



Bethel College & Seminary

6428 W County Rd. 48, Bushnell, FL 33513 ▪ PH.980-259-3680

How awesome is this place! this is none other but the house of God, and this is the gate of heaven

STUDENT

HANDBOOK

BMI College and Seminary

6428 W County Rd. 48, Lot 1
Bushnell, FL 33513

www.bmicollege.edu

Your Journey Begins
TODAY!

BMI College and Seminary

WELCOME!

Congratulations! From being called to serving, BMI College and Seminary are equally excited to join you on your journey of learning more about the Word of God, developing your own relationship with Jesus Christ, and applying what you have learned through discipleship and community service opportunities.

This Student Handbook serves as a guide for BMIC&S expectations and your own, to help in your matriculation through this college experience. We provide teaching methods from ordained clergy, educated professionals, entrepreneurs and a list of staff who all actively participate in ministry daily.

Society has required individuals to acquire some form of education or training for employment, licensure, and other measures to propel us forward. Here at BMIC&S, we have a similar concept in which we teach biblical principles that will educate, certify, license, and ordain our students to become effective leaders in all of your endeavors.

Thank you for choosing us, as we offer you the tools, resources and overall opportunity of a lifetime to quench your thirst and learn of the living water which is the Word of God.

Sincerely,
BMIC&S

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About BMIC&S

BMIC&S is owned and operated Bethel Ministries International, Inc. Bethel Ministries is a registered 501 (c)(3) federal nonprofit organization established in 2000. Our main objective is to reconcile lost souls to Christ through the propagation of the Gospels of Jesus Christ.

BMIC&S offers educational training in the areas of Theology, Christian Ministry, Divinity and Biblical Matters.

BMIC&S does not discriminate on the basis of race, color, age, gender, national or ethnic origin, or physical handicap.

Educational Philosophy & Mission Statement

Philosophy of Education

BMI College and Seminary is a distinctively Christian academic community. As such, BMI continues the philosophy of education which first gave rise to the seminary, and which is summarized in the following propositions.

God, the infinite source of all things, has shown us truth through scripture, nature, history, and above all, in Christ.

Persons are spiritual, rational, moral, social, and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe, and God.

Education as the process of teaching and learning, involves the whole person, by developing the knowledge, values, and skills which enable each individual to change freely. Thus it occurs most effectively when both instructor and student are properly related to God and each other through Christ.

Statement of Mission and Purpose

Maintaining the vision of the founder, Dr. Christopher L. Cookhorne BMI College and Seminary develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

Through its residential and online programs, services, facilities, and collaborations, the Seminary educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

BMI College and Seminary will:

1. Emphasize excellence in teaching and learning.
2. Foster university-level competencies in communication, critical thinking, information literacy, and mathematics in all undergraduate programs.
3. Ensure competency in scholarship, research, and professional communication in all graduate programs and undergraduate programs where appropriate.
4. Promote the synthesis of academic knowledge and a Christian worldview in order that there might be a maturing of spiritual, intellectual, social and physical value-driven behavior.
5. Enable students to engage in a major field of study in career-focused disciplines built on a solid foundation in the liberal arts.

6. Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
7. Contribute to a knowledge and understanding of other cultures and of international events.
8. Encourage a commitment to the Christian life, one of personal integrity, sensitivity to the needs of others, social responsibility and active communication of the Christian faith, and, as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.

Financial Aid Requirements

Financial aid is funding provided through federal and state agencies that students can use to help cover educational expenses. This funding includes, but is not limited to: grants, loans, and scholarships. BMIC&S is not accepting federal funding presently. However, students may also access funding through available scholarships, sponsorships, and private sources as funding options are tentative to change in the future.

Note: Students may independently apply to these funding sources, as they are not connected to BMIC&S. Below lists funding opportunities BMIC&S offers, if the student is seeking other tuition funding sources.

BMIC&S is grant funding opportunity:

If you are seeking help in paying for your tuition, we offer volunteer opportunities to supplement the costs.

