

STUDENT  
HANDBOOK

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MOSAIC



CHRISTIAN COLLEGE

*creating disciples of Christ, without creating disciples of debt*

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Stay united in the essentials,  
flexible in the differences,  
and always lead with love.

Dr. Kevin Harrison

# **WELCOME AND INSTITUTIONAL OVERVIEW**



# WELCOME FROM DR. HARRISON



Dear Mosaic Christian College Students,

Welcome to Mosaic Christian College! As you embark on this new academic journey, I want to take a moment to express how excited we are to have you as part of our community. Whether you're joining us for the first time or continuing your studies, you are entering a season of growth, challenge, and opportunity that will shape your future in remarkable ways.

At Mosaic, our mission is to equip you not just with academic knowledge, but with the spiritual tools and biblical foundation you need to serve as a leader in your ministry, workplace, and community. We believe that education is not simply about what you learn but how you apply that knowledge to make a lasting impact for the Kingdom of God. We are committed to walking alongside you, providing support and encouragement as you deepen your relationship with Christ and pursue your calling.

As you move through your studies, you will find that Mosaic offers more than an education—it is a place where faith and learning come together to inspire transformation. The relationships you build here, the spiritual insights you gain, and the practical skills you develop will serve you well as you step into your unique role within God's plan. Our dedicated faculty and staff are here to guide you every step of the way, ensuring that you receive the highest quality education rooted in biblical truth.

I encourage you to make the most of the resources and opportunities available to you. Stay engaged in your studies, connect with your peers and instructors, and seek God's guidance in all that you do. Remember that Mosaic Christian College is a place where you are not only prepared academically but also spiritually empowered to serve Christ wherever He leads you.

We are honored to be part of your journey and look forward to seeing all that you will accomplish during your time here and beyond.

Because YOU matter,

**Kevin Harrison, DMin, MBA**  
President, Mosaic Christian College

# FAITH STATEMENT

At Mosaic Christian College, we stand firmly on the belief that the Word of God is infallible, without error, and the ultimate authority in all matters of faith, life, and education. Our mission is simple yet profound: to create disciples of Christ without creating disciples of debt. Every course we teach, every interaction we foster, and every initiative we undertake is rooted in this conviction. The unchanging truth of Scripture shapes our academic programs, our community, and our commitment to equipping students to live out their faith with boldness and integrity. This Faith Statement serves as the foundation of all we do, ensuring that every aspect of our institution remains anchored in God's perfect and trustworthy Word.

We hold to the historic beliefs of Christianity, as expressed in the Apostles' Creed and the Nicene Creed, which have guided Christians for centuries. The following beliefs shape who we are and what we do:

1. **God:** We believe in one God who exists as three persons—Father, Son, and Holy Spirit—working together in perfect unity. "Hear, O Israel: The Lord our God, the Lord is one" (Deuteronomy 6:4). "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19). "The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all" (2 Corinthians 13:14).
2. **Jesus Christ:** We believe Jesus Christ is God's Son. He was born of a virgin (Isaiah 7:14; Matthew 1:23), lived a perfect life (Hebrews 4:15), performed miracles (John 14:11), died on the cross for our sins (1 Corinthians 15:3), rose from the dead (1 Corinthians 15:4), and ascended into heaven (Acts 1:9-11). We look forward to His return with great hope (Titus 2:13).
3. **Salvation:** We believe that all people need to be saved from sin, and this salvation comes through the work of the Holy Spirit. It is a gift from God, received through faith in Jesus Christ alone (Ephesians 2:8-9; John 3:16). "For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord" (Romans 6:23).
4. **The Holy Spirit:** We believe the Holy Spirit dwells within every Christian, enabling us to live in a way that pleases God and empowering us to serve others (John 14:16-17; Galatians 5:22-23). "But the Helper, the Holy Spirit, whom the Father will send in my name, he will teach you all things and bring to your remembrance all that I have said to you" (John 14:26).
5. **The Church:** We believe all Christians are part of the body of Christ, the Church, and are united by our faith in Jesus (1 Corinthians 12:12-13). "So we, though many, are one body in Christ, and individually members one of another" (Romans 12:5). "And he is the head of the body, the church" (Colossians 1:18).
6. **Eternal Life:** We believe in life after death. Those who trust in Jesus will live forever with God (John 3:36), while those who reject Him will face eternal separation from God (Matthew 25:46). "And these will go away into eternal punishment, but the righteous into eternal life" (Matthew 25:46).
7. **Christian Life:** We believe that our faith should be visible in how we live—showing love, humility, and obedience to God's ways (James 2:17; Micah 6:8). "In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven" (Matthew 5:16).
8. **Future Things:** We believe in the promised return of Jesus Christ, who will come again in glory to judge the living and the dead (Acts 1:11; 2 Timothy 4:1). We affirm the bodily resurrection of all people (John 5:28-29), the eternal blessedness of those who have trusted in Christ (Revelation 21:3-4), and the eternal separation from God for those who have rejected Him (2 Thessalonians 1:9). We anticipate the fulfillment of God's kingdom, where believers will live forever in His presence, experiencing the fullness of joy, peace, and righteousness (Revelation 21:1-4).

This Faith Statement is regularly reviewed and confirmed by our Board of Trustees to ensure it continues to reflect what we believe at Mosaic Christian College. It's available to anyone who wants to understand the spiritual foundation of our school, including students, staff, and the public.

# MISSION STATEMENT

*Creating disciples of Christ without creating disciples of debt.*

## **Mission Explained**

The mission of Mosaic Christian College is to honor God by educating and equipping a diverse community of students to become servant-leaders who will radically impact the world with the Gospel of Jesus Christ. Rooted in the belief that all believers are uniquely gifted for God's Kingdom (1 Corinthians 12:12-14), we are committed to providing biblically based programs that reflect the richness of past traditions while utilizing the latest technology and resources to prepare our students for the future.

At Mosaic, we believe that an affordable, Christ-centered education should be accessible to everyone, without the burden of financial debt (Proverbs 22:7, NLT: "The rich rule over the poor, and the borrower is servant to the lender"). Our online and mobile platforms allow students from all backgrounds to pursue their call to ministry while balancing life's commitments, ensuring that they are fully equipped for the challenges and opportunities of tomorrow.

In everything we do, we seek to fulfill Jesus' Great Commission to "go and make disciples of all nations" (Matthew 28:19, NLT), empowering students to become effective ambassadors for Christ in their communities and around the world. We are dedicated to cultivating servant-leaders who are not only academically prepared but spiritually transformed, ready to lead with humility, love, and the Gospel's power (Mark 10:45, NLT: "For even the Son of Man came not to be served but to serve others and to give his life as a ransom for many").

Our mission is clear: to create disciples of Christ who will make an eternal difference, without creating disciples of debt.

# VISION STATEMENT

*Mosaic Christian College's vision is to create Christ-centered servant leaders who will impact the world with the Gospel while providing affordable, biblically based education without the burden of financial debt.*

## **Vision Explained**

Mosaic Christian College envisions a world transformed by Christ-centered servant-leaders who are equipped through affordable, biblically based education and empowered to live out the Gospel without the burden of financial debt. We further envision a community of servant-leaders who will embody the teachings of Jesus Christ, positively impacting their families, communities, and nations for the sake of the Kingdom of God.

Inspired by the biblical truth that we are all one body in Christ (1 Corinthians 12:12-14, NLT), we strive to cultivate a learning environment where students from every background can grow in their faith, discover their gifts, and be empowered to fulfill their God-given purpose. Our commitment is to provide the tools, knowledge, and spiritual guidance necessary for each student to lead with humility and wisdom (James 1:5, NLT: "If you need wisdom, ask our generous God, and he will give it to you").

Mosaic Christian College envisions a world where financial barriers do not prevent students from receiving the education they need to answer God's call on their lives. Our mission to create

disciples without creating disciples of debt reflects this desire (Proverbs 22:7). As we continue to utilize the latest technology and online platforms, we aim to make biblical education accessible to all, empowering future leaders to carry the message of Christ to every corner of the world (Matthew 28:19, NLT).

Through the guidance of the Holy Spirit, we are committed to fostering a generation of leaders who will embody Christ's love and servant heart, living out the call to be ambassadors of His Kingdom in every sphere of life (Mark 10:45, NLT). Our vision is to see these disciples radically transform their communities by reflecting Christ's compassion, humility, and truth.

## INSTITUTIONAL OBJECTIVES

At Mosaic Christian College, our institutional objectives are designed to cultivate a holistic, Christ-centered education that equips students for spiritual growth, academic excellence, and professional success. These objectives align with our mission to create disciples of Christ without creating disciples of debt, ensuring that every student receives a transformative education that is both theologically grounded and practically applicable. Below is a detailed explanation of each objective.

### 1. Biblical Literacy & Theological Understanding

A strong foundation in Scripture is essential for every believer, particularly those pursuing ministry or leadership roles. This objective ensures that students develop a comprehensive understanding of the Bible, including its historical, cultural, and theological contexts.

### 2. Spiritual Formation & Christian Character

A Christian education should transform the heart as much as the mind. This objective focuses on the development of Christ-like character by emphasizing spiritual disciplines, ethical reasoning, and personal faith development.

### 3. Leadership & Ministry Effectiveness

Effective leadership is rooted in servanthood, strategic vision, and biblical wisdom. This objective prepares students to lead in ministry, the workplace, and the broader community with humility, confidence, and integrity.

### 4. Critical Thinking & Problem Solving

A biblical worldview enables students to approach complex issues with wisdom, discernment, and logical reasoning. This objective challenges students to analyze, evaluate, and respond to real-world challenges through the lens of Scripture.

### 5. Communication & Cultural Engagement

Effective ministry requires the ability to communicate clearly and engage thoughtfully with diverse audiences. This objective ensures that students are equipped to articulate biblical truth while navigating different cultures, worldviews, and perspectives.

### 6. Professional & Vocational Readiness

Christian education should prepare students not just for ministry but for life. This objective ensures that graduates are equipped to integrate biblical values into their professional and vocational callings, whether in ministry, education, business, or other fields.

### 7. Innovation & Excellence in Practice

A dynamic, Christ-centered education must adapt to an ever-changing world. This objective emphasizes creativity, adaptability, and excellence by equipping students with modern tools, technologies, and best practices.

# CORE VALUES

## **Christ-Centered**

Our foundation and reason for existence is Jesus Christ. Every program, every professor, and all instruction reflect this central truth: that Christ is preeminent in all things (Colossians 1:18). As the One who has called us to be His disciples, we aim to honor Him in everything we do, ensuring that all students are shaped and equipped to live out His teachings in their own ministries. "For no one can lay any foundation other than the one already laid, which is Jesus Christ" (1 Corinthians 3:11, NLT).

## **People-Focused**

All people matter to God, and they matter to us. Every individual is made in the image of God (Genesis 1:27), and we are committed to treating everyone with dignity, fairness, and respect. We believe in empowering and supporting people from all walks of life, regardless of background or circumstances. Our focus is to cultivate an inclusive and supportive learning environment, reflecting God's heart for His creation. "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus" (Galatians 3:28, NLT).

## **Uncompromisingly Bible-Based**

We are committed to teaching the full counsel of God's Word. In every class, the Bible serves as our ultimate authority, and we do not compromise or neglect its teachings. We stand on the Scriptures as God's inspired and inerrant Word, providing direction and truth for all areas of life (2 Timothy 3:16). "Heaven and earth will pass away, but my words will never pass away" (Matthew 24:35, NLT).

## **Educationally Relevant**

In a rapidly changing world, we are committed to providing education that is both biblically sound and culturally relevant. By utilizing the latest resources and delivery methods, we ensure that students receive an education that prepares them to be effective ministers of the Gospel wherever they are called to serve. "I have become all things to all people so that by all possible means I might save some" (1 Corinthians 9:22, NLT).

## **Spirit-Led**

We believe that the Holy Spirit is our guide and counselor, leading us into deeper fellowship with Jesus Christ and guiding us in all areas of life, including education. As a college, we commit to following the leading of the Holy Spirit in our decisions, teaching, and relationships with students, trusting in His guidance for every aspect of our mission (John 16:13). "For those who are led by the Spirit of God are the children of God" (Romans 8:14, NLT).

## **Missions-Oriented**

At Mosaic Christian College, we believe in living out the Great Commission by supporting global missions. We commit to giving at least 10% of all financial resources to missions work around the world, building churches, supporting orphanages, and meeting practical needs. Our mission is to extend the love of Christ beyond the classroom and into the world (Matthew 28:19-20). "And how can they preach unless they are sent?" (Romans 10:15, NLT).

## **Theologically Sound**

The theological education we provide is rooted in the unchanging truth of God's Word. While methods of teaching and ministry may evolve over time, the principles of Scripture remain a firm foundation for life and ministry. We strive to ensure that our students are equipped with a solid theological understanding that will carry them through all seasons of life and ministry (Psalm 119:105). "But the Word of the Lord endures forever" (1 Peter 1:25, NLT).



**Great Commission-Driven**

Our ultimate purpose is to fulfill the Great Commission by equipping leaders to preach the Gospel to all nations. We are committed to building the Kingdom of God, not empires for ourselves, focusing on bringing the hope of Jesus to the world. Everything we do is centered on this mission, as we seek to go into all the world and make disciples of every nation (Matthew 28:19-20). "He said to them, 'Go into all the world and preach the gospel to all creation'" (Mark 16:15, NLT).

# PHILOSOPHY OF EDUCATION

Mosaic Christian College is committed to providing high-quality, affordable, accredited online Christian education that equips men and women to serve Christ in various capacities, whether in vocational ministry, professional careers, or community service. As an institution rooted in biblical truth, our approach to education is centered on the infallibility and authority of God's Word and its application to all aspects of life. We also recognize the importance of practical education, ensuring that students are spiritually, intellectually, and professionally prepared for their calling.

***MCC's philosophy of education is grounded in the following biblical principles:***

**1. God is the Ultimate Source of Truth**

Education is centered on truth, and God is the ultimate source of all truth. He reveals Himself through creation, His Son Jesus Christ, and the Bible, which is inerrant, authoritative, and sufficient as the foundation for faith and practice. (Psalm 8:2-4; Hebrews 1:1-3; 2 Timothy 3:16-17)

**2. The Lordship of Christ Over All Learning**

Since Christ's sovereignty extends over all creation, every discipline—whether theology, science, business, or the arts—must be approached with a biblical worldview, recognizing God's hand in all areas of learning. (Romans 11:36)

**3. Biblical Integration in All Areas of Study**

Christian education is the process of testing all knowledge against Scripture and integrating all learning into a biblically sound framework. Every subject should be taught in light of God's revealed truth. (Colossians 1:16-17; John 1:3)

**4. The Role of Christian Educators**

Professors and mentors play a crucial role in shaping students by providing instruction, encouragement, and Christ-centered mentorship. Faculty members seek to nurture students' spiritual growth alongside their academic, professional, and personal development. (Colossians 1:28; Proverbs 1:7)

**5. The Role of the Holy Spirit in Learning**

True Christian education occurs when the Holy Spirit transforms the hearts and minds of students. While general revelation allows students to learn about God's creation, special revelation and salvation in Christ are essential for a biblical worldview. (Acts 14:17; Romans 1:18-20; 1 Corinthians 2:14)

**6. Recognizing the Uniqueness of Every Student**

Every student is uniquely created by God with specific gifts, talents, and learning styles. Education should honor the diversity of student backgrounds and provide flexible, engaging learning experiences that foster both academic and spiritual growth. (Psalm 139:13-15; Romans 12:4-8)

# **STUDENT RIGHTS AND RESPONSIBILITIES**



# STANDARDS OF CONDUCT

Our desire is to honor God in all aspects of our lives as we pursue excellence in education, ministry, and personal growth. As a community grounded in the authority of God's Word, we strive to uphold biblical standards of conduct while recognizing that faithful believers may hold different convictions on certain non-essential matters. Our goal is to create a culture of respect, accountability, and Christian freedom.

