



AFRICA COLLEGE OF THEOLOGY-ACT
Training Redemptive Servant Leaders

STUDENT HANDBOOK

AUGUST 2023

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COMMUNICATION FROM THE CHANCELLOR

Dear Student,

Welcome to Africa College of Theology and one of the most significant ventures of your lifetime. We hope that you will grow in Christ-likeness as you are challenged to know the Scriptures. Our prayer is that you will yearn for ministry as you apply biblical knowledge to concrete ministry opportunities. Our goal is that you will be effectively prepared to meet the challenges of the world as you develop critical thinking skills, and basic life skills, and grow in appreciation of humanity's celebrated ideas, both arts and sciences, to develop a consistent biblical worldview.

This handbook is designed to provide a roadmap to success at Africa College of Theology. Although not exhaustive, it addresses the most common questions and issues students will face. It provides detailed information designed to ensure academic success and to assist you in taking full advantage of the many educational, co-curricular, and other college life activities in this exciting community. It includes faculty-approved policies and provisions designed to foster learning both in formal classroom environments and outside the classroom.

It is with a genuine spirit of love and a desire to minister to the whole person, not merely the intellect, that this handbook has been prepared. Not every student will agree with every community standard or the culture at ACT, but we hope you will embrace the opportunity to follow the collective will of the faculty to promote Christian unity and community.

Rev. Dr. Charles B. Mugisha
ACT Chancellor

COMMUNICATION FROM THE PRINCIPAL

Thank you for considering Africa College of Theology, where to be transformed by the study of God's Word, to be shaped by Christ, and to prepare for a life of service!

ACT has distinguished itself as a pre-eminent institution for theological and Christian leadership studies, studies that do not just inform the mind but transform the mind and the entire life of each individual. Africa College of Theology programs are designed to prepare you to become redemptive servant leaders and serve the Lord in your local church, your ministry, and the community in which you will live. The programs thoroughly prepare students for their calling, encouraging the development of mature and Christ-like character as the ultimate qualification for ministry, providing academic and professional training to enable complete cognitive preparation and ministry, demonstrate a knowledge of the Bible and theology, and clearly articulate the plan of salvation with grace and security understood.

All our programs are designed to cover areas including Bible studies, Theology, Ministry, Christian Leadership, and General Education through certificate, Diploma, and Bachelors programs. ACT is an accredited Bible college, so you can transfer your credits to a variety of colleges and universities. Note that, if you want to accomplish something extraordinary in your life, you must follow your passion and focus on your dreams, letting nothing dissuade you and be fully dependent on God's direction. Welcome to Africa College of Theology.

Prof Nathan Chiroma
PRINCIPAL

I. ABOUT THE AFRICA COLLEGE OF THEOLOGY

ACT is a college of Africa New Life Ministries and is uniquely suited to serve the Church by providing quality, relevant in-service theological education for equipping Church leaders. Our purpose is to help Church leaders grow in Christ and share God's heart for the lost and the Church.

II. OUR MISSION AND PURPOSE STATEMENT

The mission of Africa College of Theology, as a Christian college, is to equip men and women for church and parachurch ministry as Redemptive-servant leaders through the attainment of character formation, academic training, and professional skills.

III. STUDENT AND ACT POLICIES

All ACT's registered students are responsible to read the Student Handbook and follow its policies. Enrollment is their agreement that you will abide by Africa College of Theology's policies.

IV. ACT VALUES

1. We are a **Christ-centered** College and recognize that we are all in the process of growth and that we need the grace of God and the support of others to fulfill God's purposes for our lives. Christian maturity involves more than adherence to explicit

scriptural statements of right and wrong. It involves a total commitment to the lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior.

2. We practice **integrity** and encourage accountability and **honesty** both academically and personally in holding to high moral and professional standards.
3. We value and practice **prayer and Scripture reading**. Our response of love and reverence for God is expressed as we seek to live in a way that gives Him glory and honor in all that we do.
4. We pursue **excellence** in the way we live our lives and perform our work to attain personal, spiritual, and corporate goals.
5. We practice **biblical stewardship** seeking to use our time, skills, bodies, and resources in ways that honor the Lord and fulfill His purposes.
6. We encourage teamwork and **serving God and others** as reflected in a lifestyle that esteems and cares for the welfare of others in our community and in the world. We strive to sincerely love others regardless of personal differences. We are called as believers to love God and to love one another. This involves acceptance of differences, caring for one another and desiring God's best for one another. We appreciate modesty—reflecting our respect for God, ourselves, and others in the way that we outwardly present ourselves to one another.

V. INSTITUTIONAL GOALS

Facilitate the development of professional skills which will

enable effective ministry to occur by:

1. Encouraging the development of mature and Christ-like character as the ultimate qualification for ministry.
2. Providing academic and professional training to enable complete cognitive preparation and ministry skill development.

VI. TRAINING OUTCOMES

Rev. Dr. Charles Mugisha, the founder and Chancellor of Africa College, got the directive of God to train and equip pastors and ministers for the work of ministry. In obedience to God, he started the college in January 2013.

Africa College of Theology believes that training pastors is one of the ways to pass on the baton to generations to come. ACT continues to center its efforts on the importance of training redemptive servant leaders.

Following the training at ACT, students should therefore be able to:

1. Demonstrate a knowledge of the Bible and theology, and clearly articulate the plan of salvation with grace through Jesus Christ.
2. Utilize reasoning and problem-solving skills in the execution of his/her responsibilities.
3. Gain confidence that will enable the student to be flexible and innovative in his/her field of ministry.
4. Exhibit an attitude of teachability and commitment to life-long learning and realize that ACT is only the beginning of his/her education and the refining process.

5. Demonstrate professional skills and practical ministry experience in the student's interest and gifts.
6. Develop a lifestyle reflective of a Biblical value system.
7. Develop a Christian world view.

VII. DOCTRINAL STATEMENT

The Bible, in its original documents, is the inspired Word of God and without error in its statements. There is only one God, eternally existent in three persons: Father, Son, and Holy Spirit; Creator of heaven and earth. The Lord Jesus Christ, born of a virgin, is fully God and fully man, Who took on flesh, and being sinless, gave Himself as a substitutionary sacrifice for our sins by shedding His blood and dying on the Cross; He then was raised from the dead. Man is saved by grace through faith; and none of man's efforts, regardless of how good or well-intended, before or after salvation, has anything to do with his salvation. Believers are looking forward to the imminent return of Jesus Christ.

The Trinity: We *believe* in one God, eternally existing in three persons –Father, Son, and Holy Spirit.

The Father: We *believe* that God the Father is a spiritual being, omnipotent, omniscient, holy, righteous, loving, and infinitely good; having life in Himself and giving life to all things.

The Son: We *believe* that Jesus Christ is the true God and true man, the only begotten of the Father.

We *believe* in the bodily resurrection of the Lord Jesus; in His ascension to Heaven; in His present life as our High Priest and Advocate; and His return.

The Holy Spirit: We believe in the supernatural manifestation of the Holy Spirit in and through the life of the believer; in His empowering and equipping for service and ministry and in His definite, yet progressive work of sanctification, commencing at the time of the new birth and continuing until the consummation of Salvation.

Sin and Salvation: We *believe* that God created man in His image; that man sinned and thereby incurred the penalty of death, physical and spiritual; and that all human beings inherit a sinful nature.

We *believe* that the Lord Jesus Christ died for our sins as a substitutionary sacrifice and that all who believe and trust in Him are justified on the ground of His shed blood.

