possible exceptions related to baptism and church government).

Now unto Him who is able to keep me from falling, and to present me faultless before the presence of His glory with exceeding joy, to God our Savior, who alone is wise, be glory and majesty, dominion and power, both now and forever. Amen.

C. CODIV-19 Protocols

Bethlehem College & Seminary has an important role in reducing the spread of COVID-19. All students, faculty, and staff should take personal responsibility to follow policies and procedures set by Bethlehem College & Seminary and Bethlehem Baptist Church. Adherence to policies and procedures should have as its aim both *love for neighbor* and *submission to authorities*. Students, faculty, and staff should be flexible, ready to modify actions as necessary and to encourage others to do likewise as guidelines and recommendations adapt over time.

D. Chapel

The weekly chapel service is an essential part of the experience together as the Bethlehem College & Seminary community. Faculty, students, and staff gather to worship, to hear the Word of God proclaimed, to pray for God's continued grace, and to testify together of his kindness.

The preached Word should lead the gathered church in reinforcing biblical reality, establishing ministerial priorities, and deepening personal discipleship. The weekly chapel service functions in a similar way for the Bethlehem College & Seminary community. All college and seminary students in traditional programs are required to attend chapel each week. Chapel is held every Wednesday at 12:15pm in the sanctuary during the semester. The chapel schedule is available at bcsmn.edu/chapel.

E. Church Membership

Membership in a local church is a vital part of Christian life. Bethlehem College & Seminary recognizes that many students entering Bethlehem may be members of local churches in other states. We strongly encourage students, for the duration of their time at Bethlehem College & Seminary, to become members of Bethlehem Baptist Church. Covenant membership is a way of visibly identifying oneself with a local community of people committed to the lordship of Christ and to one another—a willing pledge to guard, care, submit, support, and minister together for the building up of our church body. All college and seminary students in traditional programs are required to be members of Bethlehem Baptist Church for at least the first two years of their college and seminary program. After the first two years of their program, they may petition to affiliate with another church, if they have the opportunity for significant ministry or internships that will enhance their ministry preparation beyond what is possible at Bethlehem Baptist Church. Unusual exceptions may be granted by the agreement of the academic dean and the president. To become a member at Bethlehem, students must attend a membership class. Membership class schedules are posted on the church's website (bethlehem.church) and on Populi's dashboard.

F. Community Policies

1. Personal Conduct

a. Alcohol and Tobacco

All college and seminary students are expected to abide by the Bethlehem College & Seminary Community Declaration as it relates to the use of alcohol and tobacco products. Bethlehem College & Seminary's policy on the use of alcohol and tobacco is intentionally broad so as to accommodate a range of sincere convictions on the part of students, faculty, and staff. However, the openness of this policy is not unlimited. Restrictions on the use of alcohol and tobacco may come from Scripture (as in the case of drunkenness and abuse of controlled substances), state or federal law (as in the case of underage consumption of alcohol or tobacco), personal conscience (as when a person binds his own conscience with respect to alcohol or tobacco), or housing arrangements. In addition, godly wisdom and maturity may require abstinence from alcohol and tobacco in situations in which the consciences of other members of the Bethlehem College & Seminary community or the wider church are threatened or the reputation of Christ before outsiders is jeopardized. In such circumstances, older and more mature members of the community should take the lead in laying down their liberties for the sake of others. Younger members of the community should strive to gladly follow the example set by elder members of the community. Finally, alcohol or tobacco use is strictly prohibited at all official Bethlehem College & Seminary events.

b. Appearance

Bethlehem College & Seminary encourages stu-

dents to dress in an appropriate manner, consistent with the nature of our work. Thus, apparel should be modest, academic, in good taste, and honoring to God. Students who are employed by or are interning for Bethlehem Baptist Church or Bethlehem College & Seminary should follow the guidelines established by their supervisor.

c. Prohibited Items

The use of illicit drugs, the abuse of controlled substances, or underage consumption of alcohol in violation of state or federal law is strictly prohibited. Violation of these guidelines will result in disciplinary action and can serve as grounds for dismissal. Firearms are prohibited in Bethlehem College & Seminary facilities.

2. Integrity and Accountability

As a community of men and women who have been purchased at a great price, students should pursue holiness through the abundant grace God provides. Students should live a life free from any form of sexual immorality in mind or act, with no questionable connections or relationships, taking whatever steps necessary to avoid even the appearance of evil. Sexually immoral actions, including use of pornography, are prohibited. Any sexual impropriety may be grounds for disciplinary action.

In addition, students should be wise stewards of the financial resources that God has given them, seeking to fulfill their obligations, be generous in their giving, and maintain integrity in all financial decisions.

Students should cultivate relationships of accountability and transparency in which they can speak the truth

to one another in love, confess their sins to one another, and extend grace and comfort to one another.

3. Conflict Resolution

Not everyone in life is easy to relate to and work with. It is very important, however, that no matter how demanding or unreasonable a person may seem to be, we strive to respond with a humble, respectful, gracious, servant-like spirit.

We realize that honest differences between students may occasionally arise. We endorse the biblical principle (Matthew 18:15) of discussing concerns honestly and directly with the person or people involved and trying to resolve any differences on a person-to-person basis. However, if a one-to-one encounter does not resolve the problem, the student should find another peer to help mediate the conflict and pursue reconciliation. If there is still no resolution to the problem, the student and their peer should contact their faculty advisor, the Director of Student Discipleship, or the Dean of Women for additional counsel until the matter is fully resolved.

If a conflict should arise with someone other than a classmate, the student, after first addressing the person concerned, should discuss the matter with one of the following until it is resolved:

- a. Director for Human Resources and Office Management (Joby Morgan), if it concerns someone on Bethlehem Baptist Church's support staff.
- b. Lead Pastor for Pastor for Strategic Implementation (Ken Currie), if it concerns someone on Bethlehem Baptist Church's pastoral faculty or staff.

- c. Bethlehem College & Seminary Academic Dean (Brian Tabb), if it concerns someone on the Bethlehem College & Seminary staff.
 - d. Bethlehem Baptist Church's Director for Properties (Scott Brueske), if it concerns someone on Bethlehem Baptist Church's building staff.
 - e. A Bethlehem Baptist Church elder if the issue is with another Bethlehem Baptist Church member.
4. Grievance Policy

The student complaint policy aims to resolve disputes/concerns that involve a person(s) or process of the Bethlehem College & Seminary community not already addressed by existing policy (i.e., academic or course related appeals, appeal of disciplinary decision, etc.).

When a dispute/concern arises, a student should take the following steps:

- a. Always try to work out the problem by first discussing it with those closest to the issue. Insofar as is possible, students should seek to apply Jesus' teaching on conflict resolution in Matthew 18:15–17 (see section on conflict resolution). This should be done within five days of the incident. The faculty/staff member will consider the complaint and respond to the student within five school days.
- b. If the problem is unable to be resolved at the interpersonal level, a student may file a complaint with the academic dean. A complaint is defined as a fact-based plea for the review of a process and/or an interpersonal interaction alleged to be improper. A complaint form is available from the registrar's office and must be submitted to the academic dean within 30 days of the occurrence.

