



ACADEMIC AGREEMENT

CONDITIONS OF FINANCIAL AID AWARDS

1. You must participate all 5 weeks of your 1st course and the 2nd week of the 2nd course to receive a disbursement.
2. You must participate in the last scheduled course in your semester to avoid funds returning to the government.
3. The Department of Education disburses funds to GBC during the 3rd week of the 2nd course.
4. Any excess financial aid will be mailed to you within 14 days of the disbursement date.
5. You must maintain Satisfactory Academic Progress to remain eligible for financial aid.
6. If you drop a course, your financial aid amounts and disbursements are affected and adjusted.
7. If you spend your excess funds and then fail any course, you might not have any funds to continue your program.
8. Borrowing only what you need for tuition will often ensure you have enough funds for dropped and failed courses.

DROPPING A COURSE

1. If you do nothing in the 1st week, after the 1st day of class, you will be dropped and charged a \$100 drop fee.
2. If you participate in the 1st week only, you will be dropped and only charged a \$100 drop fee.
3. If you participate in the 1st and 2nd weeks only, you will be charged 50% of the tuition and a \$100 drop fee.
4. If you participate in the 1st, 2nd and 3rd weeks only, you will be charged 100% of the tuition a \$100 drop fee.
5. If you contact your academic advisor and asked to be dropped before a course begins, you won't be charged at all.

TRANSFER CREDITS

1. You must submit official transcripts by the end of the 1st course for credits to officially transfer.
2. The credits must be earned from a regionally accredited college or university. Some exceptions may apply.
3. The credits must be 100 level or higher and have a grade of C- or better. Some exceptions may apply.
4. To transfer anything into your core courses, the content must have significant equivalence.
5. You must complete at least 30 credits with GBC to earn your degree.

RENTAL BOOKS

1. You must notify your academic advisor of any shipping address changes to ensure books are delivered.
2. If you are registered within 2 weeks of a course, you will be charged expedited shipping.
3. If you do not return your books within 1 week after the course, you will be charged the full cost of books.
4. If you're using financial aid, \$100 per scheduled course is held on your account for the Book and Technology Fee.

PLAGIARISM

1. Plagiarism shall be determined by the course faculty member, and as defined by GBC policy.
2. Each component of plagiarism shall be assessed a 10 point deduction from the assignment grade.
3. If outright plagiarism occurs in a 100 level course, you receive a zero unless you correct and resubmit it.
4. After three outright plagiarism offenses, the student is required to take a writing lab.
5. The 1st offense at all of outright plagiarism at the 200-400 level is failure of the assignment and no resubmission.
6. The 2nd offense at all of outright plagiarism at the 200-400 level is failure of that course.
7. The 3rd offense at all of outright plagiarism at the 200-400 level is dismissal from Grace Bible College.
8. Each instance of outright plagiarism at any level will be reported to the dean and academic advisor.
9. All outright plagiarism cases shall be decided by the Academic Dean.
10. This process may be appealed by the student to the Academic Affairs Committee, whose ruling is final.

MISCELLANEOUS

1. If a cohort becomes small in size, that group might be disbanded and placed into another cohort.
2. If an onsite course is unavailable, you may be required to take an online course in its place.
3. If you want someone to have access to your information, please contact your academic advisor for a FERPA release.