

EMMAUS BIBLE COLLEGE

Non-Traditional

Student Handbook

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WELCOME

Welcome to Emmaus Bible College! Emmaus is a place where *Lives Are Changed, Character Is Shaped, and Purpose Is Found*. Both Inside and outside of the classroom, the college is committed to helping you achieve your full potential to the glory of **God**.

The purpose of this handbook is to assist you in your studies during your time as a part of the Emmaus community. The handbook contains the guidelines and policies that will enable you to make the most of your Emmaus experience. Please take time to read and understand these guidelines, as you are accountable for abiding by them. If you have any questions, please ask, we are here to serve you. It is our chief aim to guide each of you towards the goal of both **graduating** with your desired program and to **grow** in your walk with Christ while a student with us.

Welcome again and enjoy your time with Emmaus as you learn the “things concerning Himself.”

-Israel Chavez
Dean for Student Development

CORE COMMITMENTS

OUR MISSION

Our mission as a biblical higher education community is to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

THEME VERSE

“Then beginning with Moses and with all the prophets, He explained to them the things concerning Himself in all the Scriptures.” (Luke 24:27 NASB)

THE EMMAUS EXPERIENCE

In a context of academic excellence, the Emmaus Experience is characterized by:

- Educational programs infused with biblical content
- Meaningful relationships between faculty, staff, and students
- An environment conducive to spiritual and personal growth

CORE VALUES

- **Biblical authority.** As God’s inspired Word, the Bible speaks as the final authority on all issues of faith, life, and practice. Biblical truth is at the core of our programs and guides our institutional decision-making.

- **Academic rigor.** Responsible Christian discipleship involves bringing every thought captive to the obedience of Christ. Emmaus Bible College endeavors to train the mind through rigorous programs of study designed to enhance knowledge, develop critical thinking skills, and shape biblical worldview.
- **Godliness.** God calls His people to live in alignment with His character and will. Emmaus Bible College seeks to be a community in which relationships and actions are guided by godly character and consistently reflect honesty, integrity, and accountability.
- **Dignity of each individual.** Every person bears God's image and is loved by God. The Emmaus Bible College community purposes to reflect this biblical perspective in all relationships and to value each individual in light of this truth.
- **Biblical diversity.** In Christ, believers from diverse cultures and backgrounds are one body. Emmaus Bible College endeavors to be a community characterized by unity while learning from and appreciating our diversity.
- **Culture of excellence.** In response to the biblical injunction to do all things for the glory of God, the Emmaus Bible College community strives for excellence in its programs and services.
- **Heart of service.** Following Christ's model of servant-leadership, the Emmaus Bible College community seeks to be characterized by service and love for one another and for our communities and constituencies.
- **Our heritage.** Emmaus Bible College values its history and identity within the Plymouth Brethren movement and teaches principles of church life rooted in New Testament truth, including the centrality of Christ, plurality of leadership, and priesthood of all believers.

INSTITUTIONAL GOALS

Emmaus purposes to:

- Empower learners to realize their full potential through high-quality academic and student development programs that are Biblically grounded and culturally relevant.
- Provide an attractive, safe campus environment conducive to learning and spiritual and personal growth.
- Encourage the personal welfare and professional development of each faculty and staff member.
- Sustain and enhance the human, physical, and financial resources needed to achieve mission and vision.
- Enrich external constituencies through education, ministry and service.

EDUCATIONAL GOALS

Through its academic programs, Emmaus purposes to:

- Increase understanding of the Bible and Christian theology.
- Encourage spiritual growth and development of Christian character.
- Challenge for the development and integration of a biblical worldview.
- Develop foundational knowledge and skills to support lifelong learning.
- Cultivate educated contributors to contemporary society.
- Equip servant-leaders with skills and knowledge appropriate to their chosen professions or fields of service

DOCTRINAL STATEMENT

The teaching of Emmaus Bible College is based on the following:

