

BIBLE COLLEGE OF MALAYSIA
ACADEMIC GUIDELINES FOR COUNSELING STUDIES STUDENTS

1. ADMISSION REQUIREMENTS

- a. Students must be believers of good standing with a local church.
- b. Upon completion of a maximum of 9 credits students are required to matriculate (i.e., be formally enrolled in a study program) if they wish to continue their studies at BCM. A letter of spiritual covering or endorsement is required from the church for enrolment. For applicants to the Ministerial of Counseling programs, admittance is subjected to the approval of the Dean of Counseling Studies.
- c. For further details, please contact the Registrar at <registrarbcm@gmail.com>.

2. SPIRITUAL COVERING

- a. Students who change their spiritual covering or church must inform the Academic office in writing either through email or letter.
- b. A student without spiritual covering is considered to have terminated his/her student status. Getting a new spiritual covering does not guarantee the continuation of the study program.

3. REGISTRATION

- a. To register, fill in the Registration card. Please give full name (as in I.C.) and complete address (including postcode). The card together with the full payment for the course should be handed to the assistant registrar (usually a designated student). All payment and registration must be completed by the **second night** of classes.

4. REFUND POLICY

- a. Request for refund must be accompanied by official BCM receipt.
- b. Refund on contribution for withdrawal from a course:

- Prior to first class	90%
- Before the fourth period or second day of classes	80%
- There will be no refund thereafter	

5. LIBRARY CARD

In lieu of library cards, the student ID will be used for all library transactions.

6. CLASS ATTENDANCE

- a. Students are expected to attend all classes. The maximum number of absences without any penalty are:

2 credit hour course – 3 hours of classes
3 credit hour course – 2 days/nights of classes (6 hours)
One-week intensive course – 1 day of class
- b. Students who are absent for 3-4 classes will have a one full grade penalty, e.g. if their final grade for the course is A, their grade will be lowered to a B, if their grade is A-, it will be downgraded to a B-, etc.
- c. Students who miss 5 classes or more will automatically be given a Withdrawal Grade.

7. CHANGE OF COURSE STATUS

- a. If a student wishes to change a course from **credit to audit**, he/she must officially inform the Registrar at registrarbcm@gmail.com, and cc the request to the lecturer. There is no refund on contribution.
- b. Failing to do so will mean that the change of course status will not be valid and may result in a failure grade.
- c. The latest date for request of a change from credit to audit is the **first due date** for submission of final assignments (excluding any extensions).

8. AUDIT

- a. Students taking courses for personal enrichment and wish to audit the course should indicate this on their registration card.
- b. Audit students must attend at least two-third of total classes. If not, a "Withdrawal" grade will be given.
- c. **Students who have signed up to audit a course cannot change the course status from audit to credit.**

9. SUBMISSIONS OF ASSIGNMENTS VIA EMAIL

If a lecturer permits submission of assignment via email, a copy of **all** assignments must be sent to BCM at guest.faculty@gmail.com

10. INCOMPLETE ASSIGNMENTS

Extensions may be granted for incomplete work at the discretion of the lecturer **with the approval of the Dean of Counseling Studies**. Students must apply for extensions by email to the lecturer and cc a copy to the College at registrarbcm@gmail.com. If work is incomplete after the extension period, the course may be graded as "F" (Fail). All incomplete work must be completed at the latest before the beginning of the next new trimester.

Students with extension granted for submission of assignment are not allowed to convert course status to Audit.

11. GRADING SYSTEM

Marks	Grade	Grade-Point	Marks	Grade	Grade-Point
90 -100	A	4.0	65 – 69	C+	2.3
85 – 89	A-	3.7	60 – 64	C	2.0
80 – 84	B+	3.3	55 – 59	C-	1.7
75 – 79	B	3.0	50 – 54	D	1.0
70 – 74	B-	2.7	Below 50	F	0
65 – 69	C+	2.3	AU	Audit	
60 – 64	C	2.0	W	Withdrawal	
55 – 59	C-	1.7	WF	Withdrawal Fail	

12. GRADE POINT AVERAGE (GPA)

To qualify for graduation, students must maintain a GPA of 2.0 for Diploma program and 2.5 for Degree program.

13. REPEAT THE COURSE TO IMPROVE GPA

Students who receive a low grade for any course are allowed to repeat a course once to improve their GPA. The requirements are as follows:-

- a. Students are allowed to repeat a course once but not more than 5 courses in total.
- b. Both the higher grade and the lower grade would be reflected in the transcript and are included in the calculation of the GPA.

14. PLAGIARISM POLICY

In the case of plagiarism, the disciplinary procedure will be as follows:

1st time - Student must redo their paper. A written warning will be given and a grade penalty will be imposed on the paper.

2nd time - Student will be given a Fail grade (be it on the same course or on a different course).

3rd time - Student will be suspended for one term of studies.

15. GUIDELINES ON APPEAL FOR GRADE REVISION

- a. The student is expected to speak first with the lecturer concerned regarding any queries over the grade received before making any appeal to the Academic Committee.
- b. In the event of an appeal, all appeals must be made in writing to the Academic Committee within three months from the date the e-grading slips were sent out.
- c. All exam papers/assignments/ term papers/quizzes which has been returned to the student must be submitted together with the letter of appeal.
- d. The decision of the Academic Committee on the appeal is final.

IMPORTANT:

Grade appeal only applies to miscalculation of grade or a request for a remarking of assignments.

16. GRADUATION

Students who are completing their academic requirements for their study programs should apply for graduation latest by the **first week of August each year** by emailing to the Registrar at registrarbcm@gmail.com

17. DRESS CODE

Students are expected to be appropriately dressed for classes.

If you have any questions regarding your study at BCM, please do not hesitate to contact the Registrar at registrarbcm@gmail.com

BCM Phone: 03-79565529, 79577232

BCM Fax: 03-79562326

BCM email: biblecm@gmail.com

Website: www.bcm.org.my

Facebook: facebook.com/biblecm