We *believe* that all who repent of their sin, receive Jesus Christ by faith as Savior, and confess Him as Lord are born again of the Holy Spirit and thereby become children of God.

We *believe* in the resurrection of both the just and the unjust and in the eternal blessedness of the children of God.

Scripture: We *believe* in the scriptures of the Old and New Testaments in their original writing as fully inspired by God and accept them as the supreme and final authority for faith and life.

The Church: We *believe* that one true church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit; that the new birth and personal confession of Christ are therefore essentials of church membership and that the church on earth is the organism through which God says and does what He desires for His world.

We *believe* that the Lord Jesus Christ appointed two ordinances – Baptism and the Lord’s Supper – to be observed as acts of obedience and as perpetual witness to the cardinal facts of the Christian faith.

VIII. PHILOSOPHY OF EDUCATION

Scripture is the Word of God and the final authority in doctrine and practice. We believe that Biblical training is the most urgent current need in the African church.

Instruction should provide a culturally relevant application for the African context.

Our goal is to encourage “redemptive servant leaders” who lead with humble and broken hearts for the needs of the world.

We seek character development joined with professional advancement in our students.

We pursue faculty who model in life and ministry what they are teaching. Mentoring students personally is essential to an effective education.

We encourage a variety of teaching methods to model creativity in communication.

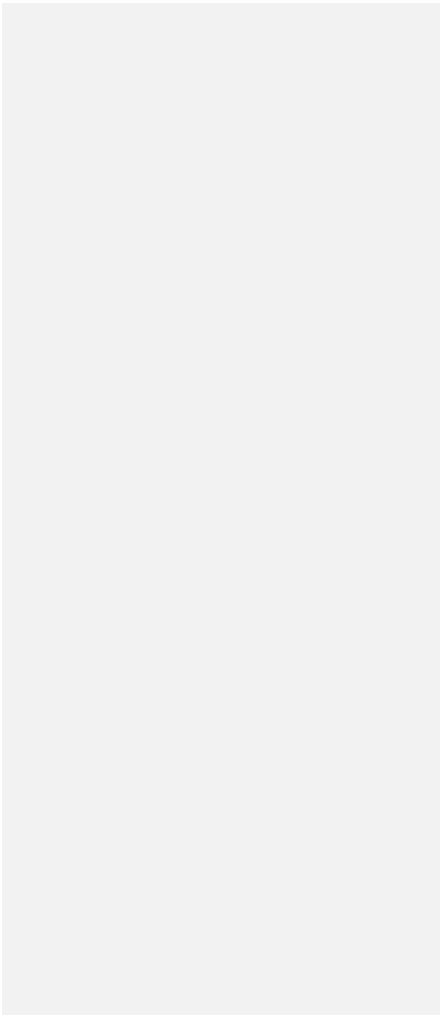
We teach a grace-based gospel that transforms the heart by faith, not by rules.

We promote a philosophy of ministry of two hands: good news and good deeds of compassion.

We seek to promote creative ministries and new solutions to meet

needs. We emphasize community worship experiences as a school

family.



IX. STUDENT LIFE

A. Student Services

Services and counseling through the office of the Dean of Students provide Christ-centered support to maximize the student experience at ACT. More specifically, we provide support in areas of ministry empowerment, academic skills development, relational and personal growth, spiritual formation, leadership development, and physical and emotional wellness. We also seek to provide a dynamic and healthy living environment that challenges and assists students living and growing in the community. Services include;

- (1) Counseling
- (2) Residence and Housing Operations
- (3) New Student Orientation
- (4) Medical Emergency Service
- (5) Spiritual Formation
- (6) Library
- (7) Information Technology
- (8) Student Involvement
- (9) Students work on study arrangements
- (10) Printing press

B. Our Counseling Sessions

ACT leadership is aware of the challenges of students' education backgrounds, academic life, family-related and economic difficulties as well as the need of wisdom as they look forward to becoming fully engaged in ministry. Students stand at the crossroads of transformation. Education, relationships, and personal development all shape the decisions students make today, which can impact the rest of their lives. Africa College of Theology's Counseling Services are directed towards assisting students by providing opportunities for growth in a safe and confidential environment. The office of the Dean of Students provides the services as individual students' need arises. Services are provided at no cost to students.

Special counseling services are not provided during school breaks. They are organized to take place during convenient time to fit the Dean of Students and other faculty members' time. Any student who desires counseling services and support is encouraged to utilize our offices. To schedule an appointment, students are encouraged to call the Dean of Students(See his number in the directory).

C. Residence and Housing Operations

Africa College of Theology is open to and willing to enroll men and women called by God from within Rwanda, from within the region, and beyond who qualify to come and reside at ACT.

Facilities at ACT include a dormitory, divided into two, one for men and another for women.

D. New Student Orientation

All new students are required to attend the orientation session scheduled before their first day of class at ACT. This session will be used to introduce the students to the faculty and other personnel of the College and to inform them of the policies and expectations of ACT.

Orientation also allows students an opportunity to meet in one place and thus get to interact know one another. ACT shall organize convocation ceremonies for the beginning of each semester and ALL students are obliged to attend these ceremonies.

This process allows students to become familiar with campus resources and community guidelines, develop friendships, and prepare mentally, emotionally, and spiritually for their experience at Africa College of Theology.

E. Medical Emergency Service

Africa College of Theology has great concern for the health and welfare of our students. A nurse at DMC Hospital is ready to intervene in health emergencies during the daytime. Our registered nurse attends to minor injuries and illnesses, as well as making referrals for more specialized care.

Each student is required to have personal medical insurance as required of every Rwandan citizen. All referrals by the DMC Hospital nurse for both Rwandan and international students shall be done within the limits of hospitals/clinics with whom ACT has a memorandum of understanding. Any case beyond these hospitals shall be handled by individual families.

All international students are required to have medical insurance as a requirement for their registration.

In emergencies, students may notify Campus Safety. Potential criminal action and other campus emergencies can be reported by anyone directly to Campus Safety 24 hours a day.

To contact Campus Safety, dial (+250) 785118623 at any time. This will put students through directly to an on-duty Campus Safety officer's cell phone which is carried always. If a student calls Campus Safety or other emergency personnel, you should indicate:

- (1) What the problem is
- (2) When it happened
- (3) Where you are
- (4) Who is involved and if there are injuries

While on campus, everyone is responsible for his/her belongings. ACT is not to be held responsible for any missing property.

F. Spiritual Formation

Africa College of Theology shall endeavor to nurture the spirituality of

the students through spiritual retreats, small groups, devotions, chapel time, and seminars. Important special events of faculty and students are highlighted on the College Academic Calendar.

Also, regular time is set apart for Chapel time. Other activities directed towards students' spiritual development are also scheduled ahead of time to allow all the students to plan and make their attendance possible.

Participating in the college spiritual formation programs is required of every student enrolled with Africa College of Theology. From time to time, ACT Leadership shall adjust the different spiritual formation programs to suit the student's needs and other different college programs.

G. Student's Code of Conduct

1. Africa College of Theology seeks to admit students who have received salvation by faith in Jesus Christ and desire to prepare themselves for a lifetime of effective Christian Ministry. ACT is a safe place for earnest Christians who are sensitive to the Principles of Christianity and conduct as outlined in the Word of God. A student's registration is regarded as an agreement to abide by the college's specific guidelines detailed in the Student Handbook.
2. ACT recognizes that while such man-made regulations cannot improve an individual's standing with Christ, they can strengthen the life and testimony of both the student and the college he or she represents.
3. Africa College of Theology pursues integrity in all its dimensions, the community life at ACT is built on Biblical principles and is comprised of growing individuals, and the student conduct process exists to channel misconduct into redemptive and educational outcomes.
4. All cases of violation of the ACT code of conduct shall be channeled to the dean of students, depending on the nature of the case, the dean will refer the matter to the appropriate authorities.
5. Our hope as we facilitate matters of misconduct is to foster growth

in the individual while protecting the health of the community. However, some conduct cannot be addressed successfully without disciplinary outcomes under the Student Conduct Process.