- The Bible is inspired of God, inerrant in the original documents and of final authority in all matters of faith and practice.
- There is one God, eternally existent in three Persons, Father, Son and Holy Spirit.
- The Lord Jesus Christ is fully God and fully man. He was born of a virgin and is sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand, where He now ministers as our Great High Priest. He will come to rapture His Church and subsequently return to reign over the earth.
- Each member of the human race is fallen, sinful and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ, and salvation is by grace, through faith in our Lord Jesus Christ.
- The Holy Spirit indwells the believer who is thus empowered to live a godly life.
- There will be resurrection of the saved and of the lost, of the saved unto eternal life, and of the lost unto eternal conscious judgment.
- The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Spirit. The Church's calling, hope and destiny are heavenly, and its chief functions are to glorify God and to witness for Christ until His return.

- Christ, the risen head of the Church, is the giver of spiritual gifts to all believers. Gifted individuals such as evangelists, pastors and teachers are responsible to Him for their service and are given —for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ.
- There are two Christian ordinances, baptism and the Lord's Supper. Baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself exclusively for His own.
- Every true child of God possesses eternal life and being justified, sanctified and sealed with the Holy Spirit, is safe and secure for all eternity.
- The personal imminent return of the Lord Jesus Christ to translate His Church will be followed by the Tribulation and the inauguration of Christ's reign over the earth; He will then deliver up the Kingdom to God the Father that the Triune God may be all in all.

PERSONNEL

OFFICE OF THE PRESIDENT

Mr. Philip BoomPresident
 Open PositionAssistant to the President & Support Services Coordinator

President's Cabinet

Mr. Philip Boom.....President
 Dr. Lisa L. BeattyVice President for Academic Affairs
 Mr. Jonathan W. GlockVice President for Advancement
 Mr. Mark A. PressonVice President for Administration and Finance

OFFICE OF THE CHANCELLOR

Dr. Daniel H. SmithChancellor

DEPARTMENT OF ADMINISTRATION AND FINANCE

Mark A. PressonVice President for Administration and Finance

Business Office

Steven JensenController
 Jessica JenkinsAdministrator, Student Accounts and Payroll & Title IX Co-Coordinator
 Marilyn RichardAccounts Payable
 Denise ParcherStaff Accountant

Facility Management

Jeremy MauDirector, Facility Management
 Bob FloresMaintenance
 Shorti CribbMaintenance
 Nic MeyerMaintenance
 Open PositionExecutive Housekeeper

Financial Aid

Steve SeemanFinancial Aid Director

Food Services

Eric EversDirector, Food Services
 Linda JohnsonAssistant Director, Food Services

Information Technology

Mark NewlandDirector, Information Technology
Ray GuerraAudio/Visual

Support Services

Open PositionCoordinator, Support Services

DEPARTMENT OF ADVANCEMENT

Jonathan W. GlockVice President for Advancement
Stefan JohnsonDirector of Development

Student Development

Israel Chavez Dean for Student Development
John WalkerDirector of Campus Life
Jeff RickertAthletic Director

Student Development Committee

Israel Chavez
John Walker
Hannah Leavitt
Seth Scott
Susie Henderson
Roy Kosin
Beth Arjona
Mark Stevenson

Enrollment Services

Laurel RasmussenDirector of Enrollment Services
Hannah RuterCommunications Planning Manager
Emily PollockCampus Visit and Event Coordinator
Terra BostonApplication Coordinator
Zack Armfield.....Admissions Counselor
Andrew Gutknecht.....Admissions Counselor
Sara Gutierrez.....Admissions Counselor
Kyle Graw.....Athletic Recruiter

Creative Services

Jesse FullanDirector of Communications
Kyla KrahnGraphic Designer
Nathan PhelanDigital Communications Supervisor

Emmaus Ministries

Jonathan J RoutleyDirector, Emmaus Ministries, Emmaus
Online
Jonathan W. GlockEvents Coordinator

DEPARTMENT OF ACADEMIC AFFAIRS

Dr. Lisa L. Beatty Vice President for Academic Affairs
 Sheri Popp Associate Dean for General Education and Assessment
 Becky Kraus Administrative Assistant to the VP for Academic Affairs
 John H. Rush Director of Library Services
 Beth Arjona Librarian
 Jani Bennett Registrar