Please note: the days/time that you are requested to volunteer are subject to your approval of receiving any assistance. If the student refuses to participate/attend the volunteering event they are assigned to or does not have a formal excuse, will postpone their admission offered until the student has completed the volunteer hour assigned. This is to assure that the student is in compliance with their tuition fees as required.

Tuition and Fees

Applicants (Certifications, Undergraduate, and Graduate)

1. Submit the Non-refundable Application Fee of \$50.00 and Non-Refundable Registration Fee of \$50.00 (\$100.00 Total)

Graduation Fee: \$150

Transfer Credits

Less than 30 credits \$ 50.00

30 to 60 credits \$100.00

61 to 90 credits \$150.00

More than 90 credits \$200.00

Assessed Credits

Assessing Life Learning Credit Fee \$70.00 per credit hour

Audit Fee US-\$100.00 per course

NOTE: The tuition fees do not include the textbook(s), workbook(s), or reference reading materials. Upon request, additional book fees will be charged to the student's account, based on the particular course criteria. In addition, tuition and fee costs can change at any time without notice from the institution.

Thesis and Dissertation Fees

To cover administrative and review expenses:

Thesis US-\$300.00 fee.

Dissertation US-\$400.00 fee.

Institutional Objectives

General Education – Provide a relevant and coherent general education for all students. Assess student learning outcomes in scientific/critical thinking and quantitative reasoning; oral and written communication; and information literacy.

Developmental Education - Provide developmental education for underprepared students. Continue to implement approaches that facilitate the progress of students through the developmental sequence. Assess students' success in college level courses.

Lifelong Learning – Provide courses and programs that encourage lifelong learning and are responsive to the needs of business and industry. Evaluate and update courses and programs, in response to identified needs.

Innovative Pedagogy – Develop, encourage, and support effective and creative approaches to teaching and learning. Regularly assess student learning outcomes.

Student Support Services – Provide appropriate support services for all students that ensure success throughout the students' college career. Evaluate and update key programs and services in response to the needs of the student.

Resources – Provide the necessary resources, both public and private, to support the institutional mission. Regularly assess the linkage between budgeting and planning.

A CHRISTIAN SETTING FOR THE STUDY OF SCRIPTURE

A focus on Bible training, offering a broader theological and denominational perspective of an inter-denominational institution that encourages spiritual and academic growth. The Word of God is studied to change the student's heart, mind and actions.

Faculty are caring and offer the one-on-one mentoring needed to assist students in their participation in the college's dynamic spiritual formation program. Faculty and administrators care about students. In most cases, the students often know the names of many of the faculty and administrators.

Students take leadership roles in the Chapel Service, which provides them opportunities for leadership and spiritual development.

A CHRISTIAN SETTING TO EXPAND SOCIAL OPPORTUNITY

Student-led social activities serve to develop leadership skills in students. The opportunity for social interaction in a Christian context is in itself a learning experience for students.

A PLAN FOR SERVICE OPPORTUNITIES

- Instructors are committed to ministry
 - Training to fulfill the call of God on student's lives
 - Develop networking relationships with established ministries
- Secular society has a different motivation for service including self-gratification. Christian society promotes service to others based on agape love and reflects the basic theology of caring for others to build a healthy society.

A SETTING FOR DEVELOPING PERSONAL INDEPENDENCE

The security of caring counselors, spiritual classes with God-centered instruction, and a structure of accountability is often the stage of development where crucial questions concerning core beliefs and long-held values are asked. At BMIC&S, critical thinking questions are encouraged but the safety net of godly instructors and positive peer groups are present. Students have the opportunity to focus on their purpose and seek God's will for their future.

General Admissions Policies

BMIC&S considers all applicants for admission, regardless of religious affiliation, race, ethnic heritage, gender, age, or physical ability. Students who have graduated from high school or the equivalent (General Education Development (GED) certificate holders), individuals whose high school class has graduated, as well as current high school students who meet the Post-Secondary Enrollment Options Program criteria or the Supplemental Enrollment criteria may apply for admission to BMI College & Seminary. Students will be charged a non-refundable registration/application fee. Admission to the college does not automatically qualify a student for all courses and curricula of the college; some of the course offerings and programs have special prerequisites.

