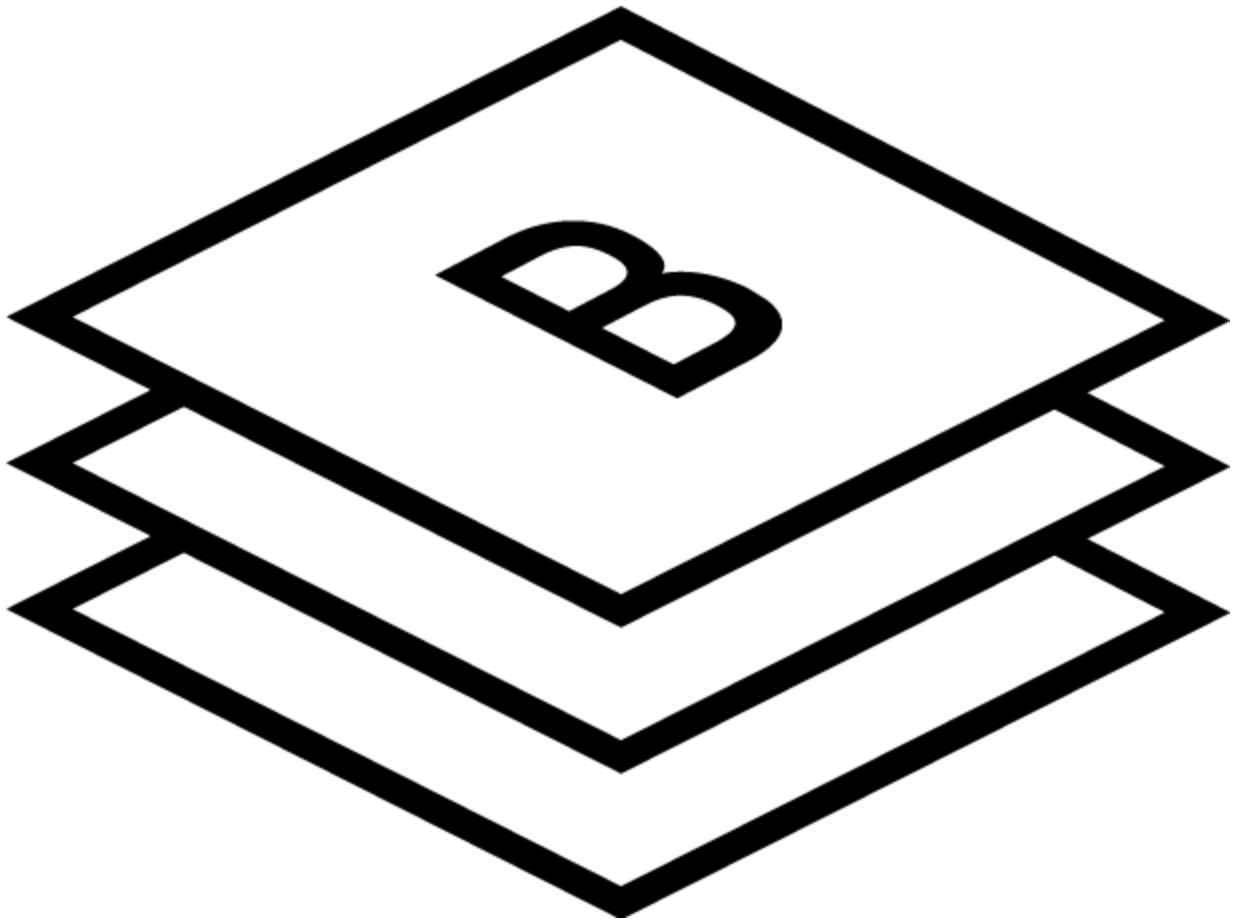


# **BETHEL SCHOOL**

## OF TECHNOLOGY



Student Handbook  
2019-2020

Welcome to Bethel School of Technology.

We are so honored that you chose to be part of the Bethel  
Community.

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**BETHEL SCHOOL**  
OF TECHNOLOGY

## Our Vision

To send believers into the marketplace who are highly skilled and maintain a spirit of excellence in their field of choice. We are equipping Bethel School of Technology students to carry the presence of God into work environments, creating a profound positive impact on the organizations that they serve. Our program is meant to raise up the best and brightest in the technology world, and train them to demonstrate the wisdom, character, and power of a superior kingdom. Ultimately, our greatest desire is to see our students serve some of the finest companies in the world with excellence, dedicated to helping these organizations become fully actualized, high performing companies.

## Our Core Values

Bethel School of Technology is a school that exists within Bethel Church. We believe in cultivating a presence-based environment to train and equip our students, who will be empowered to make a lasting impact on the various organizations they serve. It is our priority to steward spaces of inspiration, curiosity, and integrity for the success of our students and staff.

### God is Good

Jesus perfectly reveals the nature of God as a good Father. God is good regardless of our circumstances. God is generous, and as we remember and retell what He has done, He's able and eager to do it again.

### Salvation Creates Joyful Identity

We are new creations, not merely "sinners saved by grace," but saints who have been given His righteousness. We are adopted as royalty into God's family.

### Responsive to Grace

God scandalously loves His "lost" creation and extends grace, empowering believers to love Him and others at a higher standard than the law. Deeply experiencing grace enables us to walk out of shame and into righteousness.