Members of the Faculty

Elizabeth L. Arjona	Joel A. Hernandez	Sheri Popp
Dr. Lisa L. Beatty	Timothy J. Iverson	Jeff D. Riley
Janice G. Bennett	Dr. Franklin S. Jabini	John J. Routley
Philip Boom	John B. Jimo	John H. Rush
Ben R. Brown	Roy A. Kosin	Seth L. Scott
Elisa C. Cooper	Raju D. Kunjummen	Dr. Mark R. Stevenson
Stephen J. Elliot	Dr. David J. MacLeod	Megan K. Von Bergen
Dr. John H. Fish,III	Arthur T. Manning	Catherine M. Young
David A. Glock	Benjamin T. Mathew	
Susan M. Henderson	Dr. Kim S. Parcher	

Adjunct Faculty Non-Traditional Programs

Michael R. Eells	Phillip F. Jensen	Dr. Michael J. Leary
Christine L. Faulkner	Thomas J. Kook	Michael J. Stoudt
Dr. Thomas C. Harrington		

Emmaus Distance Learning

Thomas Kook Director of Emmaus Distance Learning
 Clifford Conrad Administrative Coordinator

Officers of the Board

Dr. Steven L. Leary..... High Ridge, MO, *Chairman*
 Mr. Rob Sullivan Yonkers NY, *Vice Chairman*
 Mr. Frederick Schwertfeger..... Brookfield, WI *Secretary*
 Mr. Kenneth Murray..... Wheaton, IL, *Treasurer*

Members of the Board

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 Mr. George R. Farber Waterloo, IA
 Mr. David Harper Imler, PA
 Mr. Mark Keller Webster Groves, MO
 Mr. William Longstreet..... Matthews, NC
 Dr. William J. Moore Ames, IA
 Mr. Julio Morel Miramar, FL
 Mr. Matthew J. Phelan..... Lewisburg, TN
 Dr. Ben Scripture..... Warsaw, IN
 Mr. Ian Taylor..... Kenosha, WI

Trustees Emeriti

Mr. Joseph M. Cumming..... Shelby Township, MI
 Mr. Evan C. Davis Wyoming, OH
 Mr. Edward W. Goodwin Taylors, SC
 Mr. James M. Gray La Mesa, CA
 Mr. James Iverson..... Davenport, IA

Dr. Stephen B. Leverentz.....	Edina, MN
Mr. Walter Modrzejewski	Chicago, IL
Mr. Richard L. Nohr	Sugarland, TX
Mr. John E. Phelan, Sr.....	Nashville, TN
Dr. John T. Pollard, Jr.....	Bedford, MA
Mr. John W. Riley.....	Dubuque, IA
Dr. Daniel H. Smith	Dubuque, IA
Mr. James A. Stahr.....	Wheaton, IL
Mr. Jack O. Weatherford.....	Murfreesboro, TN
Mr. Stephen C. Wilson	Dubuque, IA

ACADEMIC POLICIES

Attendance Policy (Emmaus Distance Learning)

Students are expected to fully participate in the academic programs at Emmaus as well as spiritual programs locally. Attendance in class is defined as participating in an academic activity within the online classroom which includes posting in a graded discussion forum, submitting a written assignment or journal entry, or submitting a quiz or exam. Postings not related to graded discussion forums or written assignments or journal entries not related to the actual assignment may be reviewed and disqualified for attendance purposes.

Each instructional week begins on a Tuesday and concludes on the following Monday. A student is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for assignment submissions, discussion board posts, and attendance records will reflect Central Time Zone. Students who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Students who do not attend at least once in any fourteen consecutive day period will be dropped from the course and may be subject to the applicable course refund policy.

Since discussion board or forum posts are the primary means of communication among online students and are designed to simulate the classroom experience, discussion board or forum posts must be completed during the assigned week to have the desired effect. When students do not participate in the discussions, they shortchange not only themselves, but also other students. It is therefore imperative for students to complete their discussion board posts on time, and no credit will be given for late discussion board posts without prior approval of the instructor.