- c. Upon receipt of the complaint, the student will be contacted by appropriate faculty or staff within 72 hours. At the discretion of the dean, a committee may be formed in order to address the complaint. If one is convened, the committee will complete its evaluation of the complaint and respond to the student within ten days.
5. **Parking**

Bethlehem College & Seminary does not provide on-site student parking. Students are not allowed to park in the church parking lot during normal weekday business hours Monday–Thursday and are prohibited from parking vehicles overnight in the church lot for any reason. Students are also not allowed to park at the Hanson building, where parking is reserved for faculty of Bethlehem College & Seminary. Students may park at the warehouse lot (northwest of the 4-Plex apartment) and also along neighboring streets: 13th Avenue has free 2-hour parking, and 8th Street has paid meter parking. There is no street parking along 7th Street. Parking is available through the interstate parking lot adjacent to the Hanson Building and Library. Students may pay a daily rate or contract directly with the parking company. College women may park at the 4-Plex and White House, provided the residents retain their own parking spaces. Students should be careful to obey all parking-related street signs. Bethlehem Baptist Church and Bethlehem College & Seminary do not guarantee the safety of any car parked in the church lots, interstate lot, or along the street. Valuables should be removed from vehicles or stored out of sight.
6. **Security**

Bethlehem College & Seminary’s staff will make every reasonable effort to provide all students with a safe classroom environment. Although the downtown has

become an increasingly secure area, crime, solicitation, and violence still occur in the neighborhoods around Bethlehem. Students should strive to travel in groups at all times. Students, especially women, should not travel alone after dusk and should remain alert on and off campus after dark. Personal valuables in cars and in the church should be stored out of sight and locked up securely.

a. ID Cards

At student orientation, students will have their photo taken for their student ID card and will receive it within two weeks of Orientation. Students will wear their picture ID cards at all times within the building. If a student loses their Bethlehem College & Seminary student ID card, they should contact the Bethlehem College & Seminary administrative offices for a replacement.

b. Security Cards

At Orientation, students will receive a security key card, issued by Bethlehem Baptist Church. Students will use their security key cards to access all Bethlehem College & Seminary campus buildings. Students should use the staff and student door at the Bethlehem Baptist Church located off of the parking lot. If a student loses their security key card, they must contact Scott Brueske, Bethlehem Baptist Church Director for Properties, at 612.338.7653 x465 or scott.brueske@bethlehem.church to deactivate the card. Students will be charged \$10 for replacements. When students graduate or leave for any other reason, they must return their security cards to Connie Kopischke, the Bethlehem College & Seminary registrar.

A. Academic Advising

All Bethlehem College & Seminary students are assigned a faculty academic advisor who teaches in the student's program of study. Students may contact their advisors for academic counsel, assistance in managing course load, long-range planning, and other questions pertaining to studies at Bethlehem College & Seminary. Students should plan to meet with their advisors at least once per semester. Questions about advising may be addressed to the academic dean.

B. Academic Policies

1. Academic Warning

A student whose semester grade point average is less than 2.0 for undergraduate or 2.5 for graduate programs will be placed on academic warning beginning with the following semester. A student who is placed on academic warning must ensure that their cumulative GPA is in good academic standing in order to prevent being placed on academic probation.

2. Academic Probation

A student whose cumulative GPA is less than 2.0 for undergraduate or 2.5 for graduate programs after two consecutive semesters will be placed on academic probation for the following semester. An ad hoc committee has the right to limit the number of credits in which a student on academic probation may enroll.

3. Academic Suspension

A student who fails to raise his cumulative GPA above a 2.0 for undergraduate or 2.5 for graduate programs after one semester of academic probation will be placed on academic suspension. Academic suspension will prohibit a student from enrolling in additional courses at Bethlehem College & Seminary for a mini-

mum of one semester. If a student wishes to re-enroll after an academic suspension, they may complete a re-enrollment form (available from the registrar) no later than four weeks before the start of the semester. The registrar and dean's office will review the application and return a decision within two weeks.

4. Academic Appeals

Appeals in writing within three weeks of the decision in question should be made to the academic dean, who will then convene the ad hoc appeals committee, which shall consist of the academic dean, the registrar, and the president. It may also include other staff members as needed and appropriate.

5. Cheating

Students cheating in course work or examinations are subject to discipline. Cheating includes copying another student's work and presenting it as one's own (or allowing another person to copy one's own work) and using dishonest or prohibited methods to complete a test (or helping another person to cheat). Students who cheat will be subject to significant academic consequences including an immediate failing grade for the course. An offending student may also be put on disciplinary probation. The disciplinary action may be decreased or increased for reasons such as the following:

a. Possibly decreased to an F on the assignment:

- i) if work is a minor part of the total grade (less than 5%),
- ii) if judged not to be premeditated.

b. Possibly increased to academic suspension and/or non-participation in Commencement:

- i) if a repeated case of cheating,
- ii) if a flagrant action of cheating (or helping others to cheat),

- iii) if the student is dishonest or uncooperative at any time during the investigation.
- c. Appeals on academic cheating will be directed to the academic dean and the ad hoc appeals committee.

6. Plagiarism

Students found plagiarizing are subject to discipline. Plagiarism includes failure to use quotation marks when quoting, failure to make a thorough paraphrase when attempting to put someone else's idea into one's own words, and/or failure to give credit to the source of the information.

The standard disciplinary response to substantial plagiarism is an immediate failing grade for the course with the student placed on probation. This action may be either decreased or increased for reasons such as the following:

- a. Possibly decreased to an F on the assignment:
 - i) if work is a minor part of the total grade (less than 5%),
 - ii) if judged not to be premeditated
- b. Possibly increased to academic suspension and/or non-participation in Commencement:
 - i) if a repeated case of plagiarism,
 - ii) if a flagrant action of plagiarism (or helping others to plagiarize),
 - iii) if the student is dishonest or uncooperative at any time during the investigation.
- c. Appeals for any such actions can be made to the academic dean and the ad hoc appeals committee.

7. Alternative Testing

Students with a documented disability preventing them from taking tests in the format required by the course should notify their course instructor and the registrar at the beginning of the course. Approval for alternative

testing conditions must be obtained from the registrar in consultation with the course instructor. Alternative testing may include additional time allotments, reading the test to the student, verbal-response essay questions, or other course-specific options.

8. Appeal of Grades

A student may appeal a grade within 45 days of the end of the academic semester. The initial appeal must be made to the faculty member for the course. If the issue cannot be resolved at that level, then an appeal may be made to the academic dean. If the grade error is clerical, the appeal can be made at any time before graduating.

