



# *Reid Temple Bible College*

11400 Glenn Dale Boulevard  
Glenn Dale, Maryland 20769  
(301) 352-0320, Ext. 720

[www.reidtemplebiblecollege.org](http://www.reidtemplebiblecollege.org)

## **Student Handbook 2021 - 2022**

*“Let the wise listen and add to their learning, and let the discerning get guidance--” Proverbs 1.5 (NIV)*

Version 07142021

Reid Temple Bible College is very grateful for the contributions made by the Montgomery Community College, Prince George's Community College and the University of Maryland for providing examples of their policies, procedures, and guidelines so that we could create this version of the *Reid Temple Bible College Student Handbook*.

**DISCLAIMER:**

This Student Handbook is under revision and will be updated annually as the College grows.

## TABLE OF CONTENTS

<b>CHAPTER 1 - GENERAL INFORMATION .....</b>	<b>4</b>
Introduction.....	4
Statement of Non-Discrimination .....	4
Mission Statement.....	4
Facilities.....	11
Parking .....	11
Administration Office Hours .....	11
Library .....	11
Textbooks .....	12
Student Identification Cards .....	12
 <b>CHAPTER 2 – ACADEMIC INFORMATION .....</b>	 <b>13</b>
Academic Policies.....	13
Academic Advising.....	13
Satisfactory Academic Progress (SAP) Guidelines.....	13
Course Cancellation Policy .....	13
Student Course Loads .....	13
Withdrawal Procedures .....	13
Schedule Adjustment Period.....	14
Withdrawal Policy .....	14
Add and Drop Courses.....	14
Grades and Grading Policies .....	14
Calculation of Grade Point Average .....	14
Grading System.....	15
Grade Reports .....	17
Transcripts .....	17
Dress Code.....	17
Family Educational Rights and Privacy Act (FERPA) .....	17
Student Grievance and Appeal Policy.....	18
Informal Grievance .....	19
Formal Grievance and Appeal .....	19
Academic Grievance and Appeal.....	19
Non-Academic Grievance and Appeal.....	20
 <b>CHAPTER 3 - SERVICES FOR STUDENTS .....</b>	 <b>21</b>
Student Services.....	21
Diversity .....	21
Academic Support Services .....	23
Accessibility and Disability Support Services .....	23
Bookstore.....	23
Counseling Services.....	23
Health Education Services .....	23
Job Placement .....	24
Placement Exams: English and Mathematics.....	24
Veterans Services.....	24
Transfer Services .....	24
 <b>CHAPTER 4 - POLICIES AND REGULATIONS .....</b>	 <b>25</b>
Reinstatement Appeal Process .....	25
Academic Code of Honor .....	25
Student Rights and Responsibilities.....	27
Student Records .....	28

# CHAPTER 1 - GENERAL INFORMATION

## Introduction

The purpose of this student handbook is to provide information for the prospective and/or current student regarding the academic programs and policies of Reid Temple Bible College (RTBC). One of the ways in which the Reid Temple Bible College facilitates student academic success is by providing information on the range of academic, enrichment, and support services available. We encourage our students to take some time to familiarize themselves with the information contained in this handbook so that they might be able to take full advantage of the opportunities and services at the College. Students having questions or concerns that are not answered in this publication are invited to call our RTBC Administrative Office at (301) 352-0320, Ext. 720. You may also email us at [info@reidtemplebiblecollege.org](mailto:info@reidtemplebiblecollege.org), or write to:

**Reid Temple Bible College  
11400 Glenn Dale Boulevard  
Glenn Dale, MD 20769**

## Statement of Non-Discrimination

Reid Temple Bible College (RTBC) does not discriminate in admission to its educational programs based on race, color, national or ethnic origin, religion, gender, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

## Mission Statement

The mission of the Reid Temple Bible College is twofold:

1. To provide comprehensive Christ-Centered Biblical Studies and Ministry Preparation Programs that prepare, equip and empower men and women for leadership and service in ministries of the Christian faith to local and global communities; and
2. To provide a comprehensive multi-disciplinary General Studies program that includes core courses in the Arts & Humanities, English Composition, Social & Behavioral Sciences, Mathematics, and Biological & Physical Sciences and prepares students for the twenty-first-century workforce.

The overall goal of RTBC is to provide comprehensive certification and academic programs that address the needs of the students in the local community and global society.