Attendance Policy (Degree Completion Program)

Due to the accelerated nature of courses in the Degree Completion Program, it is important that students attend all on-campus classes for the full, allotted time. Attendance in the first class is mandatory unless approved beforehand by the professor. Sometimes a student will experience unforeseen circumstances and miss the first class. If so, the student must contact the professor within 3 business days or they will be withdrawn from the class for administrative reasons. If a student knows that they will miss more than one class, they should consider not registering for the class.

Any student that anticipates missing a class must communicate (in person or by email or by phone) with the professor before the class begins, if possible, and is responsible for all missed work due to an absence. More than two absences will lead to a failing grade for the course.

Plagiarism/Cheating Policy

Emmaus Bible College expects students to complete all academic work with integrity. Students are responsible to complete all of their own work. Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at Emmaus.

Plagiarism is the deliberate presentation of another person's ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas. Below are some examples of plagiarism:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's papers, tapes, etc.) without acknowledging the source.
2. A student submits work done by another student – in part or whole – in place of his or her own work.
3. A student submits assignments received from commercial firms or any other person or group.
4. A student knowingly aids another student in plagiarizing an assignment as defined above.
5. A student submits work in which the style, language or grammar has been altered by any one besides the writer.

Other violations of academic integrity include unauthorized collaboration, violation of the conditions under which the work is to be done, fabrication of data, and excessive revision by someone other than the student.

Cheating, plagiarism, or other violations of academic integrity will result in academic penalty, which may include failure of the assignment, exam or paper, failure of the course, and further disciplinary action brought by the Student Development Committee. The Dean for Student Development and the Vice President/Dean for Academic Affairs will be notified.

Class Withdrawal Policy

- **Drop/Add** – Students may add or drop a class without penalty and without record on their transcript. Students adding a course after the first week must have instructor permission. The policy for dropping classes is as follows:
 - 8-Week course: Students may drop an 8-week class without penalty during the first week of class.
 - 7-Week course: Students may drop a 7-week class without penalty before the beginning of the second class.
- **WP/WF** – Students may withdraw from a class with a grade of WP (withdraw passing) or WF (withdraw failing) in the below time periods. The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears on the student transcript to show that the credits were attempted, but not earned. This grade does not affect the GPA. This type of withdrawal requires the signature of the instructor, the advisor, and the Vice President/Dean for Academic Affairs. The time periods for dropping with a WP or WF is as follows:
 - 8-Week course: Students may withdraw from an 8-week course and receive a grade of WF or WP during weeks 2-4 of the class.
 - 7-Week course: Students may withdraw from a 7-week course and receive a grade of WP or WF before the beginning of the fourth class.
- **Grade of F** – Students dropping a class after the below time periods will receive a grade of “F”. This “F” will appear on their transcript and will affect GPA.
 - 8-Week course: Students withdrawing from a class after week 4 of an 8-week class will receive a grade of “F.”
 - 7-Week course: Students withdrawing from a class after the fourth class will receive a grade of “F”.

Late Work

At the discretion of individual instructors, late assignments may not be accepted or grades on late assignments may be reduced. It is your responsibility to check with each instructor to know what their late work policy is.

Discussion Boards (EDL)

Since discussion board or forum posts are the primary means of communication among students in distance learning courses and are designed to simulate the classroom experience, discussion board or forum posts must be completed during the assigned week to have the desired effect. When students do not participate in the discussions, they shortchange not only themselves, but also other students. It is therefore imperative for students to complete their discussion board posts on time, and no credit will be given for late discussion board posts without prior approval of the instructor.

Incomplete

Students may request a grade of *I* (Incomplete) if they are unable to complete course requirements on time due to circumstances beyond their control. If you wish to request an *Incomplete* the following procedure should be followed:

1. The student must initiate the request. Print out a *Notice of Grade of Incomplete* on Emmaus Navigator.
2. If the faculty member grants your request, he or she will complete the form, give you a copy, and provide a copy for the Registrar.
3. You will have up to 4 weeks from the last day of the course to complete your work.