## BIBLICAL FOUNDATION FOR CONDUCT

- **Scripture as Final Authority:** We affirm that the Bible is the inerrant, inspired Word of God (2 Timothy 3:16-17). It serves as our ultimate guide for faith, behavior, and decision-making.
- **Christlike Character:** We seek to reflect Christ in our attitudes, words, and actions, whether engaging online, in ministry, or daily life (Colossians 3:17).

## CORE CONDUCT EXPECTATIONS

### 1. Integrity and Honesty:

- Academic honesty and personal integrity are essential.
- Plagiarism, cheating, or misrepresentation will not be tolerated (Proverbs 12:22).

### 2. Respect for Others:

- Treat all individuals with dignity and respect, regardless of background, race, denomination, or viewpoint (Philippians 2:3-4).
- Online discussions and communications should reflect kindness, patience, and grace.

### 3. Sexual Purity:

- We uphold God's design for marriage as a covenant between one man and one woman (Genesis 2:24; Hebrews 13:4).
- Sexual activity is reserved for marriage; pornography and other forms of sexual immorality are inconsistent with Christian holiness (1 Corinthians 6:18-20).
- We recognize that students may have different journeys; we offer accountability and grace to those seeking to align their lives with Scripture.

### 4. Sobriety and Self-Control:

- Drunkenness and substance abuse are incompatible with a Christ-honoring life (Ephesians 5:18; Galatians 5:19-21).
- Use of alcohol, tobacco, or other substances should be guided by personal conviction and consideration of others (Romans 14:13-23). We ask students to avoid promoting or flaunting such choices online.

### 5. Modesty and Appearance:

- While MCC does not enforce a dress code, we encourage students to dress modestly and in a way that honors God, especially when representing the college or participating in virtual gatherings (1 Timothy 2:9).
- Personal expression is respected, but we encourage balance and modesty over extremes.

### 6. Language and Communication:

- Words matter. We expect students to avoid profanity, gossip, divisive speech, and online content that dishonors God (Ephesians 4:29).
- Social media use should reflect Christian values; posts that glorify sin, demean others, or stir division undermine our witness.

### 7. Commitment to Local Church Involvement:

- We encourage every student to be actively involved in a Bible-believing local church (Hebrews 10:24-25), even while studying online.

### 8. Financial Stewardship:

- Students should demonstrate responsibility in their financial obligations, including tuition payments and fees (Romans 13:7-8).

# CODE OF ETHICS

At Mosaic Christian College (MCC), we are committed to presenting a Christ-centered environment that upholds biblical values, academic excellence, and personal integrity. This Code of Ethics serves as a guiding framework for students, faculty, and staff, emphasizing the heart behind our actions, decisions, and relationships as we seek to glorify God in all that we do.

## 1. Commitment to Christlike Character

We commit to reflecting the life and teachings of Jesus in our actions, thoughts, and relationships. This means:

- Pursuing holiness, humility, and love in all interactions (1 Peter 1:15-16).
- Seeking to bear the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).
- Choosing grace and forgiveness over judgment and division.

## 2. Pursuit of Truth

We value the pursuit of truth, both academically and spiritually. We commit to:

- Upholding the authority of Scripture as the foundation for truth (2 Timothy 3:16).
- Pursuing honesty and accuracy in our studies, research, and all forms of communication.
- Rejecting plagiarism, deceit, or misrepresentation in any context.

## 3. Integrity in Learning and Service

We recognize that our education is both a personal privilege and a means to serve others. We commit to:

- Doing our work with diligence, excellence, and faithfulness, as unto the Lord (Colossians 3:23).
- Representing ourselves truthfully in all academic and personal matters.
- Serving our communities with integrity and compassion, using our education to advance God's Kingdom.

## 4. Respect for All People

We believe that every person is created in the image of God and is worthy of dignity and respect. We commit to:

- Honoring diversity within the Body of Christ (1 Corinthians 12:12-14).
- Listening with empathy and treating others with kindness, regardless of background, race, denomination, or opinion.
- Building unity within the MCC community and avoiding gossip, slander, or harmful criticism.

## 5. Stewardship of Resources

We understand that all resources—our time, finances, knowledge, and opportunities—are gifts from God. We commit to:

- Using these resources wisely and responsibly.
- Avoiding waste, dishonesty, or exploitation.
- Supporting the mission of Mosaic Christian College and contributing to the flourishing of others.

## 6. Accountability and Growth

We acknowledge that growth often requires correction and accountability. We commit to:

- Receiving feedback with humility and using it as an opportunity for growth.
- Seeking wise counsel when facing difficult decisions (Proverbs 15:22).
- Encouraging others in their faith and holding one another accountable with love and respect.

## 7. Faithful Witness

We recognize that our lives are a testimony to Christ. Whether online, in ministry, or in daily life, we commit to:

- Representing Christ in our words, actions, and online presence.
- Pursuing reconciliation when conflicts arise (Matthew 18:15-17).
- Living in a way that draws others toward the hope and love found in Jesus.

# ACADEMIC INTEGRITY

At Mosaic Christian College (MCC), we are committed to upholding the highest standards of academic integrity, rooted in biblical principles of honesty, truthfulness, and personal responsibility. As a Christian institution, we believe that academic work should reflect the character of Christ, who calls us to walk in truth (John 8:32) and to conduct ourselves with integrity in all we do (Colossians 3:23).

## Expectations of Academic Integrity

All students, faculty, and staff at MCC are expected to:

- 1. Submit Original Work:** All academic work, including essays, projects, exams, and online discussions, must be the student's original work. Plagiarism, copying, or submitting someone else's work as your own is strictly prohibited.
- 2. Properly Cite Sources:** When using ideas, quotes, or material from other authors, students must give proper credit through appropriate citation methods. Failure to acknowledge sources is considered plagiarism.
- 3. Maintain Honesty in Exams and Assignments:** Students must complete all exams, quizzes, and assignments independently unless collaboration is explicitly allowed. Using unauthorized resources, receiving outside help, or sharing answers is a violation of this policy.
- 4. Avoid Fabrication or Misrepresentation:** Falsifying data, fabricating sources, or misrepresenting facts in any academic work undermines the pursuit of truth and is not tolerated.
- 5. Respect Online Learning Environment:** As MCC is an online institution, students must engage in online learning with integrity. Sharing login credentials, submitting work on behalf of others, or seeking external assistance during assessments is not permitted.

## Examples of Academic Integrity Violations

- Plagiarism (intentional or unintentional)
- Cheating on quizzes, tests, or exams
- Submitting the same work for multiple courses without permission
- Falsifying academic records or research
- Collaborating without authorization

## Consequences of Academic Misconduct

Violations of this policy will be taken seriously and may result in:

- A failing grade on the assignment
- A failing grade in the course
- Academic probation
- Suspension or dismissal from MCC

## Grace and Restoration

While MCC values academic excellence and integrity, we also believe in the power of grace and restoration. Students who acknowledge their mistakes and seek to correct their actions will be given guidance and support to grow in both their academic and spiritual journeys.

## Commitment to Integrity

By enrolling at MCC, students agree to uphold this Academic Integrity Policy and understand that their education is both an academic and spiritual journey. Honoring God through honesty in all academic work is a vital part of fulfilling our mission to create disciples of Christ without creating disciples of debt.

For any questions regarding this policy, students should contact their instructor or the Student Services Office.

# STUDENT PRIVACY & FERPA COMPLIANCE

Mosaic Christian College (MCC) is deeply committed to protecting the privacy and security of our students' personal and academic information. We recognize that maintaining confidentiality is not only a legal requirement but also a reflection of our Christian values. We strive to exceed standard privacy expectations, ensuring that every student's information is handled with integrity, respect, and care.

Our privacy practices align with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records, and go beyond these standards to ensure every student feels secure in their learning environment.

## STUDENT RIGHTS UNDER FERPA

Students enrolled at MCC are granted the following rights regarding their education records:

### 1. Right to Access Records

Students may review their educational records upon written request. MCC will provide access within 45 days of receiving the request.

### 2. Right to Request Amendments

Students who believe their records contain errors or inaccuracies may request corrections. If MCC denies the request, the student will receive an explanation and have the right to appeal.

### 3. Right to Control Disclosure

MCC will not share personally identifiable information (PII) from a student's education records without written consent, except in situations permitted by law (detailed below).

### 4. Right to File a Complaint

Students can submit concerns or complaints regarding their privacy rights directly to the MCC administration if they believe their rights have been violated.

## COLLECTION AND USE OF STUDENT INFORMATION

MCC collects and maintains personal and academic information to support the educational experience. This may include:

- Name, address, phone number, and email
- Date of birth
- Academic records (e.g., grades, course progress, transcripts)
- Financial information (e.g., tuition payments, scholarships)
- Communication records with faculty and support staff

This information is collected solely for educational and administrative purposes and is not used for any unauthorized activities.

## DISCLOSURE OF INFORMATION WITHOUT CONSENT

While student information is generally confidential, FERPA allows certain disclosures without student consent under specific circumstances, including:

- School Officials with Legitimate Educational Interest – Faculty, staff, or administrators requiring access to perform their duties.
- Emergency Situations – When necessary to protect the health or safety of students or others.

# STUDENT PRIVACY & FERPA COMPLIANCE

- Legal Compliance – In response to subpoenas, court orders, or authorized government requests.
- Financial Aid – To process financial aid applications or determine eligibility.

## DIRECTORY INFORMATION

MCC may disclose directory information unless a student requests otherwise. This includes:

- Name
- Degree program
- Enrollment status
- Academic honors and awards

**Opt-Out Option:** Students may opt out of directory information disclosure by submitting a written request to the Registrar's Office.

## DATA SECURITY AND PROTECTION

Because MCC is an online institution, we implement rigorous digital security protocols to safeguard student information:

- Secure Student Portal – Encrypted student access systems with password protection.
- Two-Factor Authentication – Additional login verification for sensitive information.
- Role-Based Access – Limiting data access to authorized personnel only.
- Regular Security Audits – Evaluations to maintain the highest standards of data protection.

## THIRD-PARTY SERVICES AND PARTNERSHIPS

MCC partners with select third-party providers (e.g., online learning platforms, payment processors). All partners are required to:

- Implement data security measures equivalent to MCC's standards.
- Handle student information solely for educational purposes.

## RECORD RETENTION AND DISPOSAL

MCC maintains records for the following periods:

- Academic Records – Indefinitely
- Financial Records – 7 years
- Disciplinary Records – 5 years

When records are no longer needed:

- Electronic records are permanently deleted.
- Paper records are shredded securely.

## PARENTAL AND THIRD-PARTY ACCESS

Once a student reaches 18 years of age or attends MCC, parents and third parties cannot access student records without written consent, except in the following situations:

- The student is financially dependent on their parents (tax documentation may be required).
- A health or safety emergency exists.

# STUDENT PRIVACY & FERPA COMPLIANCE

**Authorization Form:** Students may complete a Release of Information Form to allow MCC to share records with designated individuals.

## STUDENT RESPONSIBILITIES

Students play a role in protecting their privacy by:

- Safeguarding their login credentials.
- Keeping personal contact information up to date.
- Reporting any unauthorized access or concerns immediately.

## VIOLATIONS OF PRIVACY POLICY

Any faculty, staff, or third party found in violation of MCC's privacy standards will face disciplinary action, which may include:

- Termination of access to MCC systems.
- Employment termination.
- Legal action if necessary.

## ANNUAL PRIVACY NOTIFICATION

MCC provides students with an Annual Privacy Notice outlining their rights and responsibilities. This policy is reviewed annually to ensure continued excellence in privacy protection.

## CONTACT INFORMATION

For questions about this policy, to request records, or to report a concern:

Student Services Office – Mosaic Christian College

Email: [info@gomosaic.college](mailto:info@gomosaic.college)

Phone: (972) 357-0536

## FINAL COMMITMENT

At MCC, we believe that protecting student privacy is a matter of integrity and Christian stewardship. We are committed to creating a secure, Christ-centered environment where students can pursue their education with confidence, knowing that their information is valued and protected.

# Harassment & Non-Discrimination Policy

At Mosaic Christian College (MCC), we are committed to fostering a Christ-honoring environment that reflects the values of respect, dignity, and love for all people. As an online Christian institution, we believe that every individual is created in the image of God (Genesis 1:27) and is deserving of respect and fair treatment. We are dedicated to maintaining an environment free from harassment, discrimination, and any behavior that undermines our mission to equip students to fulfill their God-given calling.

## **POLICY STATEMENT**

Mosaic Christian College strictly prohibits harassment, discrimination, or retaliation based on race, color, national origin, sex, age, disability, or any other characteristic protected by applicable law. As a Christian institution, we also uphold our biblical values in all aspects of conduct, while recognizing and respecting the dignity of all individuals.

We expect all students, faculty, staff, and anyone involved with MCC to conduct themselves in a manner consistent with biblical principles and this policy.

## **SCOPE**

This policy applies to all MCC students, faculty, staff, administrators, and third parties involved in college programs, services, or activities. Since MCC is an online institution, this policy applies to all forms of digital communication, including emails, discussion boards, social media platforms, video conferencing, and other virtual interactions.

## **DEFINITIONS**

### **Harassment**

Harassment includes, but is not limited to, unwelcome conduct—verbal, written, visual, or physical—that creates a hostile, intimidating, or offensive environment. Examples include:

- Insulting comments, slurs, or jokes based on race, sex, age, disability, or other protected characteristics.
- Intimidating, threatening, or abusive behavior.
- Offensive images, messages, or content in online forums, emails, or virtual meetings.

### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature, including but not limited to:

- Sexual comments, jokes, or gestures.
- Inappropriate or unwanted advances, requests, or pressure for sexual favors.
- Sharing sexually explicit images, messages, or content online.
- Creating a sexually hostile learning or working environment.

### **Discrimination**

Discrimination is any action that unfairly treats an individual or group differently based on their race, color, national origin, sex, age, disability, or other legally protected status. MCC does reserve the right to uphold its biblical convictions in matters of doctrine, lifestyle, and beliefs while ensuring no one is treated unfairly based on legally protected statuses.

### **Retaliation**

Retaliation is any adverse action taken against a person for reporting harassment or discrimination, or for participating in an investigation or proceeding related to this policy.

## **BIBLICAL & INSTITUTIONAL STANDARDS**

While MCC upholds the Bible as the ultimate authority in matters of faith and conduct, this policy is not intended to conflict with our biblical values. We maintain the right to hold and teach beliefs consistent with our Christian faith, while ensuring that all students and employees are treated with dignity, respect, and fairness.

Our biblical standard calls us to:

- Treat others as we want to be treated (Luke 6:31).
- Love our neighbors as ourselves (Mark 12:31).
- Speak the truth in love (Ephesians 4:15).
- Act with kindness, humility, and patience (Colossians 3:12).