1. To provide high-quality Christ-Centered academic and student development programs that nurture the whole person.
2. To provide opportunities for the personal and professional development of faculty and staff to achieve a work ethic of excellence.
3. To ensure that the physical and virtual infrastructure of the College promotes learning in a safe campus environment.
4. To achieve financial stability for supporting quality higher education programs and service delivery.
5. To engage in external strategic alliances for institutional advancement and increasing opportunities for student exposure and experiences.
6. To increase programs for attracting a more diverse faculty and student body to meet the needs of the local community and a global society.
7. To develop and implement a Field Studies Program that allows students to utilize their academic preparation in furthering their career development.

**The foundational scripture for the College is - *Proverbs 1:5*, which states:**

*“Let the wise listen and add to their learning, and let the discerning get guidance--” (NIV)*

## ACADEMIC CALENDAR 2021-2022

---

### FALL TERM 2021

<b>August</b>	9-31	Mon-Sat	Registration for Fall 2021 (online only)
	28	Sat	New and Returning Student Orientation
<b>September</b>	1-11	Wed-Sat	Late Registration
	7	<b>Tue</b>	<b>Classes begin for Fall 2021</b>
	7-13	Tue-Mon	Add/Drop
	14-30	Tue-Thur	Withdrawal Period
<b>October</b>	1-31	Fri-Sun	Withdrawal Period
<b>November</b>	1-30	Mon-Fri	Withdrawal Period
	1	Mon-Thur	Mid-term Week
	8-22	<i>Mon-Mon</i>	<i>Early Registration for Spring 2022 Returning Students</i>
	<b>24-26</b>	<b>Mon-Fri</b>	<b>College Closed-Thanksgiving Holiday-Holiday Observed</b>
<b>December</b>	<b>1-17</b>	<b>Wed-Fri</b>	<b>Registration for Spring 2022</b>
	10	Fri	Withdrawal Period Ends
	13-17	Mon-Fri	Final Exam Week/Last Week of Classes
	<b>20-23</b>	<b>Mon-Thur</b>	<b>Final Grades Due</b>
	<b>24-31</b>	<b>Fri-Fri</b>	<b>College Closed</b>

---

## SPRING TERM 2022

January	1-4	Sat-Tue	College Closed
	<b>1-4</b>	<b>Sat-Tue</b>	<b>College Closed</b>
	5	Wed	Administrative Office Open (Remote Services)
	5-11	Wed-Tue	Registration for Spring 2022 (online)
	15	Sat	New and Returning Student Orientation
	<b>17</b>	<b>Mon</b>	<b>College Closed-Martin Luther King, Jr. – Holiday Observed</b>
	<b>18</b>	<b>Tues</b>	<b>Classes Begin</b>
	18-22	Tues-Sat	Late Registration
February	<b>21-28</b>	<b>Mon-Mon</b>	<b>Withdrawal Period</b>
March	<b>7-11</b>	<b>Mon-Fri</b>	<b>Mid-term Week</b>
April	<b>15</b>	<b>Fri</b>	<b>College Closed – Good Friday</b>
	<b>18-22</b>	<b>Mon-Fri</b>	<b>College Closed – Spring Break</b>
	25	Mon	College Open – Classes Resume
	25-30	Mon-Fri	Registration for Summer Term (8-Week Session)
May	2-6	Mon-Fri	Registration for Summer Term (8-Week Session)
	2-6	Mon-Fri	Last Week of Classes
	9-13	Mon-Fri	Final Exam Week

## SUMMER TERM 2022

May	23	Mon	Summer Classes Begin
	23-27	Mon-Fri	Add/Drop
	<b>30</b>	<b>Mon</b>	<b>College-Closed-Holiday Observed</b>
	31	Tue	Withdrawal Period
June	1-30	Wed-Thur	Withdrawal Period
	<b>20-24</b>	<b>Mon-Fri</b>	<b>Mid-term Week</b>
July	<b>4</b>	<b>Mon</b>	<b>College Closed-Holiday Observed</b>
	15	Fri	Withdrawal Period Ends
	<b>18-22</b>	<b>Mon-Fri</b>	<b>Last Week of Classes/Final Exams</b>
	29	Fri	Grades Due



## **REFUND SCHEDULES**

### **FALL 2021**

September 7	Tue.	Withdraw with 100 % refund
September 13	Mon.	Withdraw with 80 % refund
September 20	Mon.	Withdraw with 60 % refund
September 27	Mon.	Withdraw with 40 % refund
October 4	Mon.	Withdraw with 20 % refund
October 11	Mon.	Withdraw with 0 % refund