Degree Seeking Applicants

Students may apply for admission to credit courses on a degree seeking basis. Degree seeking applicants are considered undergraduate and graduate students, including Master's and Doctoral students, who intend to complete a terminal degree in a particular department at BMIC&S. Degree-seeking students are expected to complete all assigned course work and, attend class regularly.

Graduate Degree Minimum Admissions Requirements:

In addition to the General Procedures listed above, the Graduate student must:

1. Have earned a Baccalaureate or Master's degree from an accredited College or University (one hundred twenty (120) hours credit or more, including transfer and assessed credit).

All prerequisites for degree programs must be met. Acceptance of previous degree(s) is at the discretion of the Dept. of Admissions.

2. If the Masters Student does not have the appropriate Biblical background in their

previous degrees, or if in the estimation of the Seminary the student needs reinforcement in certain identifiable subjects, the Seminary reserves the right to assign remedial work to the student. Students in this criterion will be considered provisionally admitted until the completion of the remedial course(s) in question.

3. Submit a full set of official transcripts for all colleges and/or graduate schools attended. Please be prepared to provide these documents upon request.

Student Records

Information contained in a student's educational record becomes the property of BMIC&S and will not be released or copied to the student unless requested by the student or guardian if student is under the age of 18 (e.g. official or unofficial transcripts).

Academic Advising

All new students may request an advisor or counselor upon admission to the college. Academic advisors and counselors are available to provide information on skill prerequisites, help students plan class schedules, discuss curriculum choices, and provide academic personal support. Students are encouraged to meet with an advisor or counselor prior to their first semester and at least annually thereafter. As students' progress in their program of study, advisors or counselors can identify courses that are yet to be completed.

General Equivalency Diploma (GED)

Persons with a General Equivalency Diploma (GED) from any state must achieve a minimum total SAT score of 960 (reading and math) or an ACT score of 20. Applicants with a GED should also submit high school transcripts from any school attended for review by the Office of Admissions.

Non-traditional High School Program

Persons applying for admission who are participating in a non-traditional high school program must present credentials equivalent to those listed above for GED students.

Auditors

Students may apply for admission to credit courses on a non-credit basis as auditors. Auditors are given less rigid standards than those applied to non-degree seeking and degree seeking students. Students may change from audit to credit or credit to audit only during the official drop and add period. A student cannot audit in the EAP program.

Credit Unit

Students' courses are evaluated in credit units at BMIC&S. A unit is defined as a measure representing the traditional academic value of learning activities. One semester hour of credit represents approximately forty-five hours of time (fifteen hours in class and thirty hours of preparation). Typically, courses at BMI College & Seminary range between 1-4 credit units. Please review the course descriptions for courses and their associated credit units.

Privacy Rights

The Family Educational Rights and Privacy Act (FERPA), established by Congress in 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading data. This right includes the distribution of official and unofficial transcripts [Please review Student Record section listed above.]

Grades Policy

Report cards are issued at the end of each semester after all financial obligations are met. Grades will not be released until all accounts are paid in full.

Class Standing

BMIC&S bases undergraduate class standing on the number of credits earned at the beginning of any new term, as follows:

Freshman: Less than 29 credits

Sophomore: 30-59 credits

Junior: 60-89 credits

Senior: More than 90 credits

Student Disclosure Form

At the time of application, each student must sign a Student Disclosure Form, which states that he/she has read the BMIC&S Catalog and is in agreement with BMIC&S standards and practices.

Standards of Conduct

BMIC&S is a community of students, faculty, staff, and administration who are joined together for the purposes of academic enrichment, personal development, spiritual growth, and preparation for Christian ministry.

Relationships and responsibilities in this community are built upon: (1) the teachings and principles of the inerrant and authoritative Word of God (2 Tim. 3:16,17), (2) the personal accountability of each member to a loving and sovereign God (1 Peter 1:17), and (3) the inner resources and attributes of the Holy Spirit to guide and minister to each other in all relationships (John 16:13,14).

Members of the BMIC&S community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, "...Whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31, NIV version). All activities and relationships should seek to accomplish this ultimate objective.