## **REPORTING HARASSMENT OR DISCRIMINATION**

Individuals who experience or witness harassment, discrimination, or retaliation should promptly report the behavior to:



**Office of Student Services**

Student Services Office – Mosaic Christian College

Email: [info@gomosaic.college](mailto:info@gomosaic.college)

Phone: (972) 357-0536

# DRUGS & ALCOHOL POLICY

At Mosaic Christian College (MCC), we are committed to promoting a learning environment that reflects biblical values, respects individual freedom within the bounds of Scripture, and adheres to all applicable local, state, and federal laws regarding the use of drugs and alcohol. As an online institution, we recognize that our students come from diverse backgrounds and geographical locations with varying laws and cultural norms. This policy is designed to provide clarity and uphold the integrity of our college community.

**BIBLICAL FOUNDATION**

Scripture calls believers to live lives characterized by self-control, wisdom, and respect for others:

- “Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit.” – Ephesians 5:18 (NIV)
- “So whether you eat or drink or whatever you do, do it all for the glory of God.” – 1 Corinthians 10:31 (NIV)

While the Bible does not prohibit the responsible consumption of alcohol, it strongly warns against drunkenness and addiction. Additionally, Scripture calls believers to obey governing authorities (Romans 13:1), which includes adherence to laws concerning substance use.

**LEGAL COMPLIANCE**

MCC requires all students to comply with the drug and alcohol laws applicable in their respective locations. This includes:

- **Legal Drinking Age:** Students must adhere to the legal drinking age in their country, state, or region.
- **Illegal Substances:** The possession, use, sale, or distribution of illegal drugs is strictly prohibited.
- **Prescription Medications:** Students must use prescription medications only as directed by a licensed healthcare provider. Misuse or distribution of prescription drugs is prohibited.

Students are expected to uphold the law even while engaging with MCC’s online platform from their homes or other remote locations.

**ALCOHOL USE**

While the responsible and legal consumption of alcohol is not prohibited by MCC, we encourage students to exercise wisdom and discernment:

- Avoid behavior that could impair judgment or hinder personal and academic growth.
- Be mindful of the impact on your Christian witness and the perception of others.
- Refrain from promoting excessive alcohol consumption in online platforms, class discussions, or interactions with the MCC community.

**DRUG-FREE EXPECTATION**

MCC is committed to maintaining a drug-free educational environment. Any involvement with illegal drugs, including recreational marijuana in areas where it is not legal, is strictly forbidden. In states or countries where marijuana is legal, students are encouraged to apply biblical wisdom and self-discipline, considering the potential for impairment and spiritual implications.

## **SUBSTANCE ABUSE & ADDICTION**

Recognizing that substance abuse can affect spiritual, emotional, and physical health, MCC encourages students facing addiction to seek help. We are committed to supporting students with grace and compassion while promoting accountability and responsible behavior.

If you are struggling with substance abuse, we encourage you to:

- Seek counseling from a trusted pastor, counselor, or licensed professional.
- Reach out to MCC's Student Services for confidential support and guidance.

## **ONLINE CONDUCT**

As an online institution, MCC requires students to maintain responsible behavior in all digital interactions, including:

- Avoid appearing intoxicated or impaired during video calls, online forums, or class discussions.
- Refrain from promoting or glamorizing substance abuse in student communication channels.

## **VIOLATIONS & ACCOUNTABILITY**

Violations of this policy may result in one or more of the following actions, depending on the severity and nature of the offense:

- A formal warning.
- Required counseling or addiction support referral.
- Temporary suspension from MCC programs.
- Permanent dismissal from the institution.

Each situation will be assessed with biblical grace, understanding, and a focus on restoration.

## **FINAL ENCOURAGEMENT**

At Mosaic Christian College, our desire is to see students flourish in their faith and education. We believe that personal freedom must always be balanced with biblical wisdom, respect for others, and obedience to the law. Together, we strive to create a Christ-centered learning community where students grow spiritually, academically, and personally.

"Everything is permissible—but not everything is beneficial. Everything is permissible—but not everything builds up." – 1 Corinthians 10:23 (CSB)

# **TITLE IX COMPLIANCE**

Mosaic Christian College (MCC) is committed to fostering a Christ-honoring, safe, and respectful learning environment for all students, faculty, and staff. While MCC does not participate in any federal funding programs, we uphold the principles of fairness, dignity, and respect for all individuals, including policies that align with the intent and spirit of Title IX of the Education Amendments of 1972, which addresses discrimination based on sex.

### **Commitment to a Safe and Respectful Environment**

MCC believes that every individual is created in the image of God and is worthy of dignity and respect. As a Christian institution, we uphold biblical standards regarding human relationships, gender, and sexuality while maintaining policies that prohibit discrimination, harassment, or misconduct in any form.

## **PROHIBITED CONDUCT**

Mosaic Christian College strictly prohibits:

- Sexual harassment, including unwelcome advances or inappropriate comments.
- Sexual assault or any form of sexual misconduct.
- Domestic violence, dating violence, or stalking.

These standards apply to all students, faculty, and staff, whether engaged in online learning, college activities, or representing MCC in any capacity.

### **REPORTING CONCERNS**

Students, faculty, or staff who experience or witness any conduct that violates this policy are encouraged to report the issue promptly and confidentially. We are committed to listening, offering support, and taking appropriate action.

Reports may be made to:  
MCC Student Services  
Email: [info@gomosaic.college](mailto:info@gomosaic.college)  
Phone: (972)357-0536

### **SUPPORTIVE MEASURES**

Upon receiving a report, MCC will:

- Provide appropriate support, such as counseling referrals or academic accommodations.
- Address concerns swiftly, respectfully, and with fairness to all parties involved.
- Ensure no student or employee faces retaliation for bringing concerns forward.

### **GRIEVANCE AND REVIEW PROCESS**

MCC is committed to addressing complaints fairly and impartially. While we are not subject to federal Title IX enforcement due to our lack of federal funding, we maintain a process rooted in Christian values and best practices. This includes:

- Listening to all parties.
- Reviewing available information and testimonies.
- Providing a timely resolution with clear communication of outcomes.

### **CHRISTIAN VALUES & INSTITUTIONAL INTEGRITY**

MCC holds to biblical teachings regarding marriage, sexuality, and personal conduct. We strive to balance grace and truth while ensuring that our policies reflect the love, justice, and righteousness of Christ. Our goal is to protect individuals while fostering a community where students can grow spiritually, academically, and personally.

### **NON-RETALIATION POLICY**

MCC strictly prohibits retaliation against any individual who files a report, participates in an investigation, or raises concerns in good faith. Any individual found to engage in retaliation will face appropriate disciplinary action.

### **FINAL STATEMENT**

Mosaic Christian College's mission is to create disciples of Christ without creating disciples of debt, and we do so in an environment free from harassment, discrimination, or intimidation. Though MCC does not receive federal funds, we voluntarily maintain policies and procedures that reflect our commitment to fairness, respect, and biblical integrity.

# **ADMISSIONS POLICIES & PROCEDURES**

# GENERAL ADMISSION REQUIREMENTS

Mosaic Christian College (MCC) is committed to providing a Christ-centered, biblically grounded education to students called to ministry, leadership, and service. Admission to MCC requires applicants to meet the following criteria:

## 1. Faith Commitment

Applicants must:

- Have a personal relationship with Jesus Christ and demonstrate a commitment to Christian values and spiritual growth.
- Agree to MCC's Faith Statement, affirming the Bible as the infallible, inerrant Word of God and the ultimate authority in life and education.
- Be active in a local church or ministry, as confirmed by a pastoral reference.

## 2. Educational Background

Undergraduate Programs

- Must have graduated from an accredited high school, homeschool program, or have successfully completed a GED.
- Homeschooled students must provide documentation demonstrating successful completion of secondary education in accordance with their state's requirements.
- International students must self-certify that they have completed the equivalent of a U.S. high school diploma and provide verification of academic credentials.

### Dual Enrollment for High School Students

- High school students may enroll in MCC courses with written permission from their school administrator. A maximum of 30 credit hours is allowed before high school graduation.

### Graduate Programs

- Master's Programs – Applicants must have a bachelor's degree from an accredited institution.
- Doctoral Programs – Applicants must have a master's degree from an accredited institution with a minimum of 60 graduate credit hours.

## 3. English Proficiency Requirement

Applicants whose primary language is not English must provide one of the following:

- TOEFL: Minimum score of 61 (iBT) for undergraduate, 71 (iBT) for master's, and 80 (iBT) for doctoral programs.
- IELTS: Minimum score of 6.0 for undergraduate, 6.5 for graduate, and 7.0 for doctoral programs.
- Pearson Test of English (PTE): Minimum score of 44 for undergraduate, 50 for master's, and 58 for doctoral programs.
- Other internationally recognized English proficiency assessments meeting the required scores.

## 4. Submission of Transcripts

Applicants must submit official transcripts from all previously attended institutions:

- Transcripts must be sent directly from the issuing institution to MCC.
- Electronic copies will be accepted if sent via an authorized transcript service.

## 5. Conditional Enrollment

Students may begin coursework while awaiting final transcript submission.

- Official admission status will be granted once all documents have been received and reviewed.

# TRANSFER CREDIT POLICY

MCC evaluates transfer credits based on academic rigor and course equivalency. The following guidelines apply:

- A maximum of 90 credits can be transferred into a Bachelor of Ministry program.
- A maximum of 15 credits can be transferred into a Master of Ministry program.
- A maximum of 36 credits can be transferred in a Master of Divinity program.
- A maximum of 12 credits can be transferred into a doctoral program. Only courses with a grade of "C" or higher (undergraduate and master's) or "B" or higher (doctoral) are eligible for transfer.
- Only courses with a grade of "C" or higher (undergraduate) or "B" or higher (graduate) are eligible for transfer.
- MCC may evaluate non-traditional learning experiences (AP, CLEP, and life learning credits) on a case-by-case basis.

Transfer students seeking to enroll at Mosaic Christian College (MCC) must follow these steps to ensure a smooth transfer of credits and successful enrollment.

## Step 1: Submit an Online Application

- Complete the MCC Transfer Student Application on the college website.
- Indicate that you are applying as a transfer student.

## Step 2: Provide Official Transcripts

- Request official transcripts from all previously attended colleges/universities.
- Transcripts must be sent directly from the issuing institution to MCC via:
  - Electronic transcript services (if available).
  - Mailed official hard copies (sealed and unopened).
- Note: MCC only evaluates transcripts that have been received officially—student-submitted transcripts will not be considered for transfer credit.

## Step 3: Review MCC's Transfer Credit Policy

- MCC accepts transfer credits from accredited institutions and evaluates coursework for equivalency.
- A maximum of 90 credits can be transferred into a bachelor's program.
- A maximum of 15 credits can be transferred into a master's program.
- A maximum of 6 credits can be transferred into a doctoral program.
- Only courses with a grade of "C" or higher (undergraduate) or "B" or higher (graduate) are eligible for transfer.
- MCC may evaluate non-traditional learning experiences (AP, CLEP, and life learning credits) on a case-by-case basis.

## Step 4: Submit Additional Required Documents

Depending on the program, transfer students may also need to submit:

- Statement of Faith – A brief testimony describing their personal relationship with Christ.
- Pastoral Reference – A letter from a pastor or ministry leader confirming their faith and character.
- Proof of Ministry Experience (if required for a specific degree program).

## Step 5: Wait for Transfer Credit Evaluation

- The Admissions Office will review transcripts and determine the number of transferable credits.

- Students will receive a Transfer Credit Evaluation Report outlining accepted credits.
- The Degree Completion Plan will be updated based on accepted transfer credits.

#### **Step 6: Accept Admission & Register for Classes**

- Once admitted, students must complete the following steps:
  - Sign the Enrollment Agreement.
  - Set up their MCC student account and email.
  - Meet with an Academic Advisor to discuss their degree plan and course selection.
  - Register for first-term classes.

#### **Step 7: Begin Coursework**

- Once registration is complete, students will receive access to:
  - Online Learning Management System (LMS) for course materials.
  - Orientation resources to familiarize themselves with MCC's policies.
  - Academic support services for guidance throughout their degree program.

## **ACADEMIC PLACEMENT AND READMISSION POLICY**

Mosaic Christian College (MCC) is committed to helping every student succeed academically and spiritually. Our Academic Placement and Readmission Policy is designed to ensure that students are placed in courses and programs suitable to their abilities and prior education, while also providing a clear path for those seeking readmission after withdrawal, dismissal, or an extended absence.

### **ACADEMIC PLACEMENT POLICY**

#### **Initial Placement:**

- All incoming students will be evaluated based on their previous academic transcripts and educational background to determine appropriate placement in their chosen degree program.
- Students with non-traditional educational experiences (e.g., homeschooling, ministry experience, or professional work) may be asked to submit additional documentation or undergo a brief assessment to determine the best academic starting point.
- MCC values the diverse experiences of our students and may grant credit for prior learning, ministry experience, or professional certifications where appropriate. Evaluation will be conducted according to the college's Transfer Credit Policy and Prior Learning Assessment procedures.

#### **Placement into General Education and Ministry Courses:**

- Students will generally begin with introductory courses in their degree program unless they demonstrate proficiency or have earned transfer credits from an accredited institution.
- Placement adjustments may be made upon student request or faculty recommendation within the first four weeks of enrollment.

#### **Developmental Support:**

- If a student's prior academic work indicates a need for foundational support in areas such as writing, research, or biblical studies, MCC may recommend enrollment in non-credit or introductory courses to strengthen these skills.

### **ACADEMIC READMISSION POLICY**

**Eligibility for Readmission:** Students seeking readmission to MCC after withdrawal, academic dismissal, or an extended absence must complete a Readmission Application and meet the following conditions:



**1. Voluntary Withdrawal:**

- A student who voluntarily withdrew in good standing may apply for readmission at any time.
- Updated personal and academic information will be required, and the student will be assessed based on current program requirements.

**2. Extended Absence (12 Months or More):**

- A student who has not enrolled in a course for 12 consecutive months will be considered inactive and must apply for readmission.
- Upon readmission, students may be subject to any curriculum updates or policy changes that have occurred during their absence.

**3. Academic Dismissal:**

- A student dismissed for poor academic performance (e.g., GPA below minimum requirements) may apply for readmission after a minimum of 6 months.
- The student must submit a personal statement explaining the steps taken to improve their academic readiness and spiritual growth.
- Upon readmission, the student will be placed on Academic Probation for their first two courses. Satisfactory progress during this period is required to continue enrollment.

**4. Behavioral Dismissal:**

- A student dismissed for violating MCC's Student Code of Conduct may apply for readmission after a minimum of 12 months.
- A written statement of repentance and growth, along with a pastoral or mentor reference, will be required.
- The college reserves the right to deny readmission if the original circumstances leading to dismissal remain unresolved.

**CONDITIONS UPON READMISSION**

- Readmitted students must comply with current program requirements and academic policies in place at the time of their return.
- Previously completed coursework will be evaluated to determine applicability to the student's program under the updated curriculum.
- Academic standing (e.g., probation, good standing) will be determined upon readmission based on prior performance and any conditions set forth by MCC.

**APPEALS PROCESS**

A student denied readmission may submit a written appeal to the Academic Affairs Office within 10 business days of receiving the decision. The appeal should include any new information or mitigating circumstances. The Academic Review Committee will consider the appeal, and a final decision will be communicated within 14 business days.

**FINAL STATEMENT**

Mosaic Christian College is committed to creating disciples of Christ without creating disciples of debt, and we view both academic placement and readmission as essential steps in supporting our students on their spiritual and educational journeys. We desire that every student grows in knowledge, faith, and character as they prepare to impact the world with the Gospel of Jesus Christ.

