

For Undergraduate & Graduate Students



TGCM Bible College Student Handbook

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Student Handbook
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Information on College
Website Supersedes
Information in This Handbook

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I. Foreword

The mission of TGCM Bible College - TGCM Bible College is an open-admission, private religious-based college offering a high-quality, affordable faith-based religious education to prepare individuals to enter the ministry as an Ordained Minister of the Gospel of Jesus Christ serving in the capacity of Pastor, Evangelist, or Missionary, or to enter a field closely related to the ministry, and to grow in the knowledge of our faith, via traditional and innovative instructional modalities to help individuals overcome distance, personal, and professional barriers to realize their calling to the Religious Church-based profession.



The college's mission statement is the guiding principle of this Student Handbook to assist TGCM's students in daily practice as Bible College students and in their development as servants of the most-high God. Being a minister of the Gospel of Jesus Christ means more than imparting knowledge and more than acquiring a training and education.

TGCM is committed to high standards and sets for its students the same rigorous standards. A code of conduct emphasizing proper language, warm and Christian demeanor, appropriate dress, and timely response to those to whom you minister and fellow colleagues of the ministry is paramount.

A competent, compassionate minister conveys strong personal and professional values that are fundamental to the Christian relationship and to a successful Service to our Lord.

This publication outlines the personal and professional conduct, policies and procedures, academic responsibility, and other educational issues necessary for students to successfully pursue a certificate, undergraduate or graduate degree at TGCM. Adherence is mandatory.

II. Personal and Service Conduct

Awareness of Policies

TGCM expects each student enrolled at the College to be familiar with its mission and all published College policies and procedures. Several key policies are found on the TGCM website at <http://college.tgcm.org>. All College policies and procedures are found in the printed and online versions of the TGCM catalog and the student handbook. Specific questions may be directed to the Student Affairs Coordinator. **Information on the website is the most current and should be followed in the event there is conflicting information.**

All students are expected to comply with not only the College's policies and procedures, but also with the laws of the community within which they study. Failure to do so is a reflection not only on the individual, but on TGCM as well. Any violations may be subject to disciplinary action by TGCM in addition to any action imposed by the governing jurisdiction.

Bible College Student's Personal Code of Conduct

Students of TGCM should always conduct themselves in a professional and ethical manner, since this behavior lies at the heart of the Christian service. Students are expected to act with honor, integrity, respect, and commitment to the College, Christian service, those whom you serve, and the community. In addition to academic success, student behavior is monitored at TGCM. The College expects each student to be accountable and responsible for his/her behavior and to be cooperative and considerate toward others.

Any abuse of other individuals, verbally or physically, will not be tolerated and is grounds for disciplinary action up to and including dismissal from the College. The Student Affairs Committee addresses all incidents of wrongdoing reported from a mentor, faculty, fellow student or clinical supervisor, and a finding of gross misconduct may be grounds for a warning, probation, or dismissal from TGCM.

Conduct inappropriate to the service to God may include but is not limited to dishonesty, willful destruction of property, substance abuse, violence or threat of violence, serious breach of trust, unethical treatment of those whom you serve, racism, sexist or lewd comments, foul language, or failure to respond to a valid College regulation or official request in a timely manner.

All reports of unprofessional conduct are reviewed in a timely manner by faculty and administration and are firmly grounded in the presumption of innocence.

Ministry Student/Faculty Conduct

TGCM students are required to support and uphold the College's educational mission. By failing to do so, the student neglects the school's purpose and goals, possibly subjecting him/herself to disciplinary action. TGCM acknowledges in a classroom or online Moodle situation that there may sometimes be disagreement between instructors and students. Students who are dissatisfied with their instructors must show Christian courtesy and behavior in all situations.

The College also expects the same professional behavior and courtesy from instructors toward students. Students should understand that all instructors of the College are highly qualified and experienced and should interact with them in a respectful manner.

Academic criticism from instructors should be taken as a part of the learning experience. Feedback and grades are not always an easy process but is necessary for self development and is an essential in the attainment of knowledge.