Guidelines for student conduct at BMIC&S are few but important. Failure to live up to these biblical guidelines may result in discipline, suspension, or dismissal.

Discipline

Students who fail to observe college regulations will be subject to one or all of the following disciplinary procedures:

1. Consultation with the Dean.
2. A required appearance before the student services committee composed of the Dean, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Dismissal from college.

Due Process

Student rights to due process in disciplinary procedures are specified in the current Student Handbook.

Academic Probation: Undergraduate and Graduate Students

Undergraduate Students whose cumulative grade point average (GPA) falls below 2.0 at the end of any academic term will be placed on academic probation. Graduate Students whose cumulative grade point average (GPA) falls below 3.0 at the end of any academic term will be placed on academic probation. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

Standards of Progress: Academic Probation Procedures

All students are required to meet Satisfactory Academic Progress. Academic warning/probation/suspension policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet satisfactory standards will place students on academic probation or academic suspension. Each semester's grades are reviewed to determine the attainment of satisfactory academic standards. Failure to meet these expectations will result in the following action:

Academic Warning

Students will be placed on Academic Warning if the student's semester GPA falls below (Undergraduate – 2.0 GPA or Graduate – 3.0 GPA). Academic Warning will not become a part of the official transcript. Students will be placed on Academic Warning during their enrollment at BMIC&S for the following semester. [Students must meet once in a semester with his or her advisor, and it must be documented/signed]

Academic Probation

Students will be placed on Academic Probation if the student's overall GPA falls below (Undergraduate – 2.0 GPA or Graduate – 3.0 GPA). Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at BMIC&S for the following semester (There is, at least, a two-time meeting with an academic advisor required for probation).

*It is the student's responsibility to contact his or her advisor and set up an appointment, and it must be documented/signed.

Academic Suspension

Students who have been placed on Academic Probation, and it exceeded two consecutive semesters at any time during their matriculation at BMIC&S; will be subject to Academic Suspension. Academic Suspension is reported on official transcripts. Students who are subject to Academic Suspension will be prohibited from returning to BMIC&S if their academic performance indicates an inability or unwillingness to achieve normal progress toward a degree and then they will be suspended for one semester. This does not include summer terms. A second suspension will be for a minimum of a full calendar year. Following the suspension, the student must apply for re-enrollment to BMIC&S.

Students Returning to the College Following Suspension

A student re-enrolled in the College following a period of suspension is automatically on academic probation.

Appeal

Students may appeal any determination given by the Probationary Review Committee in writing.

Attendance

Attendance will be taken at all class sessions. A substantial portion of student grades includes participation in class discussions. BMIC&S believes class interaction is necessary to enrich student education. Prompt and consistent attendance is expected for all students enrolled at BMIC&S.

1. Unexcused Absence – When a student does not provide a formal excuse. In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three (3) unexcused absences in the 12-week summer semester or two (2) in the 6-week summer term, it will result in automatic withdrawal from that course, which may result in failure of that course.
2. Excused Absence – To qualify as an “excused absence”, your absence must have a formal excuse and be approved by your instructor prior to the particular class absence in question. Excused absences are not cause for automatic withdrawal; however, they may adversely impact overall performance.
3. Tardiness – Classes start promptly at the scheduled time. “Tardy” is defined as arriving at least five (5) minutes after the official start time of a particular class. Three (3) “tardies” will be counted as one (1) unexcused absence

Students Seeking Readmission

Students returning to BMIC&S after one year of non-attendance, are required to submit an application for readmission and official transcripts from all postsecondary institutions attended since the last date of attendance at BMIC&S.

Students in this category may be required to complete the admissions process. This determination is at the discretion of the Registrar and the Office of Admissions.

Misconduct Clause

The BMIC&S reserve the right to deny admission to an applicant because of past misconduct, regardless of location, that may adversely affect the college community. Therefore, it is important for all applicants to provide complete and accurate information on the admissions application in regard to disciplinary action for scholastic or any other type of misconduct.

The President's Award

This award is given annually to outstanding graduates. The selection is made by the President and faculty based on the student's total academic experience.

Transcripts

BMIC&S will provide transcripts to students and other institutions on request for a minimal fee, providing all other financial obligations have been met. Contact the Registrar for the fee amount.