Grade Appeal Process

Students who wish to dispute a final grade they have received in a course should use the following process:

1. The parties involved (student and instructor) shall discuss the problem and attempt to reach an agreement.
2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the VP/Dean for Academic Affairs within four weeks of the posting of the disputed grade. The VP/Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the VP/Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

Repeat of Courses

Students may elect to repeat a course in which they have earned a C-, D+, D, D-, or F. The grade achieved on the repeated course is recorded on the academic record. While the grade from the first course remains on the record, only the course with the highest grade is used for the calculation of hours earned and in computing the cumulative grade point average.

Grades, Grade Points, Credits

The following system of grading is used in reporting the quality of student work

Grade	Quality Points	Percentage
A+	4.3	99-100
A	4.0	93-98
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	65-66
F	0.0	0-64
I	Incomplete	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the total number of credit hours taken.

Academic Assistance

A student will be placed on a minimum of 8 weeks of Academic Assistance if his or her cumulative GPA drops below 2.0, or his or her GPA is below 1.5 in any given semester and there may also be potential loss of Financial Aid. To provide the student additional academic support, the following measures may be applied:

- Phone or video conferences with the an Emmaus Distance Learning staff member

Time-management assistance or training from adjunct faculty or staff

Completing a Degree

To receive a degree or certificate from Emmaus Bible College, students must complete a minimum of 50% of required credits, in residence or online, through Emmaus. (See specific requirements for each academic program.) Additionally, bachelor degree students must complete 24 of their last 30 credits in residence at Emmaus Bible College and must be enrolled at the college during the semester in which the degree will be conferred. (If a policy exception is granted by the Vice President/Dean for Academic Affairs, the graduate must submit a letter of reference from an evangelical church leader regarding church attendance, service and ministry, and Christian character.) Additionally, no more than 50% of a certification or degree program can be completed through the online modality.

Graduation Requirements

The following requirements must be met in order to graduate from Emmaus Bible College:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance*
- Completion of a minimum of 123 credit hours (varies by program)
- Minimum cumulative GPA of 2.0 (2.5 for Teacher Education or Music Education graduates)
- Completion of the Bible Reading requirement
- Completion of required units of Servant Leader Training (SLT)* or the Service Practicum (FND 103)
- Demonstration of consistent Christian character as articulated in the Student Handbook
- Payment of all financial obligations to the College

*Only applicable to students enrolled in full-time traditional programs. However, regular attendance and active participation in your home church is encouraged and expected.

STUDENT CONCERNS

Student Concerns Procedure

The Student Concerns procedure is designed to assist in resolving problems for students who maybe having difficulties with a faculty member, staff member, or another student. It is the teaching and expectation of Emmaus Bible College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure.

Formal Complaints

It is the desire of Emmaus Bible College to adhere to the accreditation standards of the Higher Learning Commission of the North Central Association of Colleges & Schools (NCA) and the Association for Biblical Higher Education (ABHE). If issues arise causing a student to question the college's adherence to the standards of NCA or ABHE, the following procedure should be followed. A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Issues

Dr. Lisa L. Beatty
Vice President for Academic Affairs
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001

(563) 588-8000 ext. 1103

Financial or Operational Issues

Mr. Mark A. Presson
Vice President for Finance and Administration
Emmaus Bible College

2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1125

(563) 588-8000 ext. 1122

Student Life Issues

Mr. Jonathan Glock
Vice President for Advancement
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001

Philosophical Issues

Mr. Philip Boom
President
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000 ext. 1101

It is the teaching and expectation of the College that you follow the Matthew 18 principles of confronting an issue. However, in the event that you address the proper college authority and still have not resolved your issue, you may contact either accrediting association at the following addresses:

The Higher Learning Commission of the North Central Association of Colleges & Schools

230 South LaSalle Street.
Suite 7-500
Chicago, IL 60602
(800) 621-7440
www.ncahlc.org

Association for Biblical Higher Education

5850 T.G. Lee Blvd
Suite 130
Orlando, FL 32822
(407) 207-0808
www.abhe.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Emmaus Bible College receives a written request for access.