### **SPRING 2022**

January 18	Tue.	Withdraw with 100 % refund
January 24	Mon.	Withdraw with 80 % refund
January 31	Mon.	Withdraw with 60 % refund
February 7	Mon.	Withdraw with 40 % refund
February 14	Mon.	Withdraw with 20 % refund
February 21	Mon.	Withdraw with 0 % refund

### **SUMMER 2022**

May 23	Mon.	Withdraw with 100 % refund
May 31	Mon.	Withdraw with 80 % refund
June 6	Mon.	Withdraw with 60 % refund
June 13	Mon.	Withdraw with 40 % refund
June 20	Mon.	Withdraw with 20 % refund
June 27	Mon.	Withdraw with 0 % refund

## **REGISTRATION SCHEDULE**

### **Fall 2021**

August 9 -31, 2021 (Registration)

September 1-11, 2021 (Late Registration)

### **Spring 2022**

December 1-17 (Registration)

January 5-11 (Registration)

January 18-22 (Late Registration)

### **Summer 2022**

April 25-30 (Registration)

May 2-13 (Registration)

May 16-27 (Late Registration)

### ***TO REGISTER***

Contact Registrar Office 301-352-0320, ext. 720  
Send email to: [info@reidtemplebiblecollege.org](mailto:info@reidtemplebiblecollege.org)

## Facilities

Reid Temple Bible College is located at 11400 Glenn Dale Boulevard, Glenn Dale, MD 20769, on the property of Reid Temple African Methodist Episcopal Church.

## Parking

General and handicapped parking are available on the property of Reid Temple African Methodist Episcopal Church.

## Administration Office Hours

Reid Temple Bible College (RTBC) Administrative Office  
11400 Glenn Dale Boulevard, 2<sup>nd</sup> Floor (Antioch)  
Glenn Dale, MD 20769

Due to COVID-19, the RTBC campus is closed. To reach the administrative office please call 301-352-0320, ext. 720.

## Library

### Mission

The mission of the Reid Temple Bible College Library is to provide access to library materials relevant to the institution's aim of providing educational excellence in Biblical studies, General studies, and ministry preparation. The library supports the faculty and students in preparing and equipping men and women for leadership in service in ministries of the Christian faith to the community and to the world. Empowering students with tools for academic success, lifelong learning, and information literacy is a paramount goal of the library.

Please contact the Reid Temple Bible College Librarian for further information and consultation. It is strongly suggested that you visit these libraries in person initially to become acquainted with the staff and the library policies.

Reid Temple Bible College (RTBC) Library  
11400 Glen Dale Boulevard, 2<sup>nd</sup> Floor (Antioch)  
Glenn Dale, MD 20769  
(301) 352-0320, ext. 724  
Marcia Cross-Briscoe, Librarian, at [marciacrossbriscoe@reidtemplebiblecollege.org](mailto:marciacrossbriscoe@reidtemplebiblecollege.org)

### The RTBC Library hours:

Due to COVID-19, the RTBC campus is closed. To reach the librarian for library services online please call 301-352-0320, ext. 724.

RTBC Has acquired the following library partnerships:

Bowie State University (BSU) Thurgood Marshall Library  
14000 Jericho Park Road  
Bowie, MD 20715  
(301) 860-3862  
<https://www.bowiestate.edu/academics-research/library/>

#### BSU Library Hours

Monday – Thursday, 8:00 am – 8:00 pm

Friday, 8:00 pm – 5:00 pm

Saturday, 9:00 pm – 6:00 pm

Sunday, hours vary. Check the BSU website at the beginning of the academic year.

Resources at Bowie State University must be used onsite and do not include borrowing privileges.

Lancaster Bible College Charles and Gloria Jones Library  
7852 Walker Drive, Suite 100  
Greenbelt, MD 20770  
(301) 552-1400  
<https://www.lbc.edu/library/>

#### LBC Library Hours

Monday – Thursday, 8:30 am – 8:30 pm

Friday, 8:30 pm – 4:00 pm

Saturday, 8:30 pm – 3:00 pm

Students must purchase a library card from Lancaster Bible College for a nominal fee (\$25) in order to access their library collections and computers and to check out materials.

## Textbooks

Student textbooks may be obtained from the Glad Tidings Bookstore at Reid Temple African Methodist Episcopal Church, (<https://www.gladtidingsbookstore.com>) or any online book service.