9. Attendance

Specific attendance requirements for each course are established by each instructor and will be explained in the syllabus for the course. If a professor needs to cancel a class period due to illness or an emergency, they will email the students in the class.

10. Credit Transfer Policies

Please refer to the academic catalog or contact the registrar for questions related to transferring credits toward Bethlehem degree requirements.

11. Curriculum Changes

Bethlehem College & Seminary reserves the right to change the curriculum as needed.

12. Grading Scale

Bethlehem College & Seminary uses a four-point grading scale which includes plus and minus designations:

GRADE		GRADE POINTS
A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Satisfactory	2.00
C-		1.70
D+		1.30
D	Poor	1.00
D-		0.70
F	Fail	0.00

P – Pass (equivalent to a “C” or higher)

W* – Withdraw

WP – Withdraw Passing

WF – Withdraw Failing

I – Incomplete

IP – In Progress

R** – Course Repeat

X – Professor has not yet submitted grade

*The last day to drop classes with a grade of W is the end of the seventh week of the semester or the halfway point of the summer semester.

**The highest grade earned for the course will be used in calculating GPA. While all previously earned grades remain on the academic record, they are not counted in GPA calculations.

13. Grade Point Average (GPA)

The grade point average is determined by dividing total grade points by the total number of credits attempted in which grades of A through F were earned. Courses

with grades of P, W, WP, WF, I, IP, X are not used in computing the GPA.

14. Graduation Standards

In order to graduate with an undergraduate major, students must be in good standing and have a minimum overall grade point average of 2.0. Students must also earn a minimum of 32 credits from their undergraduate major at Bethlehem College & Seminary.

In order to graduate, students must be in good standing and have a minimum overall grade point average of 2.5. Students must also have earned a minimum of 82 semester credits towards their advanced degree at Bethlehem College & Seminary.

15. Incomplete Grades

An incomplete grade is given only if the instructor is satisfied that there is an extenuating reason for assigning such a grade (such as a prolonged illness). An incomplete grade is only given by pre-arrangement with the instructor with approval of the academic dean and registrar before the start of that semester's finals week. To request an incomplete grade, students must complete the Incomplete Grade Request form (from the registrar) and follow the instructions contained in the form. An incomplete must be removed by the end of the following semester, but the instructor has the discretion to set an earlier deadline.

16. Internet

Wireless internet access is provided in the Bethlehem College & Seminary library, lounge, and classrooms. Students are expected to use the internet with wisdom, discretion, and purity. Out of respect for instructors and in order to cultivate a healthy discussion-oriented classroom experience, students are prohibited from surfing the internet during class.

17. **Language Competency Policy**
Please refer to the academic catalog or contact your academic advisor for details related to testing out of beginning language courses.
18. **Make-Up Exams**
Students who miss a scheduled examination may, at the faculty member's discretion, make up the exam in arrangement with the registrar. The faculty member will discuss the arrangement with the registrar in advance and send the exam to the registrar along with any special instructions for its administration.
19. **Populi Course Management Software**
Bethlehem College & Seminary utilizes course management software called Populi, accessible at bcs.populiweb.com. All institution-wide announcements will be made through Populi. At the Populi website, students may view assignments, check grades, participate in online discussions, pay tuition, and order textbooks.

Repeating a Course

Because of the sequential, cohort design of degree programs at Bethlehem College & Seminary, failing a course will have significant impact on a student's academic schedule. All courses in Bethlehem College & Seminary's degree programs are required for graduation. Should a student earn a failing grade in a course, therefore, the student will be required to retake the course the next time it is offered. A student who fails a prerequisite course does so at their own risk and may have to wait as long as an academic year before being able to retake the course or may have to drop into the next cohort in order to finish the program. When a student fails a course that is a prerequisite for other courses (e.g., language courses), the student may not continue on to the more advanced courses without

first passing the prerequisite course. This may have significant financial consequences for the student and potentially delay their graduation. Students will be charged the full rate for courses retaken or substituted due to a failing grade. A course may be repeated only one time. Repeating a course would be necessitated by a failing grade. Permission to repeat a course with a non-failing grade must be approved by the dean and registrar. When a student fails a course, zero points are awarded for that course for the semester, adversely affecting the student's GPA. When a student retakes the course, the grade earned counts toward the student's GPA and replaces the failing grade from the student's GPA, though both courses and the grades earned are listed on the student's transcript.

20. Changing a Program

A student who wishes to change programs should complete the Program Change Form (available from Populi) and submit it to the Registrar's Office. Depending on the courses that the student has already completed, changing programs may mean extending the student's enrollment. It also may mean that some of the student's previous coursework may not meet the requirement for their new program.

- a. Applying for the Church Planting & Revitalization Concentration: After the completion of the first year of M.Div. enrollment, students may apply for admission to the Church Planting & Revitalization Concentration. Contact the church's administrative assistant for church planting to obtain application information.
- b. Applying for the Master of Theology (Th.M.): The Th.M. is a second, advanced master's degree that is 20 credits beyond the M.Div. degree. Students may apply for admission to the Th.M. after their

third semester of the M.Div. program. Contact the registrar for application information.

21. Program Withdrawal

If a student needs to withdraw from an academic program, they must make arrangements as far in advance as possible. The student must contact their academic advisor and the registrar, complete and submit the College & Seminary Withdrawal form, turn in their building access card, and arrange an exit interview with their academic advisor.

22. Saving Work

Students should save electronic copies of all assignments submitted for grading and are strongly encouraged to back up work on an external hard drive or thumb drive or to use cloud storage (such as Dropbox). Course instructors are not responsible for lost assignments.

23. Transcripts

Transcripts are available using the Transcript Request option in Populi. A student must satisfy any outstanding financial obligations before Bethlehem College & Seminary will release transcripts.

24. Withdrawal from Class

If a student desires to withdraw from a class, permission must be sought and received from the academic dean. Once approved, the registrar must be informed within one week of being granted approval to withdraw.

25. Writing Standards

For written assignments, undergraduate students should follow the guidelines set forth in Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth Edition*. Seminary students should follow the guidelines for abbreviations, footnotes, bibliography, and formatting set forth in *The SBL Handbook of Style* (2nd ed.) and *Student Supple-*

ment. Electronic copies of the *Student Supplement*, as well as a research paper template and Th.M. thesis template, are available on Populi.

C. Non-Academic Disciplinary Regulations

1. Disciplinary Probation

The disciplinary process will be implemented at the discretion of Bethlehem College & Seminary faculty and staff and will be led by the student's academic advisor under the direction of the academic dean. A student will be placed on disciplinary probation after violation of the community guidelines as set forth in the Student Handbook. Probation is an opportunity for the student to address areas of concern through intentional accountability with assigned Bethlehem College & Seminary faculty or staff. Conditions of probation may include, but are not limited to:

- a. a contract stating expectations,
- b. regular meetings with assigned faculty or staff (or elder, if the student is a member of Bethlehem Baptist Church),
- c. meeting with a counselor from Bethlehem Baptist Church's member-care ministry,
- d. continued violation of community guidelines or the conditions of probation will result in disciplinary suspension and/or dismissal from Bethlehem College & Seminary.

