

Evangelical Theological College

Student Handbook

Addis Ababa, Ethiopia

August 2013

Table of Contents

TABLE OF CONTENTS.....	1
1. INTRODUCTION.....	3
1.1 PURPOSE STATEMENT.....	3
1.2 LOCATION & ADDRESS.....	3
1.3 WELCOME FROM THE PRINCIPAL.....	3
1.4 PURPOSE OF THE STUDENT HANDBOOK.....	4
2. ADVISING & REGISTRATION PROCEDURE.....	4
2.1 ADVISING PROCEDURE.....	4
2.2 STUDENT ID CARD.....	4
3. ACADEMIC PROGRAMS.....	5
4. CLASSIFICATION OF STUDENTS.....	5
5. MINISTRY MAJORS / MINISTRY TRACKS.....	6
6. FIELD EDUCATION.....	8
7. CHAPEL, PRAYER & PRAISE DAY, FELLOWSHIP DAY.....	8
8. ACADEMIC POLICY.....	9
8.1 ASSIGNMENTS.....	9
8.2 EXAMINATIONS.....	9
8.3 AUDITING.....	9
8.4 INDEPENDENT STUDY.....	9
8.5 WITHDRAWAL.....	9
8.6 MARKING, GRADING AND RECORDING.....	9
8.7 GRADE SCALE.....	10
8.8 GRADE REPORT, TRANSCRIPT AND DIPLOMA.....	10
8.9 GRADUATION REQUIREMENTS.....	10
9. ACADEMIC STATUS.....	10
9.1 ACADEMIC WARNING.....	10
9.2 ACADEMIC PROBATION.....	11
9.3 ACADEMIC DISMISSAL.....	11
9.4 RE-ADMISSION.....	11
10. RELATIONSHIPS.....	11
10.1 ETC WITH CHURCHES.....	11
10.2 STUDENTS WITH FACULTY/STAFF.....	11
10.3 STUDENTS WITH STUDENTS.....	12
11. STUDENTS CONDUCT.....	12
11.1 ABSENCES AND TARDINESS.....	12
11.2 PLAGIARISM.....	12
11.3 CHEATING.....	13
12. DRESS CODES.....	13
13. STUDENT COUNCIL.....	13
14. DISCIPLINE POLICY.....	14
14.1 SOCIAL CONDUCT.....	14
14.2 DISCIPLINARY ACTION.....	14
15. STUDENT GRIEVANCE PROCEDURE.....	15

15.1 PROCEDURE	15
15.2 TIMING	15
16. FACILITIES AVAILABLE.....	15
16.1 POLICIES CONCERNING FACILITIES.....	16
17. LIBRARY POLICY.....	16
17.1 LIBRARY HOURS.....	16
17.2 BOOK BORROWING.....	16
17.3 LIBRARY CONDUCT	18
18. CLASSROOM CONDUCT.....	18
19. SCHOLARSHIP DETAILS AND POLICY	18
19.1 ETC SCHOLARSHIP FUND:.....	19
19.4 ETC SCHOLARSHIP POLICY	20
20. ADMINISTRATIVE STAFF DIRECTORY	22
21. STUDENT HANDBOOK REVISION	23

Though the information in this Student Handbook is correct at the time of going to print, ETC reserves the right to amend or make changes at any time.

© August 2011 ETC

1. Introduction

The Evangelical Theological College was founded on March 28, 1983 by Serving in Mission (SIM), the International Evangelical Church (IEC) and the Ethiopian Kale Heywet Church (EKHC) to equip individuals to serve the church of Jesus Christ in Ethiopia.

EKHC owns the educational institution of ETC and assumes ultimate responsibility for the academic, spiritual, and financial viability. Nevertheless, ETC is administered by the Board of Trustees. The Board of Trustees ensures the fulfilment of the constitution. It consists of seven members from EKHC, three members from IEC and three members from Evangelical Churches Fellowship of Ethiopia (ECFE).

ETC is an interdenominational institution which accepts students from different, primarily evangelical churches. It draws its financial support mainly from the students' tuition fees. In order to cover other costs like library, text books and scholarships, ETC raises funds from outside the country.

ETC was granted accreditation by the Accrediting Council for Theological Education in Africa (ACTEA) in 1994.

1.1 Purpose Statement

The purpose of the ETC is to prepare servants primarily for urban vocational and non-vocational ministry that expands and matures the church in Ethiopia and beyond by equipping:

- the head – providing instruction in biblical, theological and human development discipline;
- the heart – providing nurture for Christian character;
- the hands – providing skills training for more effective ministry.

1.2 Location & Address

ETC Physical Address	Woreda 22, Kebele 01, House No. 1711, Addis Ababa, Ethiopia
Postal Address	PO Box 5773, Addis Ababa, Ethiopia
Tel.	(251) 113-712073
Fax.	(251) 113-202797
Email	etcdean@gmail.com
Wed.	www.etccollege.org

1.3 Welcome from the Principal

Dear Servant of God,

Thank you for your interest in the Evangelical Theological College. The fact that you are browsing through this Student Handbook tells us that you want to make the most of your life by investing it in God's ministry.

Here at ETC, we are here to help you do just that: to serve God and His people in Ethiopia and beyond. As a prospective student of a Bible College, you will certainly agree with me that there is nothing more thrilling, and at the same time more humbling to be called by God to be one of His special representatives to His church and to a needy and lost generation. If the Lord has called you for such an exciting ministry it is critical that you receive the very best training that is available.

At ETC we offer theological education that is centred in the inerrant word of God. You will engage in a comprehensive and in-depth study of the Scripture. We have several programs that will prepare you for the different kinds of ministries that God has called you to.



This catalogue will give you a sense of what is happening at our College. But ETC is far more than just about programs. We also care for your character formation which is foundational to all ministries. At ETC you will experience a caring faculty and staff, inspiring and challenging chapel services, small group fellowship, days of prayer, and regular church involvement.

If you are aspiring to be effective in the ministry that God has called you to, and if you are willing to submit yourself to the discipline of diligent study and to discipleship by godly people, then we invite you to consider prayerfully the exciting potential for study with us at the Evangelical Theological College.

In His service,
Frew Tamrat
Principal

1.4 Purpose of the Student Handbook

The purpose of the Student Handbook is to clarify the responsibilities and expectations we have of you, as a student at ETC. This includes your academic life as you strive to integrate life style with Christian moral principles and devotion to Christ. In addition to the moral standards prescribed in the Bible, ETC has chosen to adopt rules that foster the kind of campus atmosphere that the College desires. By virtue of your acceptance and enrolment at ETC, you agree to accept all the responsibilities required of you.