## Student Identification Cards

Information about student IDs for students may be received from the RTBC Administrative Office.

## **CHAPTER 2 – ACADEMIC INFORMATION**

### **Academic Policies**

Academic Policies begin with the Satisfactory Academic Progress Guidelines.

### **Academic Advising**

Academic Advisors are provided to assist students in planning their academic programs and select their courses. Academic advisors are not authorized to change established policy for the College. Students should contact the Reid Temple Bible College (RTBC) Administrative Office to arrange appointments, as advising is available for all students.

### **Satisfactory Academic Progress (SAP) Guidelines**

All students are required to meet both Quantitative (number of credits earned) and Qualitative (GPA/grade point average) standards. A review will be made at the end of each academic semester to determine if the student meets these criteria, as RTBC operates on a semester system.

### **Course Cancellation Policy**

The administration may cancel a course at the close of any registration period due to unforeseen circumstances. Courses may also be cancelled if the enrollment falls below the College's minimum enrollment requirement. Students will be notified upon official cancellation of a course.

### **Student Course Loads**

Students are required to take at least one 3 credit hours course per semester to maintain active enrollment. All courses are 3 credit hours unless noted otherwise.

### **Withdrawal Procedures**

Students may drop and add courses during Schedule Adjustment which is the first five days of classes. To initiate the withdrawal process, the Add/Drop form is available in the RTBC Administrative Office. Students may not continue to attend any course from which they have withdrawn. The last day to withdraw from a class is prior to taking the Final Exam. The official withdrawal date is the date the RTBC Administrative Office receives the proper, signed withdrawal form. Students who follow this withdrawal procedure will receive a grade of "W". A grade of "W" has no impact on the student's grade point average (GPA) but does count as one attempt at the course.

## Schedule Adjustment Period

The Schedule Adjustment period is the first five business days of classes during the Fall or Spring semester. A student can drop and add courses without penalty. See the Academic Calendar for end of schedule adjustment.

## Withdrawal Policy

The withdrawal period for students will begin at the close of the schedule adjustment period and terminate prior to taking the final exam. Check the corresponding Academic Calendar for exact dates. A mark of "W" (withdrawal) is recorded for credits dropped after the Schedule Adjustment Period.

## Add and Drop Courses

Students can add and drop courses during the schedule adjustment period. Courses dropped prior to or during the schedule adjustment period will not appear on the student record, nor will they count towards the number of attempts a student has for any given course.

**Notes:** During the first five days of classes students will not be charged to drop and add a course if they are of equal credit value, and if they are processed on the same day. This is considered an even exchange. Remember, to avoid additional charges when dropping and adding, BOTH the drop and the add must be done during the same day.

## Grades and Grading Policies

At the end of each semester, the semester grade point average and cumulative grade point average (GPA) are calculated. Both GPAs are shown on the official transcript.

## Calculation of Grade Point Average

All grades are to be converted to a four-point grading system. Pass/Fail and Audit course grades are not used in the calculation of the Grade Point Average (GPA).

### (1) GPA

a. Multiply the number of semester credit hours for each course by the number of quality points earned, as follows: A=4; B=3; C=2; D=1; F=0. Quality points representing + or – grades should be utilized in computing the GPA.

b. Divide the total number of quality points by the total number of semester credit hours. The quotient will be the grade point average.

### (2) Cumulative GPA Calculation

a. Multiply the total quality points by the total credits earned.

b. Divide the product of the total quality points and the total credits earned by the total credits attempted. The quotient will be the cumulative GPA.

## Grading System

RTBC uses the semester credit measure in which 1 credit = sixteen 50-minute hours of in-class instruction.

<b>Letter Grade</b>	<b>Description</b>	<b>Percentage</b>	<b>Quality Points</b>
<b>A</b>	<b>Excellent</b>	<b>90-100</b>	<b>4.00</b>
<b>B</b>	<b>Good</b>	<b>80-89</b>	<b>3.00</b>
<b>C</b>	<b>Average</b>	<b>70-79</b>	<b>2.00</b>
<b>D</b>	<b>Below Average</b>	<b>60-69</b>	<b>1.00</b>
<b>F</b>	<b>Failure</b>	<b>Below 60</b>	<b>0.00</b>
<b>Grade designations not used in calculation of GPA</b>			
<b>AU</b>	<b>Audit</b>		<b>N/A</b>
<b>I</b>	<b>Incomplete</b>		<b>N/A</b>
<b>P</b>	<b>Pass</b>		<b>N/A</b>
<b>W</b>	<b>Withdrawal</b>		<b>N/A</b>
<b>N</b>	<b>No Grade</b>		<b>N/A</b>
<b>XF</b>	<b>Academic Dishonesty</b>		<b>N/A</b>

## **Grade Designations Not Used in Calculation of GPA**

### **AU Audit Class**

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration.