2. Disciplinary Suspension

A student will be placed on suspension based upon flagrant or repeated violations of the community guidelines as set forth in the Student Handbook. When suspended, a student loses his or her privilege to continue taking courses at Bethlehem College & Seminary for a designated period of time.

Bethlehem College & Seminary intends that suspen-

sion encourage the student to reevaluate his or her spirituality and to address sin in appropriate ways through the help of the Bethlehem community.

A student on disciplinary suspension may be restricted from Bethlehem College & Seminary facilities.

3. Reinstatement from Disciplinary Suspension

Applications for reinstatement must include a written account of his or her personal evaluation and should be submitted to the academic dean's office. If the student is readmitted, he or she will remain on disciplinary probation for a designated period of time.

4. Disciplinary Dismissal

Dismissal may be implemented if a student continues in unrepentant habitual sin. Dismissal means that a student may permanently lose the opportunity to attend Bethlehem College & Seminary.

5. Appeal of Disciplinary Action

Disciplinary action taken by the committee may be appealed. Any such appeal must be made in writing to the committee through the academic dean. Such an appeal must be received within seven calendar days of the date upon which the student receives a written notice of the disciplinary decision. The committee has fourteen days to respond.

A. Billing

1. Students will be charged (via Populi) when they are registered for classes (typically at least two weeks before the start of the new semester). Students must complete, sign, and submit the Payment Option form to the bursar. The four-installment payment option only applies to the actual tuition portion of a student's bill. The payment plan does not apply to other charges such as the technology fee for Logos Bible Software, printing and copying, etc. (Note: Bethlehem College & Seminary does not mail out printed bills.)
2. Tuition is due no later than the first day of the semester. A four-installment tuition payment plan option is available to all Bethlehem College & Seminary students. Those who are on the four-payment plan have 25% of their tuition total due on Day 1 of the semester, 25% due on Day 30, 25% due on Day 60, with the last 25% due on Day 90 of the semester.
3. Bethlehem College & Seminary charges a 1.5% convenience fee on credit card payments of tuition and fees. When using Populi to pay tuition and fees using a credit card, 1.5% of the total payment will be added to the student's charge in order to offset credit card processing fees paid by Bethlehem College & Seminary. Please note that this fee will not be assessed to check or cash payments. Students may still pay via eCheck on the Populi website, or bring check or cash payment directly to the bursar's office. In addition, the minimum payment amount allowed on the Populi website using a credit card is \$10.00. If a balance is less than \$10.00, students should bring cash or check payment to the bursar's office. A student's account balance must be zero in order to register, enroll for the next semes-

ter's courses, graduate, or request official Bethlehem College & Seminary transcripts.

B. Bookstore

1. Students may order course textbooks at a discounted rate through the Bethlehem College & Seminary bookstore. At the online bookstore (bcs.populiweb.com), students will find course book lists. Books purchased online will be available for pick-up at the Bethlehem College & Seminary bookstore at Bethlehem's Downtown Campus. Typical discounts for students are 30%, and prices are very competitive with larger book sellers. Purchasing books through the Bethlehem College & Seminary bookstore supports Bethlehem College & Seminary. For more information please contact the bookstore manager at 612-455-3440 or bookstore@bcsmn.edu.

C. Computing

1. The Bethlehem College & Seminary Library has four Apple computer workstations and a network printer/copier available for student use. These computers are equipped with iWork, Microsoft Office, and Accordance Bible Software. The Bethlehem College & Seminary Library computers are reserved primarily for academic work such as accessing Bible software, conducting research, and working on assignments.
2. Students will be issued a login and password to use these computers and a code to use the copier/printer. These passwords/codes must not be shared or given to anyone else. The Bethlehem College & Seminary IT manager will distribute instructions regarding the access and use of Bethlehem College & Seminary Library computers. Users of Bethlehem College & Seminary computers may not:
 - a. Damage or attempt to damage equipment,

- b. Alter or attempt to alter software configurations,
 - c. Violate copyright laws or software licensing agreements,
 - d. Install personal software programs on any workstations,
 - e. Violate local, state, or federal laws or regulations.
3. Students who are using Windows-based personal computers on Bethlehem College & Seminary's network must have a recent, auto-updating virus protection program on their machines.

D. Employment

1. Bethlehem College & Seminary is not able to guarantee employment for students, though the Bethlehem College & Seminary staff will help to network for job possibilities. Students are discouraged from working more than 20 hours per week during academic terms.

E. Health Services

1. Health Insurance

Bethlehem College & Seminary requires all full-time students to carry health insurance (meeting the requirements of the Affordable Care Act). Evidence of insurance must be presented to the registrar at or before Orientation. A Student Medical History form and a photocopy of the student's insurance card (both sides) are required and should be on file with Bethlehem College & Seminary's registrar.

F. Housing (Undergraduate)

1. Overview

- a. Bethlehem College & Seminary is a non-residential campus and therefore does not have dormitories. Instead, many students live in the surrounding Minneapolis neighborhoods, often in housing owned and leased by friends of Bethlehem Baptist

Church and Bethlehem College & Seminary.

Bethlehem College & Seminary aims to provide affordable and safe housing options for students, but ultimately cannot guarantee housing. The housing coordinator will intentionally assist single college freshmen and transfers, as they are encouraged to live with classmates during their first year at Bethlehem College & Seminary. Married students, non-traditional undergraduates, and students in the M.A. and M.Div. programs can expect referrals and some assistance, but are ultimately responsible for their own housing arrangements.

- b. All information below pertains specifically to students at the White House and 4-Plex residences. Students at other residences should check their lease for all necessary policies and rules and communicate any concerns or questions directly with their landlord.

2. Check-In

Students assigned to the White House and 4-Plex housing typically move in a few days before New Student Orientation. Toward the end of the summer, the housing coordinator will notify each student with details regarding roommates, move in, and lease. Upon arrival, each student should be prepared to pay the first month's rent and a security deposit and sign a lease agreement for the academic year (August–May). Payment can be made via Populi, check, or cash. Students will then receive keys.

3. House Checks

- a. Occasionally, an entrance request will be made for various repairs or prospective student viewings. The Facilities Coordinator or the housing coordinator will give a 24-hour notice before entering a residence.