2. Advising & Registration Procedure

Each student is assigned to a faculty advisor who helps with academic matters such as choosing courses, choosing a ministry major/ track and advising for Reported Ministry and Internship. The Registrar is also available to assist with questions related to academic policies and procedures.

2.1 Advising Procedure

The Academic Calendar should be consulted (located on the ETC notice boards) about when advising occurs in each semester. Near the time of advising, a Course Schedule and notice will be posted that indicates what courses will be offered in the following term and who will be advising for each respective ministry major and program. At that time, students should:

1. Sign-up for an appointment with your advisor.
2. Collect a Registration Form from the office and complete the form with the courses you want to take. Be careful that clashes do not occur with your chosen courses. Also be aware of courses that may not be offered every year.
3. See your advisor at the appointed time to go through the list of courses selected. Your advisor must sign the Registration Form in order to register.
4. Having obtained the approval and signature of your advisor, you may register for the courses in the main office. If you have been approved for a scholarship, the Scholarship Administrator should sign your Registration Form, before you formally register. You may only register when you pay for all courses, the Student Activity Fee and Student Council Fee (except where a scholarship has been granted).
5. Readers/Textbooks need to be ordered and paid for before the end of the semester so that these may be prepared for the following semester. You may still order a reader at the start of a new semester, but you will likely not have the reader for the start of class.

2.2 Student ID Card

All new students should obtain a student ID card from the Main Office shortly after starting the first semester.

3. Academic Programs

The ETC offers three distinct programs, the Bachelor of Theology, the Associate of Theology and the Diploma of Theology.

Diploma of Theology (Dip.Th.): This is a 61 credit hour diploma program designed for vocational and non-vocational workers in the urban church.

Associate of Theology (A.Th.): This is a 63 credit hour program offered at the degree level and focuses on providing training for those involved in non-vocational teaching and leadership in the urban churches.

Bachelor of Theology (B.Th.): This is a 124 credit hour program and is aimed at equipping vocational ministers.

Master of Arts (MA-HCD) This is a 63 credit hour program and is aimed at training leaders for ministry both in the local church and other child-based Christian institutions.

Changing Programs

A student who has satisfactorily completed the Associate of Theology program may transfer to the Bachelor of Theology.

No student will be allowed to transfer from the Diploma program to the Degree program without first going through the application procedure for the Degree program. A student who has commenced the Diploma programme, but is not in the graduating year, may only take the entrance exam for the BTh if he/she has been recommended to do so at the original interview when he/she first applied to join ETC.

Students who have a BA/BSC degree and are enrolled in the Bachelor of Theology program must complete at least the Associate of Theology program before they are accepted into the MA program.

4. Classification of Students

Full-time Student: A full-time student is one who takes at least twelve credit hours or four courses and above in a semester.

Part-time Student: A part-time student is one who takes less than twelve credit hours in a semester.

Active Student: An Active student is someone who has taken at least one course in the current calendar year

Inactive Student: An Inactive student is someone who has not taken a course for one calendar year. They may sign up for new classes only with the approval of the Registrar.

Discontinued Student: Discontinued students are those who have not taken a course for three calendar years. After three years, they must reapply

again to start their studies at ETC. All previous credit will be lost.

Graduate: A graduate is a former student of ETC who has met all the graduation requirements and graduated from ETC.

Dismissed: A Dismissed student is a former student of ETC who has been dismissed from ETC for academic or disciplinary reasons.

Special Students: Special students are those who are not admitted into a specific academic program of ETC or who have graduated from ETC. These are students who wish to register for a limited number of courses which will benefit them in their ministry. Generally, these students are those who have no real need to continue as regular students. Applicants must be interviewed and must show their competence in English and how the course will benefit their ministry. They will normally audit the course but may also take it for credit if they are able to justify their reasons. All special students are required to pay the undiscounted fees. They will be admitted to courses as space is available.

Mature: Students may be accepted into the degree program on the basis of their maturity. These are people normally over 45 who have been involved in church ministry for many years. They do not meet the educational requirements for entrance because the opportunity to take ESLCE was not available to them or the ESLCE standard was lower than the present ETC standard when they completed secondary school. All policies affecting regular students apply to these mature students.

5. Ministry Majors / Ministry Tracks

The ministry majors have been developed to meet the current needs of the Ethiopian church. They provide students with both specialist academic knowledge and practical experience so that they will be effective in their ministries. After taking 30 credit hours, B.Th. students are required to choose a ministry major that will help them to specialize in a particular area of ministry. Diploma students may choose a major after their first semester. There are currently nine ministry majors for the B.Th. program:

B.Th. Ministry Majors:

Pastoral Ministry – This major is designed to train men and women who are gifted and called to shepherd God's people by providing clear and biblical teaching on the nature and duties of the pastoral office.

Church Leadership - This major is designed to train students to serve effectively by assuming the heavy administrative and leadership responsibilities of directing a church or a denomination.

Counselling – This major provides courses which introduce students to the fields of psychology and counselling. It focuses on preparing students to minister to the emotional and spiritual needs of people. It helps students to apply their theological studies within a practical ministry.

Translation and Literacy - This major is intended to highlight various aspects of language and literacy to help students be aware of factors which are affecting their ministry. It prepares students to be involved in translation of the Bible and non-biblical materials. It also prepares students to produce reading materials.

Christian Education – This major provides students with practical knowledge and skills preparing them to lead, to teach, to organize and to develop teaching materials in all areas of a church education program.

Community Development - This major equips students with knowledge and practical experience to manage and undertake community related projects in their local churches. Courses reflect on the specific context that Ethiopia finds herself and then examines ways to overcome the challenges faced in the country.

Missions –

This major is designed for those who will be involved in cross cultural missions and also those whose primary ministry will be among Muslims. The two areas of emphasis are:

Christian-Muslim Relations - This major is designed for those whose primary ministry will be among Muslims. It provides students with an understanding of Islam and skill in communicating the Gospel to Muslims.

Cross-Cultural Mission - This major is designed to train students with different methods of communicating the Gospel to people of different cultures. It provides students with courses that expose them to various challenges of outreach ministry and planting churches.

Academic Ministry - This major prepares students to be Bible school instructors or to pursue advanced studies especially in biblical and theological courses. It also prepares students to combat the attacks of cults, false religions and un-biblical traditions.