Tuition and fees will be assessed at the same rate for audited classes as those taken for credit. Students are not required to attend class or take exams in audited courses. Audits appear as an “AU” on transcripts and do not count toward your GPA.

### **I Incomplete**

The “I” is the letter that is assigned if a student has satisfactorily completed 75 percent or more of a course’s requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and Chief Academic Officer and submitted to the RTBC Administrative Office when final grade for the course is submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the “I” grade is changed to the grade noted on the contract. Students should not re-register for a course in which they have an “I” grade. It is the responsibility of the student to contact the instructor who assigned the “I” grade and arrange to complete the work required for a regular grade to be assigned.

### **P Passing**

Signifies a passing grade in a nongraded course.

### **W Withdrawal**

Indicates that the student voluntarily withdrew from the course prior to the final exam.

### **NG No grade**

No grade submitted at the time grades were being processed.

### **XF Academic Dishonesty**

The normal sanction for academic dishonesty is a grade of “XF -failure due to academic dishonesty.” That grade will normally be recorded on the student transcript, in addition to any other action taken (e.g., suspension or expulsion). The normal penalty for students is dismissal. The Chief Academic Affairs Officer investigates allegations of academic dishonesty and convenes a committee to adjudicate charges.



## **Class Attendance/Participation**

While each faculty member has the authority to set attendance and participation requirements for their classes, the College in general expects that students will regularly attend the classes for which they are registered from the first day onward.

## **Academic Standing**

At the end of each fall and spring semester, each student's cumulative grade point average (GPA) is recomputed to determine that individual's academic standing. The cumulative GPA is computed by dividing the total number of quality points for all credits (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points) by the number of semester credit hours attempted.

## **Grade Reports**

Students may view their grades online as soon as a course has ended, and grades have been processed. No grades will be available to students who have an outstanding debt with the College until the Chief Financial Officer certifies that the debt has been paid in full.

## **Transcripts**

Official transcripts of a student's record are issued by the RTBC Administrative Office.

## **Dress Code**

Students are always expected to dress appropriately. As representatives of Christ, they are to present their bodies a living sacrifice, holy and acceptable to God. (Romans 12:1).

## **Family Educational Rights and Privacy Act (FERPA)**

The following guidance provides eligible students with general information about the Family Educational Rights and Privacy Act (FERPA). While this guidance reflects the Department of Education's interpretation of applicable requirements, it does not supersede the statute or regulations. Updated information from time to time in response to questions and concerns can be found at: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

The right to inspect and review the education records within 45 days of the day the college receives a request for access. The student must submit to the Administrative Office a written request that identifies the record(s) they wish to inspect. The Coordinator will plan for access and send notice of the time and place where the records may be inspected.

The right to request the amendment of education records believed to be inaccurate or misleading.

The student must write the college official responsible for the record, clearly identify the part of the record in question and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested, the college will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

The right to consent to disclosures of nondirectory, personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position (including security personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Directory information is information which may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the Administrative Office in writing of their wish to be excluded from such a release of information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## Student Grievance and Appeal Policy

RTBC is committed to providing comprehensive, Christ-centered programs which are designed to equip and empower students to lead and serve in ministries of Christian faith in local and global communities. Consistent with our belief that God created everyone to reflect His image and likeness, RTBC desires to allow all students to express concerns related to their experience on campus.

## Informal Grievance

In accordance with our Student Conflict Resolution policy, we encourage students to first express their concerns or issues directly to the faculty or employee involved in the concern. If after communicating directly with the individual resolution is not reached, the student should then discuss the situation with the Chief Academic Officer or designee if the conflict is of an academic nature or to the Chief Student Affairs Officer or designee if the conflict is of a non-academic nature.

## Formal Grievance and Appeal

If a student followed the Informal Grievance process and did not receive a satisfactory resolution, the student may submit a formal grievance and/or appeal. Any student who believes that an employee or fellow student of the College has aggrieved them may, within 30 days, make a formal complaint in writing. See Student Formal Grievance/Appeal Form.