If a student has a personal disagreement with the instructor, then it should be addressed to the instructor via his/her TGCM e-mail and not via an internet chat room or discussion forum. Instructors are also expected to do the same. Please contact the student advisors in Woodbury at advisor@tgcm.org.

Student Health and Immunizations (on-Campus students only)

THIS IS FOR STUDENTS WHO ATTEND IN PERSON in our facility in Woodbury. TGCM students who attend college in a classroom must safeguard their health and that of their classmates and those whom you serve by seeking all medical care (preventive and acute) in a timely manner throughout the course of their studies. Individuals accepted into the program must furnish a health certificate that documents immunizations and as students they are expected to keep those immunizations and other records up-to-date. The US Centers for Disease Control (CDC) recommends the following: immunity to mumps, rubella, pertussis, varicella, and hepatitis B, as well as a booster every 10 years for diphtheria and tetanus.

Students should also have an annual influenza immunization, along with an annual TB test. Prior to beginning clinical rotations, students must document compliance with standards set by the CDC or another appropriate government body. Once provided with the records, TGCM will maintain a copy in the student's file. These requirements also ensure student and fellow classmates' safety.

Dress & Appearance

In order to maintain a high standard, TGCM requires students to follow these general grooming and dress guidelines when in a church or ministry setting:

- ? Personal Hygiene: Students must maintain and practice good personal hygiene at all times
- ? Personal Appearance: Students should wear clothing and shoes that portray an image appropriate for service in the church. Clothing should be clean and in good repair.
- ? Women: Slacks or medium-length skirts.
- ? Men: Slacks and collared shirts, and neckties according to local custom.
- ? No sports tennis shoes or sandals.
- ? No visible piercings other than in the ears.

III. Academic Responsibility

Educational Objectives (Per TGCM Catalog and website)

The College faculty has identified the skills, knowledge, and personal attitudes and behaviors that its graduates are required to attain to serve as ministers successfully in today's changing church. Graduates of TGCM will have attained the following competencies to the satisfaction of faculty throughout the program:

- ? Knowledge of God's word
- ? Compassionate treatment of those whom you serve, and respect for their privacy and dignity.
- ? Honesty and integrity in all interactions with those whom you serve' families, colleagues, and others with whom ministers must interact in their professional lives.
- ? Respect for human diversity including sexual, religious, and cultural differences.
- ? An understanding of, and respect for, the roles of other faiths, and of the need to collaborate with others in caring for individual those whom you serve and in promoting the church of tomorrow.
- ? A commitment to advocate the interests of one's those whom you serve over one's own interests.
- ? An understanding of the threats to Christian service posed by the conflicts of interest inherent in various church and organizational settings.
- ? The capacity to recognize and accept limitations in one's knowledge and clinical skills, and a commitment to continuously improve one's knowledge and ability.
- ? Duty to the church
- ? Knowledge of the important determinants to faith and of the economic, psychological, social, and cultural factors that contribute to the development and/or continuation of not having faith.
- ? An appreciation of the responsibility to contribute towards the generation of knowledge and the professional education of junior pastors.
- ? Knowledge of various approaches to the organization, financing, and delivery of Churches and related ministry positions.

Accelerated Degree Programs

TGCM Bible College uses both an adult accelerated format for each degree program and a traditional format.

The Accelerated Degree Program allows individuals to use course materials and instruction sheets to learn a topic through both reference and exploration. Students rely mainly on their ability to research, process, and then present information they have learned or discovered. In the accelerated format, students who have already earned a degree or have attended college in the past and have enough credits, the Associates is 8 additional courses, Bachelor's is 15 courses and the regular Master's program is 7 courses (advance Master's program is 13 courses). The accelerated program is designed for the student's convenience allowing them to pay one fee which includes course semester hours, all textbooks and materials!

As you finish a class you are automatically enrolled in your next class and your textbooks are shipped immediately.

Traditional Degree Programs

The [Traditional degree](#) format requires three 16-weeks semesters each year. Degrees are completed in a standard time frame. This program is for students with little or no college or who do not have substantial Christian training and experience. Each class is instructor guided using Skype Meetings, Yahoo Messenger, Course Syllabus, Textbooks, and Course Assignment sheets.