Students should submit to the registrar, dean of education, dean of students or other appropriate official, written requests that identify the record(s) they wish to inspect. Emmaus Bible College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Emmaus Bible College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If Emmaus Bible College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Emmaus Bible College may disclose education records with consent to officials of another school in which a student seeks or intends to enroll. NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Note: Education Records are those records which contain information directly related to you as a student, and are maintained by an educational agency or institution or by a party acting for the agency or institution. Education Records do not include sole possession records (a record not shared by anyone, i.e. instructor's notes), records created and maintained by law enforcement for a law enforcement purpose, employment records, medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment, records that only contain information about an individual after he or she is no longer a student at that institution, i.e. alumni records.

COMMUNITY STANDARDS

All students studying with Emmaus Bible College in a non-traditional format are expected to conduct themselves in a manner commensurate with the values and beliefs of the Emmaus Bible College exemplifying Christian character in all their interactions with other students, faculty, and staff, as well as those with whom the students interact on a daily basis. The following policies describe the fundamental attitudes and behaviors expected of those studying with Emmaus Bible College.

The code of conduct is intended to provide students with appropriate guidance as to their interactions with fellow students, faculty, and staff. By virtue of membership in the Emmaus Bible College academic community, students accept the obligation to abide by the Community Standards. Conduct, either on or off campus, not meeting these standards will be subject to disciplinary action. It is further intended to assist in the development

of a collegial community of learners, as well as ensuring that those studying at Emmaus represent Christ to the outside world.

The College reserves the right to require the withdrawal of student whose behavior is in conflict with these standards. Individuals who do not fit in the with the objectives and ideals of the Institute may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of contract.

Code of Conduct

- Support and exhibit Christian character with Institute students, faculty, and staff
- Respect and embrace diverse perspectives and opinions
- Interact thoughtfully, critically, and graciously with the perspectives of fellow students, faculty, and staff
- Participate in classroom (both online and on-campus) activities with diligence and integrity
- Accept personal responsibility and accountability for interactions including, but not necessarily limited to, written or oral communications with fellow students, faculty, and staff
- Maintain confidentiality for personal information communicated in the classroom or in other settings in which students, faculty, and staff share such information
- Admit inappropriate behavior, repent, and seek forgiveness from offended parties
- Adhere to the Institute’s Computer Use and Acceptable Use policies
- Conform to the Institute’s policies regarding academic honesty
- Honor the Institute’s standards, rules, policies, and procedures
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist, or racist nature or the unwanted sexual advances or intimidations by email, on discussion boards, or on other postings in courses

ACADEMIC CALENDAR

Fall 2016

AUGUST

- 29 Traditional classes begin
- 30 Non-traditional term 1 begins

SEPTEMBER

- 5 Labor Day Holiday (offices closed)
- 6 Evening course (DCP) begins

OCTOBER

- 25 Non-traditional term 2 begins
- 28-29 75th Homecoming celebration

NOVEMBER

- 1 Evening course (DCP) begins
- 24-25 Thanksgiving Holiday (offices closed)

DECEMBER

- 20 Christmas Break (non-trad) begins
- 26 Christmas observed (offices closed)

Spring 2017

JANUARY

- 2 New Year’s Day observed (offices closed)
- 3 Non-traditional term 3 begins
- 10 Evening course (DCP) begins
- 16 MLK Day Holiday (offices closed)

FEBRUARY

- 28 Non-traditional term 4 begins

MARCH

- 7 Evening course (DCP) begins

APRIL

- 25 Spring Break (non-trad) begins

Summer 2017

MAY

- 2 Non-traditional term 5 begins
- 9 Evening course (DCP) begins
- 29 Memorial Day (offices closed)

JUNE

- 27 Non-traditional term 6 begins

JULY

- 4 Evening courses (DCP) begins

AUGUST

- 22 Summer Break (non-trad) begins

DEGREE OPTIONS

Currently, Emmaus Distance Learning students have three options for the programs they are pursuing. The campus-track program is designed for students who are interested in completing a degree with Emmaus, whether on or campus in Dubuque or online in the future once we are able to offer this option. Degree seeking students can complete up to 50% of any Emmaus Bible College degree program online.