6. Depending on the magnitude of the breach of integrity, the Students' Disciplinary Committee comprised of the Dean of Students, the Chaplain, the Deputy Principal Academics, the Registrar, the HoP of the concerned student, the Students Council President/His Deputy and the Secretary of the Student Council meet to take the final decision regarding the policies in place at ACT.
7. All ACT faculty, staff, and students agree to refrain from:
 - a) Abusive language/ behavior of any kind (Psalm 101).
Words and language should be used to build up the community in truth and love. Students should use discretion in the words/language that they choose, ensuring that they care for one another's convictions, feelings of emotional safety, and a sense of belonging in the Body of Christ. One's words should not be used to degrade or harm others, but rather support an environment of inclusivity with Christ at the center of all our encounters.
 - b) The use or possession of pornographic or any morally degrading literature or media.
 - c) ACT students must not watch videos or movies that depict immorality. When showing movies publicly on campus, permission must be obtained from the Dean of Students' office, and pornography of any kind is unacceptable at all times. (Ephesians 5:3).

8. Relationships and Public Affection

ACT expects students to live with integrity and demonstrate behavior both on and off campus which is above reproach. We ask all students to limit public affection so that it does not cause offense to others or cause a distraction to an event in progress. For the sake of personal reputation as well as moral purity, we encourage discretion when visiting alone in off-campus homes and apartments.

9. Theft or destruction of property (*Ephesians 4:28*)

10. **Drug and Alcohol Abuse** (Drunkenness [*Ephesians 5:18; Romans 13:13*]).

- a) ACT fully complies with the Drug-Free Schools and Communities Act Amendments in Rwanda. This Act and our policies seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances that may impair functioning (such as marijuana) by students and employees.
- b) ACT prohibits the use of marijuana by any student in any program on or off campus while enrolled at Africa College of Theology. The unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of or impaired by an illegal or legal substance is prohibited in and on Africa College of Theology owned or controlled property or while on ACT business.
- c) No employee or student will be allowed in or on college property or to conduct college business while under the influence of or impaired by illegal drugs, alcohol, marijuana, or other non-prescription impairing substances. Violation of these policies by a student will be reason for mandatory testing, evaluation, and/or treatment at the student's expense; or for judicial action up to and including campus housing eviction and/ or dismissal from the college.
- d) The college will support all local, state, and government laws relating to illegal drug and alcohol abuse. Illegal drug and alcohol abuse brings many dangers to an individual's mental and physical health.

11. Cyber Bullying

Cyberbullying is defined as the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Such offenses are disruptive to the educational environment, are strictly prohibited, and may result in disciplinary action.

12. ACT desires to create a safe and welcoming environment for all students, staff, faculty, and visitors on campus. We also desire to be good stewards of the buildings and resources on campus and, as such, we ask that students do not:
- a) Spray or project water in, into, or from campus buildings.
 - b) Use an open flame in any campus building at any time
 - c) Tamper with fire, safety, or electrical equipment
 - d) Impede any hallway, door, or exit with bikes or belongings
 - e) Enter or exit from any window in a non-emergency
 - f) Enter a residence hall or living area of the opposite sex outside of open-hall hours.
 - g) Moving any college-owned furniture from its original location.

X. USE OF LIBRARY

The library is divided between Reference Books and Check-Out books. The Reference books are marked with a yellow "R" on the spine and must never leave the library. Find the book and when you are finished using it, leave it on the main table where the library staff will return it. Do not ever replace books on the shelves.

Students may take out a maximum of five books for undergraduate and seven for graduate students at a time for a maximum of 2 weeks. There is a charge of 500rwf per day for late return of books. Lost books will require the student to pay for a replacement before they can check out books again. There are library guidelines that students must follow. Each student must sign a copy of these guidelines before they can use the library. Refer to the Library Policy for other details about ACT Library.

XI. INFORMATION TECHNOLOGY

In addition to the ACT library where students can come and borrow books, the Africa College of Theology information technology (IT) department provides students with computers and network access, and technical

support. Using this facility, the college may facilitate the students to access online library Associations of which ACT may be a member.

XII. STUDENT INVOLVEMENT

Students at ACT are involved in their spiritual formation, sports, welfare, and other programs engaging their holistic development. They organize praise and worship and coordinate students' prayer items. Students play a significant role in the students' community life programs carried out during the academic year. Their participation is synchronized by the Dean of Students in close collaboration with the Student Council.

The Students Council at Africa College of Theology is a service organization consisting of student body officers elected by the students. A total of at least five (5) individuals make up the Student Council. They respectively occupy the positions of:

- a. President of Student Council
- b. Deputy President of the Student Council
- c. The Secretary
- d. Sports Officer; and
- e. Students welfare officer

On matters concerning positions and responsibilities of the Students Council, refer to the Africa College of Theology Student Council Constitution.

XIII.DISCIPLINARY PROCESS

Considering our mission statement, to produce maturing servants of Jesus Christ, we desire that all decisions made of a limiting nature, whether it be academic or disciplinary, would be redemptive, and for both the ultimate benefit of the student as well as for the Body of Christ and the Church at large. The redemptive process may involve accountability and steps toward restoration and growth. Thus, decisions that infringe on Africa College of Theology standards may result in some form of disciplinary action. Voluntary admission in contrast to concealing a violation, is carefully considered in determining whether disciplinary action is appropriate.

When ACT standards are violated, a full resolution of the issues may require a limited disclosure of those issues to the individuals directly involved. For example, an admission of dishonesty in a class assignment will need to be resolved with the instructor involved, disciplinary action may be taken, and a record of the disciplinary action placed in the student's file.

Any of the following levels of disciplinary action may be used as determined appropriate by the Dean of Student's office on the violation.

XIV. LEVELS OF DISCIPLINARY ACTION ALERT

This level identifies the violation, the needed change in behavior, and a plan to achieve the agreed-upon behavior with clearly defined strategies and deadlines. When the behavior is corrected and maintained within the agreed-upon time frame the alert status is removed. If the behavioral goals are not achieved the alert may be changed to probation, or in some cases, suspension.

XV.PROBATION

As with the alert process, an appropriate plan of restoration will be

developed. If the plan is followed the probation phase will be reduced to

alert or removed. If the probationary plan is not completed and the behavior remains unchanged, or additional violations occur, the probation level maybe changed to suspension or dismissal.

XVI. SUSPENSION

This action involves being suspended from school and the campus anywhere from one day up to two semesters.

XVII. DISMISSAL

This action may result in permanent disqualification from attending Africa College of Theology. If a student's presence on campus may interfere withthe institution's mission, his/her access to the campus may be restricted.

XVIII. WAIVER OF RIGHTS

A student who admits a violation before a formal disciplinary hearing mayask the dean to propose a disciplinary action. If the student believes that thedisciplinary proposal is appropriate, he/she may choose to waive his/her rights for a formal hearing and appeals process and accept the proposal. The student would indicate this by signing a waiver. If the student rejects the proposed disciplinary action, then a formal hearing with appeal rights, as explained below, will be held.