# VERIFICATION OF STUDENT IDENTITY

***To maintain integrity in the academic process, all students must verify their identities through:***

**STATE-ISSUED ID VERIFICATION**

- All students must submit a valid government-issued ID during the enrollment process.
- This ID is securely stored and used strictly for identity confirmation purposes.

**Secure Login Credentials**

- Students receive unique login credentials (username and password) for the Learning Management System (LMS).
- The system logs all access and activity, providing an audit trail to monitor student participation.
- Students are required to maintain the confidentiality of their credentials.

**Proctored Examinations**

- Select courses and exams require online or in-person proctoring to confirm student identity.
- Proctors verify identity using photo ID verification and secure testing protocols.
- Students are informed in advance of any proctoring requirements and associated costs.

**Engagement & Participation Monitoring**

- MCC tracks student participation through assignment submissions, discussion forums, and activity logs.
- Any discrepancies in engagement patterns may prompt additional identity verification measures.

**Transparency in Verification Fees**

- If a course requires proctoring services or other verification technologies, MCC notifies students before registration.
- Any additional costs are clearly outlined in course materials to ensure full transparency.

**Student Responsibilities**

- Students must not share login credentials and are responsible for maintaining the security of their accounts.
- Unauthorized access or fraudulent activity may result in disciplinary action, including dismissal from the program.

# ACADEMIC POLICIES

# GRADING SCALE & ACADEMIC STANDING

Maintaining satisfactory academic progress is essential to success at Mosaic Christian College. The following grading policy outlines the expectations for academic performance and the steps taken if students fall below these standards.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, students must meet the following requirements:

- Pass a Minimum of 75% of All Classes
- Students must pass at least 75% of all courses they enroll in, with a "C" or higher grade.
- Maintain a Minimum Cumulative GPA
  - Bachelor's Programs: A cumulative GPA of 2.0 on a 4.0 scale.
  - Master's Programs: A cumulative GPA of 3.0 on a 4.0 scale.
  - Doctoral Programs: A cumulative GPA of 3.5 on a 4.0 scale.

## ACADEMIC WARNING

If a student fails to meet the above requirements, they will receive an Academic Warning via email. This shows they must improve their academic performance by meeting the minimum standards to avoid further action.

## ACADEMIC PROBATION

If the student's performance does not improve after receiving an Academic Warning, they will be placed on Academic Probation. While on probation, the student must maintain a minimum GPA of 2.0 in subsequent courses. Failure to meet this requirement may result in administrative withdrawal from the program.

## APPEAL PROCESS FOR ACADEMIC PROBATION

If a student is placed on Academic Probation and faces potential administrative withdrawal, Mosaic Christian College will notify them via email and phone. The student has five (5) days from the date of the notification to submit an appeal in writing. Appeals submitted after five days will not be considered.

## GRADING SCALE

Letter Grade	Numerical Range	Grade Points
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-60	1.0
F	59-below	0.0

### Honors:

Summa Cum Laude (3.95 - 4.0)

Magna Cum Laude (3.75 - 3.94)

Cum Laude (3.50 - 3.74)

No Honors 3.49 - below)

Honors will not be reflected on a student's degree.

# Course Load & Credit Hour Policy

At Mosaic Christian College (MCC), our goal is to foster not only academic achievement but also spiritual growth and practical ministry preparation. We believe that true learning takes time, reflection, and application. This policy is designed to encourage students to prioritize understanding and mastery over simply finishing coursework quickly.

## COURSE LOAD GUIDELINES

### One Course at a Time (Recommended):

- Students are encouraged to enroll in one course at a time to allow for proper focus, engagement, and retention of the material.
  - This approach promotes deeper understanding, meaningful application to life and ministry, and allows students to balance their education with work, family, and church responsibilities.

### Maximum Course Load:

- Students may not complete more than two courses within any given month.
  - This maximum is in place to ensure that students can engage thoughtfully with course content rather than rushing through assignments.
  - Taking on too many courses at once often leads to superficial learning, increased stress, and lower performance.

## WHY THIS MATTERS

At MCC, we believe that Christian leaders must be both knowledgeable and wise, and wisdom requires time to grow. Scripture encourages us to meditate on the Word of God day and night (Psalm 1:2). Similarly, your education requires time to think, pray, and apply what you are learning.

## KEY BENEFITS OF A BALANCED COURSE LOAD

- **Deeper Learning:** Students absorb and retain more when they take time to read, reflect, and apply course material.
- **Better Application:** Ministry is not just about what you know; it is about how you live. Engaging deeply with your coursework allows the Holy Spirit to work in your life and shape you into a more effective disciple.
- **Reduced Burnout:** Balancing education with family, work, and ministry prevents exhaustion and discouragement.
- **Academic Success:** Students who focus on fewer courses at a time consistently perform better academically and are more likely to complete their degrees.

## COURSE CREDIT HOUR EXPECTATIONS

Each course is designed to reflect traditional credit hour standards:

- One 3-credit-hour course is estimated to require approximately 135 hours of total work, including reading, assignments, and reflection.
- Students should expect to spend 15-20 hours per week per course, depending on the subject and their familiarity with the material.
- **Definition of a Unit of Credit:** All credits are awarded as semester credits. A semester credit hour is equivalent to the commonly accepted and traditionally defined units of academic measurement. MCC courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. One credit includes 15 hours of academic engagement and 30 hours of preparation.
- MCC offers asynchronous online courses in which at least an equivalent amount of work is required as represented in the definition of the traditional credit hour.

## TIME MANAGEMENT RECOMMENDATIONS

To succeed in your courses:

- Schedule dedicated study time each week.
- Avoid rushing through assignments to “get them done.” Instead, focus on understanding how the content applies to your life and calling.
- Ask questions when you need help. Our faculty and advisors are here to support you.

## FINAL NOTE

The flexibility of online learning is a blessing, but it requires discipline, consistency, and follow-through. At MCC, we are here to support you on this journey, helping you grow in knowledge and faith as you fulfill your calling.

# WITHDRAWAL & POLICY

At Mosaic Christian College (MCC), we understand that life circumstances can sometimes interfere with a student's ability to continue their studies. While we encourage all students to stay consistent in their coursework, we also provide flexibility through our Withdrawal and Leave of Absence Policy to accommodate unexpected situations.

## WITHDRAWAL POLICY

If a student determines that they must withdraw from their program, the following guidelines apply:

- **Enrollment Fee:** Students who withdraw from the college and later choose to return will be required to pay a \$250 enrollment fee to reactivate their student status.
- **Course Completion:** Students who begin a course are expected to complete it within the standard two-month timeframe. Withdrawing from a course will result in a failing grade unless prior approval is given for extenuating circumstances.
- **Communication:** Students considering withdrawal should first contact the MCC administrative office to discuss their options and determine if a Leave of Absence may be more suitable.

## LEAVE OF ABSENCE POLICY

We recognize that there are times when students need to temporarily step away from their studies due to personal, health, or family matters. A Leave of Absence (LOA) is designed to allow students time away without needing to withdraw entirely.

- **Eligibility:** Students may request one Leave of Absence per year, lasting up to three consecutive months.
- **No Enrollment Fee:** A student who returns to their studies within the approved LOA period will not be required to pay the \$250 enrollment fee.
- **Duration:**
  - Maximum Leave: Three months per calendar year, max of four LOA's during a program.
  - If a student does not return after three months, their status will be considered "withdrawn," and the \$250 enrollment fee will apply upon re-enrollment.

## HOW TO REQUEST

- The student must submit a written request for an LOA to the Student Services office at [info@gomosaic.college](mailto:info@gomosaic.college), including the reason for the leave and the expected return date.
- The request will be reviewed, and the student will receive a confirmation if approved.
- **Impact on Courses:** Students on an LOA will not be enrolled in any courses during the leave period.
- **Resuming Studies:** Upon return, students may resume their program without penalty and continue their courses where they left off.

## IMPORTANT NOTES

- **Extended Absences:** Students requiring more than two months away from their studies will need to withdraw and re-enroll later, incurring the \$250 enrollment fee.
- **Staying Connected:** Students are encouraged to stay in communication with MCC during their leave to ensure a smooth return to their studies.

# ACADEMIC APPEALS POLICY

At Mosaic Christian College (MCC), we are committed to providing students with a fair and transparent academic experience. We understand that there may be times when a student disagrees with an academic decision or believes that their performance was evaluated unfairly. The Academic Appeals Policy exists to ensure students have a clear and respectful process to seek a review of such concerns.

## GROUNDINGS FOR AN ACADEMIC APPEAL

A student may submit an appeal under the following circumstances:

- **Grade Disputes:** If a student believes a course grade or assignment grade was given in error or was not assessed according to the stated grading criteria.
- **Academic Policy Application:** If a student feels that an academic policy was applied unfairly or incorrectly.
- **Extenuating Circumstances:** If a student's performance was impacted by unforeseen circumstances (e.g., medical issues, family emergencies), and they are seeking a reconsideration.

## APPEALS THAT WILL NOT BE CONSIDERED

- **Disagreement with Instructor's Judgment:** Appeals based solely on disagreement with an instructor's evaluation of the quality of a student's work will not be considered unless evidence suggests a deviation from the grading criteria.
- **Missed Deadlines:** Appeals due to failure to submit assignments or complete a course within the two-month course timeframe without prior communication will not be considered.

## ACADEMIC APPEALS PROCESS

### Step 1 – Informal Resolution

- Before submitting a formal appeal, the student is encouraged to communicate directly with the course instructor to discuss the concern and seek a resolution.

### Step 2 – Formal Appeal Submission

- If the issue is not resolved informally, the student may submit a formal appeal through the Student Services Office via email at [info@gomosaic.college](mailto:info@gomosaic.college).
- The appeal must be submitted within 14 calendar days of the final grade being posted or the academic decision being made.

### Step 3 – Appeal Requirements

- The formal appeal must include the following:
  - Student's Full Name and Program of Study
  - Course Name and Instructor (if applicable)
  - A Detailed Explanation of the Concern
  - Supporting Documentation (e.g., emails, assignment rubrics, medical notes, etc.)
  - Requested Outcome

### Step 4 – Appeal Review

- The Student Services Office will review the submitted appeal and may consult the instructor, relevant staff, and academic leadership as needed.
- The student will receive a written response within 10 business days.

### Step 5 – Final Decision

- The decision made by the Student Services Office is final. No further appeals will be accepted beyond this stage.

## ADDITIONAL NOTES

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- **Confidentiality:** All appeals will be handled with confidentiality and respect.
- **Student Responsibility:** It is the student's responsibility to provide all necessary documentation to support their appeal.



- Communication: Appeals and all related inquiries must be directed to [info@gomosaic.college](mailto:info@gomosaic.college).

Our goal is to ensure that every student receives fair treatment while maintaining the academic standards of Mosaic Christian College. This policy reflects our commitment to upholding both academic excellence and student success.

# GRIEVANCE POLICY

At Mosaic Christian College, we are committed to maintaining a learning environment that is respectful, fair, and transparent. We recognize that conflicts or grievances may occasionally arise, and we believe in addressing these issues in a manner consistent with biblical principles of reconciliation and justice. As Matthew 18:15-17 (NLT) teaches, “If another believer sins against you, go privately and point out the offense... But if you are unsuccessful, take one or two others with you and go back again.” Our Grievance Procedures provide a structured process to resolve conflicts while promoting understanding, fairness, and mutual respect.

## PURPOSE OF THE GRIEVANCE POLICY

The purpose of this policy is to provide students, faculty, and staff with a clear and equitable process for addressing grievances related to academic, administrative, or interpersonal issues within the college. Mosaic Christian College is dedicated to resolving disputes in a manner that upholds the rights of all individuals while seeking to foster reconciliation and peace within the community.

## TYPES OF GRIEVANCES COVERED

Grievances may include, but are not limited to:

- Academic issues, such as unfair grading or academic dishonesty.
- Administrative issues, such as improper application of policies or procedures.
- Discriminatory practices or violations of the college’s nondiscrimination policy.
- Interpersonal conflicts, such as harassment or disrespectful behavior.
- Violations of student rights or misconduct by faculty, staff, or other students.

## CONFIDENTIAL COMPLAINT SUBMISSION

Mosaic Christian College takes all grievances seriously and provides students, faculty, and staff with the ability to submit complaints confidentially.

- To ensure privacy, students may submit grievances through a confidential online form available on the student portal or directly to the Office of Student Services.
- The institution will ensure that all complaints are handled discreetly and that the identity of the complainant remains confidential unless disclosure is necessary to resolve the grievance.

## FILING A COMPLAINT WITH ASIC AND TRACS

If a student feels that their grievance has not been satisfactorily resolved through the internal grievance procedures, they may file a formal complaint with Mosaic Christian College’s accrediting body:

- **Accreditation Service for International Schools, Colleges & Universities (ASIC):** Students may file complaints with ASIC regarding institutional practices related to international accreditation standards. Further information on submitting a complaint to ASIC can be found on their website.

- **Transnational Association of Christian Colleges and Schools (TRACS):** Students may contact TRACS to file a complaint if the grievance pertains to academic standards or institutional compliance with accreditation requirements. TRACS can be contacted through the TRACS website or by mail. Instructions for submitting a complaint to TRACS are available on the TRACS Student Complaints Page.

**SPECIAL NOTE:** Mosaic Christian College is NOT YET accredited by TRACS, but is submitting itself to the accreditation process, and therefore, we are providing this information for a student file any complaint. This suggestion does not imply accreditation is imminent, now or in the future.

## INFORMAL RESOLUTION PROCESS

- **Initial Discussion:** Whenever possible, students, faculty, or staff should attempt to resolve grievances informally by discussing the issue directly with the individual(s) involved. This step encourages open communication and reconciliation without the need for formal intervention. "Do all that you can to live in peace with everyone" (Romans 12:18, NLT).
- **Mediation:** If the issue cannot be resolved directly, the next step is to seek mediation with a neutral third party, such as a faculty or staff member and/or an administrator. Mediation aims to provide a constructive space for both parties to reach an understanding or compromise.

If the informal process does not resolve the issue, the student, faculty, or staff member may initiate the formal grievance procedure. This process involves the following steps: **Filing a Written Complaint:** The individual must submit a formal, written complaint to the Vice President of Student Services or Vice President of Academics, depending on the nature of the grievance.

### ***The written complaint must include:***

- A clear statement of the grievance.
- Explain whether or not the first step was taken to resolve the issue informally.
- Any supporting documentation or evidence relevant to the grievance.
- The desired resolution or outcome.

**Review of the Complaint:** The Vice President of Student Services (or Vice President of Academics) will acknowledge receipt of the complaint and initiate an investigation. The grievance will be reviewed thoroughly, including gathering statements from all parties involved and reviewing any relevant documentation. The investigation will be completed within 30 days of receiving the written complaint.

**Meeting with Parties Involved:** As part of the investigation, the parties involved may be asked to meet with a designated grievance officer to discuss the issues in more detail. This meeting will provide each party with the opportunity to present their perspective and any additional evidence.

**Resolution Decision:** After reviewing the grievance and conducting any necessary meetings, the grievance officer will make a determination and recommend a course of action. The outcome of the grievance and the decision will be communicated in writing to all parties involved.

## APPEALS PROCESS

If the complainant is not satisfied with the outcome of the formal grievance procedure, they may file an appeal within 14 days of receiving the written decision. Appeals must be submitted to the Vice President of Student Services and must include:

- A clear statement of the reason for the appeal. Any new evidence or information that was not previously considered.
- A request for a specific outcome or resolution.