Youth Ministry

This major is designed for those students who will be leading in church-based or para-church youth ministries. Courses will focus on the importance of reaching adolescents with the gospel and creating teenage disciples.

Diploma Ministry Tracks

Pastoral Ministry – This major provides an introduction to the ministry of pastoring the local church. Consideration is given to pastor's personal and family life as well as ministries of counseling, leadership development, worship, church management, and various types of outreach.

Christian Education – This major is an introduction to Christian education and provides an overview of Christian education as related to the local church. It reviews a wide range of topics to help students gain a wider understanding of Christian education in its various aspects.

Evangelism - This major is designed to help students become more effective in evangelism in order to advance the Kingdom of God in Ethiopia. Evangelism is considered from both a biblical and practical perspective. Special emphasis is placed on various methods of evangelism and their adaptability and suitability to the Ethiopian context.

6. Field Education

Spiritual Formation

The Spiritual Formation class is designed to train students in how to become growing and reproducing Christians. It is a required course for all students. Spiritual Formation is given a Pass/Fail (P/F) grade and the grade will be recorded on the transcript.

Reported/Field Ministry

Students improve their ministry effectiveness in a ministry of their choice by setting realistic goals, monitoring progress, and interacting with others in their churches. MA-HCD students are required to do *two* field ministries. B.Th. students are required to do *four* reported ministries. Three of the four should be in their respective ministry major area and one in evangelism. A.Th. students are required to do *two* reported ministries and both should be done by choosing a ministry area which is related to the courses they have already taken. Dip.Th. students are required to do *two* reported ministries and both should be in their respective ministry track. Reported Ministry is given a Pass/Fail (P/F) grade and the grade of each Reported Ministry will be recorded on the transcript.

Internship

The purpose of internship is to provide field-based education that helps students integrate classroom studies with real life ministry; to acquire, reinforce and refine ministry knowledge and skills; and evaluate and develop personal interest that will result in a mature Christian worker ready to serve the church. At the end of the third year, all B.Th. students will be required to do an internship. They will plan their internship with their ministry major advisor. Full-time students are required to do the internship during the rainy season for 8-9 weeks 8 hours per day. Part-time B.Th. students are also required to do an internship. Special arrangements will be made to complete their internship over a period of time. They will be required to either reduce the course load and do their internship within a year or take no courses and do their internship within a semester. Internship is given a Pass/Fail (P/F) grade and will be recorded on the transcript.

MA Theses/Project

Graduate students have the option of writing a thesis or doing a project. Those who choose to write a thesis must have a Grade Point Average (GPA) of 3.5 and above. Students who are doing a project will do so in consultation with their supervisor.

7. Chapel, Prayer & Praise Day, Fellowship Day

The chapel program is designed to encourage the spiritual life of the students and to address contemporary issues facing the Ethiopian churches. It provides an opportunity to worship God outside the classroom setting. The Dean of Students in collaboration with the Student Council plan for all school fellowship days in order to acquaint students with each other, to have fun with faculty and students, and to have fellowship with one another.

All full-time students are required to attend chapel programs, fellowship days and prayer and praise days. All part-time students are required to attend all-school chapels, fellowship days and prayer and praise day evening chapels. Students will be given a chapel attendance form each month and they will be responsible to faithfully complete the dates that they have attended, and then return the form to the Dean of Students on the given due date. Students will be given a Complete/Incomplete grade for the chapel, fellowship day, and prayer and praise day programs and it will be recorded on the students' permanent file tally sheet. All students are required to attend a minimum of 75% of the chapel programs. Students who continually miss chapel programs, fellowship days and prayer and praise days jeopardize their continued enrolment and their graduation.

8. Academic Policy

The official and complete academic policies and procedures are listed in the ETC Program Catalogue. The Student Handbook provides brief descriptions of the academic requirements.

8.1 Assignments

Instructors provide students with a syllabus that clearly states assignments with their deadlines. Students are to submit assignments according to each instructor's requirements.

8.2 Examinations

Quizzes and mid-term exams, if required, will be scheduled by instructors and will be written in the syllabus. Final exams are administered during the final exam week of the semester. An exam schedule is drawn up two weeks prior to exams and posted on the bulletin board.

8.3 Auditing

Each of the three programs has required courses. These courses cannot be audited. Courses other than the required courses may be audited. Requests to audit courses must be referred to the Academic Dean.

8.4 Independent Study

ETC courses require more classroom interaction than individual work, it is not recommended for students to register for independent study. However in certain exceptional cases, some students who have a GPA of 3.0 or above can apply for independent study and the Academic Dean may grant permission. Please refer to the catalogue for the details of the independent study policy.

8.5 Withdrawal

Students are encouraged to finish the courses for which they have registered. However, due to difficult circumstances, students may need to withdraw from classes. They can do so up to the fifth week of class. Withdrawals do not carry credits.

To withdraw from a course, students must take the following steps:

1. Take a "Permission to Withdraw" slip from the main office.
2. Obtain the signature of the course instructor.
3. Obtain the signature of the faculty advisor (if necessary).
4. Obtain the signature of the Librarian (if withdrawing from all the courses).
5. Obtain the signature of the Registrar and submit the slip before the end of the 5th week.

Students desiring to withdraw after the fifth week should write a letter to the registrar. The Academic Committee may or may not grant withdrawal depending on the reason for withdrawal. Withdrew Passing or Withdrew Failing (WP/WF) will be given as appropriate.

8.6 Marking, Grading and Recording

All grading and marking is done by each instructor according to the ETC grade scale. The individual instructor marks papers and assignments using his/her personal discretion. Grading and marking is done in numerical form or alphabetically according to the ETC grade scale. After all instructors have submitted grades to the Registrar's Office, the Registrar will enter the grades into the student database and print one copy for the student and another to go into the student's file.