Grading System

BMIC&S employs letter grades based on a four-point grading system, scaled as follows:

Letter	Points	Grade Points
A	93.00-100.00	4.00
A-	90.00-92.99	3.75
B+	87.00-89.99	3.50
B	83.00-86.99	3.00
B-	80.00-82.99	2.75
C+	77.00-79.99	2.50
C	73.00-76.99	2.00
C-	70.00-72.99	1.75
D+	67.00-69.99	1.50
D	63.00-66.99	1.00
D-	60.00-62.99	0.05
F	0.00-59.66	0.00

The Registrar reports grades in writing to the students after each quarter. All work submitted to BMIC&S for a final grade becomes the property of the college or seminary.

Academic Integrity

BMIC&S endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. BMIC&S and perspective on academic integrity is firmly grounded in the institution's mission statement: Our mission is to be a primary resource for the cities and communities we serve. We strive to provide guidance and the necessary elements to restore the economic, mental, and physical security of our students and faculties.

We endeavor to provide quality yet economical education! We offer several degree options from Certificate programs to Doctorates.

Consequently, the administration and faculty of BMIC&S take academic integrity seriously. Students in violation of BMIC&S's Academic Integrity Policy are engaged in a wide range of activities including, but not limited to: plagiarism, dishonest testing, using proxies for test, purchasing papers, etc.

I. Categories of Academic Dishonesty with Definitions

Academic dishonesty is the failure to maintain academic integrity. BMI College & Seminary expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. Academic dishonesty includes, but is not limited to:

A. Plagiarism - the intentional or unintentional presentation of another person's words or ideas as one's own. Plagiarism includes, but is not limited to: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

a. Categories of Plagiarism:

Accidental or Unintentional

A student may not know that he or she is plagiarizing. However, it is the student's responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

a. Prevention:

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record the sources of the material. The notes should indicate whether the source is quoted, paraphrased, or summarized.

Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the source of the copied text in accordance with accepted citation practices.

Blatant

Here, students are well aware that they are plagiarizing. This act includes, but is not limited to: turning in borrowed or purchased research papers as one's own.

Self

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.

B. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. This category also includes: obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.

C. Fabrication - the falsification or invention of any information or citation in an academic exercise. Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources. Students who violate these guidelines will be counseled, reprimanded, and punished with a view towards restoration.

Grade Forgiveness Policy

BMIC&S allows a student to retake a failed course in order to improve the grade for that course only if he/she has earned a “D” or “F” at the undergraduate level or a “C,” “D,” or “F” at the graduate level. An undergraduate course with a grade of “C” or better, or a graduate course with a grade of “B” or better will not be granted grade forgiveness.

A student may retake an existing course only once. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average (GPA), providing that the grade is not an “I” or “W.” Permission for a second attempt will be considered only through an academic appeals process based on extenuating circumstances. The appeal request for a second attempt must be submitted in writing and accompanied by supporting documentation to the student’s advisor. The student should check with the Office of Financial Aid about the possible financial consequences of repeating a course prior to withdrawing from the course.

Graduation

Upon completion of all requirements, distance learners may participate in the annual commencement ceremony.

All students are eligible to attend graduation ceremonies and receive earned degrees. The following must be met to fulfill graduation requirements:

1. Successful program completion (2.0 or higher).
2. A passing average on all written assignments, examinations, and research.
3. Completion of Christian service criteria.
4. Payment of all fees.
5. If all requirements are not met, a degree will not be issued to the student.

There are no exceptions.

Students may also be eligible to graduate “with honors.” A GPA of 3.75 or higher constitutes “with honors.”

NOTE: Grade Point Average Requirements

Students graduating from BMIC&S must meet the following GPA requirements in order to receive their diploma(s):

1. Undergraduate students: minimum 2.0 GPA
2. Graduate students: minimum 3.0 GPA

Chapel

The Seminary community gathers at various times throughout the week as assigned by professor or student dean to worship together. We encourage those not physically present to stream the services on-line. Each service is led by students, faculty, staff, administrators, and/or special guests.