The appeal will be reviewed by the Vice President of Student Services, and a final decision will be rendered within 30 days of receiving the appeal. The decision made during the appeals process is final.

### **CONFIDENTIALITY AND NON-RETALIATION**

Mosaic Christian College is committed to ensuring that all grievance procedures are handled with the highest level of confidentiality. Information related to the grievance will be shared only with individuals directly involved in the process, and any retaliation against individuals for filing a grievance is strictly prohibited. Retaliation may result in disciplinary action.

# STUDENT SERVICES

# ACADEMIC ADVISING

The Office of Student Services at Mosaic Christian College is dedicated to helping students navigate their academic journey with confidence. Our team provides personalized advising to ensure each student selects courses that align with their educational and ministry goals while staying on track for graduation.

We assist students with:

- Course registration to ensure they enroll in the right classes each term.
- Degree planning to help them choose the best program for their calling.
- Transfer credit evaluations to maximize prior learning and experience.
- General academic guidance to support student success.

Whether students are just starting or nearing graduation, our advisors are available to help them make informed decisions and successfully earn their degrees. Advising services are available via email, phone, and student portal appointments. Call to set up an appointment at 972-357-0536 or email us at [info@gomosaic.college](mailto:info@gomosaic.college).

# ONLINE LEARNING SUPPORT

Our Student Services team is your primary point of contact for any questions or concerns. Whether you need help navigating our learning platform, understanding a course requirement, or simply need encouragement, we are here to help.

- **Contact:** [info@gomosaic.college](mailto:info@gomosaic.college)
- **Response Time:** We aim to respond within 1 business day to ensure your questions are addressed quickly.

## COURSE GUIDANCE & COMMUNICATION

Each course is led by an instructor who is available to provide guidance, answer questions, and clarify course content. Students are encouraged to reach out to their instructors for:

- Clarification on assignments.
- Help understanding course materials.
- Feedback on their progress.

## LEARNING PLATFORM ASSISTANCE

Our online platform is designed to be user-friendly, but we recognize that technology issues can arise. If you encounter technical difficulties, we offer:

- Guides and Tutorials on how to access course materials, submit assignments, and track your progress.
- Tech Support Assistance for login issues, platform navigation, or file submission concerns.

## ENCOURAGING CONSISTENT PROGRESS

We encourage students to work at a steady pace throughout their courses. While our programs are flexible, consistent engagement leads to deeper learning and better retention. Our support team will periodically check in with students who may need encouragement or reminders to stay on track.

## ONE COURSE AT A TIME – FOCUSED LEARNING

We encourage students to complete one course at a time to promote a deeper understanding of the material and prevent overwhelm. Students may complete up to two courses per month if their schedule allows, but our support team is available to help you balance your course load and maintain quality in your work.

## ACADEMIC COACHING

For students needing extra guidance, we offer academic coaching to help with:

- Time management.
- Study techniques.
- Developing a plan for completing courses successfully.

## LIBRARY AND RESEARCH RESOURCES

Students have access to digital resources to aid in their academic work. We also guide students toward reliable online sources and offer tips on how to conduct effective research for assignments.

## OUR COMMITMENT TO YOU

We believe that every student's journey matters. Our online learning support is built on the foundation of our core values—Christ-centered education, biblical truth, and student success. We are committed to walking alongside you, helping you grow spiritually and academically as you pursue your calling.

If you need help at any time, reach out. We are here to support you every step of the way.

### Contact Us:

Email: [info@gomosaic.college](mailto:info@gomosaic.college)

Call: (972)357-0536

# LIBRARY AND RESEARCH RESOURCES

At Mosaic Christian College, we are committed to providing students with the tools they need to succeed academically and grow spiritually, without adding to their financial burden. Our Library & Learning Resources, available at <https://www.gomosaic.college/library>, are designed to offer free access to high-quality materials that support your studies and ministry preparation. This resource hub reflects our mission:

***“Creating disciples of Christ without creating disciples of debt.”***

## WHAT YOU WILL FIND

### Biblical & Theological Resources

We provide access to trusted Bible study tools, commentaries, and theological references to help you deepen your understanding of Scripture. Whether you are preparing for a ministry assignment or writing a research paper, these resources will guide you in accurately interpreting God's Word.

### E-Books & Articles

Students can freely access a variety of e-books, articles, and academic journals on Christian education, ministry, theology, leadership, and more. This ensures you have reliable, biblically sound content without the added cost of expensive textbooks.

### Research & Writing Tools

Our library page includes research guides and writing support tools to help you develop strong academic skills. From APA formatting assistance to research tips, these tools are designed to equip you for success in your coursework.

### Ministry & Leadership Resources

Practical leadership books, church growth materials, and discipleship guides are available to

help students prepare for real-world ministry. Whether you are leading a small group, planting a church, or counseling others, these resources are designed to equip servant-leaders.

### WHY THIS MATTERS

Providing free access to learning resources is a key part of our mission to keep education affordable and accessible.

- No hidden costs for library access.
- No expensive subscriptions required for essential research materials.
- No barriers to quality, biblically sound resources.

This allows students to focus on their calling and their growth—both academically and spiritually—without the weight of financial stress.

### HOW TO ACCESS THE LIBRARY & RESOURCES

Visit: [www.gomosaic.college/library](http://www.gomosaic.college/library)

This platform is available 24/7, giving you the flexibility to study on your schedule—whether you're preparing a sermon, writing a paper, or seeking personal spiritual growth.

At Mosaic Christian College, we believe the Word of God and the tools to understand it should be available to everyone. Our free Library & Learning Resources are one more way we are working to serve you and honor our commitment to Christ-centered, debt-free education.

## CAREER SERVICES & MINISTRY PLACEMENT

Mosaic Christian College is committed to helping students and graduates prepare for their careers in ministry, Christian leadership, and other professional fields. Our Career Services provide practical resources and guidance to support students in their vocational journey.

### WHAT WE OFFER

- **Job Boards & Ministry Opportunities** – Access a curated list of job openings in churches, ministries, nonprofits, and faith-based organizations.
- **Resume & Cover Letter Reviews** – Submit your resume for personalized feedback to help you create a professional and compelling application.
- **Networking & Mentorship Opportunities** – Connect with MCC alumni, ministry leaders, and professionals who can provide insights and career guidance.
- **Career Development Workshops & Webinars** – Participate in online Zoom or Facebook Live meetings covering topics like calling in ministry, leadership skills, and professional growth.
- **Internship & Volunteer Opportunities** – Explore hands-on experiences with partner ministries and Christian organizations to build your skills and resume.
- **Church & Ministry Placement Assistance** – For students called to pastoral ministry, missions, or Christian education, we help connect you with churches and ministries seeking leaders when we hear from them.

Our goal is to equip students with the tools, knowledge, and connections they need to succeed in their careers while fulfilling their calling.

For more information or to access these resources, call us at 972-357-0536 or email [info@gomosaic.college](mailto:info@gomosaic.college).



# PERSONAL SUPPORT SERVICES

At Mosaic Christian College, we care about the spiritual, emotional, and personal well-being of our students. Whether you need prayer, encouragement, or guidance, we are here to support you.

## Our Personal Support Services include:

- **Prayer Counseling** – If you need someone to pray with you or for you, our chaplain is available to provide confidential prayer support.
- **Spiritual Encouragement** – Receive biblical encouragement and guidance during challenging times.
- **Personal Support & Listening Ear** – Sometimes, you just need someone to talk to. We offer a safe space to share your burdens and receive Christ-centered encouragement.

Chaplain Martin Arredondo is available to pray with you, encourage you, and offer spiritual guidance. You can reach out to him via:

**Phone** – Contact Chaplain Marty Arredondo for direct support by calling the school at 972-357-0536.

**Email** – Send your prayer requests or support inquiries to [bcmintx@gmail.com](mailto:bcmintx@gmail.com).

At MCC, you are never alone. We are here to walk with you, pray for you, and support you in your journey of faith and education. Reach out anytime—we are here for you.

# DISABILITY ACCOMMODATIONS

At Mosaic Christian College, we are committed to creating a learning environment where every student can succeed. We recognize that students may face unique challenges due to disabilities, and we are prepared to offer reasonable accommodations to support their academic success.

Students seeking accommodations should notify us during New Student Orientation so we can work together to ensure proper support is in place from the start.

Below is a list of common accommodations we can offer. This is not exhaustive—if you need something not listed, please let us know, and we will work with you to find a reasonable solution.

## REASONABLE ACCOMMODATIONS WE OFFER

Course Completion & Time Adjustments:

- **Extended Course Time** – Additional time to complete a course beyond the standard 2-month window.
- **Flexible Deadlines** – Adjusted deadlines for assignments due to medical needs or other valid reasons.

## EXAM MODIFICATIONS

- **Open-Book Exams** – Permission to use course materials and notes during exams.
- **Extended Exam Time** – Additional time to complete quizzes, tests, and final exams.
- **Alternative Testing Arrangements** – Customized testing options based on specific needs (e.g., accommodations for proctoring).

## ASSIGNMENT ADJUSTMENTS

- **Alternative Assignment Formats** – Permission to submit assignments in a different format, such as audio or video responses, instead of written work when appropriate.

- Use of Assistive Technology – Allowance to use voice-to-text software, screen readers, or other assistive devices.

### **COMMUNICATION & CONTENT SUPPORT**

- Recorded Lessons/Read-Aloud Support – Access to recorded lectures or text-to-speech tools for students with visual impairments or reading difficulties.
- Transcripts & Written Notes – Written transcripts of videos or audio materials when needed.
- Simplified Course Instructions – Clearer, step-by-step assignment instructions for students needing additional support with comprehension.

### **PHYSICAL & MENTAL HEALTH CONSIDERATIONS**

- Additional Leave Time – Additional leave time without penalty
- Mental Health Considerations – Flexibility with participation expectations for students facing anxiety, depression, or other mental health challenges.
- Supportive Communication Plan – Regular check-ins with Student Services or faculty to help stay on track without pressure.

### **OTHER SPECIAL ACCOMMODATIONS (CASE-BY-CASE)**

- Course Pacing Adjustments – Adjustments to the pacing of reading and assignments to reduce cognitive load.
- Peer or Mentor Support – Pairing with a mentor or peer tutor for additional guidance.
- Assistive Software Recommendations – Recommendations for free or low-cost learning support tools.
- Video Captioning – Closed captions or subtitles for any video content.

### **HOW TO REQUEST ACCOMMODATIONS**

- Notify us during New Student Orientation by emailing [info@gomosaic.college](mailto:info@gomosaic.college).
- Provide a brief description of your needs and any supporting documentation if available (not always required).
- We will review your request and work with you to create a plan that meets your needs while maintaining academic standards.

At Mosaic Christian College, we believe that every student has a unique God-given purpose, and we are committed to removing obstacles so you can fulfill your calling. Your success is our mission, and we are here to support you every step of the way.

# TUITION, FEES, AND FINANCIAL POLICIES

# TUITION STRUCTURE, PAYMENT PLANS, & FEES

Mosaic Christian College (MCC) offers an affordable and predictable tuition structure to ensure students can complete their education without financial burden. See the total costs below:

## BACHELOR OF MINISTRY

**Tuition:** \$155/month  
**Max Tuition:** Capped @ 60 months (\$9,300 total)

### Additional Fees:

- 1) \$100 Annual Administrative/Technology Fee.
- 2) \$75 Application Fee (non-refundable, due upon application submission).
- \$100 Graduation Fee (due upon submission of graduation application).
- 4) Course Materials/Books: Estimated \$10–\$30 per course.
- 5) Proctoring fee: \$25–\$35 per use of service. Typically required for one exam per 10 courses.

All fees are paid individually at the required time and are in addition to tuition fee payments.

MCC does not participate in federal financial aid programs but accepts scholarships from external sources.

### Truth in Lending Statement:

Monthly tuition payments are provided interest-free and without finance charges. The maximum total tuition paid per year for the bachelor program is \$1,860.

Students are responsible for all tuition and fees until they graduate, withdraw, or reach the tuition cap. Applicable fees will continue to be due as scheduled after tuition cap is reached and until the student graduates or withdraws from the program.

### ESTIMATED TOTAL PROGRAM COST:

If a student completes his or her entire degree program with MCC, it is estimated that the max total program cost, including tuition, fees, and books, will be: \$10,7757.

## MASTER OF MINISTRY

**Tuition:** \$155/month  
**Max Tuition:** Capped @ 42 months (\$6,510 total)

### Additional Fees:

- 1) \$100 Annual Administrative/Technology Fee.
- 2) \$75 Application Fee (non-refundable, due upon application submission).
- \$100 Graduation Fee (due upon submission of graduation application).
- 4) Course Materials/Books: Estimated \$10–\$30 per course.
- 5) Proctoring fee: \$25–\$35 per use of service. Typically required for one exam per 10 courses.

All fees are paid individually at the required time and are in addition to tuition fee payments.

MCC does not participate in federal financial aid programs but accepts scholarships from external sources.

### Truth in Lending Statement:

Monthly tuition payments are provided interest-free and without finance charges. The maximum total tuition paid per year for the masters program is \$1,860.

Students are responsible for all tuition and fees until they graduate, withdraw, or reach the tuition cap. Applicable fees will continue to be due as scheduled after tuition cap is reached and until the student graduates or withdraws from the program.

### ESTIMATED TOTAL PROGRAM COST:

If a student completes his or her entire degree program with MCC, it is estimated that the max total program cost, including tuition, fees, and books, will be: Master of Ministry Program: \$7,375.  
 Master of Divinity Program: \$10,505.

## DOCTOR OF MINISTRY

**Tuition:** \$155/month  
**Max Tuition:** Capped @ 42 months (\$6,510 total)

### Additional Fees:

- 1) \$100 Annual Administrative/Technology Fee.
- 2) \$75 Application Fee (non-refundable, due upon application submission).
- \$100 Graduation Fee (due upon submission of graduation application).
- 4) Course Materials/Books: Estimated \$10–\$30 per course.
- 5) Proctoring fee: \$25–\$35 per use of service. Typically required for one exam per 10 courses.

All fees are paid individually at the required time and are in addition to tuition fee payments.

MCC does not participate in federal financial aid programs but accepts scholarships from external sources.

### Truth in Lending Statement:

Monthly tuition payments are provided interest-free and without finance charges. The maximum total tuition paid per year for the doctoral program is \$1,860.

Students are responsible for all tuition and fees until they graduate, withdraw, or reach the tuition cap. Applicable fees will continue to be due as scheduled after tuition cap is reached and until the student graduates or withdraws from the program.

### ESTIMATED TOTAL PROGRAM COST:

If a student completes his or her entire degree program with MCC, it is estimated that the max total program cost, including tuition, fees, and books, will be: Doctor of Ministry Program: \$7,375.

This total program cost is only an estimate. The actual total is subject to change due to changes in the cost of tuition, fees, and books. The total cost may be reduced by transfer credits, scholarships, and the rate at which a student completes coursework. All students have the option to control their overall program cost by completing courses in a timely and consistent manner.

**BACHELOR OF MINISTRY:** Students enrolled in the Bachelor of Ministry program are allowed a maximum of six (6) years to complete the program

**MASTER OF MINISTRY/DIVINITY:** Students enrolled in the Master of Ministry program are allowed a maximum of four (4) years to complete the program. Students enrolled in Master of Divinity program are allowed a maximum of six (6) years to complete the program.

**DOCTOR OF MINISTRY:** Students enrolled in the Doctor of Ministry program are allowed a maximum of four (4) years to complete the program.

Students may request a one-time one-year extension for program completion. If an extension is granted, the student will be required to pay the posted tuition rate at the time of request for the additional year.

