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THE BARNHAM GRADUATE SCHOOL AND SEMINARY
Policies and Procedures and Student Handbook
2015 -2016

(www.barnhamseminary.com)
281 303 3782

Introduction

The BarnHam Graduate School and Seminary Seminary (“BHGS&S”) respects the inherent dignity and worth of every life and seeks to ensure that, within the scope of education, it offers an unsurpassed classical Christian education experience to all students.

The BarnHam Graduate School and Seminary was established in 1996 as an interdenominational, faith-based, Christian counseling program. The BHGS&S has grown substantially to a full degree granting Seminary program. The BHGS&S Board of Directors (the “Board”) offers the following Policies and Procedures and Student Handbook that covers the range of activities carried out by BHGS&S. The Policies and Procedures and Student Handbook systematize and standardize the business, educational format, accreditations and pastoral care aspects of BHGS&S, so that staff and students have a clear understanding of their rights and responsibilities. It is advisable that all students and staff refer to the Policies and Procedures and Student Handbook frequently, as BHGS&S is advancing constantly in its accreditations.

The BarnHam Graduate School and Seminary Board of Directors also considered that the Policies and Procedures and Student Handbook should reflect BHGS&S’s Mission Statement and Statement of Faith.

Who the Policies and Procedures and Student Handbook

This manual has been developed for the Board, staff and students of The BarnHam Graduate School and Seminary to assist them in their day to day educational life at BHGS&S.

Purpose of the Policy and Procedures and Student Handbook

The Policies and Procedures and Student Handbook is an agreement between the Seminary , staff and students concerning attitudes and behaviors within BHGS&S. It provides administrative guidelines on management issues and situations and aims to assist in the application of fair and consistent decisions. It also sets out accountabilities and responsibilities for the management of both staff and students. This Policies and Procedures and Student Handbook is designed to provide standardized management practices while employing sufficient flexibility to suit the diverse needs of BHGS&S.

The Board, Staff and Students are encouraged to familiarize themselves with relevant Policy and Procedures and Student Handbook. This Policies and Procedures and Student Handbook should not be read in isolation to other important documents of reference such as employment awards, O H & S guidelines, state and federal government statutory requirements and other policies deemed appropriate.

2014 - 2015 Revisions Policy and Procedures and Student Handbook

The current revision affirms the Policies and Procedures and Student Handbook contained in the earlier document but contains some significant changes to make the Policies and Procedures and Student Handbook more useful to the user. The key changes are i) a simplification of language to enable ready access and understanding by the user, and ii) a change of format to make the Policies and Procedures and Student Handbook consist of *stand-alone* sections. This means that each section can easily be updated as required and new sections can readily be added to the manual. This format also enables the various sections to be given to those to whom they relate. Hence, some sections will only apply to staff, some to students and some to the entire BHGS&S community.

Access to Policy and Procedures and Student Handbook

It is understood that two complete copies of the Policies and Procedures and Student Handbook will be printed and will be available in the Seminary office for borrowing by staff, students and Board members at any time.

All Policies and Procedures and Student Handbook will be open to public access online located on the BHGS&S website:

Website: www.barnhamseminary.com

BARNHAM GRADUATE SCHOOL AND SEMINARY - Online Admissions Office:

Phone: 281 303 3782

E-Mail: www.barnhamseminary.com

Website: www.barnhamseminary.com

Mailing Address

BARNHAM GRADUATE SCHOOL AND SEMINARY – Online

Attn: Admissions Processing Center

P.O. Box 5441

Katy, TX 7749

Texas Address

2225 Porter Road

Katy TX 77493

Office Hours: Monday – Thursday. 9:00 am – 3:00 pm (US Central Time)

Mission Statement

We affirm the following (Mission Statement):

The BarnHam Graduate School and Seminary we encourage harmony and unity among Christians, counselors and educators. Furthermore, the staff at The BarnHam Graduate School and Seminary is committed to providing mutual Spiritual support to all Christians and Non-Christians. We exist to further the Gospel; the Good News of Salvation through Jesus Christ. The goal must be not just to impart knowledge, but rather to teach the principles of sound interpretation, showing people how to do their own research and applying truth to life. A final goal is the ultimate activation of men and women into effective Christian service, in any environment to which he or she may be called to minister.

Masters of Arts Degree Program - The degree is a 46 credit hour program that may be completed in no less than six months and no more than four years. The Masters of Arts Degree Program is designed for professionals actively engaged in mediation, Negotiation, Conflict Resolution, Fundamentals of Ombudsmanand/or conflict resolution within the framework of Professional Ecumenical Counseling care and nurture.

Masters candidatestudents will write a Master’s Thesis defense and abstract (“Project”). The Master’s Project is a praxis-oriented work that addresses some topic, issue, or problem in the student’s field of study. Projects which address a practical problem or issue being confronted in the workplace or faith community are particularly encouraged. The Master’s Thesis is an independent study in corporate and organizational communication using a recognized research method. The rules of APA Style®, detailed in the Publication Manual of the American Psychological Association, are utilized. The Master’s Project can be expressed in a variety of forms, including a traditional thesis-style document, a workbook or training manual, a program curriculum, or it may include multimedia components. The Master’s Project in its final form must be 25,000-30,000 words, double-spaced, with 12-point Times New Roman (or comparable) font, and must have a table of contents as well as a bibliography of a minimum of 30 sources. When the Project in its final form has been reviewed and approved by the student’s Project Consultant, it must be submitted to The BarnHam GS&S for final review. One copy of the master’s project must be submitted by email to the Office of the Masters online, or in hardcopy to the general mailing address.

Comprehensive Examinations Credit Hours 6 Graduate programs that require the standard comprehensive examination, the following policies apply. Ph. D. and some of the Masters programs have their own examination requirements; consult the department for details.

Masters of Arts Intercession Mediation (MAIM)

Masters of Arts Chaplaincy Ministry (MACM)

Masters of Arts Christian Counseling Ministry (MACCM)

Doctor of Theology TH.D. (46) Credit Hours Program

The degree of Doctor of Theology has been designed specifically for those ministry professionals who wish to pursue advanced studies relevant to their own particular profession and practice. Advanced understanding of appropriate theological and theoretical concepts. The student will gain the professional integration of theory.

Doctorate of Theology Requirements

To be accepted into a theology doctorate degree program, you will need to have or be working towards obtaining a master's degree. **Comprehensive Examinations Credit Hours 6** Graduate programs that require the standard comprehensive examination, the following policies apply. Ph. D. and some of the Masters programs have their own examination requirements; consult the department for details.

Doctor of Philosophy, Ph.D. Degree program

Hamilton House - Doctor of Philosophy, Ph.DResearch

Research doctorates are awarded in recognition of academic research in many countries, including the United States. Earning a research doctorate also requires successful completion of a regimen of

coursework beyond the Masters level. The best-known degree of this type, in the Anglophone world, is that of Doctor of Philosophy (Ph.D., the doctorate (Latin: *doctor*, "teacher," from *doctum*, "[that which is] taught," past participle of *docere*, "to teach") appeared in medieval Europe as a license to teach (Latin: *licentia docendi*) at a medieval university. Its roots can be traced to the early church when the term "doctor" referred to the Apostles, church fathers and other Christian authorities who taught and interpreted the Bible.

Description

Doctor of Philosophy (PhD) degree is a ninety 90 Credit Hour program that may be completed in no less than one year and no more than seven years. In keeping with the tradition of advanced degrees being earned on the basis of original research in a specialized field of study that is written and defended before a panel of scholarly experts, the BarnHam Graduate School and Seminary, provides a means whereby doctoral-level students obtain this specialized degree in the field of Theology. All residencies are completed at BHGS&S in Theology and the thesis is defended before the faculty. Upon successful defense of the thesis, the degree is awarded.

Steps to the Thesis Doctor of Philosophy (PhD)

- Doctoral candidates actively participate in the nomination and approval of their Thesis Supervisor.
- Submission and approval of thesis proposal
- Submission of one electronic copy of a doctoral thesis of 48,000-150,000 words (180-240 pages)
- All Theses must follow the rules of APA Style[®], detailed in the *Publication Manual of the American Psychological Association*, are utilized. The Thesis can be expressed in a variety of forms, including a traditional thesis-style document, a workbook or training manual, a program curriculum, or it may include multimedia components.