8.7 Grade Scale

A = Exceptional	90-100%
B = Good	80-89%
C = Satisfactory	70-79%
D = Less than satisfactory	60-69%
F = Fail	0-59%
INC = Incomplete	No credit (after 6 weeks an incomplete becomes a Fail grade and will be counted.)
WP = Withdrew Passing	No credit
WF = Withdrew Failing	No credit

Grade Point Average (GPA) at the ETC is calculated based on courses taken only at the ETC. A student's GPA is computed by dividing the total grade points earned by total semester hours taken. Grade points are earned as follows:

A+ (97-100)	=	4.0 grade points per semester hour
A (93-97)	=	4.0 grade points per semester hour
A- (90-92)	=	3.7 grade points per semester hour
B+ (87-89)	=	3.3 grade points per semester hour
B (83-86)	=	3.0 grade points per semester hour
B- (80-82)	=	2.7 grade points per semester hour
C+ (77-79)	=	2.3 grade points per semester hour
C (73-76)	=	2.0 grade points per semester hour
C- (70-72)	=	1.7 grade points per semester hour
D+ (67-69)	=	1.3 grade points per semester hour
D (63-66)	=	1.0 grade points per semester hour
D- (60-62)	=	0.7 grade points per semester hour
F (<60)	=	0.0 grade points per semester hour

8.8 Grade Report, Transcript and Diploma

The Registrar's Office will submit grade reports to students every semester after calculating the current and cumulative G.P.A.s. Students will be notified of their academic status on the report card. Transcripts and diplomas will be given to students upon graduation.

8.9 Graduation Requirements

Potential graduates will be presented to the Administrative Council for approval. Students are eligible to graduate if they meet the following criteria:

1. Satisfactory completion of the required credits as outlined in the school catalogue.
2. Satisfactory completion of all Reported Ministry, Internship, thesis/project requirements as stated in the school catalogue
3. Satisfactory attendance of the chapel and the other spiritual formation programs.
4. Approved Christian character.
5. Returning of all borrowed books to the library.
6. Fulfilment of all financial obligations to the ETC.
7. Approval of the graduating interview committee.

9. Academic Status

9.1 Academic Warning

Diploma of Theology and Bachelor of Theology students are required to maintain a cumulative grade point average (CGPA) of 2.0. Master of Arts students must maintain a cumulative grade point average of 2.5. Those who fail to maintain the required CGPA will receive a warning on their report card.

9.2 Academic Probation

In the semester following receipt of an academic warning, should a student achieve the minimum required GPA of 2.0 for Diploma and Bachelor of Theology students and 2.5 for the Master of Arts students, but still have a CGPA of less than 2.0/2.50, the student will be placed on probation. Students who are on academic probation may be limited in their outside activities by the Academic Dean. New applicants may be accepted to ETC on probation for ministry or academic reasons. Students who are accepted on probation for academic reasons must get a minimum of 2.0/2.5 in their first semester G.P.A. Students who are accepted on probation for ministry reasons should be involved in ministry within one year of their acceptance. A semester here is defined as the equivalent to four-five courses and/or 12-15 credit hours.

9.3 Academic Dismissal

Any student who gets less than 1.5/2.0 GPA after completing five courses and/or 15 credit hours will be dismissed immediately. If a student fails to achieve a CGPA of 2.0/2.5 after receiving a warning letter and after being placed on probation, he/she will be dismissed. Should a student fail to achieve a semester GPA of 2.0/2.5 in the semester following the receipt of a warning letter, he/she will be dismissed.

9.4 Re-admission

Students wanting to be re-admitted to the program from which they were dismissed can re-apply after a year from the time of dismissal. At the time of dismissal the college will record the reasons for the student's dismissal. A student will be a candidate for re-admission if he/she proves that there has been a change in the reasons for his/her dismissal.

Two conditions for students' re-admission:

- a. Students whose cumulative GPA was below 1.5/2.0 at the time of dismissal will start like new students. Students in this category are expected to maintain a semester GPA of 2.0/2.5. If this is not achieved, they will be dismissed immediately and will not be granted re-admission.
- b. Students whose cumulative GPA was above 1.5/2.0 at the time of dismissal will start from where they had stopped when dismissed. The students in this category will be accepted on probation for two consecutive semesters. This will also be their last chance of re-admission.

Students must take those required courses again for which they received 'F's in the previous work, but the previous 'F' grade(s) will remain in the record and is included when calculating the GPA.

10. Relationships

10.1 ETC with Churches

ETC views itself as a servant of and partner with churches in preparing men and women for ministry. Thus, ETC seeks to have close relationships with churches that send students to the College. The church recommendation, the ministry supervision, the reported ministry and internship help to facilitate close working relationships with the churches. ETC faculty and staff visit the churches and conduct open discussion with the leaders.

10.2 Students with Faculty/Staff

ETC recognizes that developing men and women for ministry is more than an academic process. Preparation for ministry demands the modelling and the mentoring of faculty and staff. The College encourages a warm environment of mutual respect in the classroom and

relationships of care, concern, and on-going discipleship between faculty and students outside the classroom. The College also seeks to develop a good working and teaching environment for ETC faculty, staff and students.

10.3 Students with Students

Students must show the highest respect to one another at all times. This is accomplished through proper actions and attitudes toward one another. ETC's primary purpose is to give education and training in order to serve the Lord. This period of training presents students with opportunities to make lasting relationships. ETC expects students to handle relationships with the opposite sex very carefully and respectfully. They should also be decent, socially and culturally sensitive and morally acceptable.

11. STUDENTS CONDUCT

There is a system of ethics in the academic community. Students are expected to adhere to high standards of honesty and integrity.

11.1 Absences and Tardiness

Students are expected to attend each class session, arriving promptly and participating fully in class activities. Excused absences must be approved by the lecturer in advance. In cases of extreme emergency or ill health, the student shall be granted excused absence from class without advance notification but must (or somebody acting on his/her behalf) notify the lecturer of such absence within twenty-four hours.

Legitimate excuses include: medical emergencies, personal emergencies, family emergencies, and required courtroom appearances. Employment and ministry tasks normally are not considered excused absences. Students who must miss a class are fully responsible to make arrangements to receive notes and information on class activities.

At the discretion of the teacher a student may miss a maximum of one class period without penalty. Each additional unexcused absence will result in the reduction of the final grade by 5% (eg. 90 becomes 85). Excessive absence (more than 3 absences) will be reported by the teacher in writing which will be placed in the student's file.

A student arriving to class after 15 minutes or later may be marked absent for that hour at the discretion of the teacher.

11.2 Plagiarism

Plagiarism is defined as taking and using another person's thoughts, words, writings, music or inventions as one's own original work. ETC recognizes the improper use of another person's intellectual property as theft. Plagiarism occurs when...

- The direct words of another person are used without using quotation marks.
- Another person's words are used without giving due credit either in the text of writing or through proper footnotes, end notes or parenthetical citations.
- Ideas of another person that are not general knowledge are used and there is failure to properly document the source of the ideas.
- Using photocopies of diagrams, maps, or photographs without acknowledging them prominently.

