

**BIBLE COLLEGE OF MALAYSIA**  
**POLICIES & GUIDELINES FOR NON FULL-TIME 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.
- c. Students with minimum of STPM (3 passes) or a college diploma can apply for Bachelor of Theology (108 credits).
- d. Those who possess a baccalaureate degree or its equivalent can apply for the Master of Ministry or the Master of Divinity programs.
- e. For further details, please contact the Registrar at <registrarbcm@gmail.com>.

**2. SPIRITUAL COVERING**

Students who change their spiritual covering or church must inform the Academic office in writing either through email or letter.

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 emailed to either [academicbcm@gmail.com](mailto:academicbcm@gmail.com) (for English and BM courses) OR [academicbcm2@gmail.com](mailto:academicbcm2@gmail.com) (for Chinese courses).
- b. If the student wants to take courses at any of the BCM extension centres, prior approval must be obtained from the Academic Dean.

**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 second class                | 80% |
| - There will be no refund thereafter |     |
- c. For intensive one-week modular course, no refund once class commences

**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 <i>intensive</i> 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](mailto: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. FIELD EDUCATION

Field Education is a required course for Diploma & Bachelor of Theology, and all Master Programs students, except returning alumni.

## 10. SUBMISSIONS OF ASSIGNMENTS VIA EMAIL

If a lecturer permits submission of assignment via email, then a copy of **all** assignments must be sent to BCM at [quest.faculty@gmail.com](mailto:quest.faculty@gmail.com)

## 11. INCOMPLETE ASSIGNMENTS

Extensions may be granted for incomplete work at the discretion of the lecturer **with the approval of the Academic Dean**. Students must apply for extensions by email to the lecturer and cc a copy to the College at [registrarbcm@gmail.com](mailto: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.

## 12. GRADING SYSTEM

| Marks    | Grade | Grade-Point | Marks    | Grade           | Grade-Point |
|----------|-------|-------------|----------|-----------------|-------------|
| 93 – 100 | A     | 4.0         | 67 – 69  | D+              | 1.3         |
| 90 – 92  | A-    | 3.7         | 63 – 66  | D               | 1.0         |
| 87 – 89  | B+    | 3.3         | 60 – 62  | D-              | 0.7         |
| 83 – 86  | B     | 3.0         | Below 60 | F               | 0           |
| 80 – 82  | B-    | 2.7         | P        | Pass            |             |
| 77 – 79  | C+    | 2.3         | S        | Satisfactory    |             |
| 73 – 76  | C     | 2.0         | W        | Withdrawal      |             |
| 70 – 72  | C-    | 1.7         | WF       | Withdrawal Fail |             |
|          |       |             | AU       | Audit           |             |

## 13. GRADE POINT AVERAGE (GPA)

To qualify for graduation, students must maintain a GPA of 1.0 for Certificate programs, 2.0 for Diploma programs and 2.5 for Degree and Master programs.

## 14. REPEAT A 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.

## **15. PASS/FAIL GRADE OPTION**

- a. For Biblical languages, students can opt for Pass/Fail grade. This grade option cannot be reverted.  
b. Students must inform the Academic Dean that they are taking this option latest before the final exam.

## **16. PLAGIARISM & USE OF ARTIFICIAL INTELLIGENCE (AI)**

- a. In the case of plagiarism, the disciplinary procedure will be as follows:
- 1<sup>st</sup> time - Student must redo their paper. A written warning will be given and a grade penalty will be imposed on the paper.
  - 2<sup>nd</sup> time - Student will be given a Fail grade (be it on the same course or on a different course).
  - 3<sup>rd</sup> time – Student will be suspended for one term of studies.
- b. Any use of AI resources such as ChatGPT for your assignments is strictly prohibited and will automatically result in a fail grade for the assignment without opportunity to resubmit.

## **17. 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.

## **18. GRADUATION**

Students who are completing their academic requirements for their study programs should apply for graduation latest by the first week of December each year by emailing to the Registrar at [registrarbcm@gmail.com](mailto:registrarbcm@gmail.com)

## **19. UPGRADING OF STUDY PROGRAM**

Those who have completed or are close to completing CBS/DipCS/ DipTh/ MMin and wish to upgrade their study program must contact the Registrar's office for application. Students who have completed **9 credits** beyond their study program and still have not submitted their application for upgrade will not be allowed to take further courses for credit.

As admission into any study program is subject to the approval of the College, students are advised not to simply accumulate course credits without knowing the outcome of their application.

## **20. MASTERS PROGRAMS COMPLETION TIME**

All Masters programs must be completed within a maximum of 10 years.

## **21. PARTICIPATION IN COLLEGE ACTIVITIES**

- a. Students taking day classes are encouraged to attend chapel service or small group meeting when they have classes.  
b. All students are encouraged to participate at BCM Day, College Camp, and Graduation Exercises.

## **22. DRESS CODE**

Students are expected to be appropriately dressed for classes.

- 23.** If you have any questions regarding your study at BCM, please do not hesitate to contact the Registrar at [registrarbcm@gmail.com](mailto:registrarbcm@gmail.com)

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