- b. The Facilities Coordinator will perform monthly house checks to assess possible damage and to ensure overall cleanliness. Residents will receive a 24-hour notice.
- 4. House Meetings

At times the Facilities Coordinator or the Housing Coordinator will need to meet with residents to discuss various issues (house morale, building repair, hosting guests, etc.). Residents should be flexible and cooperative to establish a time for a house meeting.
- 5. Residence Policies
 - a. Curfew

Bethlehem College & Seminary does not have a curfew policy, though residents are expected to conduct themselves in light of the Community Guidelines. Residents should use wisdom when leaving their residence and are encouraged not to travel alone late at night.
 - b. Quiet Hours

Residents should observe and respect quiet hours (10pm–8am for weekdays and 12am–Noon on weekends). This policy is intended to provide residents with space to rest or study without being disturbed. At all times, residents should keep noise at a reasonable level and be courteous to the people around them.
 - c. Overnight Absence

Students who plan to be away from their room for one or more nights should inform their roommate(s) of their whereabouts in case of an emergency. Roommates or friends of a student with unknown whereabouts for more than 24 hours should contact the Housing Coordinator immediately.

d. Visitation

i) Hours

Guests of the same gender are welcome at all times. Guests of the opposite gender are welcome to the residence only during the following hours: Sunday-Thursday, 9am-10pm and Friday-Saturday, 9am-12am. Violators will receive immediate disciplinary action.

ii) Daytime Guests

- 1) Residents are welcome to have visitors at their residence but should notify their roommates and communicate expectations clearly. Residents should exercise wisdom and be considerate of others regarding the frequency and duration of their guest's visit. Residents do not need permission from the Housing Coordinator for daytime visitation.
- 2) Residents should be appropriately dressed.
- 3) Visitors of the opposite gender are prohibited from entering bedrooms. Violators will receive immediate disciplinary action.
- 4) Residents are prohibited from being alone in their residence with a visitor of the opposite gender. Violators will receive immediate disciplinary action.

iii) Overnight Guests

- 1) Under no circumstances are guests of the opposite gender to stay overnight. Violators will receive immediate disciplinary action.
- 2) All overnight guests must be of the same gender as the residents and at least 18 years old.

- 3) Residents must have unanimous approval from their roommates about hosting overnight guests.
 - 4) Residents must contact the Housing Coordinator for permission to host all overnight guests at least 24 hours in advance.
 - 5) Guests are only permitted to stay a total of three consecutive nights in the residences.
- e. Holidays
Residents should contact a resident assistant to communicate any days they will be away from the residences during holidays or breaks.
- f. Fines
When a housing violation occurs, disciplinary action taken by Bethlehem College & Seminary may involve a fine. Example fines include:
- i) Visitation Violation \$75
 - ii) Quiet Hour Violation \$25
 - iii) Key Replacement \$25
- g. Renter's Insurance
Bethlehem College & Seminary, Bethlehem Baptist Church, and their housing providers are not responsible for the security of the residents' personal possessions. While reasonable efforts will be made to make housing and classrooms secure, residents are required to make their own arrangements for insurance to cover personal belongings in case of theft, fire, or flooding. Most residents should be able to obtain coverage through their parents' homeowner's insurance.
6. Check-Out
Students typically move out the day after Commencement. The Facilities Coordinator and the Housing Coordinator will notify each student with details regarding move-out. Students are to leave housing units

reasonably clean and are prohibited from leaving any personal items behind. Failure to do so will result in fines and/or the forfeiture of the security deposit. After the final residence check is complete, each student will return their keys. The security deposit will be returned within the next 30 days.

G. Library

The library exists to support the mission of Bethlehem College & Seminary by providing access to and instruction on the use of varied information resources in order to grasp the meaning of the Word of God and apply it in every sphere of life.

1. Hours of Operation

The Bethlehem College & Seminary Library facility is available for student use during regular open hours during the semester:

- a. Monday–Thursday: 7am–7pm
- b. *Closed during chapel
- c. Friday: 7am–5pm
- d. Saturday: 9am–5pm
- e. Sunday: Closed

Any changes to these hours for holidays, breaks, or otherwise, will be communicated through the library website (bcsmn.libguides.com) and through Populi and on the library website: bcsmn.libguides.com.

2. Etiquette

Students are asked to be considerate of others and pursue library activities as quietly as possible. Loud conversations and yelling are not allowed, and students who desire to listen to music or watch streaming media must use headphones and be cognizant of the volume level for the sake of others using the library. In consideration of others, please take all phone calls

outside of the library. The study room and library entryway are not soundproof and, therefore, not conducive for a private conversation. Mobile phones should be set to silent or vibrate.

Students may bring food and drinks into the library. However, to protect library materials, furniture, and equipment from accidental spills, all library materials must be put away or set aside before eating. Covered beverages are allowed with a securely fastened lid, but students must exercise caution. All trash or debris should be deposited in the recycling or trash containers.

3. Lending and Use of Materials

The library is a non-lending library. All resources must be used within the building. Due to COVID-19 restrictions, patrons are not allowed to pull books from the shelves. To use books in the general collection, search the books on the library website and fill out a Book Delivery request form (available at the front desk). Bring your completed request form to the library staff at the front desk. You may then return to your desk and wait for the books to be delivered to you. Patrons should not reshelve any items after using them. When finished, please take all used books to the front desk to be quarantined for 48 hours.

4. Security

Security cards are to be used to gain entrance to the library. Students should not let non-Bethlehem College & Seminary individuals into the library. Under certain circumstances, non-Bethlehem College & Seminary students or staff may request library access. This request should be submitted to the librarian. Students should not leave any personal items in the study carrels or in the library. Bethlehem College &

Seminary will not be responsible for the loss of items left unattended.

5. Services

a. Research Services

The library staff are available to provide assistance to library users in finding a certain item or information and instruction on using the library's online catalog and electronic databases. Students can contact the Bethlehem College & Seminary librarian by email. Appointments for research assistance may be made with the librarian.

There are also "Library Research Guides" available on the library website. They can be found at the bottom of the website homepage.

b. Books on Reserve: Document Delivery

A few of the library's most frequently used books are on "Reserve" and only available through Document Delivery. Look in the library catalog to determine whether a book is on Reserve and must be requested via Document Delivery. If you need access to a portion of a book within this Reserves collection, please fill out a document delivery request. More information on how to make a document delivery request is available on our website at bcsmn.libguides.com.

c. Resource Purchase Requests

In the event that the library does not have an item or resource of particular importance or relevance, students may make a request for it by emailing the Librarian, Barbara Winters, at barbara.winters@bcsmn.edu. All requests will be considered. The librarian in consultation with faculty will determine the necessity of each request.

d. Group Study Room

The library has one study room available. It is

limited to up to two people due to COVID-19 restrictions. If an individual is occupying the space they may be asked to leave so that a group can use the room. All users should erase any markings on the whiteboard and leave the room in a clean and orderly condition.

e. Off-Campus Access

Access to the Online Library Catalog is available to anyone without login 24/7. Online databases on EBSCOhost are only accessible via the “Database” tab on the library homepage. Email the library to request off-campus access to EBSCOhost. Free web resources have been gathered on the main Bethlehem College & Seminary website on the Research Resources page.