Students who are guilty of plagiarism may be disciplined by:

1. Re-doing the work in which the infraction occurred, or
2. Receiving a lower mark for the assignment by at least one letter grade, or
3. Receiving a zero grade for the assignment.

The discipline involved will be at the discretion of the instructor. All matters of plagiarism will be reported to the Dean of Students and the Academic Dean. The first occurrence will be noted in the student's database record and a verbal warning given. A second occurrence will result in a written warning. A third occurrence will result in disciplinary action up to and possibly including dismissal.

11.3 Cheating

Cheating may take a variety of forms: defrauding, stealing, misleading, eluding, tricking, creating inequality, etc. It is characterized by unfaithfulness to God's absolute standards and is not reflective for a servant of Jesus Christ. Any conduct that is not in conformity to the standards established in Scripture will be subject to discipline. If reasonable doubt exists in the mind of the student regarding the appropriateness of a particular practice, the responsibility is on him/her to check with the instructor. Cheating occurs when a student is:

- Copying from previous assignments of other students
- Reporting falsely by deliberately manipulating in any way, by altering, suppressing conflicting evidence and so on
- Copying from friends or books during exam time
- Working on a project or an assignment with other students and presenting it as if it is done alone
- Trying to get exam papers or answers to exams before the exam is held.

Students who are guilty of cheating may be disciplined by:

1. Redoing the work in which the infraction occurred, or
2. Reduction of the mark for the assignment by at least one letter grade, or
3. Forfeiture of all credit for the assignment.

The discipline involved will be at the discretion of the instructor. If the instructor judges that the violation is of a serious nature affecting the moral character of the student, he/she will report the matter to the Dean of Students and the Academic Dean. If they think that the matter is so serious, they can bring the issue to the Academic Committee who may ask the Registrar to put a notation in the student's file. If the infraction warrants more serious measures, then the Academic Committee will refer the matter to the Administrative Council who will take further action up to and including expulsion. Collaboration with someone for the purpose of cheating will result in appropriate discipline for both the collaborator and the violator.

12. DRESS CODES

Personal appearance and grooming can either enhance or inhibit our witness for Jesus Christ. Students of ETC should make every effort to dress modestly and appropriately avoiding extremes at all times. Wear clean, neat and respectable clothes. Avoid short dresses, skirts, shorts and tops. Avoid clothes that would tempt the opposite sex to sin.

13. STUDENT COUNCIL

The Student Council works as a liaison between ETC administration and the student body. It assists the College in its efforts to serve the spiritual, social and educational needs of the students. From the student's perspective, it presents the students' interests to the Administration. The Student Council is concerned with the growth and development of students primarily outside the academic domain. Members of the Student Council are elected by the students each year and they form sub-committees under the Council. All students are strongly encouraged to share their ideas with their representatives and to participate in the

sub-committees. The committees vary from year to year, but may include the following: chapel, choir, drama, literary, prayer, social and year-book committees.

14. DISCIPLINE POLICY

ETC students are expected to lead lives of loyalty to the Lordship of Jesus Christ in all areas of life, both on campus and off. It is expected that students will practice and increasingly develop all of the Christian virtues and be just as committed to that end as to the acquisition of an academic theological education. Spiritual formation into the image of our Saviour is of much more value in the sight of God than is the acquisition of degrees and diplomas. The guiding principle of the ETC Discipline Policy is to reflect love for the individual, recalling the abundant grace of God, as well as to balance this with a concern for the purity of the Church.

14.1 Social Conduct

Christian lifestyle is expected of all members of the college community. It consists of practicing Christian virtues like humility, honesty, a forgiving spirit, faith, hope and love. It also consists of avoiding attitudes and actions that the Bible condemns as sinful. Some of these sinful attitudes and practices are: greed, jealousy, pride, lust, bitterness, uncontrolled anger, prejudice based on race, sex or socio-economic status, drunkenness, stealing, profanity, dishonesty, occult practices, illegal activities and sexual sins such as pre-marital sex, adultery, and homosexuality. Smoking, drinking alcohol beverages or using non medical drugs are banned from the premises.

14.2 Disciplinary Action

A student who becomes guilty of improper social conduct as defined by Scripture or lack of adherence to the standards or regulations of the College will be subject to the discipline of the College according to Matthew 18:15-20. All violations will be brought to the attention of the Dean of Students who will be responsible to handle the case in collaboration with the Administrative Council. The Dean of Students will have the jurisdiction to submit the following to the Registrar to be placed in the student's file

- Repeated absence from chapel
- Repeated or continuing interpersonal problems
- Behaviour which the College or the broader Christian community views as objectionable in a church leader (but would not be cause for church discipline) and which is not sufficient significance to be brought to the attention of the Administrative Committee. The student's file will be reviewed when the student is assessed for preparedness for graduation.

Repeated and wilful, habitual violations of minor standards of conduct (indicators of attitude problems or an unwillingness to comply with the program of the College to foster spiritual formation), as well as serious infractions (those things which would be cause for church discipline) will be reported by the Dean of Students to the Administrative Committee who will review the case in the presence of the student concerned. In cases regarded as being serious, the student's local church will also be involved.

Expulsion shall be reserved for infractions which would immediately exclude a person from a leadership role in the church or repeated offences which indicate resistance to the purpose of ETC and its goal of Christ-like spiritual formation in the students.

For lesser infractions, the Administrative Council will take any one of the following steps or combination of steps:

1. Place a notation in the student's file
2. Write a letter to the student's church.

3. Place the student on conduct probation.

In all cases of ethical infraction, a loving and biblical approach aimed at restoring the individual will be applied. Decisions of the Administrative Council will be final.

All formal disciplinary action will be accompanied by a letter to the student concerned. If an offence is of a serious nature requiring the expulsion of the student from the College, the College will inform the student's home church by a letter. Should individuals be expelled from ETC and they submit to the full discipline of the church, after a period of three years, ETC will be able to consider an application for re-admission, provided that the church writes a strong recommendation letter and provided that the church has given the individual an active role in ministry in the church.

15. Student Grievance Procedure

The following grievance procedure will be used for a student who has grievance against a faculty or staff member of ETC. Grievances include issues relating to classroom procedures, grade complaints, discrimination, or sexual harassment by faculty or staff.