Required with submission:

- Thesis Abstract
- Chronological exhaustive personal biography
- Thesis cover sheet
- Thesis Supervisor Report Form
- Submission of one CD-ROM copy of the thesis for inclusion in the Online Thesis Library (successfully defended or revised)
- Successful defense of the Ph.D. thesis
- Students in the research Ph.D. are not required to attend graduation

Doctoral Oral Defense

The doctoral defense will be scheduled no sooner than 100 days and no longer than 190 days from the time that all academic and financial obligations have been finalized. The doctoral candidate will be notified by the Office of the Registrar of your eligibility after the completion of all documentation.

Declaring a Major The declaration of a major occurs at the time of application to a given program. If a change in program is desired, the student must contact **BarnHam Graduate School and Seminary** online or by way of email to make the request. Notification in writing is required from the student. There are no time restrictions. **Note, however, that students must meet the admissions requirements to each program for which they apply.**

Students may be accepted into certain programs for which they meet admissions requirements, and may be rejected from a different program for which they do not meet the standard admissions requirements.

Credentialing

All Credentialing is conducted onsite. **No credentialing is offered online or distance learning.** Please mark the box of the credentialing you plan to attend. Please attend one or more before your graduation date. Each and every program student may attend all of the credentialing classes. Additional credentialing may be required by your state or country. The basic 40 hour mediation is automatically included in your graduate course fees. Any or all additional credentialing CEU or MCLE hours are at additional cost to all students.

Credentialing

- Basic Mediation Credentialing
- Basic Marriage and Family Credentialing
- Ethics and Professional Ethics Credentialing CEUS and MCLE (MCLE State Bar of Texas only)

Mediation Credential: Included in Masters of Mediation is one 40 Basic Mediation Training and certification upon graduation and completion of the Masters program.

40 Basic Mediation Training is a process in which a neutral third-party, whether one mediator or more, acts as a facilitator to assist in resolving a dispute between two or more parties. It is a non-adversarial approach to conflict resolution, where the parties generally communicate directly. The role of the mediator is to facilitate communication between the parties, assist them in focusing on the real issues of the dispute, and generate options for settlement.

Training Description

Designed to train professionals as mediators, the 40-hour basic course meets the basic training requirement of the State of Texas. The Five-day program includes lecture, discussion, group exercise, and role playing to maximize the training experience. A newly revised manual is included in the program fee. The course begins at 9:00 a.m. on the first day, and concludes at 12:00 p.m. on the fourth day, with the distribution of certificates upon graduation, completion and all obligations of the Masters or Doctoral program. The course includes definition of and the law governing mediation, forms of alternate dispute resolution, communication skills, confidentiality, and ethics, listening techniques, case studies and examples, including banking, commercial, partnership, construction, personal injury, methods and strategies such as risk analysis, floating proposals and divide and conquer, reality testing, psychological, financial, and legal issues, drafting agreements, case studies, and role playing.

THE BARNHAM GRADUATE SCHOOL AND SEMINARY offers Traditional, Web-Enhanced.

Traditional courses take place face-to-face in a classroom setting for all sessions. They use a variety of methods and materials, including websites such as personal faculty web pages, publisher websites, and external web resources for information and enrichment. However, the educational experience is classroom-based. **Web-Enhanced courses**, like traditional courses, use the classroom for all sessions; however, a supplementary component of the educational experience takes place via the Internet. Hybrid courses combine elements of traditional courses and fully-online courses. They involve the thoughtful integration of regularly scheduled in-class and online learning.

Online Courses Policy and Procedures

- Students shall submit written assignments through the BHGS&S online program. Communications with students via the Internet shall be an integral element of the course. This may include email.
- Online courses shall include the availability of course content through the BHGS&S online program.
- Quantity of written materials will be sufficient to support assignment activities. Although all readings may not be made available through the Internet, the online course material shall include a syllabus. All materials that practically can be made available online shall be available online. The student will need to acquire other materials, independently of BHGS&S. Those may be in other media such as books, e-books, CDs and/or DVDs.
- Online courses shall include online tests and/or quizzes, where appropriate. Evaluations need not occur online, but may, at the instructor's discretion.
- Instructors shall check their online communications regularly or at least on a schedule made known to their students. It is expected that instructors will make a reasonable effort to contact students who have not been in contact with the instructor at any point in the term of enrollment.
This will not include general computer support since students are expected to have their own computer supported by their vendor and manufacturer.
- Academic support for students via phone, e-mail, or online methods.
- Online help (in various forms). Where possible, documents shall be available online.
- BHGS&S will provide testing flexibility for traditional students, especially those who have documented emergency conflicts with regard to those courses that require face-to-face evaluation.
- Instructors of online courses shall be provided with adequate training

Basic Graduation Requirements

All Graduate Masters of Arts students must have a 3.5 cumulative GPA to graduate, including the thesis project or Comprehensive Examinations .

All Doctoral candidates must have a 3.75 cumulative GPA to graduate, including thesis project or comprehensive examinations and defense.

Applications: It should be expressly understood that the student's GPA on any and all transfer credit hours is not calculated into the overall GPA. **Prospective students are encouraged to apply online at www.barnhamseminary.com** All Policies and Procedures and Student Handbook will be open to public access online located on the Website: www.barnhamseminary.com

BARNHAM GRADUATE SCHOOL AND SEMINARY - Online Admissions Office

Phone: 281 303 3782

E-Mail: registrar@barnhamseminary.com

Website: www.barnhamseminary.com

Mailing Address

BARNHAM GRADUATE SCHOOL AND SEMINARY

**Attn: Admissions Processing Center
P.O. Box 5441
Katy, TX 77491**

**Florida Physical Address
8107 Nalcrest Rd.
Nalcrest, FL 33856**

**Texas Physical Address
2225 Porter Road
Katy TX 77492**

Office Hours: Monday – Thursday. 9:00 am – 3:00 pm (US Central Time)

Student Financial Agreement

With each and every application and prior to full registration, all students must agree to the terms and conditions of the Student Financial Agreement. The Student Financial Agreement acknowledges that course registration creates a financial obligation to The BarnHam Graduate School and Seminary.

The agreement also clarifies residency, withdrawal and non-payment conditions. Any questions regarding the Student Financial Agreement can be directed to registrar@barnhamseminary.com Tuition does **NOT** include any or all educational materials or books. The student's tuition grants all online access to education. There are no additional costs or fees beyond the online tuition costs. Costs include a non-refundable application fee, as described herein, or any and all withdrawal fees (see refund policy). All books must be purchased by the student; **please see book list links.**

Wording of Student Financial Agreement

I understand and agree that once I am registered for a course or courses at The BarnHam Graduate School and Seminary, I am solely responsible for the payment of the resulting tuition and any other charges that I have authorized to be posted to my account. I fully understand, acknowledge and agree that regardless of any expected reliance by me on any third-party resource, including, without limitation, financial aid, employer reimbursements, scholarships, or any other external resource, I am personally responsible for all tuition as a term of my enrollment and remain personally responsible for paying any and all balances due to BHGS&S. This agreement constitutes a continuing agreement obligating me to pay all outstanding balances due to BHGS&S.

It is expressly understood that I have read and understand all parts of the Financial Agreement and that I am required to enter into the Financial Agreement upon application for enrollment. This agreement between BHGS&S and me provides information pertaining to costs, rights to cancel, and the refund policy.

I understand that my diploma and/or transcripts will not be mailed to me until all of my financial obligations to BHGS&S have been satisfied.

All fees and tuition are subject to change.

**2015 - 2016
Fees and Tuition**

Fees and Tuition	Cost
Registration Fee	\$50.00 onetime fee
Masters Programs	\$250.00 dollars per class
Doctor of Ministry	\$350.00 dollars per class
Masters Graduation Fee	\$275.00 Onetime fee
Doctoral Graduation Fee	\$350.00 Onetime fee
Doctoral Project/Practicum Director Fee	\$50.00 Per semester
Doctoral and Masters Final Project Processing Fee	\$200.00 Onetime fee
Time Extension Fee	\$50.00 per nine weeks
Installment Fee is \$ 50 fifty dollars annually for all payment plans.	
Doctoral Dissertation Fee completion only.	\$ 1,500.00 Onetime fee
All graduate students must pay for each and every class before graduation to receive a degree and diploma.	
All students on payment plans must pay for each class in full before the next set of coursework is open.	