## Focused on His Presence

Our first ministry is to God. As a lifestyle, we focus on Him while we minister and attempt to say what God is saying and do what He is doing.

## Creating Healthy Family

We are adopted into God's family, so we intentionally create family and community wherever we go. We think like healthy family members by doing what's best for the whole environment, submitting to one another, and living selflessly.

## God's Word Transforms

When we encounter God in the Word, faith is released into our lives. As we study Scripture, it empowers us to learn who God is, who we are and how He wants us to live.

## God is Still Speaking

Jesus said that His sheep would know His voice and that the Holy Spirit would teach us all things. It is natural for God to communicate with His family and important for us to listen, learn His language, and test what we are hearing with Scripture.

## Jesus Empowers Supernatural Ministry

Jesus promised signs would follow believers and that they would do even greater works than He. Nothing is impossible with God, so no person or situation is beyond His ability to bring complete restoration.

## His Kingdom is Advancing

Every believer is in full-time ministry because God is advancing His Kingdom, not just building His Church. Our work and effort, whether big or small, inside or outside the church, is sacred and valuable to God.

## Free and Responsible

Christ died to set us free from the law of sin, death, fear, and shame. Freedom is very personal, but not self-centered. We have been given freedom to serve one another in love.

## Honor Affirms Value

Honor recognizes and affirms how valuable and powerful other people are because they are made in His image.

## Hope In a Glorious Church

We believe the Church will successfully fulfill Christ's great commission to make disciples of all nations, which means the nations will be transformed.

## Generous Like My Father

God is extravagantly generous. The thread of this generosity is woven throughout His creation, covenants, provision, the person of Jesus, and the Kingdom, He consistently models that it is more blessed to give than to receive. God has blessed us in every way so that we can be generous in every way to advance the Gospel. Our generosity is a response to, and reflection of, Him.

## Statement of Faith

There is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving and truthful. He has revealed Himself to be eternally self-existent—one being in three persons: God the Father, God the Son, and God the Holy Spirit.

The Bible to be the inspired, only infallible and authoritative Word of God.

Humankind was created in the image of God to know and enjoy Him yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.

The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin, Mary, and is God's Anointed One, empowered by the Holy Spirit to inaugurate God's Kingdom on earth. He was crucified for our sins, died, was buried, resurrected and ascended into heaven, and is now alive today, in the presence of God the Father and in His people. He is "true God" and "true man."

We are saved by God's grace, through faith in the person and work of Jesus Christ.

Anyone can be restored to fellowship with God through repentance, believing and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies,

Father adopts us as we enter the Kingdom of God as His sons and daughters.

In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life and minister supernaturally. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have God's power to be His witnesses.

The victorious redemptive work of Christ on the cross provides freedom from the power of the enemy—sin, lies, sickness, and torment.

The Church consists of all who put their faith in Jesus Christ. He gave his church the ordinances of Baptism and Communion. The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by undoing the works of the enemy, preaching and living the good news of God's love, discipling the nations, baptizing and teaching them to love and obey God.

In the ever increasing government of God and in the Blessed Hope, which is the glorious visible return of the Lord Jesus Christ to rule and reign with His overcoming bride—the church.

Heaven and hell are real places. There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death.

## Statement of Diversity

Bethel School of Technology, as a Christ-centered learning community, values each person as a unique and gift child of God, made in His image and called to live as Jesus lived.

Bethel School of Technology, following the example of Christ, is committed to working to establish the Kingdom of God for every tongue, tribe, people and nation. All are called by Him to participate together in a grace-filled community. In valuing diversity, Bethel tech encourages each individual to develop his or her own unique gifts, talents, and strengths that will enrich The School community through dialogue, celebration, and peacemaking leading to restored relationships. The School strives to create a culture of common understanding where diversity is valued. Through the perspectives of each race, sex, ethnicity, culture, socioeconomic status, class, age, and ability, The School is intentionally committed to building an environment that is welcoming and honoring of all where learning is maximized through understanding and acceptance to create excellence in education. For these reasons, The School commits to doing the following:

- Celebrate the richness of God’s kingdom and those created in the *Imago Dei*.
- Learn from one another in humility.
- Honor people and practice grace.
- Build an international and multicultural community through recruitment, education, and collaboration.
- Raise our collective awareness of injustice and inequities through education.
- Address systemic injustice and inequities through education and church leadership.
- Create a community where people experience a sense of belonging and are recognized and appreciated for their contributions.
- Create a constructive environment where multiple perspectives can be heard.
- Model Christ in all of our interactions.

**Bethel School of Technology does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age or physical or mental disability. However, as a private religious institution, the University reserves the right to exercise preference on the basis of religion in all of its employment practices and student admissions.**

## Statement of Sexual Harassment

### Policy Statement

It is the policy of Bethel School of Technology to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, The School seeks to assert basic Christian precepts, to affirm ethical standards universally accepted within The School, and uphold existing laws. Any practice or behavior that constitutes sexual harassment will not be tolerated.