15.1 Procedure

1. Any student who has a grievance or a complaint regarding the above issues should first discuss the matter with the person involved.
2. If the conflict is not resolved after Step 1, and the student wishes to pursue the grievance, the student may present the matter to the appropriate Dean.
3. If the student or the faculty/staff member is dissatisfied with the Dean's ruling, the grievance may be presented to the Administration Council.
4. The decision of the Administration Council will be approved or rejected by the Principal. The Principal's decision will be final.

15.2 Timing

If at any level during the procedure either party is dissatisfied with the decision and wishes to pursue the matter, they must take the grievance to the next step within fifteen days and do so in writing.

16. Facilities Available

Counselling - The Dean of Students is available for pastoral and spiritual counselling. He will refer students to a professional counsellor if necessary.

Cafeteria - Students may buy meals and refreshments at the cafeteria. Prices are subsidized for students.

ETC Mail Box - This mail box is found at the door of the ETC main office. Students may leave messages or their papers in this box if the office is closed.

Student Box - Students are assigned to share boxes and the College delivers messages to the students through their boxes. The box numbers vary each semester and names and numbers of the boxes are posted each semester. It is the responsibility of each student to check his/her box regularly. Students should not take anything from the box that does not belong to them.

Table Tennis / Volleyball - Students may play table tennis during their leisure time. The table tennis table is near the student council office. Likewise volleyball is available. The respective equipment can be collected from the check-in desk of the library.

Parking Place - Students may freely use the IEC/ETC car park.

Library - Students are encouraged to use the library during the library working hours.

16.1 Policies Concerning Facilities

Security - Students should always have a current ETC student identification card. The guards at the main gate and at the ETC library have the right to ask the students for an ID. If students do not hold a renewed ETC ID, the guards may not let them into the compound or the library.

Prayer Room - Room 106 is assigned to be used for prayer during the day time up to 3:45 p.m. After 3:45 p.m. the room is needed for the daily chapel program and after the chapel program for the evening class. Students should not use this room for study, group discussion, and conversation with a friend or any other purposes except for prayer during the daytime.

Bazaar - There is a charity bazaar once a month on the morning of the last Saturday of every month. Students should not plan to use ETC classrooms on those Saturdays.

ETC Post Office Box - Students may use the ETC Post Office Box for personal correspondence. The address of the college is ETC, PO Box 5773, Addis Ababa, Ethiopia. After graduation, students should make other arrangements for their personal post.

Public Phone - Students can use the public phone to make phone calls. It is not permitted to use the ETC office phones.

Notice Board - Students should get approval from the ETC main office to post notices on the notice board.

Cafeteria - The primary purpose of the ETC cafeteria is to give service to the ETC family. Students may buy food and drinks from the cafeteria. ETC students have the special privilege of receiving a discount on food, but they may need to show their student ID to receive the discount.

17. Library Policy

These can also be found posted outside the library.

17.1 Library Hours

The library is open from 8:00a.m. to 7:45p.m. Monday through Saturday. The library is closed during chapel times, on Sundays, and on days on which the ETC office is closed, unless announced otherwise. Please note that the library may also be closed at certain periods in the Rainy Season or Christmas break for inventory purposes.

17.2 Book Borrowing

1. When classes are in session, only students who present a valid student identification card may check out books.
2. Full-time ETC students may check out a maximum of 5 books in their name. Part-time students may check out a maximum of 3 books in their name. Auditing students may only

use the library for reference purposes. Books may not be checked out. ETC Alumni and/or active EGST students may use the ETC library including checking out books, provided they have paid the current membership fee.

3. Books are signed out for two weeks. A book may be renewed for an additional two weeks. Students may reserve an already checked out book in order to borrow it upon return.
4. A book is considered late if it is not returned on the date due.
5. 1.00 birr must be paid for each day a book is late. Sundays and public holidays are not counted.
6. Reserve books should be used in the library and may be used for a maximum of 2 hours. Students may check out reserve books overnight but they must be returned by 8:45a.m. the following morning.
7. Students will be fined 10.00 birr for each day a reserve book is late.
8. Bibles with yellow stickers on their spines may only be checked out for a day or overnight. Students will be fined 1.00 birr for each overdue day. Students who wish to check out a bible for an extended period of time, may check out a bible that is part of the general circulation.
9. Students with overdue books will not receive a final mark for a course nor be allowed to register for another course until all books are returned.
10. No outstanding accounts should be reflected on a student library account. Failure to do this will result in being denied the privilege of borrowing books.
11. Students in their graduating semester should complete library clearance at least one week before graduation. They won't be issued with their diplomas/degrees otherwise.
12. Any lost book must be paid for by the student in whose name it was checked out. The replacement price will be double the price of the book plus shipping charges. The price of a book is calculated according to the current new book price at amazon.com or a fair estimate of a book if it is out of print. A 130 birr shipping charge will be added to this. Foreign currency conversion is subject to the current SIM exchange rate. The replacement price for a single 'Graded English Book' is 200 ETB and for a locally published book (Ethiopian collection) which is out of print is 300 ETB. Students are obliged to pay these fixed price as long as they are unable to replace the book itself.
13. A lost book should be reported immediately to a librarian, in order to pause the projected overdue book fine. Failure to do so, will mean that the student is also liable to pay the overdue fine. A maximum of two months grace period is given for a student either to replace the book itself or pay the required replacement price. Borrowing privilege is denied otherwise.
14. Students may not lend a library book to any other person.
15. Journals, Archive and Reference materials may not be checked out of the library. Photocopying such material may only be done so on ETC premises.
16. During Rainy Season, Christmas, and Easter breaks, students may check out two books upon presentation of proof that they have fully paid for at least one course for the following semester. The receipt given for payment will normally constitute the necessary proof of payment.
17. The latest due date in any semester is the last day that classes meet prior to final exams.
18. Students may borrow a book for an extended period of time during breaks between semesters on the following conditions:
 - A 150 birr returnable deposit must be paid in advance.
 - Only books for which there are multiple copies are available for extended borrowing.
 - For extended borrowing during the Rainy Season, a book may be checked out during final week of the semester and is due the last day of Rainy Season classes.
 - For extended borrowing during the Christmas break, a book may be checked out during the final week of the August-December semester and is due the first day of

class of the January semester. Magazines are for use in the library only. Exceptions may be made by applying to the library staff.