6. Torah Scroll

A Torah scroll was donated to the Bethlehem College & Seminary Library where it is located near the center of the building in a locked room. Students may access the scroll upon request to the librarian or library staff. Students are not allowed to bring anything into the room except paper and a pencil. Students must thoroughly wash their hands before entering the room and may only touch the roll and margins. Please do not touch the lettering on the scroll or adjust the scroll. Please also be mindful of necklaces, watches, belts, or other accessories that may inadvertently scratch the scroll.

7. Printer/Photocopier

The Bethlehem College & Seminary Library has a printer/photocopier near the front entrance. Students may print to it via the wireless network, using a flash-drive, or using the library’s Apple computers. Students are expected to observe all copyright laws when making photocopies (see below). Students will be charged a

per page printing charge: 5 cents/page for black/white copies and 15 cents/page for color copies. These charges will be added to their fee statements (issued at the end of each semester). The copier is mainly for printing relevant to academic work. The copier should not be used for personal copying projects of more than ten pages; in such cases, copies should be made off-site.

8. Copyright and Fair Use

Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. For more information, see copyright.gov.

9. Privacy and Confidentiality

The Bethlehem College & Seminary Library will protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted where such information or materials do not compromise the integrity of the Bethlehem College & Seminary community.

10. Accessing Materials from Other Libraries

The Bethlehem College & Seminary Library participates in a reciprocal borrowing program with other ATLA libraries. This program allows participating libraries to lend books to students and faculty from other participating libraries. If you choose to borrow books from another library, please be respectful of their policies and the resources that they are generously making available to us. The following libraries in the Twin Cities participate: Luther Seminary (graduate students and faculty), Bethel Seminary Library (graduate students and faculty), and United Theological Seminary. Please contact the library with any questions at library@bcsmn.edu. Due to the COVID-19 pandemic, there may be changes to other libraries' policies,

procedures and lending capabilities. Check ahead of time whether or not Bethlehem College & Seminary students have access to their collections.

H. Student Lounge

The Bethlehem College & Seminary Student Lounge is available for students use the copier/printer, check mailbox, study, read, or take a break. Although students, at times, study in the Student Lounge, it is not a designated “Quiet Study Area.” The Student Lounge is currently arranged to provide social distancing in light of COVID-19.

1. Hours of Operation

The Student Lounge is available for use with card access during regular open hours during the semester:

- a. Sunday: Closed
- b. Monday–Thursday: 7am–9pm
*Closed Wednesdays during chapel
- c. Friday: 7am–5pm
- d. Saturday: 10am–5pm

Any changes to these hours for holidays, breaks, or otherwise will be communicated through Populi.

2. Etiquette

In order to best serve our community, the following guidelines have been established for all users of the Student Lounge. Beverages should be in covered containers. Individuals are responsible for disposing of their own trash and cleaning up any spills. Personal items may not be stored in the Student Lounge. Food and kitchen items should be neatly stored in either the Student Lounge refrigerator or in the kitchenette outside Room 310.

3. Security

Security cards are to be used to gain entrance to the Student Lounge. Students should not let non-Bethlehem College & Seminary individuals into the lounge.

Students should not leave any personal items in the lounge. A limited number of lockers are provided for student use. Contact the registrar to request a locker. Bethlehem College & Seminary will not be responsible for the loss of items left unattended.

4. Printer/Photocopier

The Bethlehem College & Seminary Student Lounge has a printer/photocopier near the front entrance. Students may print to it via the wireless network or using a flash-drive. Students are expected to observe all copyright laws when making photocopies. Students will be charged a per page printing charge: 5 cents/page for black/white copies and 15 cents/page for color copies. These charges will be added to their Populi accounts (at the end of each semester). The copier is mainly for printing relevant to academic work. The copier should not be used for personal copying projects of more than ten pages; in such cases, copies should be made off-site.

5. Other Common Areas

To foster a productive study environment, all students are expected to help keep the public areas of campus tidy. General maintenance like vacuuming and window washing will be taken care of by the custodians. Students may use the kitchenette outside Room 310. Students are asked to clean up any spills inside the microwave and not to leave any dishes or personal items in the sink area. All items put in the refrigerator in the lounge must have a name and date written on them. Every other Friday, the refrigerator will be cleaned, and unidentified and spoiled items will be discarded.

A. *Traditional Undergraduate (B.A.)*

1. Ministry
 - a. As part of a broader strategy for discipleship, students are encouraged to find ways to serve others through intentional relationships, ministry participation and leadership, and local evangelism and discipleship.
 - b. Students are expected to participate in weekly ministry. Ministry involvement may include
 - i) active participation in Bethlehem Baptist Church small group,
 - ii) service in one of Bethlehem Baptist Church's ministries,
 - iii) para-church ministries outside of Bethlehem Baptist Church,
 - iv) ministry participation in other churches.
 - c. For a listing of service opportunities at Bethlehem Baptist Church, visit bethlehem.church/serve or use the Opportunity Finder.
2. Internships
 - a. Internships are required for some B.A. students. Students may begin internships no earlier than the Fall semester of the junior year. Students should contact their academic advisor and the director for student discipleship for further details.
3. Mentoring
 - a. Undergraduate men are mentored by spiritually mature men who are committed to serving the students of Bethlehem College & Seminary. Mentors are often seminarians, house advisors, staff and faculty from Bethlehem College & Seminary, or spiritually mature men from Bethlehem Baptist Church. Students' academic advisors also provide informal mentoring. For more information, con-

- tact the Director for Student Discipleship, Cody Sandidge (cody.sandidge@bcsmn.edu).
- b. Undergraduate women are mentored by spiritually mature women who are committed to serving the students of Bethlehem College & Seminary. Mentors are often wives of seminarians, house advisors, staff from Bethlehem College & Seminary, or spiritually mature women from Bethlehem Baptist Church. Students' academic advisors as well as the dean of women also provide informal mentoring. For more information, contact the Dean of Women, Barb Waldemar (barb.waldemar@bcsmn.edu).
4. The Bethlehem College House System
 - a. The Bethlehem College House System serves the mission of Bethlehem College & Seminary by fostering a community that promotes spiritual growth, academic flourishing, and leadership development.
 - b. Each year incoming students are sorted into gender-specific, non-residential "houses" of 15–20 students. Each house is a coherent identity (not a physical residence) associated with a historical figure who represents values and ethos cherished by Bethlehem.
 - c. Houses meet regularly to deepen relationships, encourage academic and spiritual growth, and compete against other houses in various competitions. Throughout the year each house aims to develop its own unique life together.
 - d. Every spring each house elects its own house officers: Head of House, Steward, and Advocate. In addition to house officers, each house has at least one house advisor who offers additional guidance and mentoring for the house leaders and all house members.