Masters of Arts Degree Program Tuition

Masters of Arts Intercession Mediation (MAIM)	Total Tuition Cost	\$
2,875.00		
Masters of Arts Chaplaincy Ministry (MACM)	Total Tuition Cost	\$ 2,875.00
Masters of Arts Christian Counseling Ministry (MACCM)	Total Tuition Cost	\$ 2,875.00

Doctoral Degree Program Tuition

Doctor of Philosophy, Ph.D. Degree Program	Total Tuition Cost	\$ 5,250.00
Doctor of Theology TH.D. Degree Program	Total Tuition Cost	\$ 4,025.00

Withdrawal/Refund Policy

All withdrawal requests must be made in writing. The withdrawal period is computed from the date of the student's first payment. The date of withdrawal is the date the letter or email indicating withdrawal is received in the BHGS&S office. Refundable tuition will be paid within thirty-days.

Schedule of Refund

During the first ten (10) consecutive days following full payment for at least one Section , the total tuition paid will be refunded...excepting the non-refundable \$ 50.00Application Fee, and a \$100.00 Registration Termination Fee (total \$130.00) will be deducted from the refund.

After seventeen (17) consecutive days from the date following full payment for at least one Section, 75% of the tuition paid will be refunded. Excepting that the non-refundable \$ 50.00Application Fee and a \$100.00 Registration Termination Fee (total \$130.00) will be deducted from the refund.

After twenty five (25) consecutive days from the date following full payment for at least one Section , 50% of the tuition paid will be refunded, excepting that the non-refundable \$ 50.00Application Fee and a \$100.00 Registration Termination Fee (total \$130.00) will be deducted from the refund.

After thirty two (32) consecutive days from the date following full payment for at least one Section , 25% of the tuition paid will be refunded, excepting that the non-refundable \$ 50.00Application Fee and a \$100.00 Registration Termination Fee (total \$130.00) will be deducted from the refund.

It is expressly understood that from the thirty third (33) consecutive calendar days following full payment for at least one Section, no refund will be given. There will be no exceptions.

Failure to Pay & Collections for Nonpayment

I understand that if my account should lapse into delinquent status, I will receive no transcript, no grades, and will not be allowed to graduate or receive rights and privileges as a graduate until my bill is paid.

Please note that it is BHGS&S's practice to place delinquent accounts with an outside collection agency at the end of each section, if necessary. All costs and expenses incurred by BHGS&S in the enforcement of collection of past due accounts, including, without limitation, attorney's fees, shall become the responsibility of the student and will be added to the amount due. Students who have a hold on their account will receive an error message when they attempt to register, Holds might include: Academic Hold, Financial Hold, or International Hold.

- Academic Hold - Student has not made reasonable academic progress
- Financial Hold –Student has not made progress toward financial responsibilities
- International Hold – Student has failed to comply with the international rules or the US Government and State Department Rules for International Education (educationusa.state.gov).

Acknowledgement

I hereby acknowledge that I have read this Financial Agreement and fully understand it. I am agreeing to be bound by all of the terms of this Agreement, thereby obligating me to pay all outstanding balances that I may incur with BarnHam Graduate School and Seminary now and in the future.

The Application Fee of \$ 50.00(fifty dollars) will be due upon application for enrollment in The BarnHam Graduate School and Seminary programs. The \$ 50.00Application fee is payable online at the time of application, is non-refundable and does not apply to any or all cost or tuition.

Students who have broken enrollment(did not take at least one Section in the previous academic year or twelve consecutive months) must reapply to BarnHam Graduate School and Seminary Online. It is clearly understood that reasonable progress is required in a twelve-month period. At least one Section of course work must be attempted and completed to maintain fulltime student status over a twelve-month period. There is no time limit on the number of years, minimum or maximum, but the reasonable progress policy applies to all students.

Re-application is made with via online application and the registrar will either approve or deny the student for re-admission. An application for a re-applicant is also keyed with a “Business Office Checklist.” The “Business Office Checklist” is used to determine any outstanding debts for a student. Debt exceeding \$50 prevents student re-admission.

Additional admissions requirements may be requested, depending upon a student’s past record.

Minimum Standing for Admission

In the event that a student fails to meet the minimum standing for admission to the desired course of study (program), to submit certain admissions requirements, or to meet admissions standards, he/she will be rejected from the program.

Open Enrollment Seminary

BARNHAM GRADUATE SCHOOL AND SEMINARY - Online is an Open Enrollment Seminary meaning that it has an Open Enrollment Admissions policy at Seminary level. The Seminary accepts students who it believes will benefit from and contribute to its intellectual community. See Enrollment Policy above.

The BarnHam Graduate School and Seminary Online

Grade of 3.0 and Above:

Non-transferable Courses: Following is a list of some of the courses that cannot be granted transfer credit (please keep in mind that this list is not exhaustive): Remedial/Developmental courses – sometimes numbered 1-99, Pass/Fail courses, Continuing Education courses – usually noted by CEU (Continuing Education Units), Workshops, Seminars, and Orientation Courses

The evaluation of international transfer credit requires students to submit a translated official transcript in conjunction with course descriptions prior to the final approval process. International transfer credit is accepted only from an institution recognized by the government of the country in which the institution is located. Foreign students are encouraged, and sometimes required, to use

foreign credential evaluation services such as World Education Services (www.wes.org) to have their transcripts validated and evaluated before sending them to BHGS&S. A credential evaluation service must be a member of the National Association of Credential Evaluation Services (www.naces.org) before it can be accepted at BHGS&S.

Students are evaluated for acceptance based on the following criteria:

Admission

Master's Programs & Non-Degree Students

Students applying for our Master's programs must have a baccalaureate degree from an accredited Seminary or university. Applicants to the programs must have had an undergraduate GPA of at least 2.5.

- In addition to the application, applicants to the Masters programs must submit:
- An application fee \$ 50.00
- Official transcripts from all post-secondary schools previously attended sent from the school to BarnHam Graduate School and Seminary
- Three reference forms (one academic, one pastoral, and one personal or professional)
- Completed admission application
- All courses are in English all students must be English Proficient

Doctor of Ministry Program

Students applying for the Doctor of Ministry must have earned a Master's degree from an accredited institution with a minimum GPA of 3.0. Additionally, these applicants must have had three years of experience in counseling, chaplaincy, Para-church ministry or ministry after achieving their first Master's degree, and they must be actively involved in a professional setting.

In addition to the application, Doctoral applicants must submit:

- An application fee \$ 50.00
- Official transcripts from all post-secondary schools previously attended sent from the school to BHGS&S
- Three reference forms from ANY of the following three; counseling colleague, denominational supervisor, a ministry colleague, professional colleague, Para-church ministry, chaplaincy ministry and one personal)
- A church endorsement form or a commanding officer endorsement letter (for military chaplains only)
- Completed admission questions

Transfer Students & Special Cases Masters or Doctorate Program

Students who wish to transfer to BHGS&S from another seminary must follow the same application procedures as outlined above. These students must petition the Academic Office, in writing, to grant transfer credit. The Academic Office may request additional information, such as course descriptions or syllabi, before granting transfer credit. Students who are currently attending other institutions but who wish to take a few classes at BHGS&S do not need to submit transcripts from their previous academic work. These students only need to submit the following:

- A letter of good standing from the registrar at their current school
- An BHGS&S application & fee

Students who need to take additional courses to satisfy denominational or state licensure requirements must submit the following:

- A letter from their denomination or the state indicating that they are required to take additional coursework
- A transcript showing their most recent degree

The admissions department will process your application and admission material and a determination will be made regarding your admission. All degree changes are processed within ninety (90) working days.

Factors Not Affecting GPA

“W” grades

The grades for any Pass/Fail courses

“R” grades after the Repeat Policy has been applied

Students who are unable to complete coursework by the last day of class due to unavoidable circumstances such as personal illness/injury or family emergencies may appeal to their instructor for a temporary course grade of “I” (Incomplete). The authority for the decision to grant an incomplete completely lies with the Academic Dean of Education. Denial of the request for an incomplete may include, but is not limited to, the student’s inability to earn a passing grade with completion of the remaining requirements, as well as an insufficient reason for the request. Students must initiate the quest for an incomplete (before the final exam period for classes). The Academic Dean will establish a new deadline for the completion of the remaining coursework, based on the circumstances. Up to 6 months maybe granted before re-enrollment is required. The GPA is unaffected by the incomplete until a final grade is posted after the deadline. However, grades of “I” will count as hours attempted and not completed, and will negatively affect a student’s Satisfactory Academic Progress (SAP).