Sexual harassment is primarily a desire for a locus of control over the victim, intended to intimidate, coerce, embarrass, or degrade another person. Usually, the aggressor has implied power over the victim such as a supervisor of an employee, faculty to student, or student to student. However, the roles could be reversed such that a student could attempt sexual harassment of faculty or staff. The result of this harassment is the exploitation of power. In any form, such behavior undermines the atmosphere of trust



and community which Bethel School of Technology seeks to foster and is unacceptable. While harassers may think that their words/actions are meaningless, the victim may be emotionally distraught or even internalize the events into physical symptoms. Emotive responses may include anger, embarrassment, fear, feeling intimidated, powerless, and degradation. Physical responses may include physical illnesses, withdrawing from social situations, drug and alcohol use to ease/lessen emotions and tension, and also distrust of previously trusted individuals. It is imperative that if you have been harassed, to contact the office of the Chief Operations Officer.

## Definitions

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual, (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Examples of behavior that may constitute sexual harassment include (but not limited to) the following:

- subtle pressure for sexual activity
- unnecessary brushes or touches
- offensive sexual graffiti
- disparaging remarks about one's gender
- physical aggression such as pinching and patting
- sexual innuendos
- verbal sexual abuse disguised as humor
- obscene gestures
- sexist remarks about a person's clothing, body, or sexual activities.

## Implementation

It shall be the responsibility of the Chief Operations Officer and Bethel School of Technology's executive administration to make sure that all employees and students are aware of this policy.

## Procedures

Complaints of harassment or misconduct may be conducted as follows: Please contact the Administration Assistant to the Chief Operations Officer to arrange a time to meet with a Bethel School of Technology official. Complaints about sexual harassment will be responded to promptly and equitably. The confidentiality of all members of The School community will be respected insofar as possible. The office will assist the individual in choosing an option to process a complaint, which may include expressing concern to the person who allegedly engaged in the offensive activity (either verbally or written), mediating the issue, or filing a formal written complaint detailing what occurred. When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following formal process of filing a written complaint:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Administration Assistant to the Chief Operations Officer. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Chief Operations will confer with the appropriate supervisor, or when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the Chief Operations Officer.
3. The Chief Operations Officer will confer with the President, and the will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation or reports (including the final decision) will be kept in a confidential file. Ordinarily, employees or students who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Chief Operations Officer, the individual may

appeal to the President of The School. 4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

## Statement on Human Sexuality

Bethel School of Technology is a Christian institution situated in the Bethel tradition. As such, we align ourselves with principles and statements consistent with our identity and core values. We affirm the position that the consistent sexual ideal in the Bible is chastity for those outside a monogamous heterosexual marriage and fidelity for those inside such a marriage.

As we seek to fulfill the church's and institutional mission of *revival on the personal, regional and global expansion of God's Kingdom through his manifest presence*, we integrate grace and truth in the pursuit of education and discipleship. This integration of grace and truth in every dimension of Bethel School of Technology's community life is neither permissive nor judgemental. It motivates redemptive action in the embrace of persons and processes toward transformation and wholeness.

To this end, the policies and practices that guide our community life are rooted in truthfulness and the biblical narrative focused on the Lordship of Jesus Christ, dependent on the transforming power of the Holy Spirit, and committed to the dignity of all persons.

## Bethel School of Technology Policies

### FERPA

The Family Educational Rights and Privacy Act of 1974, FERPA, protects academic and other education records of students from unauthorized access. It allows the School to refuse to issue a transcript in the event of an outstanding financial obligation to Bethel School of Technology or to a national loan program.

FERPA permits access to academic records within The School under the "legitimate need to know" clause. This allows faculty advisors, administrators, faculty and selected staff

access as long as the use of such information is within the purpose of the university and for the benefit of the student.

FERPA allows access to academic records beyond the direct use of the School, or third party access, under the following circumstances:

1. with the student's signed release,
2. to the parent of the student who is legally an adult but who continues to be the financial dependent of the parent, and
3. for academic research provided all personally identifiable information is removed from the data.

Parents, Spouses, Family members or guardians must present proof of the student's financial dependence or written approval of the student to The School before the discussion of grades or academic performance. The FERPA release does not provide copies of Progress or Final Grades to parents or other parties.

## Grievance Process

Bethel School of Technology has an established process for resolving concerns and complaints within the School. Any student personally aggrieved by a staff or faculty member's words, actions, or decisions may submit an appeal or grievance to the Chief Operations Officer, they may convene to consider the appeal or grievance.

1. The student must notify the Chief Operations Officer in writing of his/her intent to appeal a sanction due to Academic misconduct or to pursue the grievance within 30 days of the student's notification of the sanction or the event of personal grievance. If a student does not provide this written notice, with applicable documentation, within 30 days of the sanction notice or event, he or she waives the right to pursue the appeal/grievance.

2. The Chief Operations Officer will present the grievance as determined by the nature of the grievance:

a. Academic Dishonesty Sanction: The Chief Operations Officer will provide a copy of the appeal to the instructor involved and convene the Academic Development Team to review the student's appeal and render a decision.

b. Personal Grievance: The Chief Operations Officer will provide a copy of the grievance to the staff member involved and convene the Academic Development Team to

review the student's appeal and render a decision. The Academic Development Team may decide to gather more information from the student

c. Satisfactory Academic Progress sanction: The student must submit an written Academic Suspension Appeal with the required documentation to the Chief Operations Officer. The Chief Operations Officer will convene the Academic Development Team to review the student's appeal and render a decision. If the student's appeal is accepted, the student will be provided with a plan of action. This plan of action will require the student to fulfill certain guidelines and agreements in order to successfully complete the program.

d. Grade Appeal: If a student is not satisfied with the final grade awarded for a course, he/she may first appeal to the faculty member awarding the grade. If the student is not satisfied with this initial appeal, a second appeal should be made to the Chief Academic Officer. If a satisfactory conclusion can still not be reached, he/she must write a letter to the Chief Operations Officer explaining in detail why the grade is unsatisfactory and provide documentation (such as but not limited to, copies of the student's work). The Chief Academic Officer will provide a copy of the appeal and the supporting documentation to the instructor involved. If after receiving the student's letter, the faculty member agrees that the grade should be changed, he/she will notify the Registrar in writing of the change. If the faculty member maintains that the grade is correct, the Chief Operations Officer will convene the Academic Development Team to review the student's appeal and render a decision. If a grade change is necessary, the Chief Operations Officer will notify the Registrar.