## Academic Grievance and Appeal

If the student desires to make a formal grievance or appeal regarding any academic policies or procedures, such as but not limited to: academic dismissal, failure due to attendance, grade disputes, academic integrity issues, etc., the student must follow the process below.

1. The student must submit their grievance or appeal in writing to the Chief Academic Officer's designee who chairs the Student Appeals Committee. The committee consists of the three professional staff members and two elected At-Large Faculty Members.
2. After the grievance or appeal is received, and the appropriate information is collected from the student and involved faculty, the Committee convenes to consider the appeal. See Student Formal Grievance /Appeal Form and Faculty Formal Grievance /Appeal Form.
3. Decisions made by the Committee are reported to the student and the faculty involved within 30 days.
4. If the decision of the Committee is not satisfactory to the student, the student may appeal the decision to the Chief Student Affairs Officer or designee who has the final authority in decision making related to the grievance or appeal.

Chief Academic Officer's designee will monitor all student grievances and appeals. If a pattern of similar grievances or appeals is found, the Chief Academic Officer or designee will bring it to the attention of the Chief Student Affairs Officer for discussion of possible modification and improvements to College policies. All records of appeals are deemed confidential as per FERPA requirements and records retained as per the academic records policy.

## Non-Academic Grievance and Appeal

If the student desires to make a formal grievance or appeal regarding any non-academic policies or procedures, the student must follow the process below.

1. The student must submit their grievance in writing to the Chief Student Affairs Officer's designee who chairs the College Conflict Resolution Committee. The committee consists of five members, including one faculty member; two professional staff members; and two student representatives.
2. After the grievance is received and the appropriate information is collected, the Committee convenes to consider the grievance. See Student Formal Grievance /Appeal Form and Employee Formal Grievance /Appeal Form.
3. Decisions made by the Committee are reported to the student and the employee involved within 30 days.
4. If the decision of the Committee is not satisfactory to the student, the student may appeal the decision to the Chief Student Affairs Officer who has the final authority in decision making related to the grievance or appeal.

The Chief Student Affairs Officer's designee will monitor non-academic grievances and appeals. If a pattern of similar grievances or appeals is found the concern will be brought to the attention of the Chief Student Affairs Officer for discussion of possible modifications and improvements to college policies.

## CHAPTER 3 - SERVICES FOR STUDENTS

### Student Services

RTBC provides services that contribute to the holistic development and care of students and that are appropriate to the level of education and its delivery system.

Relative to this pursuit, RTBC is characterized by:

1. Commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education.
2. Services that respond to diverse student needs, abilities, and cultures.
3. Organization and delivery of student services that are appropriately aligned with RTBC's mission and culture.
4. Qualified professionals empowered to supervise and provide student services and programs.
5. Leadership development facilitated by curricular and/or co-curricular programs that are integrated with RTBC's educational objectives.
6. Regular system of assessing needs, experiences, and levels of student satisfaction to improve services.
7. Opportunities for students to provide input in institutional decision-making.
8. Published policies and procedures to address student complaints and grievances.

Attend New Student Orientation to receive an overview of the college's academic programs and services, policies and procedures, academic advising and registration. This one-stop experience is the first step toward academic success through the First-Year Experience Track. RTBC faculty and staff will mentor and advise student throughout their first year and a variety of services and programs will be offered to enhance the first-year experience. Students are encouraged to be in close contact with their assigned advisor, ask questions, share concerns, discuss challenges and celebrate successes. Academic advisors will help students choose a certificate or associates degree program, develop a plan of study, and register for classes. Academic Advisors, with the approval of the Chief Academic Officer, will recommend students to a mentor, as appropriate.

### Diversity

Reid Temple Bible College (RTBC) seeks to create an inclusive educational environment where everyone is supported and welcome, without regard to sexual orientation, gender expression, or any other difference. We have long embraced the diversity of our college community of students, faculty, and staff. We are, in fact, stronger and richer for our differences.

Students new to RTBC will be encouraged to follow the RTBC First Year Experience Checklist.

### **RTBC First Year Experience - Student Checklist**

This checklist is to guide students successfully through their first year at RTBC.