The purpose of the Course Repeat Policy is to allow students to have undesirable grades removed from their GPA calculation after the same course (or in limited cases, a similar course) has been retaken at a later point in time. Only courses retaken at BHGS&S can be used. If the course was retaken at BHGS&S, then the last grade earned for the course at the time the policy is activated will be used toward the cumulative GPA calculation. NO course retaken at another institution and transferred into BHGS&S will be used toward the cumulative GPA calculation. When the Course Repeat Policy is applied, the original grade will be replaced with “R” grade. This “R” grade will not be considered in the calculation of the GPA. A maximum of 5 Section s may be repeated under this policy. Any and all repeated Section s will require full payment before any and all attempts at repeating the course.

The grade or grades which have been deleted from the calculation of the GPA will not count toward quality points or hours earned, but will remain on the record as a course attempted. Under this policy, the grade(s) earned previous to the last grade earned will be changed to a grade of “R.” When a student has taken the same course multiple times and uses the Course Repeat Policy, all prior earned grades for the same course will be replaced and only the number of hours for the first course taken will be applied

to the 5 Section maximum. Repeats for General Education courses will be evaluated as either an exact course match or with a similar course which fulfills the identical General Education degree requirement. Use of the Course Repeat Policy for a prior term will not affect the academic standing for that term. Academic standing in a prior term can be changed only because of a grade reporting error. The Course Repeat Policy must be requested prior to graduation for the policy to be activated. Faculty members, both residential and online, must submit final grades for all students to the Registrar at the end of each term. Faculty teaching online courses should have grades submitted to the Registrar. All Students testing and grading, for both residential and online students, is automated. The final grading is the responsibility and is at the discretion of the instructor.

Appeal process

A student wishing to appeal a final grade must submit the appeal by email to the registrar. Student will be notified of the result of the appeal within thirty (30) calendar days. If the student wishes to appeal further they must follow the process outlined below.

Within 30 calendar days of the notification of the appeal from the Registrar, the student may submit a written Appeal to the Dean of Education, but should do so through The Barnham Graduate School and Seminary Registrar. The student must include the information required above. The Dean will consult with the instructor and review the student's written appeal. The Dean will then notify the instructor and the student of his/her decision.

Academic Warning

Academic standing is calculated at the end of each Section, automatically. The Registrar will generate a list of students on Academic Warning, Probation, Suspension, and Dismissal, and the appropriate emails, will be forwarded to those students.

When students fail to meet their required cumulative GPA at the end of a Section, they are placed on Academic Warning (see Scholastic Regulations above).

Academic Probation

Students on Academic Warning who fail to return to good standing by the next consecutive Section will be placed on Academic Probation. **Academic Suspension** Students on Academic Probation who fail to return to good standing in the next Section will be Academically Suspended. If they desire to continue their studies, they must submit an appeal to the Registrar's Office. The Registrar will review their appeal, and if it is approved, an Academic Contract will be formulated to enable them to return to good academic standing. The students must agree in writing to abide by the terms of their Contract before being permitted to register for courses. If they are re-applicants, they must agree in writing to abide by the terms of their Contract before they will be approved for re-admission. Appeals of Academic Suspension should be emailed to registrar@barnhamseminary.com.

Students who are enrolled full-time and earn grades of "**F**" for **ALL courses attempted will be Academically Suspended**, regardless of their prior academic standing or current GPA.

Academic Dismissal

Students who were Academically Suspended and earn less than a 2.0 Section GPA will be Academically Dismissed. If they desire to continue their studies, they must submit an appeal to the Registrar's Office at registrar@barnhamseminary.com. The Registrar will submit their appeal to the Dean for review. If the DEAN approves their appeal, an Academic Contract will be formulated to enable them to return to good academic standing. The students must agree in writing to abide by the terms of their Contract before being permitted to register for courses. If they are re-applicants, they must agree in writing to abide by the terms of their Contract before they will be approved for re-admission. Dismissed students who were approved to continue on an Academic Contract, and who do not meet the terms of their Contract, will again be Academically Dismissed, and will be bound by the provisions of the Academic Amnesty policy.

During examinations, academic dishonesty shall include the following:

- Referring to information or materials not specifically approved by the professor
- Receiving or soliciting information from a fellow student
- Stealing, buying, selling, or transmitting a copy of any examination or papers

Plagiarism of papers, projects or any assignment prepared for the class shall include the following:

- Omitting quotation marks or other conventional markings around material quoted from any printed source
- Paraphrasing a specific passage from a specific source without properly referencing the source
- Replicating another student's work or parts thereof and submitting it as an original
- Purchasing a paper and (mis)representing it as your own work
- Resubmitting a work that was prepared by the student for another class

Reporting Procedure

The reporting procedure is as follows:

- The professor will confront the student within two weeks of the discovery of the infraction.
- The professor will write a report outlining the violation.
- The report will be provided to the student and the BHGS&S Dean of Education, along with the sanctions recommended.
- Upon receipt of the report, the student will have one week to appeal the decision to the professor and BHGS&S Dean of Education.
- If the appeal is denied, or if the student fails to submit an appeal request within one week the student will receive a grade of "F" for the course. NOTE: The student will be allowed to appeal further (see appeal process below).
- The report will be sent to the Registrar's Office to be placed in the student's permanent record.
- If the student wishes to appeal further they will need to follow the grade appeal process outlined in this document.

General Guidelines

The general guidelines for reporting academic misconduct are as follows:

- In the event of a student's cheating on a minor assignment, the professor has the option to give the student a zero for the assignment or pursue the steps listed above.

- In the event of a student's cheating on a test, paper, or project, the professor is obligated to pursue the failing grade through the reporting process outlined above.
- NOTE: Repeat offenses will be treated more severely.

Appeal Procedure

When a student has been accused of academic dishonesty, which necessitates disciplinary action, and the student feels he/she is being unjustly accused or is being treated unfairly, he/she may wish to appeal the decision of the faculty member. This appeal must be received within 30 days of notification by BHGS&S. That appeal process is as follows:

- The student may submit a written appeal to the BHGS&S Dean of Education of the school under which the course is classified. The BHGS&S Dean of Education will consult with the professor and review the student's written appeal. The BHGS&S Dean of Education will then notify the professor and the student of his/her decision.
- If the student is not satisfied with The BHGS&S Dean of Education's decision, he/she has one calendar week from the date that notification is received to submit a re-appeal to the President of BHGS&S. The President will review all reports and facts, and make a recommendation to the BHGS&S Dean of Education. The BHGS&S Dean of Education will make a decision based on the President's recommendation and will notify the student of that decision.

Transferring Credits

It should be expressly understood that all Graduate Sections of BHGS&S must be completed regardless of how many credits are being transferred. NO substitutions are allowed. The student should note, however, that these transfer credits will in no way be a substitute for the Sections required for graduation. They will, instead, enhance your transcript by the student's total credit hours achieved. It should be expressly understood that the student's GPA on any and all transfer credit hours is not calculated into the overall GPA.

Participation in Commencement

All students, whether online or traditional, are invited to participate in the Commencement exercises of their graduating class. BHGS&S hosts two (1) Commencement exercises as needed per year: a Fall graduation in October. Graduation is subject to change of dates and time of year.

- A student may participate in the Commencement exercises ONLY if all remaining courses (including internships and transfer courses) have begun before the day of the Commencement Ceremony.
- A student who needs to change his/her name or social security number must contact by email advisor and provide official documentation or proof of the change. Please see the section entitled Miscellaneous Student Responsibilities.
- Each candidate must complete the Graduation Application during his/her last section. This application is available online.

- Students who do not submit a completed Graduation Application will not be allowed to participate in the Commencement exercises, and their degrees will not be conferred at that time.
- Diplomas will not be mailed until the Student Account bill has been satisfied.

Honors for graduation are determined by the cumulative grade point average earned at BHGS&S. Masters or Doctoral programs at BHGS&S must satisfy the following GPA standards to earn the corresponding academic distinction:

3.75 - Cum Laude

3.82- Magna Cum Laude

3.95 - Summa Cum Laude

Protection of Privacy

BHGS&S will not release personally identifiable information about students, apart from public information, to third parties without the student's consent. Public information includes: name, address, telephone number, date and place of birth, major fields of study, dates of attendance, degrees and honors received, and the most recent and previous educational institutions attended.

In addition, students have the right to review records pertaining to themselves in their capacity as students; students have the right to seek correction of their student records through a request to amend the records; and, students may request in writing that any or all personally identifiable information from their records not be regarded as public information.