## Withdrawal and Refund Policy

The school must refund all monies paid if the applicant is not accepted. This includes instances where a starting program is canceled by Bethel School of Technology.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, Bethel School of Technology shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid.

### Withdrawal and Refund stipulations

1. A student choosing to withdraw from Bethel School of Technology after the student enters the program is to provide written notice to the COO of The School. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
2. If training is terminated after the student enters the program, Bethel School of Technology may retain a percentage of the total tuition based on the number of days the students have attended the institution.
  - a. The amount owed equals the daily charge for the program (total institutional charge divided by the number of days in the program), multiplied by the number of days the student attended, or was scheduled to attend prior to withdrawal. A student who withdraws before the 60% point in time in the session will receive a refund of applicable tuition. The amount of the refund is based on the percentage of the session that has not been completed.
3. The institution will refund 100 percent of the amount paid of institutional charges if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
4. Attendance is defined as:
  - a. participation in or record of exams, quizzes, assignment submissions, attendance records, tutorials, revival group sessions. Attendance is recorded on the Sunday of each week.
5. Books, supplies and fees are included in the tuition and refunded under the tuition refund policy.
6. When calculating refund the official date of a student's termination is the last day of recorded attendance:
  - a. When Bethel School of Technology receives written notice of the student's intention to discontinue the training program; or, when the student is terminated for a violation of a published school policy which provides for

termination; or, when a student, without notice, fails to attend classes for thirty calendar days.

7. All refunds must be paid within thirty calendar days of the student's official termination date.
8. Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in Bethel School of Technology catalog), or in the case of a student not returning from an authorized Leave of Absence ("LOA"), within 30 days of the date the student was scheduled to return from the LOA and did not return.
9. The following reasons for refunds are applicable:
  - a. Withdrawal from the program due to a personal emergency, financial hardship or any other situations that are communicated between the student and the institution within the withdrawal form.
10. Students who are placed on Academic Suspension will be given a forced withdrawal. All refund policies are in effect accordingly.

## Academic Policies

### Attendance

#### Module Attendance

At any point at which students have missed more than 14 consecutive school days, they are considered to be in violation of the Attendance policy. This policy is not subject to a Probationary or Appeal process and the students will be immediately withdrawn from the module and are at risk of Academic Suspension. When students have missed more than 20% of the program's scheduled hours in the current enrollment, they are considered to be in violation of the Attendance policy unless they are beyond the point at which a refund of tuition is due. Continued attendance for those beyond the 50% point of the program length must be approved by the Campus Director or designee.

These attendance policy apply to all students regardless of course delivery method or program length.

## Revival Group Attendance

All students are required to participate in Revival Groups during the duration of their program. Revival Groups meets for 13 weeks throughout the Kingdom Foundations Course. Students are given time to meet with their revival groups throughout the week. They must attend revival group 10 out of the 13 weeks. If they are going to miss Revival Group they need to communicate with their Spiritual Mentor as to the reason why and make other arrangements. Students also must attend a weekly Bethel or Bethel affiliate service every week. Students who do not make these attendance requirements may be required to take the course over again.

## **SATISFACTORY PROGRESS AND ACADEMIC PROBATION**

All Bethel School of Technology students is expected to meet minimum Academic, Attendance, and Satisfactory Academic Progress policy.

Attendance: At any point at which students have missed more than ten consecutive school days, they are considered to be in violation of the Attendance policy. This policy is not subject to a Probationary or Appeal process and the students will be immediately withdrawn. When students have missed more than 20% of the program's scheduled hours in the current enrollment, they are considered to be in violation of the Attendance policy unless they are beyond the point at which a refund of tuition is due. Continued attendance for those beyond the 50% point of the program length must be approved by the Campus Director or designee.

These attendance policies apply to all students regardless of the course delivery method or program length.

Cumulative GPA: At the end of each three-week period, students must achieve a minimum cumulative GPA of 70% on a 100 point scale to meet the GPA standard. These GPA standards apply to all students regardless of the delivery method or program length. If the student fails to meet the minimum standards in the first evaluation period they will be placed in SAP warning status. If they fail to meet the minimum standards in the second evaluation period they will be placed in SAP probation status. If the student fails to meet the minimum standards for 2 evaluation periods regardless of program length they will be Academically dismissed and placed in an SAP dismissal status.