#### **Before RTBC: Plan Ahead**

- Review programs of study
- Apply for admissions
- Receive acceptance letter
- Attend New Student Orientation

#### **Once Admitted: Orient Yourself to RTBC**

- Attend New Student Orientation
- Visit the Administrative Office to register for classes
- Pay tuition and fees
- Receive receipt
- Obtain student ID card

#### **Discover Resources**

- Obtain the course syllabi
- Buy books
- Use the Academic Planner to insert class schedule and assignment deadlines
- Attend classes
- Monitor course progress
- Meet with your faculty member, as needed
- Seek academic advising, as needed
- Visit RTBC Library
- Meet with an Academic Advisor to develop an academic plan for the next semester
- Check midterm grades
- Use online Academic Support Services for help with writing, study tips and more
- Express interest to join a volunteer committee
- Attend spiritual enrichment events
- Study for final exams on an ongoing basis

## Academic Support Services

Useful website resources can be found at: <https://www.counseling.umd.edu>. Resources include an online writing lab, learning strategies, and study tips and techniques.

## Accessibility and Disability Support Services

The Accessibility and Disability Service provides reasonable accommodations to qualified individuals to ensure equal access to services, programs and activities sponsored by Reid Temple Bible College.

Prospective students in need of support services must contact the Administrative Office and will be asked two questions:

1. What accommodations were provided in the past to support their learning experience?
2. What will be needed to ensure their successful academic performance?

## Bookstore

RTBC has established a partnership with the Glad Tidings Bookstore, at Reid Temple African Methodist Episcopal Church, located onsite at 11400 Glenn Dale Boulevard, Glenn Dale, MD, 20769. ([www.gladtidingsbookstore.com](http://www.gladtidingsbookstore.com)).

## Counseling Services

RTBC partners with the Reid Temple Restoration Center, Inc. to assist students who need counseling services by referring students to the Center only upon the student's request and at the student's expense. This professional counseling is not a paid service of RTBC. The Reid Temple Restoration Center, Inc. provides individual professional counseling services by licensed mental health professionals. Biblical principles are incorporated if requested.

## Health Education Services

Teaching Assistants are trained in first aid and know how to access Reid Temple's health system for any in-class needs that may arise. RTBC encourages students in need to use the Dimensions Healthcare System that includes the Bowie Health Campus. Dimensions Healthcare System is an integrated, not-for-profit healthcare system serving residents of Prince George's County, MD and surrounding areas. The Community Outreach component of the Bowie Health Campus offers a wide range of services and programs. RTBC students may take advantage of support groups, health screenings, and informative seminars to help make healthier choices and lifestyle changes. The Community Outreach programs include Community Education, Dimensions Smoking Cessation Program, Senior Health Center, Support Groups, and Volunteer Services.

## Job Placement

Reid Temple Bible College (RTBC) does not presently offer job placement. However, students can be referred to the Reid Temple Employment Assistance Ministry at Reid Temple AME Church. Upon the student's request, RTBC will also forward a student's transcripts to employers to confirm student enrollment and/or academic progress.

## Placement Exams: English and Mathematics

Bowie State University has agreed to administer and/or assist RTBC in the administration of the English and Mathematics placement exams. All first-time students and transfer who have not met the minimum course requirements must take tests in writing, reading comprehension and mathematics. These tests will determine the most appropriate English and mathematics courses that match student's current knowledge and skills. Students will then be placed in college-level courses or developmental courses to help them succeed at RTBC.

## Veterans Services

Veterans of the armed services are entitled to various education benefits depending on when and how long they served. We at RTBC are honored to have students who are veterans of the armed forces, active-duty service members, reservists, and guardsmen. We strive to create a welcoming environment for veterans and service members who want to advance their education.

Our dedicated team will work with you to help you achieve your educational goals and make sure you are receiving the benefits to which you are entitled.

For your convenience, [military.com](http://military.com) has created recourses on tuition assistance for each specific branch. We recommend you refer to their website for branch-specific information on using Tuition Assistance (TA):

1. [Air Force Tuition Assistance](#)
2. [Army Tuition Assistance](#)
3. [Coast Guard Tuition Assistance](#)
4. [Marines Tuition Assistance](#)
5. [National Guard Tuition Assistance](#)
6. [Navy Tuition Assistance](#)
7. [Reserve Tuition Assistance](#)

## Transfer Services

RTBC will provide academic advising for transfer students.



## CHAPTER 4 - POLICIES AND REGULATIONS

### Reinstatement Appeal Process

The appeal letter/form should:

- be properly addressed and grammatically correct;
- include the student's name, address, phone number, student ID number and program of study;
- state clearly why the student was not able to make SAP (Satisfactory Academic Progress);
- state what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation;
- detail why the student wants to attend RTBC; and
- detail what the student will do differently, from an academic and personal perspective, if they are granted an appeal to continue matriculation at RTBC.