19. Students should have their ID available for inspection if they want to check out or check in books. A student who's ID does not have a new barcode, should ask the main librarian for this to be added to their ID card.
20. Students should use the library computers with special care. Search engine computers are only meant for accessing the computer catalog.
21. Library laptops should only be used in the library and may be used for a maximum of 2 hours. A student may continue to use the laptop provided that there are no students registered in the waiting list.
22. Students are also advised to scan their flash drives / memory sticks with the Kaspersky Antivirus already installed in the laptops.
23. Students are advised not to leave any of their personal documents or assignments on the laptops, nor are they allowed to install any programs. The library will not remain accountable for any loss of documents from the laptops.
24. After using a book, it should be left on a table for the library helpers to re-shelve.
25. Students should show their books and bags to the library security when they leave the library.
26. If student wants to check out or check in books from the library, they should come before 7:30p.m.
27. The library is always eager to hear about new books that ought to be added to the library or where further copies are required. A recommendation form is available from library staff.

17.3 Library Conduct

The library is intended for quiet study. Students not observing this policy will be warned once. If the disturbance is repeated they will be asked to leave. Mobile phones may NOT be used in the library and should be switched off or put on silent / vibrate mode while the student is in the library. If consultation with another student is necessary, a room is available during the day as an alternative study room.

18. Classroom Conduct

Classes are to be conducted orderly and with Christian conduct.

1. Classes should begin and end promptly. Thus students are expected to be in class on time. The instructor retains the right to lower the student's grade for excessive absences or tardiness. Habitually late students will be referred by the instructor to the Dean of Students.
2. Students are expected to come to class dressed neatly and modestly.
3. Students must be well behaved at all times. Each instructor must endeavour to form good relationships with the class. Discipline will be at the discretion of the individual instructor and according to each particular situation.
4. Students are encouraged to ask questions in class and are free to disagree with the teacher's ideas, but should not be argumentative and disruptive.
5. Students can use classrooms for study purposes if the classrooms are not being used for class sessions. However, they must not lock them from inside.
6. Students should not use the prayer room for study.

19. Scholarship Details and Policy

The following information provides students with details concerning scholarships available through ETC. ETC maintains the right to change this information at any time. For current information, please speak with the Scholarship Administrator.

19.1 ETC Scholarship Fund:

This scholarship is open to all current part-time and full-time students studying on the Diploma, A.Th., B.Th. or MA program (where 'current' denotes students actively taking courses at the time of applying for a scholarship). Students must have a GPA of at least 2.5 and must apply annually to be considered for an ETC Scholarship in each respective year. The application process usually starts in February and all applications should be received by the advertised deadline in order to be considered for a scholarship. The Scholarship Committee usually meets in March or April and will then inform students if they have been granted a scholarship for the following academic year.

First-year students: First year students who meet the above criteria may apply for scholarship help for their second semester. The application process commences in October and all applications should be received by the advertised deadline. The Scholarship Committee will then inform successful students before the end of the August-December semester if they have been successful.

How to apply for an ETC Scholarship:

1. The student must submit both the completed 'Scholarship Application Form' AND the 'Church Recommendation Form' from the student's local church. Church recommendation should be current for the year of application. Forms are available from the Scholarship Administrator.
2. Students applying for the first time should also submit a photo.
3. The deadline to apply for an ETC Scholarship is announced each year. Late applications will NOT be considered! Application forms should be submitted to the Scholarship Administrator.

ETC Scholarship Criteria:

Since the ETC Scholarship Fund is supported largely from outside sources, there is no guarantee that ETC can help all applying students. The following criteria will therefore be applied when funding is insufficient to help all students:

1. All applicants - a student should have a minimum GPA of 2.5 and be a current student at the time of application. Student should also maintain a GPA of 2.5 or above in order to receive and keep a scholarship.
2. Priority will be given to students enrolled at ETC full-time.
3. Those students who have a strong relationship with their local church will be given the next priority. 'Strong relationship' is here defined as having previous or current employment with a local church; where the local church is financially assisting the student while at ETC and where there is strong evidence that the church will employ the student after graduation.
4. Next priority will be for students that are in their graduating year.
5. The remaining applications will be considered on an individual basis taking into account such areas as GPA, college involvement, ministry and other means of support.

Scholarship Student Code of Conduct:

ETC Scholarship students are expected to lead lives of loyalty to the Lordship of Jesus Christ in all areas of life, both on campus and off, in the classroom and outside the classroom. It is expected that students will practice and increasingly develop all of the Christian virtues, which are manifested in a Christian character and a spiritual attitude. By receiving a scholarship from ETC, a scholarship student shall agree to perform his or her studies in a responsible, harmonious and productive manner, to be loyal to ETC's staff and instructors, and to act in a manner conducive to the accomplishment of ETC's goals and objectives. Scholarship students of ETC are models for the members of the church. They should seek to practice an exemplary Christian life in all areas of their conduct. They should seek to practice the fruit of the spirit (Galatians 5:22-23) and display the characteristics of a church leader (1Timothy 3:1-13; Titus 1:8-11).

Scholarship Work Assignments:

Every student who receives an ETC administered scholarship is required to do some work around the college. Various work assignments are given to students. Any student who fails to cooperate in these work assignments may lose some or all of their scholarship.

Scholarships for Living Costs:

At this time there is no scholarship funding available to help students with expenses such as living costs. A small fluctuating fund called the 'Needy Students Fund' exists which is administered by the Dean of Students.

19.4 ETC Scholarship Policy

The purpose of this policy is to give scholarship students, information about their rights and duties while they are scholarship students at the Evangelical Theological College.

1. Definition of a Scholarship Student

1.1 Full Scholarship student - a student who receives living and academic assistance.

1.2 Academic Scholarship Student - a student who receives academic assistance, which may include all or some of the following the tuition fee either in part or in full.

2. Scholarship Application

2.1 A student must apply for an ETC scholarship each semester submitting their application form and church/institutional recommendation form to the Scholarship Administrator by the due date. A student who receives assistance through SIM/EKHC should also complete the SIM/EKHC scholarship form annually and submit this to the appropriate EKHC office and in accordance with current SIM/EKHC guidelines. These can be obtained from the EKHC scholarship office.

2.2 A student should be currently studying at ETC at the time of applying for scholarship assistance.

2.3 A new student who wants to apply for a scholarship should be a current student at ETC for at least one semester. This policy is applicable to all scholarship students unless a private sponsor wants to pay from the very beginning of the first academic year.

3. Testimonies, Reports and Photographs

3.1 The College has the right to ask a student who is receiving scholarship assistance to write their testimony and let their picture be taken.