There are a prayer services that are not streamed, but we welcome all to attend.

Community worship is the spiritual center of BMIC&S. We gather as one community to worship God through the preached word, congregational singing, and prayer. We also encourage the arts in worship and often members of our community contribute to worship through liturgical dance, drama, choir, or painting. Our gatherings reflect the rich diversity of our global community as we share from our traditions and cultures.

Spiritual Formation (Networked Education)

BMIC&S Networked Education features a culture of relationally connecting students to God and each other.

Formation and discipleship center on reflection upon:

- God's Word
- Key learnings and applications from course material

Formation and discipleship environments include:

- Prayer Community
- Soul Care
- Community Day Chapel and Digital Devotional Experiences
- Student Peer Groups
- Alumni/Student Mentoring
- Spiritual Direction

Prayer Community

Staff, faculty, and students from around the world gather via Zoom to pray every as often as possible.

Soul Care

Digital Soul Care groups provide an opportunity for students to pause, reflect on Scripture, listen, and share together how God is at work through His word and in their lives. Soul Care groups are led by students specifically trained in formation and discipleship.

Student Peer Groups

Small groups of students meet to foster deeper relationships with God and each other. Students reflect on deeper questions of how they are being shaped through what they are learning in their courses.

Alumni/Student Mentoring

This model is currently being developed in cooperation with the Office of Alumni Engagement. Alumni/student mentoring will feature two students paired with a BMIC&S alumni, who will provide encouragement and support throughout the seminary journey.

Spiritual Direction

Spiritual direction offers students an opportunity for individual guidance on matters of spiritual discernment.

STUDENT TRANSCRIPT REQUEST FORM

The Price for transcripts is \$10.00

I, _____ request that my transcripts be sent to the following address:

Official Unofficial

Card type: Visa Mastercard Amex Other: _____

Card Number: _____

Expiration date: _____

Security Code: _____

Signature: _____ Date: _____

*You may also pay online at www.bethelcharlotte.org. Please include \$10.00 in cash or check if you are not paying by credit card. All checks can be made out to BMIC&S.

STUDENT TRANSCRIPT REQUEST FORM

Dear Student:

Please complete the following form for each college (university) attended, and send to all your previous college(s) as soon as possible. No official placement can be made until transcripts are received. In the event that you did not formally complete high school, but have passed the High School Level G.E.D. test and were awarded a High School Equivalency Diploma, you must send us a copy of your Diploma, and have your G.E.D. scores forwarded to us as well.

To the Student: Please forward this form to each of your former colleges/universities.

I plan to attend BMIC&S { } (Undergraduate degree programs only)

I plan to attend BMIC&S { } (Graduate degree programs only)

Please check which program you are interested in:

{ } Correspondence { } On-Campus { } Online

Name of: High School: _____

College: _____

Please send my transcripts to:

BMIC&S

6428 W County Rd. 48, Lot 1

Bushnell, FL 33513

(Telephone: 980-259-3680)

My full name is _____

Address _____

Date of Birth _____ Date first enrolled _____

Social Security Number _____

Did you graduate? _____ Date: _____

My records will be found under the name: _____

THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPTS TO THE OFFICE OF THE REGISTRAR, BMIC&S.

Student's Signature _____

Withdrawal Request Form

Date _____

Name _____

Student ID Number _____

Course Number and Name _____

Reason for Withdrawal

Signature: _____ Date: _____

*Beneath this line to be completed by BMIC&S staff

{ } Approved { } Not approved

Registrar _____

Signature

Comments: _____

GRIEVANCE FORM

Grievant: _____

(Name of student reporting the offense)

Street Address: _____

City: _____ State: _____ ZIP: _____

Best Phone No. _____ Other Phone No. _____

State your grievance. State it as fully as possible. Include dates of acts or omissions. If you need more space, attach a separate piece of paper.

Redress sought (What would you like to have done for you to rectify the problem?):

Date the grievance was filed in the office of the Dean of Faculty _____.

Action taken. Check all that apply. Grievance was reviewed by

Dean Chancellor/President of BMIC&S

Notes:

Final resolution and date resolved.