# **SATISFACTORY ACADEMIC PROGRESS APPEALS PROCESS**

If a student that is placed on Satisfactory Academic Progress status (academic Suspension) does not agree with the decision they can submit a written appeal of the grievance to the Chief Operations Officer at [admissions@betheltech.net](mailto:admissions@betheltech.net). The student should submit a copy of the Satisfactory Academic Progress questionnaire after six weeks of the initial suspension. The student has until six months from the last date of attendance to appeal. If the student waves all right to appeal after this deadline as passed. Upon receipt of the written statement from the student, the Satisfactory Academic Appeals Committee will contact the student to confirm receipt and gather any material and information needed to facilitate a fair decision. This stage of the grievance procedure will be completed within 15 business days from receipt of the Satisfactory Academic Progress questionnaire, (or as soon as reasonably possible). If it extends past 15 business days the student will be notified. From the time that Satisfactory Academic Appeals Committee receives the appeal the committee has up to 15 days to review and respond to the appeal. A fair and appropriate resolution does not always mean that the student will like the results. The Satisfactory Academic Appeals Committee as appointed by the Chief Operations Officer. If a member of this committee is not available during the interview process, then the committee will appoint a substitute.

## **Module Retake Policy**

The programs provided by Bethel School of Technology are comprised of modules varying length between 1 to 33 weeks. If a student cannot successfully complete a module they will need to re-take that module. Students will only have three attempts to pass a module and after the 3rd attempt, they will be administratively withdrawn. Students can re-apply for readmission after 6 weeks and must successfully complete an online assessment prior to re-admission into the program.

## **Student Records and Transcript Requests**

Student academic and internal financial records are maintained and filed in a secure and safe manner in perpetuity. Students are able to view their records upon written request to Woz-U headquarters. Official transcripts will be provided to the student at the time of graduation at no charge, additional copies are available for \$15.00.

Personal payment plan terms, interest rates, and monthly payments are between the student and the lender of choice. Student personal payment plan records are maintained by the lender.

Should the institution cease operation, whether voluntarily or involuntarily, educational records or legible true copies shall be filed with the California State Board for Private Postsecondary Education within 15 days of ceasing educational operations.

## Tardies

Attendance will be taken daily as the first order of business for each day of class. If a student is tardy for more than 3 days in a seven-day period, the student's grade for the class will be deemed incomplete.

## Leave of Absence

The Bethel School of Technology Administration may grant a Leave of Absence (LOA) after determining the student has met one of the following criteria:

- Military Service
- Jury Duty
- Family Emergencies
- Medical Emergencies

A Leave of Absence request must be submitted to [admissions@betheltech.net](mailto:admissions@betheltech.net) with a statement indicating the reason(s) for the LOA. Bethel School of Technology has 10 business days to determine eligibility for the LOA. If granted, A student's enrollment in the program will be terminated once the LOA is approved and the student will be granted the option to return in a future cohort at the same point of the program in which they decided to take the LOA.

The duration of the LOA may not exceed 30 days unless an exception has been granted and only one LOA will be permitted to a Student.

## Change of Program

A student wishing to change their program will need to inform their admissions counselor to initiate the process. A student must fill out the change of program form. The student will need to apply and follow the correct admissions standards for the new program.

Once they are officially accepted into the new program, Bethel School of Technology will work with accounting to determine whether or not the student will be owed or will owe a difference intuition. The student must have all of the finances paid before they can start their new program.

## Transfer of Credit

Bethel School of Technology does not accept credit for previous education, training or work experience. Bethel School of Technology does not guarantee transferability of our credits to another institution. Articulation agreements have been arranged with specific Universities and institutions. It is the responsibility of the student to research admissions requirements and transfer equivalencies to those institutions.

## Covenant Code of Conduct

*REVIVALIST: (n) a believer who is focused and passionate, willing to pay any price to live in community, purity, and power because they are loved by God and love him, whose manifest presence transforms lives and cultures.*

God has called students to Bethel School of Technology and our mission is to develop revivalists. Bethel School of Technology will build students who will be sent out into the tech space demonstrating technical excellence, Kingdom core values, and the presence and power of God.

Bethel understands that a student is becoming is expressed and affected by simple choices and behaviors. These choices and behaviors produce a lifestyle. Based on a student's call to become a revivalist, Bethel School of Technology has a set of expectations that a student should adopt as their own. Ultimately, the School wants a student's choices to flow from who the student is, however, some things are first learned from the "outside in." In other words, a student may adopt these values before they feel natural or necessary because they help shape a student's inner world. School is often an "outside in" experience.

The following are practical expressions of choices and behaviors that flow from a student's core mission of becoming a revivalist. Bethel School of Technology has found them very helpful in creating an atmosphere that advances the Kingdom. Students are asked to join in a covenant relationship with The School that breeds the following characteristics: Believer, Focused, Passionate, Willing to Pay the Price, Pure, Powerful, Loved By God and Transform Lives and Culture. Together these qualities define a

“revivalist” and demonstrate the choices and behaviors that naturally flow from such a student.

## Believer

### Biblical Truth

Bethel School of Technology expects its students to grow in the truth. We believe that our students will come to love it, deeply enjoy its value to save and transform, and ultimately, to radically live it. So, among other things, being a “believer” is expressed in the following simple behaviors:

Believers will spend time learning and understanding the Bethel School of Technology’s foundational statement of faith and core values, and fully engage in Kingdom Foundation studies. The biblical truth a student encounters will build a strong foundation for their core beliefs and transform their understanding, attitudes, and choices.

### Participation

It is essential that students engage with all assignments and attend Revival Groups, church services and some extra teaching sessions that the institution feels are helpful to a student’s spiritual growth. Students will have opportunities to activate their faith through encounters with God and various exercises as they attend the program. These experiences teach and instill the key beliefs that we, as Christians, are identified by God, host his presence wherever we go and are valuable members of our society. The more the student leans into the experiences available to them, the stronger their relationship with God and their identity in God will be.