- e. The House Advance Team (HAT) is a group of staff and faculty who oversee the House System, providing vision and long-term planning.
- f. If you have questions about the House System you may contact the Director for Student Discipleship, Cody Sandidge (cody.sandidge@bcsmn.edu) or refer to the House System Guide.

B. *Seminary*

- 1. Expectations for Year One
 - a. Ministry
 - i) Students are required to become members at Bethlehem Baptist Church and choose a primary campus of worship.
 - ii) Students are expected to join a small group as a means to engage in meaningful church life and discipleship.
 - iii) Students are also encouraged to prayerfully consider other ways to serve the church in ministry. For a listing of service opportunities at Bethlehem Baptist Church, visit [bethlehem.church/serve](#) or use the Opportunity Finder.
 - b. Mentoring
 - i) In addition to church membership and small group ministry, students are mentored by spiritually mature men who are committed to serving the students of Bethlehem College & Seminary. Mentors help students grow in gospel maturity in the context of one-on-one discipleship.
 - ii) Students will receive assistance in finding a mentor from the director for student discipleship.
 - iii) Students are required to submit monthly ministry reports via Populi as well as weekly

accountability reports to their mentor. Report templates can be found on Populi. For more information, contact the Director for Student Discipleship, Cody Sandidge (cody.sandidge@bcsmn.edu).

2. Expectations for Years Two to Four
 - a. Ministry
 - i) Students continue in meaningful membership at Bethlehem Baptist Church along with consistent small group participation.
 - b. Apprenticeship
 - i) Starting in year two, seminarians enter into the Pastoral Apprenticeship course. Seminarians are considered apprentices who engage in significant hands-on ministry under the direction of a supervising pastor.
 - ii) The Director for Student Discipleship will pair seminarians in years 2–4 of the M.Div. program with supervising pastors and ensure that they have a clearly defined ministry role.
 - iii) Apprentices will document their supervising ministry experience as part of the Pastoral Apprenticeship course requirements. For more information, contact the Director for Student Discipleship, Cody Sandidge (cody.sandidge@bcsmn.edu).
 - c. Mentoring
 - i) Students continue in one-on-one discipleship with a mentor. A student may have the same mentor throughout the M.Div. or may have different mentors in different years.
 - ii) While a student’s mentor will often be a different person than the pastor who supervises the student’s apprenticeship, sometimes the mentor is also the supervising pastor.

- iii) Students are required to submit weekly accountability reports to their mentor. Report templates can be found on Populi.
- 3. Attending Bethlehem Baptist Church Meetings
 - a. Elder Meetings
 - i) Students are welcome to attend elder meetings, which are normally held 1–2 times per month on Tuesday evenings. A limited number of students may attend each meeting at the discretion of the Campus Pastor/Elder Chairman. To request permission to attend a particular elder meeting, contact the appropriate administrative assistant to confirm upcoming meeting date(s). Please request permission at least 24 hours in advance.
 - 1) For North Elder Meetings—Grace Ohlendorf (grace.ohlendorf@bethlehem.church),
 - 2) For Downtown Elder Meetings—Beth Lundstrom (beth.lundstrom@bethlehem.church),
 - 3) For South Elder Meetings—Rachel Dyvig (rachel.dyvig@bethlehem.church),
 - 4) For All Elder, Elder Meetings and Lead Pastor Meetings—Jake Wood (jake.wood@bethlehem.church).
 - b. Confidentiality
 - i) Seminarians should seek to maintain proper confidentiality, even after graduating, when dealing with sensitive information from elder meetings or church ministry situations.
 - ii) Cases involving any kind of abuse—especially of children, youth, or spouse—must be reported according to federal, state, and county laws or guidelines. For any questions, contact

Pastor Ken Currie (ken.currie@bethlehem.church).

- iii) Whether or not a confidence may be shared with one's spouse should be made clear on a case-by-case basis with extreme caution given to situations involving personal matters. It should not be assumed that spouses can automatically hear the confidences of students or pastoral staff.
- iv) Apprentices should have the following expectations in mind when attending an elder meeting:
 - 1) If all chairs are taken around the table, apprentices are asked to sit in the observer chairs, which are set aside along one wall in the meeting room. If there are plenty of chairs, apprentices are welcome to sit at the same tables with the elders.
 - 2) Apprentices are there to listen and observe and should refrain from commenting or asking questions during the meeting, unless they are asked to do so.
 - 3) Confidential matters discussed in elder meetings must be held in strictest confidence by the apprentices attending.
 - 4) If an apprentice signs up to attend a meeting, he should be prepared to stay for the whole meeting, which on occasion may go well beyond the designated ending time.
 - 5) Observers may be asked to leave the room if or when the elders need to discuss information that is so sensitive they think it wise to go into a closed session.

C. *Undergraduate (Non-Traditional)*

1. Ministry
 - a. As part of a broader strategy for discipleship, students are encouraged to find ways to serve others through intentional relationships, ministry participation and leadership, and local evangelism and discipleship.
 - b. For a listing of service opportunities at Bethlehem Baptist Church, visit bethlehem.church/serve or use the Opportunity Finder.
2. Mentoring
 - a. B.Th. students are encouraged to seek mentoring through their local church. If a student does not have a mentor, both the academic advisor and the director of non-traditional degree programs are a resource in finding a mentor.

A. Emergency Contacts and Procedures

In the event of an emergency, Bethlehem College & Seminary will use Populi's emergency notification service to reach students and staff with accurate information via text message and email. Students should enter their emergency contact information on Populi > Settings > Notifications.

1. Medical Emergency

If the situation is life-threatening, call 911 immediately. Stay with the individual and do not attempt to move him/her unless he/she is in danger. Contact Bethlehem College & Seminary staff at 612.564.8929 as soon as possible after emergency personnel have been summoned. Calmly allow emergency personnel to address the situation.

2. Severe Weather

Bethlehem College & Seminary relies on the Minneapolis Severe Weather Alert system to determine when to take precautionary action due to severe weather. If the weather siren outside the building signals severe weather, everyone should stay in the building. When the siren sounds, all persons should move to the lowest level hallways to avoid glass and debris while assisting persons with disabilities or special needs. If you are in the Hanson or Library building, take refuge in the bathrooms. Remain in a severe-weather shelter until informed of an all-clear by Bethlehem College & Seminary staff.

3. Weather-Related Closure

Bethlehem College & Seminary will utilize the Populi emergency notification system to inform students of weather-related cancellations.