XIX. DISCIPLINARY HEARINGS

- (1) In situations that do not involve possible separation from the College,the following process will be used:
- (2) The student will be officially notified of his/her offense in either oralor written form. If notified orally, the student may request written documentation.
- (3) The hearing will take place with the Dean of Student Services immediately after notification unless the student requests time

to prepare a defense, which may include supporting witnesses.
The

the student will be encouraged to share his/her side in an open discussion, and the evidence supporting the accusation will be discussed.

- (4) A final notification of disciplinary action will be given to the student within one week of the meeting precisely describing the misconduct for which the action is taken and any outcomes or required conditions.
- (5) A record of this hearing, and any subsequent ones, will be kept and placed in the student's permanent record.
- (6) The student may appeal his/her dean's disciplinary action. The student has five business days in which to submit this written appeal. The student will be notified in written form of the offense and the disciplinary hearing. This notification will include the specific misconduct charged, an indication of the evidence that forms the basis for the disciplinary hearing, the time and place of the hearing, and the procedure for the hearing. The student will be given at least five business days to prepare for the hearing with the Dean of Student's office.
- (7) In exceptional cases where there is an apparent danger to persons, property, or continuing disruption of the academic process, a student may be suspended after notification, without prejudice, before the hearing.
- (8) The student will be allowed to bring an advisor and supporting witnesses to the hearing with the dean.
- (9) The student will be allowed to review any information supporting the accusation.
- (10) The student will receive written notice within 10 business days of the meeting containing a summary of the meeting and the outcome of the hearing. A record of this hearing, and any subsequent ones, will be kept and placed in the student's permanent record.
- (11) Failure to meet the requirements of any sanctions given as the result of the disciplinary hearing may lead to a more severe level of disciplinary action without the opportunity for another hearing.

XX. DISCIPLINARY APPEALS

After the disciplinary hearing results are issued, the student in question has five business days in to submit a written appeal to the appropriate appeal party. The student may be accompanied by an advisor to that

hearing. An appeal is not fundamentally a reconsideration of factual evidence or a rehearing of witnesses, but a consideration of the fairness or due process of the original hearing. The student's appeal, therefore, must:

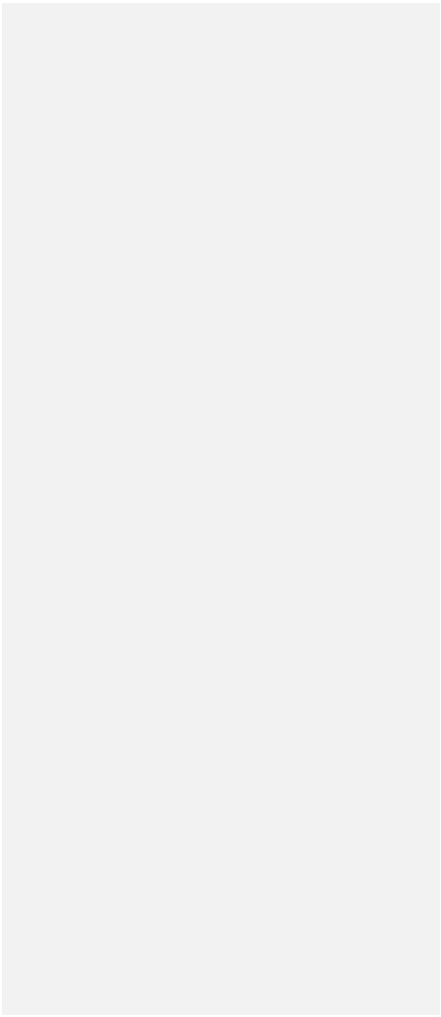
- (1) Identify specific procedural errors, or
- (2) Claim that conclusions were based on inadequate evidence, or
- (3) Claim that the disciplinary action taken was extremely disproportionate to the offense.
- (4) During the appeal hearing, the student, having submitted a prior written statement, is allowed to have an open discussion with the appeal authority.

XXI. SPECIAL ADMINISTRATIVE EVALUATION

A. Evaluation/Involuntary Withdrawal

1. A student may be required to abide by special requirements or sanctions, including restriction from classes, voluntary or involuntary withdrawal, suspension, or dismissal from Africa College of Theology, for actions not addressed in this Handbook if it is determined from the student's behavior or attitude that he/she:
2. Has insufficient capacity to understand the nature of any charges against him/her, or to respond and participate in the disciplinary process;
3. Poses a danger to self or others;
4. Has become incapable of caring for himself/herself;
5. Has interfered with the rights of other students, faculty, staff or other member of the college community or its personnel, or has repeatedly harassed any member of the college community;
6. Through verbal/non-verbal behavior or medical condition has become a disruption to the orderly function of any part of the

College.



7. In such circumstances, a formal evaluation may be necessary. Should the need arise, the Dean of Students, in consultation with other Africa College of Theology administrators, will arrange for an evaluation by appropriate medical or mental health professionals on or off campus. The student may also choose to obtain an independent evaluation for consideration during this review.
8. All costs associated with this independent evaluation and treatment will be the responsibility of the student. In the interest of gaining a better understanding of the student's ability to function in the College community, ACT may require the student to sign appropriate release forms allowing designated ACT personnel to consult with the evaluating and/or treating clinician(s) serving the student. Based on the results of the evaluation, the Dean of Students will determine the appropriate next steps.
9. A student may be allowed to keep attending classes if a commitment is made to follow the recommended treatment plan. The details of this plan will be written in a letter which the student will sign to signify agreement with the requirements of the plan. The students may also be encouraged to take a voluntary medical withdrawal, may be given a medical interim suspension while undergoing short-term treatment, or may be given an involuntary medical withdrawal by the institution.
10. A student who does not complete this mandatory evaluation may be withdrawn automatically from the ACT or be subject to further disciplinary action, including suspension or dismissal. A student who has been asked to withdraw may appeal in writing per the published appeal process in the student handbook. Due to the nature of this appeal, the appeal must be submitted in writing within 48 hours after the decision of the Dean of Student's office has been delivered to the student. Students who are asked to leave the College under this provision will be refunded tuition and room and board costs per the refund schedule in the catalog.

XXII. TRAINING COST AT ACT

The cost of the training is evaluated based on two main aspects of the student's need: (1) admission and the right to benefit from our modules, and (2)boarding and the right to benefit from food and housing.

A. Tuition Fee

Tuition varies depending on the actual program you register in.

Program	Non-Residential Rwf	Residential (Room, board and meals) Rwf
MA/PGD	2,000,000	2,649,000
BA	1,600,000	3,040,000
Diploma	1,200,000	2,640,000

Commented [GA1]: To harmonize with Finance Policy (MA 3,000,000)

B. Payment Procedure

The student has the following options for paying his/her school costs:

- 1. Tuition & fees may be paid in full upon registration.
- 2. After completing the financial interview, the student may consider oneof two payment plans:
 - (1) The student may pay all the tuition in three installments before thefinal exams.
 - (2) All tuition costs must be paid by the end of the academic year. Nogrades or transcripts will be released to students owing balances on their school bills.

C. Support to students

To alleviate the fee burden for the student, Africa College of Theology has offered a tuition fee scholarship of up to 50% for MA, PGD, BA,

and Diploma programs, 60% for PGD, and 62.6% for BA. This offer, however, is not an all-time affair. It is subject to review by the academic senate, and such a review may or may not feature with prior notice to the student.

Payment by Installments

The tuition fees are paid in two installments for all programs, as follows.

1st Installment: 50% at the beginning of the first semester.

2nd Installment: 50% at the beginning of the 2nd semester.