### Student Conduct

It is the School’s expectation that the student will maintain the School’s core values as they attend our program. Students may not completely agree with the theology taught but are encouraged to understand and seek out the truth in what they believe.

## Focused

### Vision

Focus requires vision. Bethel School of Technology students keeps their goals at the forefront of their minds when facing challenges and distractions. Focused students understand that in order to achieve their goals, they will have to prioritize school over other things for a season.

### Time Management

Each section of the program, whether spiritual or technical, tasks a student with the job of learning. Focused students seek to understand the material presented to them and in doing so, will find themselves better equipped to succeed. It is essential that as students enter and continue through the program, that they intentionally make time to study, work on projects and attend meetings.

Focus requires sacrifice. It requires a student to set a study schedule, communicate their needs to family, friends, and community, and prioritize the time it takes to complete their goals. For a short time, the student may have to make challenging choices that will enable their overall success in the program.

Focus requires discipline. A student must consistently turn off or remove distractions. He or she must continuously and intentionally engage in challenging coursework and personal process, work on projects in advance, and learn how to overcome the temptation to procrastinate. It is part of the Christian's walk to steward all the areas of our lives for God's ultimate glory; this includes how we manage our time.

### Balance

Bethel School of Technology offers its classes online and in person. In environments like these, students can be tempted to allow other things to get in the way of completing their program, spending time with God, or actively participating in Kingdom Foundations coursework. It is essential that students strive to find a balance between their school, work, home life, and spiritual disciplines. Students are encouraged to learn time management skills in order to find the balance needed to succeed.

## Passionate

### Revealed in Excellence

Passion is embodied by a student's willingness to pay any price to attain the prize of graduating and, more importantly, of stepping into the power and presence of their God-given identity. Bethel School of Technology endeavors to disciple students whose passion directs their mind, will, and emotions, and causes them to purposefully engage in their coursework and complete tasks with excellence.

### Homework Expectations

Passionate students complete homework early or on time. They are committed to proactive communication. They ask for help and find resources outside of their learning management system, as needed. As time allows, they take extra measures to find greater understanding and become excellent in their program specialty.

Students are expected to complete all coursework with excellence, which includes completing every assignment to the best of their ability and with a good attitude. A spirit of excellence marks a student and brings favor upon them within their program. This excellence goes with them as they transition into a professional environment. A student's dedication to excellence is revealed in the quality of their work and in their attitude toward and communication with staff members, guests, and classmates. Passionate students consistently produce excellent work.

Passionate students strive to be unoffendable in all circumstances. They take personal responsibility for their choices, behavior, attitudes, and ultimately, their success. Passion drives students to overcome feelings of fear, frustration, or inadequacy and communicate when they are unsure or at risk of failing a module. Passionate students fundamentally believe that they will be able to find a solution to any problem they face.

### Personal Time With God

Bethel School of Technology champions staff and students to cultivate a life of unceasing prayer in relationship with the Holy Spirit. This relationship should be birthed from the individual's passion for God and lead them to pursue the private study of scripture, prayer, and personal interaction with the Holy Spirit. This should be a priority to all involved with the Bethel School of Technology.

Corporate gatherings should never take the place of a personal relationship with God.

Passion for the kingdom of God should not stem solely from corporate experiences, but rather, each student and staff member should passionately seek the Lord in private and when we gather, we should be eager to give from our overflow and receive from one another in humility and thankfulness. Each individual carries and expresses a unique facet of the heart of God, and so should take great care to steward what the Lord has placed on their life in relationship with Him.

## Advanced Leadership Training & Extra Classes

While certain assignments, speakers, and meetings are mandatory, Bethel School of Technology offers additional classes and training for the edification and equipping of students. These optional classes and trainings will be offered on a variety of topics to help bring insight to topics not covered during scheduled Revival Group meetings or course materials.

Participation in Advanced Leadership Training is strongly encouraged. These give students the opportunity to pursue equipping on topics they are passionate about.

Passionate students prayerfully consider which of these to participate in. Passionate students are wise and understand that while everything is permissible, not everything is beneficial and so should weigh their desire to participate against their current responsibilities. The student should allow their passion for the vision set before them to guide their choices as they manage their schedules and follow the leading of the Holy Spirit.

## Willing to Pay Any Price

### Intentionality

Attending Bethel School of Technology comes with a cost greater than the financial investment of tuition or of time. Courses are intensive, accelerated learning programs and require continuous focus, drive, and determination from a student.

In order to receive the most from their program, students must intentionally engage their whole being as they work through both technical and spiritual instruction. The effort required to do so is weighty and requires the sacrifice of many kinds: financial, relational, spiritual, emotional, mental, and physical. By intentionally choosing to participate fully and to push through any obstacles they face, students show that they are willing to pay the price for their success.

## Average Time

Students should expect to spend a minimum of 20 hours per week on their coursework. This time for homework completion will vary based on the program in which the student is enrolled. It is expected that students, regardless of their program, will spend several hours each week researching information outside of their learning management system in order to gain professional skills and better equip them for the transition into work. Students should reference their program syllabus for details.