Records Retention Policy

Custodian of Academic Records

BHGS&S Administrative Office

Office where records will be kept:

2225 PORTER ROAD

KATY, TX 77493

Students' records are filed in individual folders and stored in fireproof steel cabinets in both paper and electronic media. These include:

- Written records and transcripts used in the Admissions decision.
- Student Profile: Name, gender, address, and an identification number;
- Copies of all contracts of indebtedness and documents relating to financial aid; date of first enrollment and date of graduation (or withdrawal, if applicable);
- Admission-related documents including the number of transfer credits;
- All course numbers and course titles in which each student is (was) enrolled and his or her grades and academic progress;
- Student Transcript;
- Copies of necessary student work product;
- Credits awarded for master's degree thesis, if applicable;
- Enrollment status (full-time, part-time, or leave, on probation/suspension, or dismissal);
- Financial records;

- Type of degree and date granted;
- Any other documents deemed important or required by the regulatory agencies.

Records are secured and accessible only by the Academic Dean, the Director of Administration. Student records will be retained for a period of 50 years. Records are converted to Electronic Document Imaging format and stored on CD-ROM/DVD-ROM for no more than 10 years.

Student Rights

While matriculated as a full-time or part-time student at The BarnHam Graduate School and Seminary, students shall have the following rights:

- To cancel their enrollment and receive a full refund of the tuition and fees paid (less non-refundable application fee), if notice of cancellation is given prior to the deadline stated in this document.
- To receive quality instruction provided by the faculty meeting the educational and experiential requirements as described in the BHGS&S's Policies and Procedures, within a climate that is conducive to thinking and learning, that is distinguished by courtesy, respect, and consideration for the dignity of students and their rights as persons.
- To withdraw at any time and receive a refund for the part of the course not taken in compliance with the applicable Refund Policy.
- To obtain factual information concerning The BarnHam Graduate School and Seminary.
- To receive advising from The BarnHam Graduate School and Seminary, faculty or other qualified personnel regarding students' academic, financial or placement concerns.
- To inspect student's own educational records from The BarnHam Graduate School and Seminary, during the designated hours and, if errors are detected, demand correction thereof.
- A right to due process in any proceeding involving the possibility of substantial sanctions on their rights as students. This includes the right to be heard, a right of notification of charges brought against them, and the right to ask for a hearing by impartial persons if not satisfied with disciplinary action taken. Grievance policies and processes are described in this document.
- To be given reasonable notice of course requirements, criteria, and methods of evaluation, and that these evaluations be given without prejudice or favoritism.
- To be free from illegal discrimination and from harassment, including sexual harassment. (The BHGS&S prohibits prejudicial treatment or discrimination due to race, color, religion, national origin, gender, age, or disability or on the basis of marital status, specifically including being a single male, single female, married male, married female or divorced individuals or remarried individuals.)
- Subject to the rules and regulations of the BHGS&S, the State of Florida, and of the United States, students have a right to confidentiality of their personally identifiable information and records, and to the confidentiality of other information including student's personal history, evaluation documents, and disability information.

Miscellaneous Student Responsibilities

I fully understand that I am solely and expressively responsible for any and all updated personal information personal information in the list but not limited to the information in the list. Name Changes To change your Primary Name on your student record, US citizens and permanent

residents, must provide a passport, birth certificate or court-issued document (such as a marriage or divorce certificate.) A state issued driver's license is not an acceptable form of proof for a name change.

- For International students on a Visa, your name must reflect the name that appears on your Visa.

STUDENT CODE OF CONDUCT

Worship

Each student is expected to be active in a worshipping community. It is through church life that issues of character change are to be faced and practical learning is to occur. Each student should maintain a journal of his or her church experience and Christian service.

Assignments

Various assignments will be given to students, depending on the course in which the student is enrolled. Assignments may take the form of essays, questions to be answered, multiple-choice tests, field work, local church activities, etc. These will be delineated by the course syllabi. Some assignments may be mandatory. Failure to complete satisfactorily any of those assignments may forfeit all credits for that particular subject. Other assignments may be optional, or may affect only a stated percentage of the grade.

Personal or Financial Difficulties

If a student comes into personal or financial difficulty, or if a problem develops concerning policies, procedures or other aspects of the BHGS&S, the student should consult with the BHGS&S staff immediately. Problems should not be allowed to grow until they become insurmountable. The BHGS&S staff should be consulted, especially if the student is contemplating leaving the BHGS&S. The BHGS&S staff is ready and anxious to do everything possible to insure that students succeed in their preparation for the ministry.

Differences

Students are not expected to agree with everything that will be taught within the various courses. Students are, however, expected to treat the views of the faculty members and fellow students with respect. If a disagreement arises about something that is being taught, the student should listen as openly as possible, giving due attention to anything that the Holy Spirit may be saying. The student should not expect the Holy Spirit to speak to everyone in the same way, or lead everyone in the same direction. The Holy Spirit has a multifaceted plan to suit the extraordinary diversity that exists in the Church. There is much that one can learn from others. In assignments, the student will be free to express his or her own views, but at other times will be required to show an understanding of alternate viewpoints and be able to express that differing opinion, even if it conflicts with the student's personal beliefs. It is important for the student to follow the instructions at all times in the preparation of assignments.

Student Visiting

All students are welcome to visit our BHGS&S Headquarters offices, with proper notice. We would be honored to meet and dialogue with you as you travel on your educational journey.

Student Questions

At The BarnHam Graduate School and Seminary, students are encouraged to ask questions. Common courtesy dictates that a student should put his or her questions in writing to submit to the BHGS&S staff online. Usually, the staff's response will need to be accepted (even if the response is in conflict with the student's stand). Though continuing dialogue is a part of the educational program, the student is encouraged to utilize the staff as a mentor, assisting the student to develop fuller understanding, knowledge and wisdom.

Student Handbook

The BarnHam Graduate School and Seminary, *Student Handbook* outlines the special and unique relationship between the student and BHGS&S administration. It is valuable reading because it offers guidance on how to succeed in distance learning, and other tips, policies, and suggestions that smooth and strengthen participation in the program.

Agreement with the Student Policy and Statement of Beliefs

Each student will be required to sign a statement of agreement on the application form that indicates that they have read the policies and procedures which includes the section entitled "Student Code of Conduct," the statement of beliefs, and that the student is in full agreement.

Transcripts

Transcripts are only issued by the Office of the Registrar. Transcripts are issued at a charge of \$10.00. Official transcripts are only issued directly to other institutions upon student's request. Transcripts will not be issued for a student who has failed to meet all of his financial obligations. It normally takes 4-6 weeks to process a transcript. All requests must be made in writing using the transcript request form and accompanied with the transcript fee.

THE GRADING SYSTEM

It is important to all The BarnHam Graduate School and Seminary faculty members that academic grades are applied with fairness and consistency.

Several methods are used to achieve that goal. It begins with careful effort to provide clear instructions about the nature of each task so that students have no confusion about the expectations. Of course, if something does not seem clear, students need only to contact the instructor of that course. Assignments such as essays and other written reports are graded by use of the BHGS&S's Official Scoring Rubric.

This reduces the subjective element to a minimum. Objective examinations are scored automatically online, which ensures fair, equal, and accurate grading for all students. Online papers are graded and filed within 5 to 7 days of receipt, and the grade is promptly sent to the student.

Students may appeal a grade. The procedure, described under "Student Rights and Grievances" elsewhere in the catalog, is designed to treat all students with respect and fairness under all circumstances. The grading system is based upon a 4.0 scale. The scale, shown in the table below, is the same for all courses, undergraduate and graduate.

A 4.0 grading system is in effect:			GradingScale
(per credit hour)			
A	Superior	4 grade points	94.5-100 = A
B	Good	3 grade points	91.5-94 = A-
C	Average	2 grade points	88.5-91 = B+
D	Poor	1 grade point	85.5-88 = B
F	Failure	0 grade points	82.5-85 = B-
I	Incomplete	0 grade points	79.5-82 = C+
V	Audit	0 grade points	76.5-79 = C
WP	Withdrawn passing	0 grade points	73.5-76 = C-
WF	Withdrawn failing	0 grade points	70.5-73 = D
			Below 70.5 = F

Attendance/Drop-Out/Leave of Absence

For correspondence courses there is not an attendance policy. For the seminars, students are required to attend all sessions, unless prior approval is granted by the Academic Dean. See the Student Code of Conduct.