D. Refunds

1. Full Refund

A full refund will be made for those formally dropping a class before the end of the first week of class. A half refund will be given to those formally dropping a class by the end of the first week. Dropping a class is only official when the student fills out the proper paperwork through the Registrar's Office. Refund requests will be honored only two weeks from the beginning of the term.

Student Category Definitions	
Full-time Student	A full-time student registers to take the full package of classes scheduled for a specific academic year. Credits per semester vary between 80 and 120 in BA. The tuition described above corresponds with a full-time student.
Part-Time Student	A part-time student registers to take only some specific modules scheduled for a specific academic year.
Audit Student	An audit student registers to attend <i>one or so classes</i> without academic credit. Everyone interested in participating in classes as an audit student will pay 50% of the module they are attending.

2. Boarding Fee

To maximize their use of time for training during the academic year, students are welcome to apply for boarding service at ACT. To receive food, accommodation, and other advantages of ACT Campus life, the student will have to pay an amount specified by the finance office. This cost covers three well-balanced meals and drinks while using our good standards rooms and sanitary 24-hour, seven days a week wireless connection to the internet.

It is the student's own responsibility, while on ACT Campus, to do their laundry, keep their rooms clean.

Appendix I.

Biblical References for Christian Maturity Conduct

The following biblical principles represent ACT'S emphasis on Christianmaturity in areas not mentioned in Scripture:

1. A personal responsibility to conduct one's self in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14:4-12; Phil. 1:20-27; Col. 3:23; 1 Cor. 10:31).

2. A personal desire to abstain from every form of evil (1 Thess. 5:22).

3. Because of the value placed on persons as those created in God's \image(Gen. 1:26- 27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1 John 3:13-18), a controlling principle of Christian love demands the following:

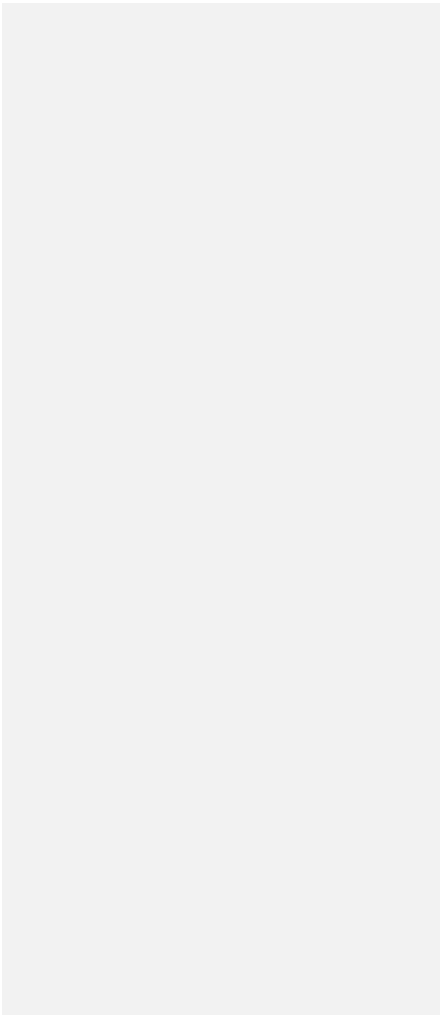
a. A genuine desire to please our neighbors for their good and their edification (Rom. 15:1-3).

b. A thoughtful consideration of others lest, in the exercise of Christian liberty, a believer is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).

c. A discriminating concern for our influence on the whole body of Christ whom we serve, as well as the city and the larger society of which we are a part. A willingness to avoid what is needlessly divisive or offensive to significant segments of the Africa College of Theology community or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32, 33; 9:22).

d. A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differ from

one's own. A



willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).

4. A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:1-7; Heb. 13:17; 1 Pet. 2:13-17).

5. An intelligent concern for the care and use of our bodies and our minds (1 Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).

6. A high standard of ethics in separation from the ungodly world system (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Jn. 2:15-18).

7. Awareness that conformity to man-made regulations that appear religious does not guarantee spiritual maturity in and of itself (Col. 2:20-23).

Appendix II.

ACT Students' Council

Africa College of Theology Students' Council is made up of six functionsnamely, the chair or president, the deputy chair, the Secretary, the Treasurer, Welfare and Sports, and Worship and Chapel Officer. All operations of the students' council benefit from the oversight of the Students' Dean. The role as expected from each of these functions is described as follows:

1. The President

- i. The president of the ACT Students' Council is the overall representative of the student body to the higher instances of the School;
- ii. The president serves in maintaining contact and order concerningthe faculty and the school administration;
- iii. The president of the Students' Council works in collaboration with theschool administration in planning activities involving students;
- iv. The president of the Council participates in organizing the Students'sponsored activities/events whether on or outside the campus;
- v. The president is supposed to receive students' queries and analyze them to address those he may through the Council or take them to the Students'Dean or the Deputy Principal Academics depending on the nature of the issue;
- vi. The president of the Students' Council designs the agenda, convenes,and presides on its meetings except in the circumstances the Students' Dean requests it;
- vii. The president of the Students' Council provides assistance, guidance,and any other necessary information students may need to know as they need to get integrated among students' lives and activities;
- viii. The president of the Council is only a facilitator during discussionsof the Council members who decide democratically on the issues;

2. Vice President

- i The Vice President of the Council works closely with President and serves in his absence;
- ii The Vice President of the Council works with the President and Treasurer of the Council in preparing students' annual calendar of

activities and budget to be submitted to the School administration for approval;

- iii The Vice President of the Council assumes President's duties when needed;
- iv The Vice President of the Council assists the President of the Students Council in preparing meeting agendas;

3. Secretary

- i The Secretary of the Council takes the minutes at every Students' Council meeting;
- ii The Secretary of the Council reports/reads at each meeting the minutes from the previous meeting as approved by the Council;
- iii The Secretary of the Council keeps an accurate account of the attendance of the Council members at every meeting;
- iv The Secretary of the Council helps in maintaining student council files;
- v The Secretary of the Council keeps and organizes necessary contact information for all the members of the Students' Council;
- vi The Secretary of the Council is responsible for designing "Thank You" cards as deemed pertinent by the Students' Council;
- vii The Secretary of the Council is responsible for handling incoming/outgoing correspondence;

4. Treasurer

- i The treasurer of the Students' Council advises about and oversees the council expenses and revenues;
- ii The treasurer of the Students' Council is responsible for maintaining accurate and detailed financial records of council-related expenses;
- iii The treasurer of the Students' Council provides income-generating activities and monetary advice to the council;
- iv The treasurer of the Students' Council carries on deposits of the regular contributions by the Students and keeps the books;
- v The treasurer of the Students' Council co-authorizes payments with the Council's written evidence;
- vi The treasurer of the Students' Council works with the President and Vice President in preparing the calendar and budget;
- vii The treasurer of the Students' Council prepares and presents the Financial statement of the Students' Council bank account;

- viii The treasurer of the Students' Council is responsible in preparing annual
- ix expenditures and transactions operated by the Council;
- x The treasurer of the Students' Council exemplifies a good Christian leadership;
- xi

5. Welfare and Sports

A. Welfare

- i The person on the Students' Council responsible for welfare works closely with and/or as part of the school welfare team and wellbeing programs to plan and deliver welfare support at Africa College of Theology;
- ii They provide direct support and mentoring for students for their welfare needs and personal issues via one-on-one case management support e.g. for students facing difficult situations, and/or facing personal/emotional challenges;
- iii The person provides short term counselling to identify issues, emotional support, information, negotiating and following up case plans, advocacy, appropriate referrals, and follow-up support for both ACT boarding and non-boarding students;
- iv They organize and/or facilitate group work programs, such as skills training, information workshops, support groups for young people and/or parents/family members according to needs of the community;
- v The person in charge of Students' welfare at ACT consults with the Students' Dean/Deputy Principal Finance and Administration on issues regarding boarding students' meals/health insurances;
- vi ACT Students' welfare officer organizes and manages necessary students' initiatives for more pleasurable tea breaks particularly and life on ACT campus in general;