## Accountability

At Bethel School of Technology, *accountability* is defined as *taking “account” or responsibility for your ability*. Each student is called to steward the gifts, graces, and call on their life. They must also take ownership of their attitudes, choices, and beliefs. Simply, this looks like completing assignments on time, engaging in activities, and respectfully communicating with school representatives and other students. This may also look like taking risks, overcoming personal challenges, and remaining focused on finding solutions in the midst of difficult circumstances. Students should expect to grow in their problem-solving abilities and communication skills as they navigate their journey with Bethel School of Technology.

There is a structure within each Bethel School of Technology program that creates accountability for the student. Mid-module due dates and module deadlines provide external accountability for a student’s academic progress, while conversations in Revival Group and one-on-one pastoral meetings are key to continual personal development.

Accountability is not in place to punish or condemn, but rather remind each student of the price required in order to succeed. In order for accountability to result in growth, students must choose to participate in the community and give feedback to those around them. This may cost a student their comfort, time, and energy, and will often require a student’s conscious decision to walk in their God-given identity.

## Community

Bethel School of Technology students is humble and teachable. They lay aside a desire for independence, self-preservation, and pride in order to walk in interdependence, relational transparency, and vulnerability. Students are encouraged to engage with their Spiritual Mentor, Revival Group, and one another as they share their mental, emotional, and spiritual journey at school. Students who allow the voices of those with healthy



feedback and encouragement to affect them find life, clarity, and hope in their process.

## Brave Communication

Healthy community provides feedback for one another. Just as iron sharpens iron, so our communication with one another brings about growth: personally, spiritually, and professionally. Each student is encouraged to have a voice and communicate their needs, in kindness, to one another.

If a student has a dispute with another student, a mentor, instructor, or any other school representative, he or she should bring that matter to the person involved and work together for resolution. Should that communication not resolve the meeting, the student is welcome to reach out to a pastoral staff member or the Enrollment Manager for assistance.

In communicating with one another we should not assume or blame but rather first seek to understand. Oftentimes we do not comprehend how our actions affect those around us, and so students are encouraged to both give and receive feedback from the community around them.

## Revival Group

Revival Group (RG) is essential for community and spiritual growth. Here, students are given opportunities to learn from God, their pastor and one another. RG is where the community comes together and supports each other. It is the student's responsibility to attend at least 10/13 RG meetings throughout the duration of the Kingdom Foundations Course. If a student is going to miss an RG meeting, they must inform The School and arrange for makeup work.

During Revival Group, students learn how to effectively take what they are learning within the spiritual curriculum and apply it to real-world settings. Students who "show up" are physically and/or visibly present. They participate in testimonies, are vulnerable, and celebrate others and themselves. They are interactive with the Pastor and other students and choose risk when stepping out in activation activities. It can be challenging to step into such an environment, but when students pay the emotional cost of engaging in the community, the return is exponential.

## Pure

Bethel School of Technology students and graduates are representatives of the School and more importantly, of Jesus Christ, everywhere they go. Bethel School of Technology expects that students *seek to be imitators of God, with not even a hint of sexual immorality or any kind of impurity, living as children of light and finding out what pleases the Lord (Eph 5:1-12).*

Living pure lives requires community, accountability, transparency, and vulnerability, both within the school body and within the student's personal community. The school recognizes that each student is on an individual journey with God, and as such, strives to create an environment of encouragement, healing, and challenge toward progressive freedom for any individual experiencing challenges in their sexual, physical, emotional or spiritual purity.

## Sexual Expectations

Bethel School of Technology affirms the position that the consistent sexual ideal in the Bible is chastity for those outside a monogamous heterosexual marriage and fidelity for those inside such a marriage. The school expects each student to make choices consistent with these values.

## Alcohol and Drug Policy

Students of Bethel School of Technology are expected to comply with all local laws, regulations, and government regarding legal and illegal substances. Bethel School of Technology affirms the scriptural command to never be drunk with alcohol and extends the expectation of a student's sobriety to include all legal and illegal substances.

## Powerful

Powerful people are empowered, people. Empowered students understand that they have been *commissioned*, meaning they have been given authority by God and the School, to make bold and courageous choices in their education and their broader walk with Jesus. Powerful students are not discouraged when they face challenges, but instead, choose to take responsibility for their success.

## Resources

While students are given educational resources in their learning management system

including teaching notes, videos, real-time instruction, assignments, etc., students are encouraged, and at times required, to perform individual research and seek resources outside of their learning management system. Each student is paired with a technical mentor to provide instructional feedback to the student, as well as an instructor who will grade the student's work and offer live instruction and feedback from time to time.

While these are incredible resources, they are not the only resources available to a student as they grow in their new skill set. A "stuck" student is expected to communicate their needs to their mentors or instructors but should also go beyond them for answers. Students are commissioned to be proactive in using the internet and other outside resources in order to supplement their knowledge and begin to practice the necessary professional skill of "Googling" things.

### Communication with Mentors

While students will be scheduled for a weekly one-on-one with a technical mentor, students should understand that they are able to reach out to mentors at other times with questions. Powerful students initiate this communication whenever necessary and are persistent and unoffendable in their pursuit of help. Powerful students also seek solutions while waiting for responses. A powerful person doesn't wait for someone to fix their problems, they confidently pursue a solution until one is found.