Drop Out

Students who do not intend to complete their degree program are required to complete a withdrawal form and submit it to the Registrar by email. Every effort will be made to resolve the problem before termination of a student's enrollment takes effect.

Doctrinal Truth

The BarnHam Graduate School and Seminary hold to these Doctrinal Truths. While our expression may be unique, the doctrines are not. We hold these expressed truths in common with all who are born again by faith in the finished work of Jesus Christ on the cross. We believe faith alone in Christ alone provides Salvation for lost mankind.

The Scriptures

We believe the Holy Bible to be God's authoritative and inspired Word. God has preserved ---

without error --- His word in the original manuscripts. From the original manuscripts we now have the 66 books of the Old and New Testaments that constitutes the Holy Scriptures, the closed canon of Scripture. These Scriptures (the Holy Bible) are relevant in all respects for our: (1) teaching, (2) reproof, (3) correction and (4) training in righteousness. They are able to instruct us for salvation through faith in Christ Jesus. Because the Bible is our authority and guide, it is able to guide us in all doctrine, worship and Christian conduct! (Romans 15:4; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:20-21.)

The Godhead

We believe in one God, the creator of all that exists in heaven and earth. The Godhead is infinitely perfect and is revealed to man as eternally existing in three persons: the Father, the Son and the Holy Spirit. Each divine Person is rightfully called God. Together, they are the Godhead spoken of in Holy Scriptures. We believe the Father, Son and Holy Spirit each have the same nature, attributes and perfection (essence). They are each worthy of the same reverence and obedience. (Genesis 1:1-2, 26; Deuteronomy 6:4; Matthew 28:18-20; Acts 5:3-4; 2 Corinthians 13:14; Colossians 2:9; Revelation 1:4-6.)

The Lord Jesus Christ

We believe that Jesus is God revealed in the flesh, Who was conceived of the Holy Spirit and born of the virgin, Mary. We further believe in the sinless life of our Lord, in His miracles, His vicarious and atoning death on the cross. We also believe in His bodily resurrection on the third day, His ascension into heaven where He is presently seated at the right hand of the Father (a place of power and authority). Furthermore we believe in His imminent and personal return. (John 1:1, 14; Luke 1:30-35; Hebrews 4:15; Matthew 4:23-25; Isaiah 53; 1 Peter 2:23-25; Acts 2:22-24; Philippians 2:5-11; Acts 1:11; 1 Thessalonians 4:13-18.)

The Holy Spirit

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. He is our source of power (anointing) for ministry, worship and service. He testifies of Christ and restrains evil in the world according to the divine will of the Father. The Holy Spirit convicts the world of sin, righteousness and judgment; regenerates all believers; and indwells all who are saved. He is the only one who seals the Christian until the day of redemption. (Romans 8:9-17; John 15:26; 2 Thessalonians 2:6-7; John 16:7-15; John 3:5-8; 1 John 2:20, 27; Ephesians 1:13-14.)

The Fall of Man

We believe that man was created in the image and likeness of God. However, by willful transgression man fell, thereby incurring not only physical death but spiritual death; separation from God. The consequences of Adam's sin were imputed (passed on) to all mankind; therefore, all mankind possess a sinful nature at physical birth. All who reach a state of moral responsibility (age of accountability) become sinners before God. Because of this "fallen nature" in mankind, he (she) cannot attain divine righteousness by his/her own efforts. A new nature birthed from above by the Spirit of God (regeneration) is absolutely essential for salvation. The saved are called saints (who sometimes sin) - not sinners - the children of God. (Genesis 1:26-27, 31; 3:1-6; 8:21; Romans 3:9-12, 23; 5:12-21; Ezekiel 18:20; Ephesians 2:1-10; Titus 3:3-5.)

The Salvation of Man

We believe in the salvation of lost man through the finished work of Jesus Christ upon the cross. Our salvation is based upon no work or merit on the part of sinful man. It is based rather on the substitutionary death of our Savior, Jesus Christ. This gracious gift is received by faith; and, at that point the believer is justified (made righteous). God imputed (transfers) to him (the once sinner) the righteousness of Christ. Now, that sinner becomes a saint, "hidden in Christ."

(John 1:12-13; Romans 3:21-28; 4:1-5, 23-25; Romans 5:1-2, 6-8; Ephesians 1:13-14; 2:1-10; Colossians 1:19-20; 2:13-14; 1 Peter 1:3-5, 1 Peter 18-21; 2:24-25; Colossians 3:3)

Healing In Atonement

We believe Divine Healing is the power of God to heal the sick (in mind or body), that healing for every person was included in Christ's atoning sacrifice, and that it is God's will for every Christian to minister healing to anyone at any time. (Psalm 103:2; Isaiah 53:4; Matt. 8:16-17; 1 Peter 2:24; John 14)

The Resurrection

We believe in the resurrection of both the saved and the lost. The saved will be raised to eternal life with their LORD and will receive their rewards for the good deeds done in the body while here on this earth. The lost will be raised to face judgment and damnation. Eternal punishment awaits the unbeliever. (John 5:24-29; 1 Corinthians 3:10-15; 2 Corinthians 5:10; Matthew 25:41-46; Revelation 20:11-15.)

Miscellaneous

Each section within this document entitled Policies and Procedures and Student Handbook constitutes the understanding between the student and **THE BARNHAM GRADUATE SCHOOL AND SEMINARY** Policies and Procedures and Student Handbook, BHGS&S, Should one section be deemed insufficient for any reason, the remaining sections are deemed to remain valid.

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2015 Board Policy and Procedures Revision BARNHAM GRADUATE SCHOOL AND SEMINARY

EXEMPTIONS FROM THE HIGHER EDUCATION LICENSING PROCESS FOR RELIGIOUS SEMINARIES SUMMARY RELIGIOUS SEMINARY EXEMPTION

Intercollegiate Academic Acceptance & Accreditation

BARNHAM GRADUATE SCHOOL AND SEMINARY - Online

BHGS&S website: www.barnhamseminary.com

BARNHAM GRADUATE SCHOOL AND SEMINARY - Online Admissions Office:

Phone: 832-232-4323 Email: registrar@ BarnHam.org Website:

BARNHAM GRADUATE SCHOOL AND SEMINARY – Online

Attn: Admissions Processing Center

P.O. Box 5441 Katy, TX 77491

Office Hours: Monday – Thursday. 9:00 am – 3:00 pm (US Central Time)

Open Enrollment BARNHAM GRADUATE SCHOOL AND SEMINARY, the Seminary accepts students who it believes will benefit from and contribute to its intellectual community.

(See Enrollment Policy)

BARNHAM GRADUATE SCHOOL AND SEMINARY, is a member of Florida Council of Private Seminary s, Inc. 41 N. 20th Street, #17 - Haines City, Florida 33844-4638 Voice: 850-633-4080 - Fax: 863-421-1941 The purpose of the Florida Council of Private Seminary s (FCPC) is to serve private, degree granting, faith based, institutions with students in Florida that provide quality faith based education. The FCPC has a proven track record that supports, “Keeping the Lord’s testimony above reproach!” and, “United We Stand In Florida, Divided Individually We Can Be Conquered.”



CPCA CANDIDATE STATUS

Any institution that maintains CPCA Sustaining Membership and/or FCPC

Sustaining Membership, and has completed the Certification Applicant

Procedure process for the steps involved in the Applicant through Candidate

process, is ready to proceed to the Eligibility Requirements (ERs) for Candidate

Status. Refer to the 2015 update of Eligibility Requirements (ERs) for Candidate Status.

The BARNHAM GRADUATE SCHOOL AND SEMINARY is a Member in good standing The Council of Private Colleges of America is a certification agency that establishes operating standards for educational or professional institutions and programs in US states, territories and internationally where it is feasible to do so. The CPCA determines the extent to which the standards are met, and publicly announces their findings. Certification with the Council of Private Colleges of America includes quality peer review, certification Facilitator Team visits, verifying data to CPCA standards for

educational or professional institutions and programs which are similar to accreditation.

CPCA certification requires affirmation of compliance with the academic excellence standards of the CPCA patterned after our early historical United States educational institutions of higher learning. CPCA standards equal or exceed the minimum standards of many State Departments of Education.

Intercollegiate Academic Acceptance

BARNHAM GRADUATE SCHOOL AND SEMINARY has formal agreements with several faith-based institutions of higher learning regarding the acceptance of credits and degrees, and friendly relations with many others.