Requirements for a Degree

TGCM Bible College is not a [Diploma Mill](#). We do not sell faith-based degrees. Students enrolling in our programs are expected to complete the required coursework for their degree program, including Christian Service and their practical application, and to meet all of the academic requirements for graduation.

Graduation Policy

As stated above, TGCM Bible College requires completion of all academic requirements prior to issuing a degree. The college will not graduate any student who fails to meet the academic requirements set for each degree program.

Students are considered candidates for graduation once all course hours are met. A formal letter is sent to the student, then a few weeks later, their degree diploma and a set of official transcripts.

Plagiarism

Plagiarism – directly attributing someone else’s work as your own - diminishes the accomplishments of students who comprehend and summarize information from different resources then put those concepts into their own words.

The College monitors all student assignments submitted by correspondence and online. TGCM does not allow students to complete their assigned task by simply pasting others words into their assignments and submitting them as an original work. Students must give proper credit to the works of others and must include their own thoughts or understanding to what is said by the other source.

Actions will be taken in accordance with established College policies. Repeated acts of plagiarism can be considered sufficient grounds for dismissal.

How to Avoid Problems: If you use a reference or source material, simply quote it or give credit to the original source on your reference page of your report.

Online and Distance Responses to All Assessable Tasks

The College reminds students that they must adhere to the following recommendations in submitting responses to all tasks for which credit toward a grade is assigned:

- ? Students must create a response strictly in accordance with the scope of the task
- ? The task response must be brief and in your own words
- ? Task answers which are found to be copied from website sources or other sources(including old posts from fellow students or College staff) will not be marked but will immediately be forwarded to the Student Affairs Committee
- ? Students found plagiarizing will receive a zero participation mark for the given. (Please be sure to use references and give credit to sources used)
- ? week and a warning will be issued that a second incident of plagiarism will result in dismissal

TGCM defines plagiarism as equal to or greater than 80 percent word similarity to a previously posted or publicly accessible entry.

Academic Dishonesty

Academic Dishonesty will not be tolerated at TGCM. In addition to plagiarism, noted above, examples of academic dishonesty include, but are not limited to cheating or using a “cheat sheet” or other material not approved by the instructor, misrepresenting official documents and records or forging signatures

If a student is suspected of academic dishonesty, it is reported to the Student Affairs Committee. The student who is alleged to have committed an offense will be informed of the circumstances and asked to respond.

The Student Affairs Committee will review the case under the assumption that the student is innocent. A thorough investigation will then be conducted and a decision rendered.

Access to Course Materials

Online students access their course materials through TGCM Bible College Moodle Course Web, the online learning environment, which may be accessed after enrollment and payment of tuition. Students also receive their textbooks and course materials in the mail.

Online students using the Course Web are required to enter a username and password to login to take course exams.

Should a student experience difficulties logging into the system, s/he should contact the Student Administrative Officer Student immediately to resolve the problem.



Classroom (Skype) Scheduling: Virtual

Students may use the virtual classrooms using Skype video calls (when available by TGCM). Contact tutor@tgcm.org to see if virtual classrooms calls can be arranged.

Textbooks (Per TGCM Catalog & Website)

Students enrolled in Traditional degree program are not required to own textbooks but can borrow them (rent) from the college for \$10.00 (plus postage) or can to purchase personal copies from the college or an outside source if desired. Students may purchase required textbooks from TGCM bookstore (bookstore@tgcm.org).



Students should refer to the Textbook List they will receive in their Enrollment Notice they will receive via email when enrolling in a class. It will list the Textbook name and ISBN number. Students will be given the exact price they must pay for textbook (if purchased from the College) in the notice.

The price of a textbook varies by class and subject matter. The price of the textbook purchased from the College will always include shipping and handling charges. The cost to ship internally is higher than locally within the U.S. Therefore, the cost of the textbook is the cover price, plus handling, plus shipping.

Online Library

Students have access to an online TGCM Bible College library and resource center.



Students can access the library at: <http://library.tgcm.org/library.html> .