## Refund Policy

MCC maintains a strict no-refund policy on tuition payments. The only exception applies to a student's first tuition payment, which may be refunded within five (5) calendar days of payment, provided that:

- The student has not accessed any coursework in the Learning Management System (LMS).
- The student submits a written request for a refund to the Student Accounts Office within the allowable timeframe.

After this period, or once coursework has been accessed, no refunds will be issued for any reason, including withdrawal from the program.

### Withdrawing from MCC and Cancelling Payments

Students may withdraw from their program at any time by submitting an Official Withdrawal Request form. Withdrawal requests must be submitted at least one business day prior to the next scheduled tuition payment to prevent additional charges.

Once a student withdraws:

- All future payments will be canceled, but previous payments remain non-refundable.
- If the student decides to return at a later date, they may resume payments and continue their degree without penalty, subject to MCC's re-enrollment policies.

**IMPORTANT: BY MAKING A PAYMENT, YOU AGREE TO ABIDE BY THE TERMS OF YOUR TUITION AND FEES POLICY.**

## SCHOLARSHIPS & FINANCIAL ASSISTANCE

Mosaic Christian College (MCC) is committed to providing affordable, Christ-centered education without creating financial burdens for students. To keep tuition costs low and accessible, MCC does not participate in federal financial aid programs, including Pell Grants, federal student loans, or other government-funded aid.

However, students may use scholarships from outside organizations to help cover their tuition costs. If a student receives a scholarship from an external source, the scholarship provider can send payments directly to MCC on behalf of the student. It is the student's responsibility to coordinate these payments with the Student Accounts Office to ensure proper processing.

In addition, MCC offers a limited number of scholarships at the beginning of each calendar year. When available, these scholarships will be listed on the MCC website, along with the eligibility criteria and application process. Students interested in MCC scholarships should check the website regularly for updates and apply as early as possible, as funding is limited.

For questions regarding scholarship payments or available funding opportunities, students should contact us by phone or via email at [info@gomosaic.college](mailto:info@gomosaic.college).

This total program cost is only an estimate. The actual total is subject to change due to changes in the cost of tuition, fees, and books. The total cost may be reduced by transfer credits, scholarships, and the rate at which a student completes coursework. All students have the option to control their overall program cost by completing courses in a timely and consistent manner.

## PROGRAM COMPLETION DEADLINES

**BACHELOR OF MINISTRY:** Students enrolled in the Bachelor of Ministry program are allowed a maximum of six (6) years to complete the program

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**DOCTOR OF MINISTRY:** Students enrolled in the Doctor of Ministry program are allowed a maximum of four (4) years to complete the program.

Students may request a one-time one-year extension for program completion. If an extension is granted, the student will be required to pay the posted tuition rate at the time of request for the additional year.

# **DISTANCE EDUCATION & ONLINE LEARNING**



# DEFINITION OF DISTANCE EDUCATION

Distance Education at Mosaic Christian College (MCC) is an asynchronous, online learning model designed to offer flexibility while ensuring regular and substantive interaction between students and instructors. This approach distinguishes Distance Education from Correspondence Education by providing structured academic oversight, timely feedback, and proactive engagement throughout each student's learning journey.

## ***At MCC, Distance Education consists of:***

- 1. Structured Weekly Modules** – Students progress through organized learning units, which include video lectures, assigned readings, quizzes, and written assignments. These modules ensure that students stay on track and engage meaningfully with course content.
- 2. Administrative Grading and Personalized Feedback** – MCC's grading team evaluates all assignments and exams, providing timely, detailed feedback to support student development and reinforce learning.
- 3. Faculty Course Oversight** – Faculty members moderate and oversee course content to ensure academic quality and alignment with MCC's mission. They monitor course structure and make curriculum adjustments as needed.
- 4. Student Participation and Peer Interaction** – Courses incorporate discussion boards and assignments requiring student engagement with peers. These forums encourage collaborative learning, while ensuring students remain active participants in their education.
- 5. Ongoing Student Support** – MCC's administrative team offers academic support, progress reminders, and spiritual encouragement to foster student success. Staff ensure students remain connected and accountable throughout their courses.
- 6. Spiritual and Community Growth** – MCC integrates daily devotions, discipleship resources, and optional online church services into the student experience. This reflects MCC's commitment to developing the whole person—spiritually and academically.
- 7. Optional Synchronous Engagement** – While courses are primarily asynchronous, students may participate in live Facebook sessions for additional support and community interaction.

Mosaic Christian College's Distance Education is not simply online content delivery—it is a guided, interactive learning experience designed to help students grow academically, spiritually, and personally. Through structured coursework, meaningful feedback, and community connection, MCC's Distance Education model upholds the highest standards while ensuring students are equipped to succeed in their God-given calling.

# STUDENT ENGAGEMENT & COURSE INTERACTION

At Mosaic Christian College (MCC), we believe that meaningful engagement is key to student success—both academically and spiritually. As an online, asynchronous institution, we intentionally design our courses and student support systems to ensure that students are never alone in their learning journey. While students have the flexibility to study on their own schedule, we prioritize ongoing connection, guidance, and encouragement.

## **HOW WE SUPPORT STUDENT ENGAGEMENT & COURSE INTERACTION**

**Regular Feedback on Assignments:** Every assignment is graded by a trained administrative team member who provides personal, detailed feedback. This helps students understand their progress, strengthen their skills, and stay motivated.

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### HOW WE SUPPORT STUDENT ENGAGEMENT & COURSE INTERACTION

**Grading Feedback:** Every assignment submitted by a student is carefully evaluated by a member of MCC's administrative grading team. Personalized, constructive feedback is provided on all coursework to ensure students understand their progress and have the guidance needed to improve. This feedback is designed not only to assess work but also to encourage deeper learning and development.

**Access to Administration:** Students at MCC always have direct access to the administrative team. Whether they need assistance with coursework, clarification on policies, or personal support, students can reach out at any time by emailing [info@gomosaic.college](mailto:info@gomosaic.college). Our team is committed to quick responses and ensuring students feel supported every step of the way.

**Mentorship Support:** MCC provides ongoing mentorship for students throughout their educational journey. Mentors are available to offer guidance, spiritual encouragement, and practical advice. Whether a student needs help navigating academic challenges or balancing life responsibilities, these mentors are a trusted source of support.

**Peer Discussion Boards:** Courses often include discussion boards where students can engage with one another on key topics. While faculty and administration monitor these forums, the primary focus is on building student-to-student interaction. This creates a collaborative learning environment and helps students grow together in their understanding of course material.

**Check-Ins & Reminders:** To promote steady progress, MCC's administrative team sends regular course reminders and check-ins. These messages encourage students to stay on track, provide helpful tips for time management, and ensure students remain engaged without feeling overwhelmed.

**Open Communication:** MCC fosters a culture of open communication, encouraging students to ask questions, seek help, and voice concerns whenever needed. We recognize that online education can feel isolating at times, so we are intentional about making sure every student knows they are part of a caring and responsive community.

## INSTRUCTOR ROLE & ADMINISTRATIVE OVERSIGHT

At Mosaic Christian College (MCC), we are committed to providing students with a supportive and engaging learning environment, even in an online setting. While our courses are designed to offer flexibility, we recognize that students thrive when they receive both expert instruction and consistent support. Our approach combines the wisdom and expertise of qualified instructors with the ongoing guidance of our dedicated administrative team. Together, these teams ensure that students receive biblically sound education, clear expectations, and personalized feedback to help them succeed academically and grow spiritually.

**Instructor Role:** At MCC, instructors serve primarily as course developers and content overseers. They are responsible for creating biblically sound, academically rigorous course materials that align with the college's mission. Instructors ensure that the course content, readings, and assignments are clear, accurate, and effective in helping students grow both academically and spiritually. While instructors do not engage with students daily, they play a crucial role in shaping the learning experience and are involved when academic concerns or curriculum adjustments arise.

**Administrative Oversight:** The MCC administrative team is actively involved in students' day-to-day academic progress. This team is responsible for grading assignments, providing detailed and personalized feedback, and ensuring that students stay on track in their courses. The administrative staff is available to answer questions, clarify assignment expectations, and offer encouragement when challenges arise. Their goal is to ensure that every student receives the support needed to succeed, while also maintaining the academic integrity and high standards of each course.

**Collaborative Approach:** While instructors focus on course content and academic quality, the administrative team handles the majority of student interaction and support. This collaborative approach ensures that students benefit from expert instruction through their coursework while receiving timely, personalized assistance throughout their studies.

**Accessible Support:** Students can reach the administrative team anytime by emailing [info@gomosaic.college](mailto:info@gomosaic.college). Whether they need help understanding a concept, clarification on feedback, or guidance with time management, our team is ready to assist and ensure that no student feels alone in their educational journey.

# AVOIDANCE OF CORRESPONDENCE EDUCATION

Mosaic Christian College (MCC) is committed to delivering high-quality Distance Education while intentionally avoiding the characteristics of Correspondence Education. Correspondence Education typically lacks regular and substantive interaction, often reducing student learning to self-paced, independent study with minimal oversight. MCC's approach is designed to ensure that students are fully supported and engaged throughout their educational journey.

## **STRUCTURED ACADEMIC OVERSIGHT**

Each MCC course is designed with clear structure and guidance. Our courses follow weekly modules that include video lectures, assigned readings, quizzes, and written assignments. This structure keeps students on track and ensures they are progressing at an appropriate pace, which is a key distinction from Correspondence Education.

## **REGULAR AND SUBSTANTIVE INTERACTION**

MCC fosters ongoing engagement through frequent interaction between students and our administrative team. Students receive timely, personalized feedback on assignments, exams, and written work. This feedback is not merely evaluative but is intended to instruct and encourage, helping students deepen their understanding of the material.

## **FACULTY OVERSIGHT AND CONTENT DEVELOPMENT**

MCC faculty members create and oversee all course content to ensure that it remains biblically sound and academically rigorous. While faculty do not engage daily with students, they monitor courses, review materials, and make updates as needed to maintain excellence in education.

## **ADMINISTRATIVE GRADING AND SUPPORT**

Our administrative team plays an active role in supporting students. They grade assignments, provide detailed feedback, and monitor student progress. This team also sends reminders and encouragement to help students stay engaged and complete their courses successfully.

## **STUDENT ENGAGEMENT THROUGH DISCUSSIONS**

MCC includes peer discussion boards in its courses, allowing students to reflect on key topics and engage with their classmates. These discussions are monitored to ensure quality interaction and to maintain a community of learning.

## **OPTIONAL SYNCHRONOUS OPPORTUNITIES**

Although our courses are asynchronous, MCC offers optional live engagement opportunities, such as Facebook Live sessions, to provide students with additional support and connection with their peers and administrative team.

## **SPIRITUAL AND COMMUNITY GROWTH**

MCC integrates spiritual development into the educational experience. Daily devotions and discipleship content encourage students to grow in their faith, and a weekly online church service is available for community worship.

## **KEY DISTINCTION**

These elements collectively ensure that MCC's Distance Education is not merely self-directed learning. Instead, it is an interactive, guided experience with clear academic oversight and regular communication—avoiding the pitfalls of Correspondence Education and upholding the highest standards of student engagement and academic excellence.

## **CONCLUSION**

At MCC, students receive constant support through structured courses, faculty oversight, and personalized feedback for academic and spiritual growth.

# TECHNOLOGY & COMPUTER USE POLICIES

# SECURE LOGIN

Mosaic Christian College (MCC) is committed to protecting student information and ensuring secure access to all online learning platforms. All students are required to create and maintain a secure login for accessing their courses, academic records, and other college resources.

- **Unique Credentials:** Each student is assigned a unique username and password upon enrollment. Students are responsible for safeguarding their login information and should not share it with anyone.
- **Password Requirements:** Passwords must meet security standards, including a combination of uppercase and lowercase letters, numbers, and special characters. Students are encouraged to change their passwords periodically.
- **Login Monitoring:** MCC's systems monitor login activity to detect any unauthorized access. If suspicious activity is detected, the student's account may be temporarily suspended until security is restored.
- **Two-Factor Authentication (Optional):** MCC offers an optional two-factor authentication process for students who desire an extra layer of security. This can be enabled through their student portal.
- **Reporting Security Concerns:** Students must report any suspected security breaches or unauthorized access to the MCC administrative team immediately at [support@gomosaic.college](mailto:support@gomosaic.college).
- **Protection of Personal Information:** MCC adheres to strict privacy standards, exceeding legal requirements, to protect all student data and ensure FERPA compliance.

By following this policy, students contribute to the safety and integrity of their online learning environment at MCC.

# ONLINE LEARNING MANAGEMENT SYSTEM (LMS)

Mosaic Christian College (MCC) utilizes LearnDash, a robust and user-friendly online Learning Management System (LMS), to deliver all courses. LearnDash is designed specifically to support online, asynchronous learning while ensuring students stay engaged and on track.

***Through LearnDash, students can:***

- **Access Course Content:** View video lectures, download course materials, and read assigned texts at their convenience.
- **Submit Assignments:** Upload written work, complete quizzes, and track their progress through each course.
- **Receive Feedback:** Graded assignments are returned with detailed, personalized feedback from MCC's administrative grading team, ensuring students stay on course and receive the support they need.
- **Track Progress:** LearnDash automatically tracks course completion, quiz scores, and progress milestones, allowing students to monitor their academic journey.
- **Engage in Discussions:** Students can participate in online discussion boards, sharing thoughts with peers while faculty and administrative staff oversee the conversations to ensure engagement.
- **Stay Connected:** Built-in notifications and reminders help students remain consistent and meet their course requirements.

LearnDash is accessible from any device with internet access, giving students the flexibility to complete their coursework anytime, anywhere. This system is central to MCC's commitment to providing a structured, yet flexible, online learning experience that fosters academic and spiritual growth.



# ACCEPTABLE USE OF TECHNOLOGY

Mosaic Christian College (MCC) is committed to providing a safe, respectful, and effective online learning environment. Students are expected to use all MCC-provided technology, including the Learning Management System (LMS), communication platforms, and digital resources, responsibly and ethically.

## GUIDELINES FOR ACCEPTABLE USE

- **Course Access:** Students should use MCC's technology platforms, including LearnDash, solely for their academic and spiritual development.
- **Academic Integrity:** All work submitted through online platforms must be original. Plagiarism, unauthorized collaboration, or misuse of course content is strictly prohibited.
- **Respectful Communication:** When participating in discussion boards, email, or any digital interaction, students must communicate with respect and professionalism, reflecting Christian values.
- **Prohibited Activities:** Students may not use MCC's technology to engage in unlawful activities, distribute harmful content, or access inappropriate material.
- **Privacy and Security:** Students are responsible for safeguarding their login credentials and personal information. Sharing access or using another student's account is not allowed.
- **Proper Device Usage:** MCC's platforms are accessible on various devices; however, students should ensure their devices are secure and updated to prevent disruptions.

Failure to comply with this policy may result in restricted access to MCC's technology platforms or other disciplinary actions. Our goal is to maintain a positive, Christ-honoring online environment that fosters academic success and spiritual growth.

# CYBERSECURITY & DATA PROTECTION MEASURES

Mosaic Christian College (MCC) is committed to ensuring that all student information, academic records, and online systems are protected through advanced cybersecurity protocols and proactive monitoring.