BARNHAM GRADUATE SCHOOL AND SEMINARY does meet the requirements established by many private, independent professional associations. Many and various regionally or nationally accredited Seminary s and seminaries throughout the USA may accept transfer students, credits, and degrees from educational institutions such as BARNHAM GRADUATE SCHOOL AND SEMINARY. Transfer of credit is always at the discretion of the receiving institution. A student's goal with any degree is knowledge which may lead to employment.

BARNHAM GRADUATE SCHOOL AND SEMINARY qualifies for religious exempt status from the Degree-Granting Institutions Act for the credit-bearing courses that comprise the Biblical Ministry Degree Certificate. Prospective students and inquirers are encouraged to contact state degree authorization authorities for a clear explanation of the acceptance and restriction of and BARNHAM GRADUATE SCHOOL AND SEMINARY degree in each particular state.

The real advantage of a degree in Christian Ministry over a secular degree is that the graduate can work for Church, Para-church, social services organizations, and in Christian education schools and programs in Christian Counseling or Education Ministry programs.

It should be expressly understood the Masters Degree or PhD degree program does not guarantee employment for any or all students. It should also be expressly understood that many employers require additional licenses, certifications, credentials and education in many fields of specialization. (ONE example is that a real-estate agent is required Seminary credit hours in real-estate and additional training to receive a license as a real-estate salesperson, so a degree in Ministry and Counseling will help, but additional education will be needed).

CPCA ACADEMIC EXCELLENCE STANDARDS FOR PRIVATE FAITH BASED INSTITUTIONS

1. Private faith based degree granting institution academic excellence standards are patterned after our early historical U.S educational institutions of higher learning. They equal or exceed the minimum standards of many State Departments of Education.
2. A faith-based degree granting postsecondary education institution may offer distance learning programs to students via non-traditional classroom-based education. These programs may include digital learning or any type of learning that is facilitated by technology. The institution shall evaluate and approve all instructional materials provided to students through various modalities, along with structured units of information, assigned exercises for practice, and examinations to measure achievement. The academic year for distance learning may be continuous throughout the calendar year.
3. A faith-based degree granting postsecondary education institution may offer blended learning which combines online learning with other modes of instructional delivery including onsite instruction; it involves a shift in delivery to an online or computer-based environment for at least a portion of the course with the goal of improving learning, staffing, and/or facilities productivity.
4. As a prerequisite for entering an institute, college, university or seminary, associate of arts, associate of science, bachelor of arts, or bachelor of science degree program at a faith-based postsecondary education institution, a student must hold a high school diploma or high school equivalency diploma, unless the institution has a written ability-to-benefit admissions policy exempting the student from the prerequisite.
5. One academic hour equals 50 minutes of scheduled instruction by a professor during an institution-approved class session or live streaming via Skype or a similar mode of distance or blended learning instruction. One semester credit hour of study equals 15 academic hours or its equivalent.

Minimum Academic Standards of the CPCA Number 6. d-g

6. The minimum credit hours for institute, college, university, or seminary degrees are as follows
 - d. For a master degree, 30 semester hours above the minimum credit hours required for a bachelor degree, including a research thesis or project of 6 additional semester hours
 - e. For a doctorate degree, 30 semester hours above the credit hours required for a master degree, including a stringent research dissertation or project of 6 or more additional semester hours.
 - f. Each degree program will require total credit hours within the established practice for degree programs in the sector of institutes, colleges, universities, and seminaries.
 - g. Honorary degrees must be based on documented merit criteria, include the title 'Honorary' on the degree title line, and be gratuitously awarded.
7. The degree programs offered by a faith-based postsecondary education institutions for institute, college, university or seminary must include liberal arts and general education courses that include humanities or fine arts, social and behavioural sciences, English or communications, history, philosophy, science or mathematics, and computer literacy when a student lacks computer proficiency.
8. An institution offering institute, college, and university degree programs without liberal arts and general education courses must use the word "in" instead of "of," such as "Associate in Bible,"

“Bachelor in Bible,” or “Master in Bible,” without the terms “Arts,” “Science,” or “Doctor in Bible,” and degrees without the terms “Philosophy,” “Theology,” or “Education.” and shall not use degree titles that the sector of institutes, colleges, universities, or seminaries use.

9. A minimum of 30 semester credits must be earned at the institution before the awarding of any earned degree or diploma.

10. Life experience credits applied to transcript at graduation only and are limited to 12 semester credits, 3 credits per academic year, for undergraduate degree programs only with administration approval

2015 Revisions Policy and Procedures and Student Handbook

The current revision affirms the Policies and Procedures and Student Handbook contained in the earlier document but contains some significant changes to make the Policies and Procedures and Student Handbook more useful to the user. The key changes are i) a simplification of language to enable ready access and understanding by the user, and ii) a change of format to make the Policies and Procedures and Student Handbook consist of stand-alone sections. This means that each module can easily be updated as required and new sections can readily be added to the manual. This format also enables the various sections to be given to those to whom they relate. Hence, some sections will only apply to staff, some to students and some to the Seminary community.

Access to Policy and Procedures and Student Handbook

It is understood that two complete copies of the Policies and Procedures and Student Handbook will be printed and available in the seminary office for borrowing by staff, students and Board members at any time. All Policies and Procedures and Student Handbook will be open to public access online located on the Website: www.barnhamseminary.com

We affirm the following: (Mission Statement)

At The BARNHAM GRADUATE SCHOOL AND SEMINARY we encourage harmony and unity among Christians, Counselors and Educators. Furthermore, the staff at the BARNHAM GRADUATE SCHOOL AND SEMINARY is committed to providing mutual Spiritual support to all Christians and Non-Christians. We exist to further the Gospel; the Good News of Salvation through Jesus Christ. The goal must be not just to impart knowledge, but rather to teach principles of sound interpretation, showing people how to do their own research, and how to apply truth to life. A final goal is the ultimate activation of men and women into effective Christian service, in any environment to which he or she may be called to minister.

BarnHam Graduate School and Seminary offers a wide array of programs leading to Masters or Doctoral degree programs. Whichever program you choose, you will work closely with published scholars, conduct ground-breaking research and prepare for a dynamic future.

Doctor of Philosophy, Ph.D. Degree program

**Hamilton House - Doctor of Philosophy, PhD Research
Mediation Credential:**

Masters of Arts in Intercession Mediation (MAIM)

Mediation Credential:

Included in Masters of Arts in Intercession Mediation is one 40 Basic Mediation Training and certification upon graduation and completion of the Masters program.

The degree is a 46 credit hour program

Masters of Arts Chaplaincy Ministry (MACM) Mediation Credential:

Included in Masters of Arts Chaplaincy Ministry (MACM); One 40 clock hour Basic Mediation Training and certification upon graduation and completion of the Masters program; The degree is a 46 credit hour program There are many professional chaplaincy organizations that offer certification, the largest of which is the Association of Professional Chaplains (APC). The APC's Board Certified Chaplain program provides you with the opportunity to become a certified or provisionally certified chaplain or an associate certified chaplain. Each certification requires that you complete graduate-level coursework in theology and pastoral care. Although certification is not always required, it demonstrates that you have education, training and experience in chaplaincy.

Masters of Arts in Christian Counseling (MACC)

Mediation Credential:

Included Masters of Arts in Christian Counseling One 40 clock hour Basic Mediation Training and certification upon graduation and completion of the Masters program; The degree is a 46 credit hour program

There are three components of graduate study: coursework, independent study, and independent scholarly research leading to a report, thesis, recital, dissertation, or treatise. In some areas, internships, field studies, and other professional experiences may also be an integral part of the program. The proportion of each type of study varies according to the previous training of the student and the nature of the major area.

The objective of graduate study is to develop the intellectual breadth and to provide the specialized training necessary to a career in teaching, research, the arts, or the professions. Emphasis is placed on the knowledge, methods, and skills needed for scholarly teaching, original research and problem solving, intellectual leadership, creative expression, and other modes of achievement in the student's discipline.

All graduate course work is offered online All graduate-level program that can be earned 100% online. Master's and Doctoral programs are offered as Hybrid – course work is delivered predominately online, with some on-campus courses.