Additionally, the appeal will be sent to the Reinstatement Committee for review. If the committee recommends approval, an academic success plan will be developed, agreed upon and signed by (a) the student, and (b) a designee of the College. If the appeal is disapproved, the Reinstatement Committee will provide an explanation. All documentation concerning the appeal will become a part of the student's official records at RTBC.

### Academic Code of Honor

At all times, students are to conduct themselves in a manner that reflects good Christian character. Academic integrity is the foundation on which learning at Reid Temple Bible College is built. Students are expected to perform their academic work honestly and fairly. In addition, students should neither hinder nor unfairly assist the efforts of other students to complete their work successfully. Expectations and the consequences of failure to meet those expectations are outlined below.

#### Respect for Academic Honesty

In an academic community, students are encouraged to help one another learn. Because no two students learn in the same way or absorb the same things from a lecture, students are encouraged to study together. The boundaries on what is or is not acceptable work may not always be clear; thus, if at any point in academic work at the Reid Temple Bible College, students are uncertain about their responsibility as scholars or about the propriety of a particular action, the instructor should be consulted. Students can violate the academic code of conduct without intending to do so; it is therefore important that they familiarize themselves with both definitions and expectations (as defined below) as well as program expectations. The Committee does not consider intent when reviewing alleged violations of policy.

Failure to respect academic honesty includes but is not limited to:

- Damage to Academic Resources
- Cheating
- Falsification
- Violations of Copyright laws

Dishonesty and Plagiarism are examples of violations. Descriptions of these violations are as follows:

**Dishonesty.** “This lack of integrity is exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty include copying from the examination paper of another, allowing one’s own examination paper to be copied, reading without the instructor’s consent a copy of the examination prior to the date it is given; giving or receiving unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information about test questions or answers if one takes a test at different time than other students in the same course.”

**Plagiarism.** “Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation, thereby giving the impression that it is the student’s own work. Plagiarism ranges from a failure to acknowledge one’s indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, etc.”

This list is not to be considered complete but rather covers the most common areas of concern. In general, students should be guided by the principles as described here.

Violation of the *Academic Code of Honor* and other violations, such as possession and/or use of alcoholic beverages, illicit drugs, profanity, and sexual impropriety, are grounds for suspension or dismissal from Reid Temple Bible College. Cheating is grounds for automatic suspension.

### **Disruption of Class**

Willful disruption of the instructional process both inside and outside the classroom, for whatever reason, will not be tolerated. Instructors will take appropriate actions to remove disruptive students from their classes. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

### **Falsification of Records**

Intentional falsification of academic records, which includes but is not limited to grade reports, official and unofficial transcripts, enrollment verification forms and letters, transcripts from any college, demographic information reported on the application and residency documents is subject to appropriate disciplinary action and may lead to suspension or expulsion.

## Student Rights and Responsibilities

### **Student Rights**

Student shall have the right to participate in a free exchange of ideas, and there shall be no College rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Student shall have the right to participate in all areas and activities of the College, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

Student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and College authorities alike.

Student subject to disciplinary action arising from violations of College policies, procedures and guidelines shall be assured a fundamentally fair process.

Student has the right to inspect and review their educational record maintained by the school.

Student has the right to request that the school correct records which they believe to be inaccurate or misleading; otherwise the student may request a hearing by appropriate personnel of the institution for resolution.

### **Student Responsibilities**

1. To respect the rights and property of others, including other students, the faculty and College officials;
2. To be fully acquainted with the published College Student Rules and to comply with them, as well as federal, state, and local laws;
3. To recognize that their actions reflect upon the individuals involved and upon the entire College community;
4. To maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the College's obligation to provide an environment for learning;
5. The institution must have written permission from the student to release their educational record.

## Student Records

Student records are maintained in the RTBC Administrative Office. All information is confidential and protected by the Family Educational Rights and Privacy Act (FERPA). Students can view their academic records in the presence of the Administrative Office staff or a designee. They may not view the records of another student. A waiver signed by the student is required for a second party to view a student's records.

**Reid Temple Bible College**

11400 Glenn Dale Boulevard  
Glenn Dale, Maryland 20769  
United States of America

(301) 352-0320 Ext. 720

info@reidtemplebiblecollege.org

**[www.reidtemplebiblecollege.org](http://www.reidtemplebiblecollege.org)**

11400 Glenn Dale Boulevard, Room 1096  
Glenn Dale, Maryland 20769