### Loved By God

Students at The School learn that everything we do, in word or deed, professionally or personally, should be done *in love*, and *from love*. *We love because He first loved us (1 John 4:19)*. We work *from love*, not *for love*. When we begin to walk in the fullness of God's love for us and those around us, we become increasingly more free of fear, anxiety, worry, any dis-ease we experience, as well as religious constraints.

As children of God, we are not just saved *from* sin, we are saved *unto* something: a life of freedom, which is a life willingly given to Jesus. As students become free from bondage and old ways of thinking, they should be mindful to intentionally cultivate the fruit of the Spirit, particularly the fruit of self-control. Self-control enables a student to make powerful choices, regardless of the challenges that may arise as a student progresses through their program.

## Student Discipline Process

At The School, it is our mission to help disciple students so that they would grow in their weaknesses and their strengths. This is the heart of the Father, seen in Scripture.

Hebrews 12:6 tells us that *the Lord corrects the people he loves, and disciplines those he calls his own (CEV)*. Should a student fail to manage the freedom they are entrusted with by failing to make attendance, complete assignments, or fulfill their other academic responsibilities, the student's choices will initiate the School's discipline process. This may include discipline or consequences up to and including Suspension for Unsatisfactory Academic Progress, or, in extreme cases, expulsion.

Consequences are simply external discipline. Students understand that academic policies, procedures, and even pastoral challenges are boundaries in our environment that communicate to us, "Stop. Turn around. Go another way." The consequences a student may face are in place to help keep a student on track and moving toward success when they are straying from the vision.

The School Staff believe that because each student is loved by the Father, he or she should be presented with opportunities for growth. At Bethel School of Technology, we do not want to shield a student from the discipline that they will face as consequences of their actions. Instead, the School strives to pastor a student through discipline, to see strength and freedom come from it.

Discipline is not a way to introduce punishment so that a student changes their behaviors through fear, shame, manipulation, or pain. Discipline is meant to bring strength, build bridges of communication, give the student the opportunity to make their needs known, and find solutions to the challenges they are facing.

## Spiritual Mentor

Students who are loved by God know that they are not alone, forsaken, or abandoned. The School's pastoral team is in place to help support, guide, and mentor students in their personal and spiritual journey, as well as help them process and excel in their academic lives. A Spiritual Mentor will be assigned to each student for this purpose. Students who walk in the love of God, intentionally and bravely engage in one-on-ones with their Spiritual Mentor and with the Holy Spirit during these times. They are proactive in scheduling meetings with their Spiritual Mentor to engage in their personal growth process. Students who are loved allow others to love them. They do not hide because they know that they are safe to *know and be known*. They take risks and are courageous

in relationship and communication. They are free of fear and shame and are willing to allow safe, pastoral voices in their lives. Students who are loved by God do not hide their sins or shortcomings but walk in transparency, vulnerability, and humility. Students who are loved by God receive Christ's sacrifice, which atoned for them and receive the Body of Christ to support, encourage, teach, and challenge them.

## Transformed Lives and Culture

### Career Services

*When the righteous prosper, the city rejoices. (Prov 11:10)* When God's people prosper spiritually, physically, relationally, and financially, the communities and workplaces they are in prosper. This is the mandate our students carry: Get educated, join the workforce and transform global culture, as a local catalyst.

Students at Bethel School of Technology will be equipped with career skills to help them enter the marketplace with confidence. They will receive assistance with and/or instruction on resume preparation, interview skills, social media presence and networking with hiring managers. Students will also build their technical portfolio for prospective employers and hiring managers to review.

### Graduation

Students who successfully receive passing grades in all of their program modules and final project, and complete the Kingdom Foundations track, will receive a Certificate of Completion from Bethel School of Technology. This certificate will be mailed to each student using the mailing address on their student account.

Should a student complete their technical program modules and final project but not complete their Kingdom Foundations track, he or she will not be awarded a Bethel School of Technology Certificate of Completion. Instead, they will receive a Certificate of Completion certified only by Woz-U.

### Coder For Life

Bethel School of Technology students understands that simply graduating from an educational program will not make them successful developers. Students must continue to invest time, energy, and resources into their continued professional development. The School champions students to be lifelong learners, and so offers its Coder For Life benefit to students who have successfully graduated and are in good financial standing

with the School.

Coder For Life allows a student to re-enter the program they graduated from to update skills or learn additional materials at any time in the future, for free. Alumni who wish to participate in this benefit should reach out to the admissions team for access when they are ready.

## Influence Beyond Bethel

The School's mission is to raise up the best and brightest technologists in the world and train them to demonstrate the wisdom, character, and power of a superior kingdom. Students are commissioned to carry out this vision, in the context of the Great Commission: *Go and make disciples of all nations, teaching them in the name of the Father, the Son, and of the Holy Spirit, teaching them to obey everything that Jesus Christ has commanded us. (Matthew 28:19-20)*

Students understand that discipling nations is more than an evangelistic mandate; students will bring God's wisdom, perspective, and power into all situations and all people groups they come into contact with. As servant leaders, students will serve some of the finest companies in the world with excellence and a dedication to helping these organizations become fully actualized high performing companies. In their service, they will release the wisdom, character, and power of a superior kingdom. As they walk confidently in their God-given identities, they will see His Kingdom come, and His will be done, on Earth as it is in Heaven.

## Process of Code of Conduct Violation

Failure to abide by the policies and procedures as outlined in the Code of Conduct may result in disciplinary action and sanctions. Our Pastoral leadership team will review each situation as they arise and take action when deemed necessary.