## KEY SECURITY PRACTICES

- **External Security Audits:** MCC partners with an independent white-hat cybersecurity firm that conducts regular security audits and simulated hacking tests to identify vulnerabilities and ensure our systems remain secure against external threats.
- **Secure Platform Access:** Students must use unique login credentials to access the Learning Management System (LMS) and other MCC platforms. Sharing login details is strictly prohibited.
- **Data Encryption & Storage:** All sensitive student data is encrypted during transmission and storage to prevent unauthorized access.
- **System Monitoring:** MCC's administrative team works alongside cybersecurity experts to monitor all systems continuously, identifying and responding to potential threats in real-time.
- **Student Awareness:** Students are encouraged to practice safe online habits, including using secure internet connections and keeping personal devices updated. Any suspicious activity should be reported immediately to [info@gomosaic.college](mailto:info@gomosaic.college).
- **Backup Protection:** MCC securely backs up course content, grades, and records, ensuring academic data is protected from accidental loss or cyberattacks.

By employing both internal oversight and external security specialists, MCC upholds the highest standards of cybersecurity, safeguarding the privacy and academic success of every student.



# **STUDENT CONDUCT & DISCIPLINARY ACTIONS**

# DISCIPLINARY PROCEDURES

Mosaic Christian College (MCC) is committed to maintaining a Christ-honoring, respectful, and productive learning environment. When a student violates the standards of conduct, academic integrity, or other college policies, the following procedures will be followed to ensure fairness, accountability, and growth.

## 1. INITIAL REVIEW

Concerns regarding a student's behavior, academic performance, or conduct will be reviewed by the Student Services Office. This may involve gathering information from instructors, administrators, or other students as necessary.

## 2. INFORMAL RESOLUTION

For minor issues, MCC aims to resolve concerns through informal discussion. The student may receive a written warning or be asked to meet with a Student Services representative to discuss the behavior and agree on corrective action.

## 3. FORMAL REVIEW

If the issue is serious or remains unresolved after an informal approach, a formal review process will be initiated. The student will receive a written notice outlining the concerns, specific policy violations, and any supporting evidence.

## 4. STUDENT RESPONSE

The student will have the opportunity to respond in writing within five business days. This response should be sent to the Student Services Office at [info@gomosaic.college](mailto:info@gomosaic.college).

## 5. DETERMINATION & ACTION

After reviewing all relevant information, the Student Services Office will determine the appropriate action, which may include:

- Written Warning
- Academic Probation
- Suspension (temporary removal from courses)
- Dismissal (permanent removal from MCC)

## 6. APPEAL PROCESS

Students have the right to appeal any disciplinary action. Appeals must be submitted in writing within ten business days of receiving the decision. Appeals will be reviewed by the Student Services Office in consultation with college leadership. The decision on the appeal will be final.

## 7. RESTORATION

Whenever possible, MCC seeks to restore students to a place of academic and spiritual growth. Students who demonstrate genuine change and a commitment to MCC's values may request reinstatement after a period of suspension or dismissal.

## 8. CONFIDENTIALITY

All disciplinary matters will be handled confidentially and respectfully, in alignment with MCC's privacy policies and Christian values.

This process is designed to uphold both personal accountability and the grace-centered mission of Mosaic Christian College.

# INVESTIGATION OF VIOLATIONS

Mosaic Christian College (MCC) is committed to ensuring that all reports of policy violations, academic misconduct, or inappropriate behavior are addressed promptly, fairly, and thoroughly.

Our goal is to maintain the integrity of our Christian community while providing students with the opportunity to be heard.

### **INITIATION OF INVESTIGATION**

When a potential violation is reported, the Student Services Office will initiate a preliminary review. This may include concerns regarding academic integrity, standards of conduct, harassment, or other policy breaches.

### **GATHERING INFORMATION**

The Student Services Office will collect relevant information, which may include:

- Reviewing submitted assignments, emails, or discussion board posts.
- Speaking with faculty, administrative staff, or other students if necessary.
- Consulting course records or communication logs within our Learning Management System (LMS).

### **STUDENT NOTIFICATION**

The student under investigation will be informed in writing of the alleged violation. This notice will outline the nature of the concern and invite the student to respond.

### **STUDENT RESPONSE**

The student will have the opportunity to provide a written statement or meet with a representative from the Student Services Office to explain their perspective. All responses should be submitted to [info@gomosaic.college](mailto:info@gomosaic.college) within five business days.

### **ASSESSMENT & REVIEW**

Upon collecting all relevant details, the Student Services Office will carefully review the evidence and the student's response.

- In cases involving academic issues, course instructors or administrative graders may be consulted.
- Allegations of harassment, discrimination, or other serious matters will be handled with additional sensitivity, and outside counsel may be engaged if necessary.

### **DETERMINATION**

Following the investigation, the Student Services Office will determine if a violation occurred and what action, if any, is appropriate. Possible outcomes may include:

- No Action (if the claim is unsubstantiated).
- Written Warning.
- Academic Penalty (such as a reduced grade or assignment resubmission).
- Disciplinary Action (probation, suspension, or dismissal).

### **CONFIDENTIALITY**

All investigations are conducted confidentially, protecting the privacy of all parties involved in accordance with MCC's Student Privacy Policy and applicable laws.

### **RIGHT TO APPEAL**

Students have the right to appeal any findings or disciplinary actions following the Academic Appeals Policy. Appeals must be submitted in writing to [info@gomosaic.college](mailto:info@gomosaic.college) within ten business days of the decision.

MCC's investigation process reflects our commitment to truth, fairness, and grace—ensuring that each student is treated with dignity while upholding the standards of our institution.

# **CONSEQUENCES OF VIOLATIONS**

Mosaic Christian College (MCC) upholds high standards of academic integrity, Christian conduct, and personal responsibility. When a student violates a college policy, appropriate consequences will be applied based on the nature and severity of the violation. These consequences are designed to encourage growth, accountability, and restoration while ensuring that the learning environment remains fair and respectful for all students.

## PURPOSE OF CONSEQUENCES

Consequences are not intended to be punitive but are meant to:

- Protect the integrity of MCC's academic programs.
- Foster personal and spiritual growth.
- Promote fairness and accountability.
- Ensure a safe and respectful online learning community.

## TYPES OF CONSEQUENCES

Violations of MCC's policies may result in one or more of the following outcomes:

- **Warning:** A formal written notice outlining the nature of the violation and the expectations moving forward. Warnings serve as an opportunity for correction without further penalty.
- **Reduced Grade or Assignment Resubmission:** For academic integrity violations, the student may receive a reduced grade or be required to resubmit the assignment with corrections. This allows the student to learn from the mistake and demonstrate understanding.
- **Academic Probation:** A temporary status indicating that the student's standing at MCC is at risk. Academic probation may involve closer monitoring and additional check-ins with the Student Services Office. Failure to improve may lead to suspension or dismissal.
- **Course Failure:** In cases of severe academic dishonesty (e.g., plagiarism, submitting fraudulent work), a failing grade for the course may be issued. The student may be required to retake the course to fulfill program requirements.
- **Suspension:** A temporary separation from MCC, typically lasting from one to six months. The student may reapply after the suspension period but must demonstrate a commitment to personal and academic improvement.
- **Dismissal:** Permanent removal from MCC. Dismissal is reserved for repeated violations, egregious misconduct, or actions that significantly disrupt the college community or violate the values of MCC.
- **Restorative Actions:** In certain situations, students may be asked to complete a restorative action plan, which could include:
  - Writing a reflection paper.
  - Completing additional coursework on ethics or Christian character.
  - Participating in counseling or mentorship.

## FACTORS CONSIDERED

MCC recognizes that each situation is unique. When determining appropriate consequences, the following will be considered:

- The severity of the violation.
- Whether it was a first-time or repeated offense.
- The student's attitude and willingness to correct their actions.
- The potential impact on the MCC community.

## COMMUNICATION OF CONSEQUENCES

All disciplinary decisions will be communicated to the student in writing by the Student Services Office. Students will be informed of their right to appeal under MCC's Academic Appeals Policy by contacting [info@gomosaic.college](mailto:info@gomosaic.college) within ten business days.

## ENCOURAGEMENT FOR GROWTH

MCC's goal is to extend grace while holding students accountable. We believe that challenges and mistakes can lead to growth when students respond with humility and a desire to learn. Our desire is that every student emerges from difficult situations with a renewed commitment to excellence, integrity, and their walk with Christ.

# APPEALS PROCESS FOR DISCIPLINARY ACTIONS

Mosaic Christian College (MCC) is committed to ensuring that all disciplinary actions are fair, consistent, and transparent. Students have the right to appeal any disciplinary decision if they believe it was made in error, is unjust, or if new information has come to light.

## GROUNDINGS FOR APPEAL

A student may submit an appeal based on the following grounds:

- Evidence of a factual error in the investigation or decision.
- New information that was not available at the time of the original decision.
- A belief that the disciplinary action was excessively harsh or inconsistent with MCC policies.

## FILING AN APPEAL

Students wishing to appeal a disciplinary action must submit a written appeal within ten (10) business days from the date they were notified of the disciplinary decision. Appeals should be sent to Student Services at [info@gomosaic.college](mailto:info@gomosaic.college) and must include:

- A detailed explanation of the grounds for the appeal.
- Any supporting documentation or new evidence.
- The desired outcome or resolution.

## REVIEW PROCESS

Upon receiving the appeal, the Student Services Office will:

- Acknowledge receipt of the appeal within two (2) business days.
- Conduct a thorough review of the case, including consulting relevant parties and reviewing any new evidence.
- Make a final decision within ten (10) business days, unless further investigation is required.

## FINAL DECISION

The final decision will be communicated to the student in writing. All appeal decisions are final and binding. MCC will ensure that the outcome is fair and consistent with the college's policies and Christian values.

## ENCOURAGEMENT AND SUPPORT

MCC encourages students to approach the appeals process with honesty and humility. Our goal is to promote growth, learning, and restoration while upholding the integrity of our academic and community standards. Throughout the process, students will have access to Student Services and their mentors for guidance and support.

# **STUDENT GRIEVANCE & COMPLAINT PROCESS**

# ACADEMIC GRIEVANCE POLICY

Mosaic Christian College (MCC) is committed to providing a fair and transparent process for students to raise concerns regarding academic matters, including grades, course content, instructor feedback, or other academic-related issues.

## GROUNDINGS FOR AN ACADEMIC GRIEVANCE

A student may submit an academic grievance if they believe:

- A grade was assigned unfairly or inaccurately.
- Instructor feedback was unjust, biased, or inadequate.
- Course content or requirements were inconsistent with the syllabus or MCC's academic standards.
- There was a procedural error affecting academic progress.

## FILING A GRIEVANCE

Students must submit a written grievance within ten (10) business days of the issue arising. Grievances should be sent to Student Services at [info@gomosaic.college](mailto:info@gomosaic.college) and must include:

- A clear description of the concern.
- Supporting documentation (e.g., assignments, instructor feedback, emails).
- A proposed resolution or desired outcome.

## REVIEW PROCESS

Upon receiving the grievance, the Student Services Office will:

- Acknowledge receipt within two (2) business days.
- Review the grievance in consultation with the relevant faculty member(s) and administrative staff.
- Investigate the matter thoroughly to ensure fairness and accuracy.
- Reach a decision within ten (10) business days, unless additional time is required for investigation.

## FINAL DECISION

The final decision will be communicated to the student in writing. All academic grievance decisions are final and binding. MCC is committed to ensuring all outcomes align with the college's academic policies and Christian values.

## ENCOURAGEMENT AND SUPPORT

Students are encouraged to approach academic grievances with honesty, humility, and a desire for understanding. Throughout the process, they will have access to Student Services and their mentors for guidance and support.

# NON-ACADEMIC COMPLAINT PROCEDURES

Mosaic Christian College (MCC) values each student and is committed to addressing non-academic concerns with respect and fairness. Non-academic complaints may involve issues such as administrative services, student support, technology access, communication concerns, or any other matters unrelated to academic coursework.

## FILING A COMPLAINT

Students should submit a written complaint within ten (10) business days of the concern arising. Complaints should be directed to Student Services at [info@gomosaic.college](mailto:info@gomosaic.college) and must include:



- A detailed description of the concern.
- Relevant supporting information (e.g., emails, screenshots, or specific incidents).
- The desired resolution or outcome.

### **REVIEW PROCESS**

Upon receiving a non-academic complaint, the Student Services Office will:

- Acknowledge receipt within two (2) business days.
- Investigate the complaint by gathering relevant information and consulting appropriate staff members.
- Ensure a thorough and impartial review process.

### **RESOLUTION**

A formal response and resolution will be provided to the student within ten (10) business days, unless additional time is needed. MCC will strive to resolve all non-academic complaints promptly and equitably.

### **CONFIDENTIALITY AND RESPECT**

All complaints will be handled with the utmost confidentiality and respect for the student. MCC's goal is to foster a supportive, Christ-centered learning environment where students feel heard and valued.

### **STUDENT SUPPORT**

Students are encouraged to reach out to Student Services or their assigned mentor for guidance during the complaint process. MCC is dedicated to ensuring students receive the assistance and support needed throughout their educational journey.

# **INSTITUTIONAL ORGANIZATION & GOVERNANCE**

# ADMINISTRATIVE LEADERSHIP

At Mosaic Christian College (MCC), our leadership team is composed of experienced professionals who are dedicated to providing Christ-centered, affordable education. Each member is committed to ensuring academic excellence, spiritual development, and student success.

## **DR. KEVIN HARRISON, DMIN, MBA – PRESIDENT & CEO**

Dr. Kevin Harrison is the founder and President/CEO of Mosaic Christian College. With over 38 years of ministry and leadership experience, he has devoted his life to equipping students through affordable, Christ-centered education. Dr. Harrison holds a Doctor of Ministry from Luther Rice College & Seminary and an MBA from LSU-Shreveport. He has led ministries and educational institutions globally, driving MCC's mission to create disciples of Christ without creating disciples of debt.

## **DR. ROBERT CONDLY, PHD – VICE PRESIDENT OF ACADEMICS**

Dr. Robert Condly serves as the Vice President of Academics at Mosaic Christian College. He holds a Ph.D. from Marquette University and brings over 35 years of ministry experience along with extensive expertise in higher education, research, and curriculum development. Dr. Condly oversees MCC's academic programs, ensuring they maintain the highest standards of excellence and integrity.

## **DR. YVETTE GARCIA, PHD, DMIN – VICE PRESIDENT OF MARKETING & MISSION**

Dr. Yvette Garcia is the Vice President of Marketing & Mission at Mosaic Christian College. She holds a Ph.D. from Baylor University and a Doctor of Ministry degree from Gordon Conwell university. She leads MCC's marketing, outreach, and student engagement efforts. Dr. Garcia is passionate about connecting students to transformative, biblically grounded education, expanding MCC's reach and influence.

## **REBECCA HARRISON, M.ED. – VICE PRESIDENT OF STUDENT SERVICES**

Rebecca Harrison, M.Ed., serves as the Vice President of Student Services at Mosaic Christian College. She holds a Master of Education degree from Nelson University. Becky is dedicated to supporting students throughout their academic journey. With her background in education and counseling, she works to ensure students receive the resources and care they need to thrive both academically and spiritually.

## **A TEAM FOCUSED ON YOUR SUCCESS**

Together, this leadership team works to fulfill MCC's vision of making high-quality Christian education accessible to all. Their combined experience in ministry, education, and student support ensures that every student at MCC is guided, encouraged, and equipped for both academic and spiritual success.