B. Sports

- i ACT Students' Sports development officer assesses the needs for and identifies needed sports tools and facilities;
- ii ACT Students' Sports development officer strategizes to educate and mobilize the entire students body to practice Sports as a healthy culture;

- iii ACT Students' Sports development officer design plans and schedules to materialize a workable program of Sports for students;

- iv Depending on the available sports volunteer staff, ACT Students' Sports development officer may begin with less complex sports programs;
- v It is in the docket of ACT Students' Sports development officer to launch collaboration between ACT and other similar institutions to engage in Sports contests;
- vi ACT Students' Sports development officer is also responsible for planning Sports tournaments and design related budget and awards in collaboration with others like-minded colleges;
- vii ACT Students' Sports development officer produces an annual report on Sports events to the Students Council.

6. Worship and Chapel Service

- i. The Students' Council member responsible for the Chapel works closely with the Students' Dean to be infused of the vision and philosophy of Africa College Chapel;
 - ii. The person is expected to coordinate all preparations leading to the readiness of the Hall (chairs, lights, Pulpit) and musical instruments;
 - iii. The person serving for the ministry in the Chapel is responsible for Africa College of Theology Praise/Worship Team pre-Chapel time prayers and rehearsals;
 - iv. They consult with the Students' Dean and is expected to know students' welfare conditions to be updated on praise and prayer items;
 - v. ACT Chapel point person is expected to clearly communicate or encourage other students to be in the Chapel on time to begin everything in prayerfully;
 - vi. ACT Chapel point person may also be asked to provide counseling to other students about their calling to serve in the Chapel;
 - vii. The Chapel point person at ACT collaborates with other musicians on the team to provide leadership, coaching and development for younger team members;
 - viii. The Chapel point person prays as he/she works to nurture and expand the leadership base of the ministry by identifying, mobilizing and encouraging them to minister together in the Chapel;
- Qualifications for the Students' Council Positions

Appendix III.

Community Living: Various Commitments

By coming to Africa College of Theology you have chosen to enter a new community. In addition, this is a place where the idea of community is taken seriously. Why? It is because God has spoken in His word about the kind of relationships we should have with each other. The Bible speaks of caring for each other, seeking the good of the other person before our own, giving up our rights, serving each other, and growing together in Christ. This certainly isn't always easy. Africa College of Theology is committed to creating an atmosphere where such learning can take place. Learning here isn't just academic. It also happens in our spiritual, social, and emotional lives.

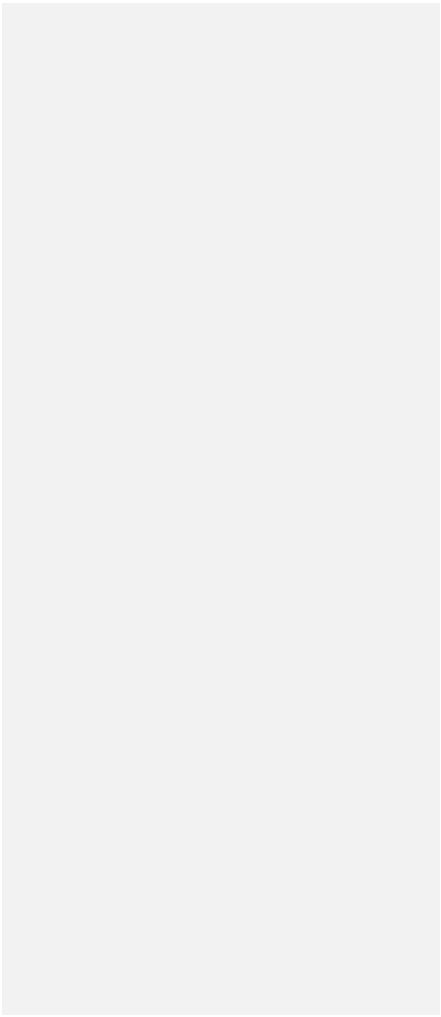
Our culture says that the rights of the individual stand supreme. The community of God rejoices in the individual but serves and worships as one body of Christ. Sometimes the "rules" (agreement, residence policies, student constitution, academic regulations) will pinch more than a bit.

Pray about these. If you still feel strongly about an issue or a policy then come and talk it over. Let's grow together.

What is Maturity? It's not just age or experience. It comes with reflection and has an attitude that is not centered on self. As the Apostle Paul said, "But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus. All of us who are mature should take such a view." (Philippians 3:13-15) There are rules on campus. An immature person may need the rules to help guide his or her growth. The mature individual may not need the rules but, because of his or her maturity, will work within the rules to help others and to be appropriately obedient to authority. That's also scriptural.

Community Standards. Africa College of Theology has developed a set of lifestyle expectations for all students. Those we uphold are those seen as valuable by numerous Christian communities and by many of the churches to which our students belong. Some may find this

college too restricting. Others may see it as too liberal.



A. Africa College of Theology Community Agreement
on Lifestyle and Conduct

Africa College of Theology has prepared the following statement so that students may have guidance and training in the scriptural principles that are to shape the life of the Christian and so that we may live lives of integrity within the context of a vital community. The initial statement is followed by a personal agreement by which each individual initiates before God and this community his or her decision to lead a life dedicated to God.

An individual who chooses to join Africa College of Theology does so with the understanding that this agreement will apply during each semester in which he or she is enrolled in studies here. In addition, each student is asked to consider how the guidelines and statutes of this agreement might apply throughout one's entire life. The agreement, and any guidelines that interpret it, is your commitment to the values and purposes of the school and the community. If at any time you find yourself in disagreement with those values then you are also charged to seek resolution of your concerns or a new place of study more in keeping with your beliefs.

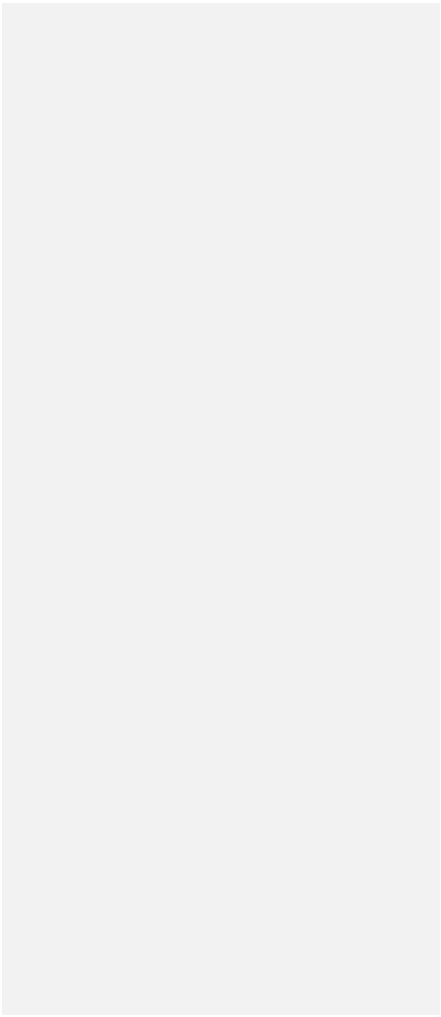
I have chosen to enroll at Africa College of Theology and I agree to affirm and practice the following statement and commitments:

1. Community Statement on Lifestyle and Conduct

We believe that the Bible is to be our authority in matters of Faith and practice and we can interpret it in a manner, which supplies specific guidance for our lives. We believe that the Bible clearly states that there are standards of ultimate truth and morality that are to guide our conduct. Furthermore, we believe that in matters not clearly defined, we are to submit our actions and attitudes to general biblical principles interpreted in light of both personal conscience and community responsibility.