The second option is the Bachelor of Science degree in Management and Leadership. This degree is designed for working adults over 24 years of age who have only had the opportunity to complete the first two years of their undergraduate studies, typically concentrating on required general studies course work. The program is offered through a combination of online and accelerated evening courses. Two courses are offered each 8-week term. Individuals taking two courses each term can finish in 10 terms, or just under two years.

The third option is to be a non-degree seeking student. This is ideal for students who wish to take courses, whether for personal enrichment or with the purpose of transferring to another institution.

FREQUENTLY ASKED QUESTIONS

How do online courses work?

Our online courses follow either an 8 or 16 week format. Each week of the course contains several required assignments that students must complete in order to proceed to the next week. These assignments may vary in type, but have a variety of academic and practical uses.

Similar to a traditional campus setting, online learning is designed to help you learn and grow largely through the community that surrounds you. While this may not be a dormitory and dining halls for an online student, there are great opportunities to invest in time with family, neighborhoods, churches, ministries, and more. The interactions between students and professors in the online community constitute a significant portion of the time spent in online learning, and is designed with these same goals in mind. Students are encouraged to make the most of their environment in order to optimize learning outcomes.

Course material is delivered through a service called Moodle, an online platform designed specifically for education. Emmaus Distance Learning students can access Moodle by going to edl.emmaus.edu

How much time will I spend online?

The college utilizes the Carnegie Unit as the basis for the credit hour with 50 minutes of instruction with transitional and/or break time for a total of one hour. Credit hours are assigned based on the specific learning objectives and expected outcomes of the course. For non-traditional courses, a unit of academic credit is the measure of the total time commitment an average student is expected to devote to learning per week of study. Generally, one unit of credit represents a total of three hours per week of in-class and out-of-class work. The specific amount of time spent on coursework by each student will vary based on levels of interaction and reading and processing skills. However, it is typical for a student in a 3-credit non-traditional course to spend 15-18 hours per week on coursework. Some of this time will be in the online or in-class environment (academic engagement); the rest will be independent preparation. Each class designed for non-traditional delivery is designed with an average of 4-6 hours of academic engagement and 10-12 hours of preparation time each week for 7-8 weeks.

Do I have to be online at any specific time?

Since there are no live lecture components to our online courses, there is no need for students to be online at any specific time or day of the week. It is required that students do complete the required work for each week, but this can be done at the student's own discretion as regards time. Assignments are due at various points throughout the week, so students may complete assignments at any point before the due date.

What can I expect the courses to be like?

While none of our courses are exactly alike, all of our courses contain similar elements. Students will be assigned reading from either an assigned textbook or from articles posted to Moodle by the instructor. The assigned reading forms the basis for quizzes, tests, discussion boards, and other assignments that may come.

A major component of our online classes are the discussion forum posts. These forums are designed to replicate the classroom experience of conversation between students and instructors. There are several types of discussion forum posts, each of which are due at different points throughout the week. Students are required to reflect on a certain passage from the reading or answer a discussion type question in their main posts. These main posts then serve as the platform of discussion for response posts, wherein students and instructors will respond to the main post and have constructive dialogue.

Throughout the course, quizzes, tests, or other sorts of examinations may be utilized in assessment. Projects and papers may also be assigned.

What are the computer requirements?

Since our online courses are offered through the internet, a reliable broadband connection is essential to completion of the course. This need not be a privately-owned connection, but rather one that each student is able to access when necessary. If no private connection is owned, students may use a library, internet café, or other establishment that offers internet access to complete and submit coursework.

Can I audit a class?

Since our online classes involve a significant amount of participation on the part of the student, this makes the concept of auditing an online course very difficult. As such, it is not currently possible to audit an online course.

Where can I find my textbooks?

Textbooks will be announced at the beginning of each course. Students are responsible for procuring the proper books, whether in print or e-book formats.

Where can I find course descriptions and sample syllabi?