# BOARDS

## **BOARD OF TRUSTEES**

Rev. Russ Madill, BM, Chairman of the Board  
Mikaela Baker, B.S.  
Rev. Joshua Ostertag, BM  
Rev. Phillip Price, BA, MA  
Rev. Devin Peterson, BM, MDiv

## MCC ADVISORY BOARD

Rev. Dr. Antonio Carlos Oliveira, Former Brazilian Congressman, Businessman, and Pastor  
Rev. Scott Parks, Pastor of Restoration Church in Wichita, KS  
Rev. Dr. Robert Muli, African Pastor and Global Representative

# INSTITUTIONAL ACCREDITATION

Mosaic Christian College, formerly West Coast Bible College & Seminary, holds International Accreditation from ASIC (Accreditation Service for International Schools, Colleges, and Universities) with Premier Status for its commendable Areas of Operation through 2028.

ASIC Accreditation is a leading, globally recognized quality standard in international education. Institutions undergo an impartial and independent external assessment process to confirm that their provision meets rigorous internationally accepted standards, covering the whole spectrum of its administration, governance, and educational offering. Achieving ASIC Accreditation demonstrates to students and stakeholders that an institution is a high-quality education provider that delivers safe and rewarding educational experiences and is committed to continuous improvement throughout its operation.

**About ASIC:** One of the largest international accreditation agencies operating in 70+ countries, ASIC is recognized in the UK by UKVI - UK Visas and Immigration (part of the Home Office of the UK Government), is ISO 9001:2015 (Quality Management Systems) Accredited and is a Full Member of The International Network for Quality Assurance Agencies in Higher Education (INQAAHE), a member of the BQF (British Quality Foundation), a member of the International Schools Association (ISA), and an institutional member of EDEN (European Distance and E-Learning Network).

**WIKIPEDIA LINK TO RECOGNIZED ACCREDITING AGENCIES:** ASIC is included in the global list of recognized higher education accreditation organizations on Wikipedia.  
[https://en.wikipedia.org/wiki/List\\_of\\_recognized\\_higher\\_education\\_accreditation\\_organizations#United\\_Kingdom](https://en.wikipedia.org/wiki/List_of_recognized_higher_education_accreditation_organizations#United_Kingdom)

**NOTE:** Since ASIC is accredited in the UK, Mosaic Christian College encourages all students to confirm this degree will meet their specific needs.

# ACADEMIC CALENDAR & KEY DATES

## MOSAIC CHRISTIAN COLLEGE 2025 ACADEMIC CALENDAR

- January 1 – New Year’s Day (College Closed)
- January 20 – Martin Luther King Jr. Day (College Closed)
- February 17 – Presidents' Day (College Closed)
- April 18 – Good Friday (College Closed)
- May 2 – Last day to submit your graduation application to be included in the 2025 ceremony
- May 16 – Online Graduation
- May 26 – Memorial Day (College Closed)
- July 4 – Independence Day (College Closed)
- September 1 – Labor Day (College Closed)
- November 11 – Veterans Day (College Closed)
- November 24-28 – Thanksgiving Break (College Closed)
- December 22 – January 2 – Christmas and New Year’s Break (College Closed)

# **EMERGENCY PROCEDURES & SAFETY POLICIES**

# HEALTH & SAFETY PROTOCOLS

At Mosaic Christian College (MCC), we prioritize the well-being of our students, faculty, and staff, even as a fully online institution. While our learning environment is virtual, we are committed to creating a safe, supportive, and healthy atmosphere for all.

## DIGITAL SAFETY & MENTAL HEALTH AWARENESS

We recognize that online education comes with unique challenges, including digital fatigue, isolation, and the need for self-discipline. MCC encourages students to balance their academic responsibilities with rest, physical activity, and social connection. Students are also provided with daily devotions and spiritual encouragement to promote mental and emotional health.

## SECURE ONLINE ENVIRONMENT

Our learning platform is designed with cybersecurity measures to protect students' personal information. We work with an external cybersecurity firm specializing in "white hat" hacking to regularly test and ensure the security of our systems. This protects student data and ensures a safe online experience.

## SUPPORT SYSTEMS

Students have continuous access to administrative staff, faculty, and mentors who can offer guidance on time management, stress reduction, and personal concerns. We encourage students to reach out if they are experiencing difficulties, whether academic, emotional, or technical.

## EMERGENCY COMMUNICATION

While MCC does not operate a physical campus, we maintain open lines of communication. Students can contact the Student Services team at any time via email at [info@gomosaic.college](mailto:info@gomosaic.college). In case of a personal or family emergency, students are encouraged to notify us so we can provide appropriate support, including coursework flexibility if needed.

## ENCOURAGING SAFE STUDY HABITS

We encourage students to establish a comfortable, ergonomic study environment to prevent strain or injury. Regular breaks, proper posture, and a healthy work-life balance are essential to long-term success in an online setting.

## COMMITMENT TO STUDENT WELL-BEING

Our approach to health and safety extends beyond physical concerns. We view holistic wellness—spiritual, mental, and emotional—as vital to a student's success. MCC is committed to supporting each student's journey to becoming a well-rounded disciple of Christ while succeeding academically.

While we may not gather in physical classrooms, our commitment to each student's safety, security, and overall well-being remains a top priority.

At Mosaic Christian College (MCC), we understand that emergencies can arise even in an online learning environment. While we do not operate a physical campus, we are committed to being accessible to support students in times of need.

## PRIMARY CONTACT FOR EMERGENCIES

For any urgent academic, personal, or administrative concerns, students should contact the Student Services Office:

- Email: [info@gomosaic.college](mailto:info@gomosaic.college)
- Website: [www.gomosaic.college](http://www.gomosaic.college)

## ADMINISTRATIVE POINTS OF CONTACT

If you need to reach a specific department for non-urgent issues:

- Vice President of Student Services – Rebecca Harrison: [info@gomosaic.college](mailto:info@gomosaic.college)

## RESPONSE TIME

Our administrative team strives to respond to all emails within 24-48 hours. In urgent situations, please indicate “URGENT” in the subject line for faster attention.

## STUDENT RESPONSIBILITY IN EMERGENCIES

Students experiencing personal emergencies that may affect their coursework (e.g., illness, family emergency, natural disaster) should notify Student Services as soon as possible. We will work with you to develop a plan for academic flexibility and support.

## MENTAL HEALTH & SPIRITUAL SUPPORT

While MCC is not a counseling center, we encourage students to seek support from their local church, trusted mentors, or professional counselors if they are facing mental health challenges. Our Student Services team is available to offer spiritual encouragement and connect students with helpful resources.

MCC is committed to ensuring that no student feels alone during difficult times. We are here to walk alongside you in your academic journey and your personal faith walk.

# ONLINE SAFETY & CYBER THREAT AWARENESS

At Mosaic Christian College (MCC), we prioritize the safety and security of our students as they engage in online learning. Being informed and vigilant about online threats is critical to protecting your personal information and ensuring a safe educational experience.

## RECOGNIZING CYBER THREATS

Cyber threats can appear in many forms, including phishing emails, malicious websites, malware, and online scams. These threats often seek to steal personal information, passwords, or financial details.

- **Phishing:** Fraudulent emails or messages that appear legitimate but aim to deceive you into revealing sensitive information.
- **Malware:** Harmful software that can damage your computer or compromise your data.
- **Social Engineering:** Tactics used by attackers to manipulate individuals into disclosing confidential information.

## BEST PRACTICES FOR ONLINE SAFETY

- **Use Strong Passwords:** Create unique passwords for your MCC account and other personal accounts. Avoid using easily guessed information.
- **Enable Multi-Factor Authentication (MFA):** When available, enable MFA to add an extra layer of security to your accounts.
- **Beware of Suspicious Emails:** Do not click on unknown links or download attachments from unfamiliar sources. If an email seems suspicious, verify it before taking action.
- **Secure Your Devices:** Keep your computer, phone, and software updated with the latest security patches and antivirus programs.
- **Avoid Public Wi-Fi for Sensitive Activities:** Public networks can be vulnerable to hackers. Use secure, private internet connections whenever possible.
- **Log Out After Each Session:** Always log out from your MCC Learning Management System (LMS) and other online platforms when you finish your coursework.

## HOW MCC SUPPORTS YOUR ONLINE SAFETY

MCC partners with an external cybersecurity firm specializing in “white hat” hacking to test our systems regularly, ensuring our online platforms remain secure. Our Learning Management System (LMS) is designed with data encryption and security measures to protect student information.

### **REPORTING SECURITY CONCERNS**

If you suspect a security issue or believe your MCC account has been compromised, please contact the Student Services Office immediately at [info@gomosaic.college](mailto:info@gomosaic.college).

**Remember:** Online safety is a shared responsibility. By staying informed and cautious, you contribute to a secure learning environment at MCC.



# **INSTITUTIONAL POLICIES & LEGAL NOTICES**

**INSTITUTIONAL AUTHORITY & RIGHT TO AMEND POLICIES**

MCC reserves the right to amend or update policies, procedures, and fees at any time to better serve its students and fulfill its mission. Changes will be communicated through official channels such as email and the student portal.

**INTELLECTUAL PROPERTY POLICY**

All course materials, content, video lectures, and assessments provided by MCC are the intellectual property of the college and are intended for personal educational use only. Unauthorized distribution, reproduction, or sharing of course content is strictly prohibited.

**COPYRIGHT COMPLIANCE NOTICE**

Students must respect copyright laws when using external resources, books, digital content, or media in assignments. Copying and distributing materials without permission is prohibited.

**TECHNOLOGY & SOFTWARE USAGE POLICY**

Students are required to use legitimate and licensed versions of software when completing coursework. Use of pirated or illegal software is not permitted.

**INSTITUTIONAL LIABILITY DISCLAIMER**

MCC is not responsible for personal technological issues (e.g., computer malfunctions, internet outages) that prevent students from completing coursework. Students are encouraged to maintain reliable access to technology and the internet.

**NON-DISCRIMINATION POLICY**

Mosaic Christian College does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in the administration of its educational policies, admissions policies, financial aid programs, or other school-administered programs. As a faith-based institution, MCC reserves the right to uphold biblical standards of conduct in accordance with our mission and doctrinal beliefs.

**RELIGIOUS EXEMPTION NOTICE**

As a private Christian institution, MCC is exempt from certain federal regulations under religious protections provided by the First Amendment of the U.S. Constitution and relevant state and federal laws. This exemption allows MCC to maintain policies consistent with biblical teachings and religious convictions.

**CAMPUS-FREE INSTITUTION STATEMENT**

MCC is a 100% online institution with no physical campus. All student interactions, coursework, and support services are delivered digitally.

**THIRD-PARTY SERVICES NOTICE**

MCC partners with reputable third-party providers, including a cybersecurity firm for data protection, to ensure student information security and enhance the online learning experience. Any third-party services utilized align with MCC's privacy standards.

**EQUAL ACCESS TO LEARNING**

MCC is committed to providing equitable learning opportunities to all students regardless of location, background, or financial status. Students experiencing barriers to online learning are encouraged to contact Student Services for support.

**DISCLAIMER ON EXTERNAL WEBSITES**

MCC may reference or link to external websites for additional learning resources. MCC is not responsible for the content, security, or practices of these third-party sites.

**STUDENT RESPONSIBILITY AGREEMENT**

By enrolling at MCC, students agree to uphold the policies, procedures, and Christian values outlined in this handbook, understanding that non-compliance may affect their enrollment status.

# COMMUNITY LIFE POLICY

## **PURPOSE OF COMMUNITY LIFE**

Mosaic Christian College is committed to building a Christ-centered learning community where spiritual formation, academic excellence, and global fellowship come together as one unified experience. This policy outlines the expectations, rhythms, and values that shape community life for all students, faculty, and staff. Community at MCC is not optional. It is central to the formation of disciples who live out the truth of Scripture and reflect the character of Christ.

**Foundations of Christian Community**

The community life of MCC is rooted in Scripture, fellowship, integrity, and shared discipleship. Students are expected to pursue humility, kindness, forgiveness, and personal holiness. Because MCC operates primarily in an online environment, these commitments guide every interaction, discussion, and collaborative learning experience. The goal is to develop a community that honors God, strengthens believers, and reflects unity in Christ across cultures and nations.

## **DAILY DEVOTIONS AND DISCIPLESHIP RHYTHM**

A central expression of MCC's community life is the college-wide devotional practice. All students, faculty, and staff participate in a daily Bible reading plan that covers the entire Bible in one year. Each day includes one Old Testament passage and one New Testament passage. A five-minute devotion from Dr. Harrison accompanies the reading and provides pastoral guidance and reflection.

This daily rhythm functions as a virtual chapel for the global MCC community. It unites learners around God's Word and provides a shared spiritual foundation for conversations, mentorship, and personal growth.

## **ENGAGEMENT IN THE LEARNING COMMUNITY**

Students contribute to the learning community through active engagement in online discussions, collaboration with peers, participation in virtual gatherings, and respectful communication. Faculty facilitate academic conversations while administrators offer discipleship support, guidance, and pastoral care. These interactions create a learning environment marked by encouragement, accountability, and shared purpose.

Students are encouraged to ask questions, support one another, and bring their faith into every aspect of their studies. MCC values a culture where every voice is respected and where diverse experiences strengthen the community.

## **EXPECTATIONS FOR CHRISTIAN CONDUCT**

All students are expected to conduct themselves in a manner that reflects biblical values and the mission of MCC. These expectations include honesty, purity, respect for others, and personal responsibility. Students must demonstrate integrity in academic work, communication, and relationships. Behavior that harms community life or disrupts fellowship is addressed through restorative and redemptive processes.

To support these expectations, students must adhere to the Code of Conduct, the Academic Integrity Policy, and other guidelines contained in the Student Handbook.

## **MENTORSHIP AND SPIRITUAL SUPPORT**

While MCC does not assign individual mentors to every student, the Executive Leadership Team and faculty provide access to mentorship and pastoral support for all students. Opportunities for encouragement, prayer, and personal guidance are available throughout the year. Students are encouraged to reach out whenever they need spiritual direction, counsel, or help navigating challenges.

## **VIRTUAL COMMUNITY GATHERINGS**

In addition to daily devotions, MCC offers virtual prayer sessions, small groups, and worship gatherings throughout the year. These events strengthen relationships, promote testimony and intercession, and build unity among students from different parts of the world. Participation in these opportunities is strongly encouraged as part of living in community together.

**ACCOUNTABILITY, RESTORATION, AND CONFLICT RESOLUTION**

When issues arise that affect community life, MCC approaches them with grace, fairness, and a desire for restoration. The Student Disciplinary Policy provides a clear process for addressing concerns. The college emphasizes reconciliation, growth, and transformation rather than punishment. Students are expected to respond to correction with humility and a willingness to grow.

**EVALUATION AND CONTINUOUS IMPROVEMENT**

Community life practices are reviewed annually through surveys, participation data, and student feedback. The Executive Leadership Team uses this information to strengthen community engagement, spiritual formation, and support systems. Students are active contributors in this evaluation process, ensuring that MCC remains responsive to the needs of its global community.

**LIFELONG COMMUNITY**

The community life of MCC extends beyond graduation. Alumni remain connected through devotions, communication channels, and shared mission opportunities. MCC seeks to foster a lifelong network of support, fellowship, and encouragement that continues long after students have completed their studies.

**CONCLUSION**

Community life at Mosaic Christian College is an expression of its commitment to Christ, to Scripture, and to the formation of spiritually mature leaders. Through daily devotion, active participation, Christian conduct, and shared discipleship, students become part of a community that reflects the heart of God and strengthens believers across cultures and continents.



*creating disciples of Christ, without creating disciples of debt*

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