We believe that a student is called by God. In addition, we hold that, as a student, one must make specific commitments to the academic

and community life of the school to which she or he is called. We list these commitments below.



2. Personal Commitments

a. A Commitment to Discipleship

I believe that each person who claims the name “Christian” is called to become a disciple of Christ. This means a commitment to continual learning and growing in knowledge and faith. It calls me to maintain an attitude of humility and teachability.

I agree to a:

- Commitment to local church worship and participation
- Commitment to participation in official community times of worship as defined and structured by Africa College of Theology
- Commitment to spiritual growth including the disciplines of personal prayer and the reading of Scripture within my life
- Commitment to honest effort in the pursuit of academic studies
- Commitment to developing a good witness with my friends, my family, my neighbors, and the larger secular world
- Commitment to seeing the biblical principles of justice and mercy applied to our world in a practical manner
- Commitment to care for my physical body
- Commitment to submit to appropriate authority

b. A Commitment to Integrity

I believe that the life of a disciple of Christ is to be marked by a unity of knowledge, belief, and action and that an education that is truly Christian has implications for every aspect of my life. And so I make a:

- Commitment to careful stewardship of my time and resources
- Commitment to academic honesty
- Commitment to discernment in my choices of entertainment and to the application of biblical values to my leisure time activities
- Commitment to discernment in employment and to the selection of employment in which God may be honored
- Commitment to the laws that govern us, unless such laws conflict with my conscience. In such a case I'll be ready to openly

acknowledge any non-adherence to the law and I will be fully prepared to accept the consequences of my stand.

- Commitment to the training and exercise of my conscience.
- Commitment to maintain the biblical design for purity in matters of human sexuality

c. A Commitment to Community

I believe that I am part of a gathered community of Christians and that I am to uphold standards of right relationship, mutual support, and mutual teaching, as a part of this “body of Christ.” I hold that the believer is to think first of the needs of others and responsibilities to the community before claiming personal rights. I believe that community is built upon a commitment to others and upon an openness to hear and consider the ideas and practices of others in light of the truth of Christ and upon submission to biblical instructions. I agree to a:

- Commitment to join in appropriate community activities, both formal and informal, which will enhance my relationships with my “sisters and brothers” in Christ
- Commitment to giving and receiving appropriate spiritual guidance and correction and to accepting and upholding the school’s official disciplinary and restorative procedures
- Commitment to upholding the lifestyle guidelines contained in the student handbook
- Commitment to personal speech and action that upholds the dignity of persons, including issues related to race, gender, theological or philosophical persuasion, and physical or psychological characteristics
- Commitment to the development and maintenance of right attitudes and to the personal development of those qualities that are biblically termed the “fruits of the spirit” – love, joy, peace, patience, kindness, goodness, faithfulness, humility, self-control.

By signing this covenant I mean my intent to join the Christian community at Africa College of Theology. I am in agreement with God to serve and live both according to the terms of this agreement and to

those of the school’s academic policies, community and residence life policies, and general administrative guidelines.

Appendix IV.

Statements of Rights and Responsibilities

A. Academic Life

1. Academic Rights and Freedoms

According to the mission statement of Africa College of Theology, excellence in theological studies (Bachelor in arts and Ministry) relies on critical thinking, freeing the mind from narrow-mindedness and prejudice, and encouraging students to lead examined lives. Free inquiry and free expression are essential for the attainment of these goals. Therefore, we deem it necessary to establish the basic rights and freedoms of the students of Africa College of Theology. Fair grading, protection against improper disclosure, and protection of freedom of association are guaranteed under this agreement, subject to the regulations and procedures of Africa College of Theology.

2. Academic Integrity and Intellectual Dishonesty

By choosing to enroll at Africa College of Theology, you have entered an academic community that thrives on its small size, student-professor interaction, and the free flow of ideas. Africa College of Theology academic community can only thrive if each of the students maintains the highest standards of academic integrity. Intellectual honesty is doing your work and fully crediting the work of others if you use their ideas in your work. Each student is responsible for knowing what constitutes intellectual honesty in every examination, quiz, paper, report, or academic exercise submitted for evaluation at Africa College of Theology. Specific examples of academic dishonesty are listed under the next section on intellectual honesty.

While you are responsible for your personal conduct, you also have a responsibility to one another to uphold high standards. Therefore, each student is strongly urged to report suspected cases of academic dishonesty to the Dean of Students Office.

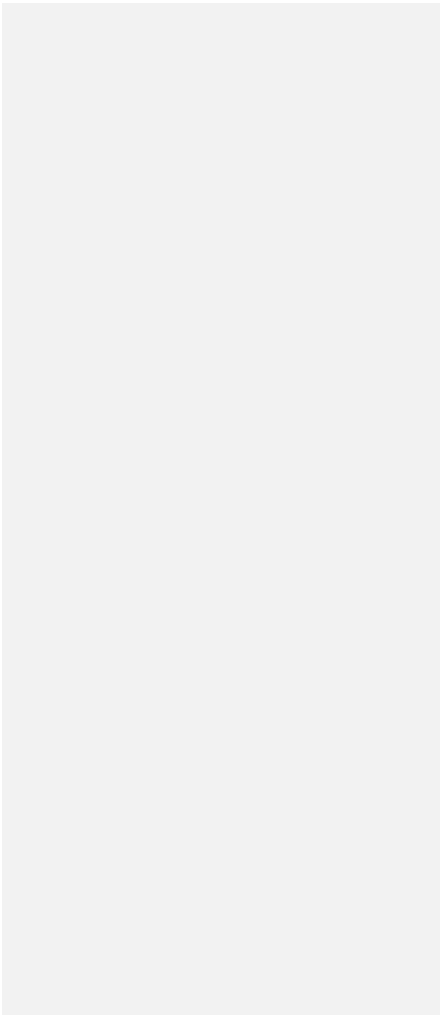
3. Intellectual Honesty

Following the Africa College of Theology Student Integrity Agreement; students are expected to abide by the highest standards of intellectual honesty in all academic exercises. Intellectual honesty assumes that students do their work and that they credit properly those upon whose work and thought they draw. It is the responsibility of each student to make sure that he or she is fully aware of what constitutes intellectually honest work in every examination, paper, report, homework assignment, or other academic exercise submitted for evaluation in a course at Africa College of Theology.

Examples of intellectual dishonesty include, but are not limited to, the following:

1. Multiple submissions of the same or similar work without prior written permission of the instructor(s). Examples include:
 - a. Submitting the same work, or substantially the same work, for more than one course without the prior permission of all instructors involved.
 - b. Submitting the same work, or substantially the same work, as that submitted by another student without the prior permission of all instructors involved.
 - c. Submitting the same work, or substantially the same work, as was used in a previous course or at another school without the prior permission of all current instructors involved.
2. Unauthorized collaboration. Collaborating on any academic work without the prior permission of the instructor(s) is dishonest.
3. Unauthorized possession and/or distribution of an examination.
4. Consultation of unauthorized materials during an examination.
5. Failure to comply with an instructor's specific instructions with respect to academic honesty. Students who are uncertain about the terms of academic integrity for any particular course or assignment should ask the instructor for explicit guidelines.
6. Falsification or misrepresentation of one's academic record or that of anyone else.
7. Falsification or misrepresentation of data, information, or quotations.
8. Preparing work for another student.