IV. Policies and Procedures

Appeals

A student has the right to appeal exam grades, probation, dismissal, or any other action that affects his or her College status. Students may request an appeal when:

- ? a penalty is deemed to be excessively harsh for the given offense;
- ? insufficient evidence is presented;
- ? a biased or prejudiced review is suspected; or
- ? new information is discovered.

The student must submit an appeal application to the Student Affairs Committee through the Student Administrative Officer (admissions@tgcm.org). The committee will meet to decide upon action to be taken, and the student will be informed, usually within 14 days of receipt of the application. Decisions of the committee are binding and final.

A student whose academic dismissal is reversed by the appeal will resume studies under normal conditions.

Enrollment Procedure and Fees

In order to register for a term in the Traditional degree program, tuition must be paid in full or a partial payment on an approved payment plan must be received prior to starting a class. All applications for Grants and Scholarships (see Admissions page online) should be made prior to enrolling in a class. Students should be in contact with the Admissions Office to arrange payment based upon the student's individual situation. All tuition payment plans must be paid prior to starting another class.

For Accelerated programs, the first 1/3 must be paid and the balance paid within six months from the date of enrollment.

Good Standing

Students must enroll in at least three classes per academic year and must complete all classes within six months of their start date in order to maintain good standing.

Leave of Absence

Personal or medical circumstances sometimes make it necessary for a student to apply for a leave of absence (LOA). An academic advisor is available to assist in making that difficult decision. The Admissions Office may also answer questions regarding refunds (if any) or applying tuition to a future class.

A student may be granted a cumulative leave of absence for a maximum of 12 months for reasons deemed acceptable by the Student Affairs Committee, e.g. chronic illness or severe psychological trauma.

Tuition Assistance Plans

As stated above, students may request educational financial assistance by applying for a Assistance. Each request is reviewed and approved on an individual need basis. Click here [Aid Application](#)

Monthly payment arrangements can be made for students who need to request a payment plan. [Monthly payment application](#).

Application Fees and Tuition Payment

A \$50.00 application fee is due at the time of registration for the Traditional program only.

All Bible College students are expected to make the appropriate tuition payments at the time of registration of classes. All financial aid and monthly payment plan should be submitted prior to enrolling in a class.

Course Completion Deadline

Courses must be completed and all assigned work submitted and final exams taken within six months from the date of enrollment in the course. Failure to complete a course results in an "Incomplete" and the course must be taken again to gain credit for the course. There are no refunds for courses that are not completed within the six month period.

Application Deadline

There is no application deadline for our online programs for the Accelerated program. Applications are accepted year round and the student is allowed to begin their program after the initial evaluation of their credits is completed.

Traditional degree programs, application should be received three months prior the semester the student wishes to start..

Requirements for a Degree

Students enrolling in our programs are expected to complete the required coursework for their degree program and to meet all of the academic requirements for graduation.

Graduation Policy

As stated above, TGCM Bible College requires completion of all academic requirements prior to issuing a degree.



The college will not graduate any student who fails to meet the academic requirements set for each degree program.

Students are considered candidates for graduation once all course hours are met.

A formal letter is sent to the student, then a few weeks later, their degree diploma and a set of official transcripts.

A formal graduation ceremony will be held yearly in Bloomington Minnesota when a significant number of students have graduated in an academic year and there is a sufficient amount of students who commit to attend the ceremony.

Christian Service

TGCM Bible College is requires each student to complete a Christian Service component each semester as part of their degree program.

In addition to academic success, unethical or inappropriate student behavior is monitored at TGCM. The College expects each student to be accountable and responsible for his/her behavior, and to be cooperative and considerate towards all. Any abuse of others, verbal or physical, will not be tolerated and is grounds for disciplinary action. The Student Affairs Committee addresses all alleged incidents of conduct violation reported by a mentor, faculty member, fellow student, clinical supervisor, or administrator. Confirmation of the conduct may be grounds for a warning, probation, or dismissal.