Descriptions of individual courses can be found in the Academic Catalog. Sample syllabi may be obtained by special request, directed to the Emmaus Distance Learning staff.

How much do classes cost?

For current costs of Emmaus Bible College’s non-traditional courses, please review the respective Tuition and Fees section on our website for [Emmaus Distance Learning](#) and the [Degree Completion Program](#).

When do I need to pay for my classes?

Payment Due Date: Payment for tuition and fees is due no later than the first day of class. Any account adjustments during the term (e.g., less financial aid) that increases financial responsibility must be immediately addressed by the student.

Tuition Deferral: An exception to the first day payment requirement (Tuition Deferral) can be made where an employer agrees to pay for the employee’s Emmaus tuition/fees. An employer-approved Tuition Deferral Form (available at Navigator/Forms/Business Office/Student Accounts/Degree Completion/Tuition Deferral) is due to the business office in lieu of payment no later than the first day of class. Full payment is due for any charges an employer doesn’t agree to pay (application, fees, half of tuition, etc.). Often employers will not pay until they see success (student completes course with an acceptable grade). Therefore, payment any time up to 45 days after the last day of the course is acceptable. Under Tuition Deferral, a student cannot begin new term course work with open balances from more than one term.

How do I pay for classes?

Payment can be made in person at the Student Accounts Office (2nd floor of Smith Hall) by cash, check, debit or credit card (Visa, MasterCard, or Discover) in U.S. dollars. Payment by check with the student I.D. number noted on the check can be sent via U.S. mail to Student Accounts at Emmaus Bible College, 2570 Asbury Road, Dubuque IA 52001), or dropped off at the College Front Desk to be sent to the Student Accounts Office by inter-office mail. Please note; while we accept debit and credit cards for payment on student accounts, please consider using checks or cash to help the college avoid credit card handling charges.

What financial aid options are available?

Emmaus Bible College offers a quality education in the study of God’s Word at the lowest possible cost. Still, the need for financial aid exists for many of our students. The responsibility for paying for your education rests with you and your family. This can be accomplished by saving for education and/or being awarded financial aid in the form of grants and/or loans. Finally, but certainly not last or least, we pray that you will trust the Lord to provide for your educational expenses.

Federal and/or State of Iowa Student Aid

Regular students[†] in an eligible program who are interested in Federal and/or State of Iowa Student Aid should fill out the Free Application for Federal Student Aid (FAFSA)*. You can apply online at www.fafsa.ed.gov. Request that the results be sent to Emmaus Bible College (Title IV school code 016487). Completing the FAFSA will enable the student to be considered for the following programs:

Source	Eligibility	Amount	Deadline
Federal Pell Grant	High need on FAFSA	See Emmaus Web Site for more information	Varies
Federal Supplemental Educational Opportunity Grant (FSEOG)	Extremely high need on FAFSA	Up to \$600	Varies

Subsidized Federal Stafford Loan	Need on FAFSA	See Emmaus Web Site for more information	Varies
Unsubsidized Federal Stafford Loan	Students who do not demonstrate need on FAFSA	See Emmaus Web Site for more information	Varies
Iowa Tuition Grant [^]	See Emmaus Web Site for more information	Up to \$6000	1-Jul

*Students who do not fill out a FAFSA will not be considered for Federal Aid, State of Iowa Aid, and some forms of institutional aid.

[^]Available only to Iowa residents who meet the specific criteria. For eligibility requirements for both the Iowa Tuition grant please visit www.iowacollegeaid.gov.

How do I register for my next course?

If you are a current student and desire to register for an EDL course, please follow these instructions to register for a future course.

1. Go to the Emmaus Navigator at Emmaus.edu/navigator
2. Click on the “EDL Course Registration” link at the bottom left side of the page
3. Enter your name and Emmaus email address in the fields provided.
4. Select the term in which you want to take the course.
5. Select the course you desire to take and submit the form.

Please know that only courses that will be offered that term will be displayed. At this point in time, we are not able to offer every EDL course in every term. Check the EDL web page for announcements of class offerings for future terms. After you submit your course registration form, an EDL staff member will contact you to confirm your registration.