On-campus Credentialing Courses are only offered on site as required by the State Bar and in compliance with the state **Credentialing requirements**

- Basic Mediation Credentialing
- Basic Marriage and Family Credentialing
- Ethics and Professional Ethics Credentialing CEUS and MCLE (MCLE State Bar of Texas only)

Phone: 281 303 3782 E-Mail: registrar@barnhamseminary.com Website: www.barnhamseminary.com

NOTE: All academic institutions, including BARNHAM GRADUATE SCHOOL AND SEMINARY, retain the

right to accept or decline credits and degrees. Among legitimate institutions of higher learning there may be likelihood, but no absolute guarantee of credit or degree acceptance.

EXEMPTIONS FROM THE HIGHER EDUCATION LICENSING PROCESS FOR RELIGIOUS SEMINARY S SUMMARY

Currently, 28 states exempt religious schools or bible Seminary s from their higher education licensing, certification, or accreditation process. Among the states that exempt religious Seminary s, the statutes vary based on (1) the types of institutions that qualify for an exemption, (2) the programs of study the institutions offer, (3) the degrees or diplomas conferred, and (4) the filing requirements.

Applications

It should be expressly understood that all graduate modules of BARNHAM GRADUATE SCHOOL AND SEMINARY must be completed regardless of how many credits are being transferred. NO substitutions are allowed. BARNHAM GRADUATE SCHOOL AND SEMINARY will accept transfer credits from like-accredited institutions and will include those credits hours on the student's final transcript upon graduation. The student should note, however, that these transfer credits will in no way be a substitute for the Modules required for graduation. They will, instead, enhance the student's transcript by the student's total credit hours achieved. It should be expressly understood that the student's GPA on any and all transfer credit hours is not calculated into the overall GPA.

RELIGIOUS SEMINARY EXEMPTION

Appendix 1: -Continued State of Florida

FL § 1005.06. Institutions not under the jurisdiction or purview of the commission.-

(1) Except as otherwise provided in law, the following institutions are not under the jurisdiction or purview of the commission and are not required to obtain licensure:

(f) A religious Seminary may operate without governmental oversight if the Seminary annually verifies by sworn affidavit to the commission that:

1. The name of the institution includes a religious modifier or the name of a religious patriarch, saint, person, or symbol of the church.
2. The institution offers only educational programs that prepare students for religious vocations as ministers, professionals, or laypersons in the categories of ministry, counseling, theology, education, administration, music, fine arts, media communications, or social work.
3. The titles of degrees issued by the institution cannot be confused with secular degree titles. For this purpose, each degree title must include a religious modifier that immediately precedes, or is included within, any of the following degrees: Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, and Doctor of Education. The religious modifier must be placed on the title line of the degree, on the transcript, and whenever the title of the degree appears in official school documents or publications.
4. The duration of all degree programs offered by the institution is consistent with the standards of the commission.
5. The institution's consumer practices are consistent with those required by § 1005.04.

The commission may provide such a religious institution a letter stating that the institution has met the requirements of state law and is not subject to governmental oversight..)

Seminary Exemption

In general, buildings, property, whether owned or leased, and used exclusively for educational purposes by a nonprofit educational institution of collegiate grade, is eligible for the Seminary Exemption. A nonprofit educational institution of collegiate grade is an institution incorporated as a nonprofit

Seminary or seminary of learning, which requires for regular admission the completion of a four-year high school course or its equivalent, and confers upon its graduates at least one academic or professional degree, based on a course of:

At least one year in flight test technology or flight-test science, or

At least two years in liberal arts and science, or

At least three years in professional studies, such as law, theology, education, medicine, dentistry, engineering, veterinary medicine, pharmacy, architecture, fine arts, commerce, or journalism. (Revenue and Taxation Code section 203, subd. (b))

Why Accreditation is Important

Regional accreditation is a process of recognizing educational institutions for performance, integrity, and quality that entitles them to the confidence of the educational community and the public. Accreditation qualifies institutions and enrolled students for access to federal funds to support teaching, research, and student financial aid. The process of accreditation helps the Seminary dedicate time to reflect on its programs and processes, what it does well, where it needs to improve, and how well it serves its mission and goals and therefore its students. This self-analysis helps the institution become a more effective organization. The facts about accreditation: accreditation is never permanent; institutions that have it can also lose it, accreditation is unnecessary for some/most religious exempt degrees and some professions, accreditation, and ministry education.

The following is a list of explanation about the accreditation system:

Accreditation is not necessary for institutions to have high instructional value.

Accreditation is one way to judge the value of an academic institution.

Accreditation is not the only way to judge the value of an academic institution.

Accreditation usually assures the basic instructional value of an institution.

Accreditation is a form of peer review for institutions; certification is another.

Accreditation is unnecessary for most ministry positions.

Many of our distinguished Alumni have utilized their Masters Degree and Doctoral degrees as a gateway to other employment opportunities. The students have utilized their skills and many received advanced job training for the following positions. Clergy Directors, Religious Activities and Education, Substance Abuse and Behavioral Disorder Counselors, Educational, Vocational, and School Counselors, Mental Health Counselors, Child, Family, and School Social Workers, Medical and Public Health Social Workers, Mental Health and Substance Abuse Social Workers, Probation Officers and Correctional Treatment Specialists, Social and Human Service Assistants, Guards, Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers, First-Line Supervisors/Managers of Personal Service Workers, First-Line Supervisors/Managers of Retail Sales Workers, First-Line Supervisors/Managers of Non-Retail Sales Workers, Sales Representatives, Wholesale and Manufacturing, Police and Sheriff's Patrol Officers and Security Guards.

How do accreditation and certification differ? Accreditation is essentially a statement of approval. In the United States, if it is to be meaningful, it must come from an independent association having attained its own approval from the United States Department of Education (USDE).

In the US, the government does not accredit schools. However, the USDE is in the business of approving the associations which do accredit schools (for the purpose of serving as gate keepers for Title IV Funding). This point must be understood in order to properly understand accreditation. Title IV Funding is the nearly 80 billion dollar congressionally approved annual money stream that flows from taxpayers to educational institutions that are accredited by an agency approved by USDE.

The reason that USDE approves accrediting agencies is to assure control over the flow of Title IV Funds. The greater part of accreditation requirements is geared toward satisfying the USDE mandated standards that are specifically designed to regulate the huge taxpayer investment in higher education.

Accrediting associations in the U.S. are not required to seek USDE recognition, but without it, the value of such accreditation may be questionable, and schools they accredit are not eligible to receive Title IV Funds. That is why schools promoting accreditation from sources not approved by the USDE are considered "unaccredited."

Certification is also essentially a statement of approval, but significantly different from accreditation in several important ways. Most importantly, certification is not tied to Title IV Funding. Only USDE recognized accreditation qualifies institutions to receive such funding. Certification is not the same as accreditation because certification criteria is not geared toward satisfying the requirements for Title IV Funding. This is one of the reasons that certifying agencies are not as well known, and their value not as readily understood.

Legitimate certification is similar to legitimate accreditation in that it also involves voluntary peer review through private agencies accountable to their constituents, but not to the federal government since Title IV Funding is not involved. Much of the misunderstanding that arises between the two is due to the lack of consumer awareness and the generally held, though false belief, that accreditation is the only standard for academic legitimacy.

Furthermore, certification is a term more often associated with professions. For example, there are certified professionals in banking, insurance, medicine, and in many other areas. Of course, the term "accredited" is also used in many of these situations. For example, an organization may be an *accredited* member of the Better Business Bureau. This is because the two terms often serve as synonyms. However, when it comes to higher education, accreditation is tied to Title IV Funding and certification is not.

Certification is an excellent vehicle for achieving academic legitimacy, especially for faith-based educational institutions with no desire or need to seek accreditation for the purpose of qualifying for Title IV Funding. In fact, within higher education circles, it is understood that not all higher education institutions actually need USDE recognized accreditation as is evidenced in the following quotes.

This quote is from the Council for Higher Education Accreditation (CHEA). "There are institutions that may not be accredited but are not degree mills. For example, the institution may be seeking accreditation, but the process is not complete. Or a legitimate institution may choose not to be accredited for reasons that do not relate to quality."

This quote from the United States Department of Education also makes the point. "It should be noted that some institutions have chosen not to participate in the federal student aid program and therefore do not have to be approved by an accrediting agency recognized by the Department. While these institutions do not appear on the Department's list, they may be legitimate schools."

A former executive director of the Association for Biblical Higher Education (an accrediting agency recognized by the USDE), stated that "There are hundreds of Bible Colleges and Seminaries in the United States and Canada that are offering good solid theological training, yet they are not

accredited. This would be the case with our Affiliate institutions that take advantage of the programs and services that we offer."