Fees and Other Charges

Refunds - Drop and Withdrawal Refunds Schedule

Any student wishing to withdraw from a class of study at TGCM must contact the Admissions Office (admissions@tgcm.org) for approval. The withdrawal will be effective on the date written notice is received. If the withdrawal notice is delivered by hand, the student must request a receipt. If delivery is by mail, the

letter must be mailed certified or registered, return receipt requested. If the request is faxed or e-mailed, the student must call the recipient to ensure that the communication was received and to request written confirmation by fax or e-mail.

In the event that circumstances change and the student wants to rescind the intent to withdraw, the student must provide timely written notice to the Student Advisors Officer (advisor@tgcm.org) stating his/her intent to remain in academic attendance through the end of the class.

A student is considered to have withdrawn him/herself from TGCM after the student does not enroll in the next degree program class with a three month period. To maintain current student standing status as set forth in per the College policy, students must continue their studies without delays. Students will receive notification after two months and prior to the withdrawal via e-mail.

If a student wishes to withdraw from a class within the first two weeks of the class, enrollment in that class will not appear on the student's record. If a student withdraws from a class after week 2, class information will be maintained in the student record, and the student will receive the letter W for withdrawal, instead of a grade. If a student fails to formally withdraw, the student receives an F for the class.

All grades will remain on the student's transcript.

Withdrawal from a Class & Refund Schedule

Students in the Traditional Degree Program, if you enroll in a class then withdraw, the following refund schedule will apply. Note students must return textbooks in "New" condition to receive a refund for texts purchased for that class.

Time Period	Amount of Refund
1 – 30 days	100%
31 - 60 days	50%
Over 60 days	none

Withdrawals from a Paid Accelerated Degree Program & Refunds

Students wanting to withdraw from a prepaid accelerated degree program must make a written request mailed to the Admissions Office. There is a fee of \$150 for dropping a prepaid program after 30 days of enrollment.

Refunds for withdrawals from a prepaid Accelerated Degree Program are issued based on the following schedule. Withdrawal requests must be submitted to the College Admissions Office for approval.

Time Period from Date of Enrollment	Amount of Refund (before Withdrawal Fee)
1 – 30 days	100% (no fee)
16 – 60 days	90%
61 - 120 days	60%
Over 120 days	based on number of courses completed

Requests for tuition refunds for withdrawals of a degree program are usually processed within 2 – 3 weeks after withdrawal request received and approved by the College. Exceptions may be made for Verified Hardship withdrawals and LOAs. These must be approved by the College who will determine the amount of refund (if any) that will be issued to the student.

* Only applies to individuals requesting withdrawal due to Leave of Absence or other verified emergencies.

Non-Refundable Fees

NOTE: TGCM will not refund the following fees donations for any reason:

Application Fee (Traditional Degree Programs only) \$50.00

Class Drop/Add Fee..... \$15

Withdrawal from a Prepaid Flat Fee Degree Program Fee \$150

Returned Check Fee.....\$30

Stop Payment Fee \$35

ID Card Replacement ...\$25 (plus shipping)

Checking out books from online library \$10 (US only)

Graduation Fees:

Replace a lost or damaged Diploma or Certificate....\$30

Transcript Fee... \$10* (foreign students must pay shipping)

Transcript Fee for Overnight Express or Fax..... \$15 (US only)
(International will be based on current rates)

* First three (3) requested transcripts are free of charge (US graduates only).

Student Services Page

The Student Services page can be accessed by clicking on the [Student Services](#) option.

Nondiscrimination Policy

TGCM welcomes students from all backgrounds. Students are admitted without regard to age, gender, race, religion, national origin, or sexual orientation. While TGCM reserves the right to vary requirements based upon standards in a student's country of origin/residence, a basic set of requirements and procedures is applied to all admissions candidates. Unethical, Inappropriate Conduct and Sexual Harassment (Per TGCM Catalog)

Conduct inappropriate to the profession of the ministry may include but is not limited to dishonesty, willful destruction of property, substance abuse, violence or threat of violence, serious breach of trust, unethical treatment of those whom you serve, racism, sexist or lewd comments, foul language, or failure to respond to a valid College regulation or official request in a timely manner. All reports of unprofessional conduct are reviewed in a timely manner by faculty and administration and are firmly grounded in the presumption of innocence.

