

Living Stones College Policies and Procedures 2010 – 2011 School Year

Academic Honesty

As students in preparation for life-long Christian service, integrity is not an option. College students are expected to approach their studies with a spirit of excellence and a willingness to embrace the discipline and hard work involved in achieving academic success. Students are expected to do their own work and to resist the fleshly tendency to cut corners.

Cheating occurs when students submit work for academic evaluation that is not their own; when they copy answers from another student during an examination; when they use prepared notes or materials prohibited during an examination, or other acts of misrepresentation of academic achievement that is submitted for evaluation or grade. We encourage healthy collaboration among students. Sometimes students will be asked to work together in teams for certain projects. Sometimes students will seek the assistance from another student to help them understand a course concept or assignment. This is not cheating. Cheating occurs when you copy another student's work and submit it under the pretext that you have independently done the work yourself.

Plagiarism occurs when you include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is. It involves the misuse of the intellectual property of another. Plagiarism occurs when a writer fails to document a source so that the words and ideas of someone else are presented as the writer's own work. When a student copies verbatim or closely paraphrases a chart or illustration or material from any book, article, or web site without clearly identifying the source from which it was obtained, plagiarism has occurred.

Attendance

Attendance is essential for getting the maximum benefit from each class. Students taking courses for credit are allowed only one absence per course when absolutely necessary for sickness, work, or an emergency. It is your responsibility to notify your instructor of your absence by phone or e-mail on the day you are absent. We realize there are unexpected occurrences that arise. These will be dealt with on an individual basis.

Classes

LSC offers one credit hour classes in monthly terms within a fall, winter, and spring trimester system. Classes for full-time students are on Mondays and Wednesdays from 9:00 – 11:00 AM as well as Monday and Wednesday evenings

from 6:45 – 9:45 PM. Part-time students may choose any combination of classes. Classes are held at the Living Stones Crown Point campus.

Classification of Students

Full-time students: Those taking four classes per term of 16 classroom hours each.

Part-time students: Those taking less than four classes per term.

First year students: Students who have not yet completed their first year of classroom studies (36 credit hours) and are working toward their Diploma of Biblical Studies and Christian Ministry.

Second year students: Those who have completed at least 36 credit hours and are working toward completion of their associate degree.

Computers

Every student should have a computer and internet access. Students should check their email regularly, as communication from the school office or an instructor may occur via email.

Credit Hours

Each class taken in a monthly term at Living Stones College is equal to one credit hour. Classes in the same topic area of study are progressively combined together throughout the academic year to equal two or three academic credit hour courses (approximately 42 - 48 hours of classroom study). A student completing his Diploma of Biblical Studies and Christian Ministry will have taken 36 academic hours of credit equaling 12 three credit hour classes. A second-year student will take an additional 12 academic hours of classroom study (bringing the total to 48 total credit hours). The final 12 hours of credit are earned from successfully completing two field practicums of three credit hours each and the overseas mission internship worth six credit hours. Please see our Course Listings for additional information on credit hours.

Dress Code

The dress code at the school is “business casual.” No tee-shirts, shorts, or athletic clothes may be worn to class. Dress jeans are acceptable; jeans with holes or frayed hems are not permitted. Women should not wear any kind of tight or immodest attire, including low necklines. When a class presentation is given or for Sunday services, students are expected to dress up. On those occasions, jeans are not acceptable.

Grading Scale

	Grade	4.0 Scale	% Scale
A	4.0	95 – 100	
A-	3.7	92 – 94.99	
B+	3.3	89 – 91.99	
B	3.0	85 – 88.99	

B-	2.7	82 – 84.99
C+	2.3	79 – 81.99
C	2.0	75 – 78.99
C-	1.7	72 – 74.99
D+	1.3	69 – 71.99
D	1.0	65 – 68.99

Graduation

Each year at the end of May, both first and second year students will participate in a formal graduation ceremony held at Living Stones Church. A graduating student should have a minimum 2.0 grade point average, and all financial obligations to the school must be paid. Upon graduation, students will have completed 48 academic courses, two campus practicums, an overseas mission internship, and many opportunities for hands-on, practical outreach, and ministry. Although only second year graduates will dress in formal cap and gown attire for the ceremony, first year students receiving diplomas will also be honored and receive diplomas.

Making Up Work

Assignments are listed in the class syllabus which every student receives on the first day of class. When a student is absent from class, homework should still be turned in electronically to the instructor *on the assigned day*. Any assignments not received that day will be considered late and subject to points being deducted. Each day that work is not turned in, its grade will be lowered by one full grade. Exceptions to this policy are at the discretion of the instructor.

Practicums and Internships

Our second-year theology and worship arts students participate in a three-month practicum at our North Chicago campus (ethnic concentration) followed by serving three months at our inner-city Gary, IN campus (urban concentration). Those concentrating in Christian Business will intern at a local Christian business. Single students spend their last two months of their second year interning under a GlobalROAR senior missionary on the mission field. Married students will participate in a two week mission trip, intern at Living Stones Church, and complete an independent study project in their concentration area.

Prayer

Because we believe that prayer is essential to any ministry and should be the foundation of everything we do, all full-time students are expected to participate in our corporate/staff prayer from 11:00 AM – 12 noon on Monday – Thursday. Part-time students should plan to attend prayer the mornings that they are in class. Wednesday night students should attend our monthly *Fresh Fire Friday* prayer nights. There will also be opportunities to be a part of a daily worship team during prayer.

Spiritual Life Development (SLD)

All students enrolled in Living Stones College should meet the following SLD criteria:

- 1) Have attended an Encounter weekend no later than the first October of their enrollment.
- 2) Be committed to and attend church services and other church events regularly.
- 3) Be actively involved in a weekly *life*GROUP.
NOTE: All resident students from others churches will be part of a Living Stones Church pastors' or college faculty member's *life*GROUP.
- 4) Participate in the prayer ministry of Living Stones Church.
- 5) Participate in a quarterly outreach (minimum requirement for first year students).

Unexcused Tardiness

Classes will start promptly at the assigned time. If a student comes in late a second time for any given class and it is not for an excused reason (work related, etc.), it will be equal to one absence, and the student will not be allowed any other absence for that class. If a student is late for the third time in a class, his or her final letter grade will be dropped by one complete grade. If a student is late four times in any given class, credit will not be given, and the class will have to be retaken.

If you have any questions or concerns, please contact Pastor Susie Bashta, Registrar, at info@LStones.org or 219-663-7729 ext. 20(w).