9. Use of another person's work. Examples include:



- a. Copying from another student's exam, paper, report, or homework assignment.
- b. Submitting, as one's own, work that someone else did.
- c. Plagiarism.

To avoid intentional plagiarism, a student must be honest and careful. To avoid unintentional plagiarism is more difficult. The student must remember that; "Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else."¹ To ensure that due credit is given to others, the student should also keep in mind that whether quoting directly or paraphrasing the words of another person, or using "the sequence of ideas, the arrangement of material, the pattern of thought (or the observations and opinions) of someone else,"² he or she should be sure to acknowledge the debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow student, etc.) in a footnote or a parenthesis, or should refer precisely to the source in the body of the paper, speech, or examination.

Information on Procedures in Academic Dishonesty Cases

A Faculty member may not impose a grade penalty for academic dishonesty without notifying the student and reporting the student to the Dean of Students Office.

Below should be Revised!!!!

4. Academic Misconduct or Dishonesty

1. Definition

Academic misconduct is a serious offense, which both undermines the value of the education process and reveals a lack of integrity. It may involve either cheating or plagiarism. Cheating includes all methods of obtaining or increasing academic credit or grades through methods not permitted by the institution. Plagiarism is a specific form of cheating that takes and uses

¹Genevieve B. and Newman P. Birk, Understanding and Using English (4th ed.;

New York: Odyssey Press, 1959), p. 696.

² Birk and Birk, *Understanding and Using English*, pp. 696-697.

the ideas or language of another person and represents them as one's original work. A more detailed statement concerning these issues will be found in the published booklet entitled Academic Misconduct Available from Student Services. More check-up!!!

Plagiarism or cheating usually involves an attempt to appear to have more knowledge or skill than one possesses, and as such constitutes academic dishonesty. Africa College of Theology as an institution committed to academic fairness and integrity, will grade all academic work in the fairest way possible to ensure that the work is the student's academic work.

a. Plagiarism

Plagiarism occurs in research whenever a writer appropriates material that falls outside the sphere of common knowledge and is from any source not his own without indicating his or her indebtedness to that source. It may have to do with substance such as ideas or information taken from a source without acknowledgment in the form of proper documentation.

Plagiarism constitutes a serious academic and ethical offensiveness. For this reason, any work submitted that gives clear evidence of plagiarism, whether committed purposely or naively, will receive a grade of zero.

Each case will be reported to the Deputy Principal Academics or dean of students. Depending on the circumstances, the student may be subject to additional disciplinary action.

b. Cheating

Cheating involves dishonest or deceptive attempts to gain credit for academic work through the use of notes, aids, or the help of other students in ways other than as clearly permitted by the professor.

Where it is determined that there is clear evidence of cheating, the assignment or exam in which the cheating occurred will receive a grade of zero. Each case will be reported to the Deputy Principal Academics or the Dean of Students. Depending on the circumstances, the student may be subject to additional disciplinary action.

2. Penalties

The penalty shall be determined by the seriousness of the offence and may range from the assignment of additional requirements within a course up to expulsion. Academic offenses may be noted on the student's Official Transcript and so may affect the willingness of other schools to accept the student for coursework or employment.

5. Advising And Assistance

At Africa College of Theology we want all students to succeed academically. To this end, each student is assigned to a supervisor who will help counsel the student for the duration of his/her academic program. The supervisor works closely with the Deputy Principal Academics and the Registrar regarding the student's academic concerns.

6. Assignments, Exams & Course Requirements

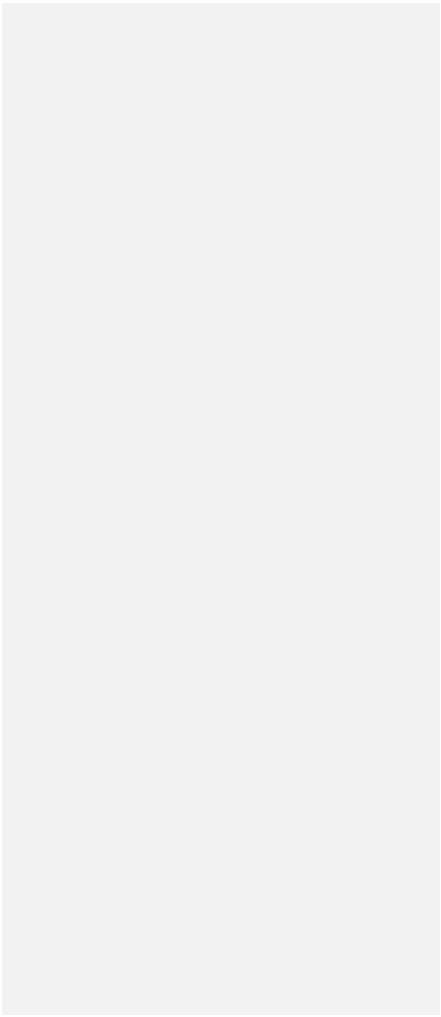
1. Course Requirements

At the beginning of each course, the professor will give each student a copy of the syllabus. The syllabus will detail the responsibilities of the student and students will be held accountable based upon that information. The professor will communicate to students at the beginning of each course, what their expectations are regarding work being handed in on time and subsequent penalties if not handed in when due. A request may be made to extend the course requirements due to extenuating circumstances using the Course Extension form. If a student has a question regarding course requirements, he/she should contact the professor concerned.

2. Tests And Exams

Students are expected to take scheduled tests/exams on assigned dates. Please consult with the professor if you have an unavoidable and severe scheduling conflict and supply a formal written request. Not all requests will be granted. The professor may need to consult with the Deputy Principal Academics or Registrar before a decision is rendered. Please see the Academic Calendar and your course syllabus for further

information on requirements.



3. Course Papers

Papers for all modules will follow the Turabian style shown in A Manual for Writers of Term Papers, Theses, and Dissertations, 8th ed. Copies are in the Africa College of Theology Library.

Papers

Course papers must conform as nearly as possible to the style and format guidelines presented in the latest edition of A Manual for Writers of Research Papers, Theses, and Dissertations, by Kate L. Turabian and to any additional instructions authorized by the Africa College of Theology. Written work submitted for credit toward the degrees of BA, and bibliographies of reading done in fulfillment of requirements in various modules may be submitted for filing in the library on recommendation of the professor.

Appendix V.

Spiritual Life and Activities

Our goal is to, “become more and more in every way like Christ” (Eph. 4:15), but this doesn't just happen automatically. Every year there is a planned event that encourages spiritual growth. Seek to take advantage of these opportunities.

First, the school is not your church. All community members - faculty, staff, and students - are expected to have a church in which to worship God.

Second, we all need guidance and the Africa College of Theology community is to be one where students find help through a supervisor or mentor in addition to classroom or chapel settings. Faculty, staff, or student leaders are willing to assist you in assessing your spiritual life and practices as you seek to grow in God.

A. Chapel

Once a week (Thursday) we come together as an Africa College of Theology community to worship and pray. In a chapel, we meet as a more intimate school community. This is where we have a chance to worship and pray as a school.

B. Special Events

Several times each year special days of worship and discipleship are scheduled. For this year, the designated events are: Spiritual Emphasis Week and New Life Bible Refresh program. Other special events may also be offered.

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023