The College is committed to providing a safe and comfortable environment for all students, faculty, and staff. Sexual harassment includes, but is not limited to, anything sexual in nature such as lewd jokes, references to body parts, inappropriate gestures or innuendos, physical touching, verbally abusing words, threats, unwelcomed propositions, and physical advances.

Any form of sexual harassment will not be tolerated, and any violation will be grounds for disciplinary action. The College takes harassment allegations very seriously and will protect the rights of its students, administration, and faculty from having to learn and work under uncomfortable or hostile conditions.

Substance Abuse

Many countries require workplaces and educational institutions to take certain steps have been taken to assure a drug free workplace, including the establishment of a policy that consist of, among other items (a) a summary of adverse health consequences of drug use and (b) summaries of penalties under law for drug abuse. TGCM has chosen to follow these guidelines.

TGCM is concerned with the international problem of alcohol and substance abuse. The use of any drug – prescription, illicit, or legal (including alcohol) – will alter the chemical balance of the body. Misuse or compulsive use of alcohol and other drugs can often cause serious damage to major body organs as well as to the immune and reproductive systems.

TGCM recognizes the widespread availability of drugs that lend themselves to abuse. The illegal possession, distribution, or use of drugs is a violation of College policy. Such violations are not in accord with the College's requirement of fitness or suitability for the practice of service to God.

It is equally clear that the College cannot responsibly grant a religious degree to a student whose performance is being impaired by drugs and/or alcohol.

TGCM, through its administrative bodies and procedures, is the final arbiter on questions of a student's fitness to study or prepare for the service to God as an TGCM student.

V. Information Technology (Online Students Only)

Computer Literacy Requirement

TGCM students must be knowledgeable in basic computer application programs such as MS Word (or an equivalent word processing program), Adobe (for PDF documents), the Internet and its search engines, e-mail communications, and eventually TGCM's teaching applications, Moodle and Exams. Familiarity with MS Excel and MS Power Point could also be beneficial.



Students should be competent using a scanner, fax/copy machine, computer microphone/speakers, and a web cam. Since the TGCM curriculum uses a distance-learning computer-based format, student success can be determined, to a certain extent, upon his/her understanding and comfort level using these technologies.

Online Moodle (TGCM Course Web) Courses

TGCM's primary online curriculum delivery vehicle is an established web-based education software system called Moodle. TGCM's version is called the Course Web. We also offer correspondence courses for self-study to those who do not want to take their courses online.

Technology Competencies (for online students only)

Students should possess the following technological competencies at a minimum:

Ability to:

- ? Access materials using Moodle
- ? Read and print e-mail and attachments
- ? Locate and use the TGCM Electronic Library

- ? Use Microsoft Office programs, as well as the Internet and search engines

Technology Recommendations

The College recommends that students have access to a computer that is reliable, functioning, and free from viruses. Students should always have a back-up plan in case their computer experiences problems and is no longer in working order.

The following are recommendations for students' computers:

- ? PC: Windows 2000 or higher (XP, Vista)
- ? Macintosh: OS X 10.3 or greater and a G4 or higher level machine Anti-virus software
- ? All computers should have an up-to-date anti-virus program.
- ? Microphone
- ? Webcam
- ? Skype Account
- ? Yahoo Instant Messenger Account
- ? Email Account

While a laptop or notebook computer is not a requirement for self-study correspondence courses completed by mail.

Student e-mail Accounts

Students should secure a free email account from sources such as Yahoo.com

VI. Assessment

Failure of Examinations

If a student receives a Fail grade (less than 60 percent) in any class, they will receive a "F" for their class grade. No credit is awarded for class failed. Students who fail two courses in one year will be placed on academic probation for up to a maximum period of one year and will be forwarded a warning letter explaining the conditions of their probation and possible future dismissal from the College.

During academic probation the student will be required to retake and pass the remedial class (full tuition fees apply). Failure to do so will incur automatic dismissal.

Academic Suspension

A student is considered to be on academic suspension with a pending dismissal when he/she does not comply with, or successfully meet in a timely manner, the conditions set forth by the Student Affairs Committee related to academic probation.