4. Fire
If a fire alarm goes off inside the building, it is signaling the presence of a suspected fire. Students should calmly close doors behind them, assist persons with disabilities and special needs, and move immediately out of the building into the areas designated for fire evacuation. No one may re-enter the building unless authorized by emergency personnel.
5. Suspicious Person(s)
Do not physically confront or block a suspicious person's access to an exit. Call 911 to provide as much information as possible about the person and his or her direction of travel.
6. Dangerous Person/Lockdown
If students are in a building when a dangerous incident such as a "lockdown" occurs, the following precautions should be taken:
 - a. If it is safe to do so, leave the building and get away from the incident
 - b. If you are uncertain or cannot leave, lock and/or barricade all doors
 - c. Close blinds and block windows,
 - d. Turn off classroom lights and move away from the door
 - e. Stay behind heavy objects such as tables or file cabinets
 - f. Remain calm, quiet, and out of sight
 - g. Silence all cell phones
 - h. Call 911 to report the incident
 - i. Remain in the secured area until you receive an "all clear" from law enforcement personnel
 - j. Do not attempt to rescue a person if it will further endanger the persons within the secured area

7. Suspicious Object
Do not touch or disturb any suspicious object. Calmly leave the area and call 612-564-8929.

B. Staff & Faculty

1. Emergency Contacts
 - a. In life-threatening emergencies, call 911.
 - b. Report any incident to the Bethlehem College & Seminary duty-phone at 612.564.8929.
 - c. At Bethlehem Baptist Church, contact Scott Brueske at 612-338-7653 x465.
 - d. At the Bethlehem College & Seminary 4-Plex or White House, contact Cody Sandidge at 903-738-9864.
2. Important Numbers
 - a. Bethlehem College & Seminary: 612-338-7653
 - b. Downtown Reception: 612-338-7653
 - c. Custodian on Duty: 612-802-2196
 - d. Security: 612-338-7653, ex 102
3. *Staff*

Jason Abell: Vice President of Administration & Chief Financial Officer

Extension 404 | jason.abell@bcsmn.edu

Leah Bruneau: Communications Manager

Extension 1113 | leah.bruneau@bcsmn.edu

Alec Dunham: IT Manager |

support@bcsmn.edu

Darcy Enthoven: Associate Director of Admissions

Extension 420 | darcy.enthoven@bcsmn.edu

Garrett Gransee: Facilities Coordinator

garrett.gransee@bcsmn.edu

Daniel Kleven: Director of Admissions
Extension 418 | daniel.kleven@bcsmn.edu

Connie Kopischke: Registrar, Bursar, and
Institutional Researcher
Extension 402 | connie.kopischke@bcsmn.edu

Burt Koppendrayer: Bookkeeper
Extension 417 | burt.koppendrayer@bcsmn.edu

Matt Lund: Bookstore Manager
612-455-3440 | bookstore@bcsmn.edu

Cody Sandidge: Director of Student Discipleship |
cody.sandidge@bcsmn.edu

Rick Segal: Vice President of Advancement
Extension 1122 | rick.segal@bcsmn.edu

Viki Smith: Database Administrator
viki.smith@bcsmn.edu

Sarah Todd: Accounts Payable Assistant & Academic
Administrative Assistant
Extension 1116 | sarah.todd@bcsmn.edu

Tim Tomlinson: President
Extension 421 | tim.tomlinson@bcsmn.edu

Barb Waldemar: Dean of Women
Extension 1110 | barb.waldemar@bcsmn.edu

4. *Faculty*

John Beckman: Associate Professor of Old Testament
john.beckman@bcsmn.edu

Johnathon Bowers: Assistant Professor of Philosophy and
Theology | Extension 1109 | j.bowers@bcsmn.edu

Chris Bruno: Associate Dean, Associate Professor of New
Testament and Biblical Theology | chris.bruno@bcsmn.edu

Jared Compton: Assistant Professor of Greek and New Testament Theology

Extension: 1124 | jared.compton@bcsmn.edu

Matt Crutchmer: Assistant Professor of Theology

Extension 1120 | matt.crutchmer@bcsmn.edu

Lewis Guest: Instructor of Bible and Theology

lewis.guest@bcsmn.edu

Brian Hanson: Assistant Professor of History and Theology

Extension 1125 | brian.hanson@bcsmn.edu

David Howard: Professor of Old Testament

david.howard@bcsmn.edu

Zach Howard: Director of College Programs, Assistant Professor of Theology and Humanities

zach.howard@bcsmn.edu

Lance Kramer: Assistant Professor of Biblical Studies

Extension 419 | lance.kramer@bcsmn.edu

James McGlothlin: Associate Director of College Programs, Associate Professor of Philosophy and Theology

Extension 1115 | james.mcglathlin@bcsmn.edu

Travis Myers: Assistant Professor of Church History and Mission Studies | Extension 1121 | travis.myers@bcsmn.edu

Andy Naselli: Associate Professor of Systematic Theology and New Testament | Extension 1116

andy.naselli@bcsmn.edu

Bryan Pickering: Instructor of Biblical Counseling

bryan.pickering@bethlehem.church

Joe Rigney: Assistant Professor of Theology and Literature | Extension 1108 | joe.rigney@bcsmn.edu

Rick Shenk: Director of Non-Traditional Programs, Assistant Professor of Theology | Extension 1123

rick.shenk@bcsmn.edu

Chuck Steddom: Associate Professor of Music & Worship
chuck.steddom@bethlehem.church

Kenny Stokes: Associate Professor of Church Planting
Extension 435 | kenny.stokes@bethlehem.church

Brian Tabb: Academic Dean, Associate Professor of Biblical
Studies | Extension 1104 | brian.tabb@bcsmn.edu

Dieudonné Tamfu: Assistant Professor of Bible and
Theology & Coordinator of the Cameroon Extension Site
d.tamfu@bcsmn.edu

Barbara Winters: Librarian
Extension 1131 | barbara.winters@bcsmn.edu

Pre-Fall

August 3–7 Greek Intensive (Required for all Yr 1 Sem)

Fall Semester

Aug 17, Aug 19, Aug 21 New Student Orientation

August 24 Fall Classes Begin

September 7 Labor Day—No classes

September 8 Last day to add or drop courses
with no notation

October 9 Last day to withdraw from courses

October 15–16 Fall Break

November 25–27 Thanksgiving Break—No classes

December 14–18 Finals Week

January Term

January 11–15 Intensive Courses

January 18 Martin Luther King, Jr. Day—Offices and
Buildings closed

* The Degree Completion Program follows a modified calendar.
Please contact the registrar with any questions.

Spring Semester

January 25	Spring Classes Begin
February 1	Graduation application and fee due
February 5	Last day to add or drop courses with no notation
March 8	Last day to withdraw from courses
March 22–26	Spring Break—No classes
April 2	Good Friday—No classes
May 17–21	Finals Week
May 21	Bethlehem College & Seminary Commencement

Summer Semester

May 24–28	New Testament Modular Book Study (Elective for Seminary Yr 3/Yr 4; Th.M.)
TBA	The Gospel & Personal Evangelism (Seminary Yr 3/Yr 4 elective, required for Church Planting concentration)
August 9–13	Beginning Greek Intensive (Required for Yr 1 Sem)

 Bethlehem
Education in Serious Joy®