A student in this situation receives a letter confirming the suspension and pending dismissal via email, as well as by certified postal mail. Additional information regarding examinations, appeals and other assessment issues can be found in the Policies and Procedures section of this handbook.

VII. Student Records and Required Documentation

Access to Educational Records

While student records are strictly confidential, students have the option to sign a release form to allow approved individuals or entities to access their information. Student files may not be altered. Students may view their own file at any time upon written request.

Name Changes

If a name change request is made, the student must provide appropriate supporting documentation, including marriage license, passport, or another legal document. All documentation must be received before educational records will be amended or changed. A copy of the request for change and supporting documentation will be maintained in the student's record.

Disclosure During the Application Process

TGCM requires its students to self-disclose information that may hinder their ability to serve in the ministry. This includes, but is not limited to any accusations, arrests, prior convictions, mental or physical instabilities, alcohol or drug addictions/dependencies, and the use of any illegal chemical substance.

Potential students should report this information during the application process to avoid automatic withdrawal by the college. Students should know that prior offense does not automatically mean an applicant will not be admitted or that an accepted student will be dismissed. Student Affairs Committee will determine the best interest of both the individual and the College.

Student Falsification of Information

All TGCM students or admissions applicants hold the responsibility to provide complete and accurate information at all times. Any misleading, false, or incomplete information may be grounds for suspending enrollment and/or immediate dismissal from the College.

Document Requests

To request an official document (e.g., transcript, letter of good standing), a student must complete a release form and submit it by mail or e-mail in order to authorize the College to provide the information requested. The release form may be found at on the Student Services page of the website. Students should be sure to fill out all areas of the form and specify what is being requested.

Withholding Documentation

The College reserves the right to withhold an official document (e.g., transcript, letter of good standing, diploma) if the requesting student has an outstanding tuition balance and/or other unresolved issues, as determined by TGCM administration.

Denial/Revocation of Degree

TGCM reserves the right to deny or revoke a student's degree if the College finds that a student was admitted and/or earned his/her degree under false pretenses. Penalties: If a student engages in conduct prohibited by the College and abuses policies and procedures, those actions will be documented in the student's permanent record.

The Student Affairs Committee makes decisions about action appropriate to the offense, in accordance with regularly enacted College regulations.

Denial/Revocation of Minister's License & Ordination

If a student fails to display proper Christian conduct, attitude, or behavior they will subject to denial of a TGCM Minister's License. Please read carefully the Ordination page on the website: <http://college.tgcm.org/ordainprogram.html>

Student Identification Cards

Student identification (ID) cards are issued at the start of the first distance-learning module. Students must submit a picture in .jpg format and an affidavit certified by a notary or local government agent stating that they are the person in the picture and that the address provided is correct.

The card is to be used as identification at testing centers in order to take TGCM exams (additional pieces of ID may also be required). A lost or stolen card will cost US\$25 to replace, a fee that will be billed to the student which must be paid before ID can be replaced.

Automatic Release of Student Images \$ Information

Student names, images, and other materials are authorized by the student to be used by the college in their publications, library, or website. This grant of release or permission is automatic.

Students who do not want to be included in this general release should send an email to optout@tgc.org and their images and names will not appear on any college information.

Students opting out will receive a confirmation email from the college.

VIII. Key Contacts

Email Addresses:

Admissions: admissions@tgcm.org

Tuition: tuition@tgcm.org

IT Issues: web@tgcm.org

College Library: library@tgcm.org

Registrar: registrar@tgcm.org

Student Administrative Officer: advisor@tgcm.org

Student Affairs Coordinator: studentadmin@tgcm.org

Academic Counseling / Degree Plans: academics@tgcm.org

Bookstore (Textbooks): bookstore@tgcm.org



Our Advisors and Instructors are here for YOU!

Mailing Address:

TGCM Bible College
P.O. Box 251174
Woodbury, MN 55125 USA

Phone / 24hour Message Line:

(952) 465-6104

Broadcast Channel (for Students Sermons)

www.livestream.com/tgcmcollege

Skype (for Students – Instructor Meetings)

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