3.2 Providing a testimony and having a picture taken does not guarantee receiving scholarship assistance.

3.3 A student may be required to write an annual report for their sponsors. The Scholarship Administrator will notify a student if such a report is required.

3.4 A student who is not willing to write a report to their sponsor may not receive scholarship assistance in the following year.

4. Administration of Scholarship Funds

4.1 Scholarship funds belong to and are administered by ETC, not by individual students.

4.2 Each year, ETC in cooperation with EKHC and the Dorm representatives, determines the cost of tuition and the budgeted cost of living. This information is then passed onto local churches, donors and scholarship providers.

5. Exemplary Life

5.1 A scholarship student is expected to live a mature and exemplary Christian life both on and off the campus. Where a student is deemed to be violating the standards of ETC, this will result in immediate disciplinary action being taken by the Principal in cooperation with the Scholarship Committee.

6. Academic Performance

- 6.1 A scholarship student is expected to work hard in their studies.
- 6.2 A report of their academic performance may be submitted to their sponsor and local church each semester.
- 6.3 Continuation of scholarship assistance will be contingent on maintaining satisfactory grades.

7. Courses

- 7.1 A full-time scholarship student may receive assistance for a maximum of 12 courses per year either in full or in part. If a student wants to take more than 12 courses, they or their sponsor must pay for the additional courses and textbooks.
- 7.2 A part-time scholarship student may receive assistance for a maximum of 6 courses per year. If a student wants to take more than 6 courses they or their sponsor must pay for the additional courses and textbooks.
- 7.3 If a full-time student takes less than five courses per semester, the Scholarship Administrator may ask the student for specific reasons why the student is taking less than the full-time student load.
- 7.4 A scholarship student who withdraws from a course(s) should follow the ETC withdrawal policy, paying any fees that apply to withdrawing from a course.
- 7.5 If a scholarship student receives an 'F' grade in a course(s) they are liable to immediately pay for the course.
- 7.6 Scholarship assistance is not provided for courses that are audited.

8. Pocket Money (Full Scholarship Students Only)

- 8.1 Pocket money will only be paid to a student whose sponsor and/or local church has paid to ETC, the full balance for the semester.
- 8.2 A Full Scholarship Student is required to pay the semester's full balance within two weeks of the commencement of the semester.
- 8.3 A Full Scholarship Student will receive assistance for two semesters or 10 months. There is no assistance for the rainy season.
- 8.4 The monthly rate of pocket money for a single student and the monthly rate of pocket money for a married student whose family is living with them in Addis Ababa is set each year by the Scholarship Administrator in cooperation with EKHC and the Dorm representatives.
- 8.5. Pocket money will be paid at the end of the month for the coming month.
- 8.6. For a single student, housing rent will not be paid to a student who is not willing to live in the dormitory, unless there are legitimate reasons for living elsewhere. See Point 11 below.

9. Medical Assistance (Full Scholarship Students Only)

- 9.1 A student receiving a Full Scholarship is entitled to a certain amount each year to help cover medical expenses. This amount is set each year by ETC in cooperation with EKHC and the Dorm representatives. The amount available varies and is dependent on whether a student is single or married and living with his or her family in Addis.
- 9.2 In order to receive reimbursement, a student must present the original receipt attached to the prescription from a recognized medical practitioner. A student is required to pay the first 10% on any presented receipt.
- 9.3 For eyeglasses, only the cost of lenses will be covered by the scholarship medical budget.
- 9.4 For dental treatment, the cost of an examination and tooth extraction will be covered, but the medical budget does not provide funding for fillings.

10. Graduation Fee

- 10.1 A student receiving a Full Scholarship in their graduating year will have the graduating fee paid for by the scholarship.

11. Dormitory Regulations

- 11.1 The ETC dormitory is open for any ETC scholarship student who is willing to pay.

11.2 A student who lives in the dormitory is expected to show brotherly love and concern towards the other students in the dormitory.

11.3 The dormitory representatives are assistant administrators of the dormitory. Students should listen to and respect these representatives.

11.4 Disciplinary action in accordance with the college's regulations will be taken against a student found to be creating problems amongst the other students.

11.5 A student will be allowed to leave the dormitory and live by himself only if there is a health problem that forces him to do so. The verification of this should come from a medical practitioner.

12. Work Assignments

12.1 A scholarship student is expected to complete a work assignment each semester.

12.2 The type of work a student is assigned to will be determined by the Scholarship Administrator at the commencement of each semester.

12.3 A full-time student is required to work a minimum of 3 hours per week and will be assigned to one of the following work assignments: Classroom Arranger, Library, Main Office, Dean's office, or Publishing. Those elected to work on the Student Council or as a Dorm Representative can count this as their work assignment.

12.4 A part-time student is required to work a minimum of 6 hours per month. All part-time students are assigned to the monthly bazaar, with the option of replacing one or more bazaar days by helping with a seminar(s) as and when they occur at ETC.

13. Work Assignment Evaluation & Discipline

13.1 A scholarship student is expected to work faithfully and diligently.

13.2 At the end of the semester, the work assignment supervisor will evaluate each student's performance and submit his or her evaluation (either written or verbal) to the Scholarship Administrator. The ability of a student to continue receiving scholarship assistance strongly depends on this evaluation.

13.3 If a full-time scholarship student does not perform adequately in his or her assigned work, the case will be handled in the following way.

a) First offence: The Scholarship Administrator will write a warning letter to the student.

b) Second offence: The student will not be entitled to scholarship assistance for the next semester. They will also lose their priority in subsequent semesters.

13.4 If a part-time scholarship student does not perform adequately in his or her assigned work, the case will be handled in the following way.

a) A student should compensate a minimum of 5 hours for each missed bazaar day. This should be done in the library either during the semester or within three weeks of the end of the semester. It is the student's responsibility to arrange for the make-up work assignment.

b) Where missed bazaar days have not been fully compensated for, the student will not receive a scholarship in the next semester. They will also lose their priority in subsequent semesters.

In addition to this scholarship policy, students are expected to closely follow the rules and regulations as found in the Student Handbook.

20. Administrative Staff Directory

Principal
Academic Dean
Dean of Students
Director of Extension Programs
Field Education Director
Registrar

Dr. Frew Tamrat
Alemseged Ketema
Endashaw Negash
Dr. Seblewengel Daniel
Solomon Abebe
Tefaye Mulissa

Assistant Secretary & Store Keeper	Shewaye Moru,
Cleaner	Wudnesh Defar
Financial Assistant	Mesfin Zergaw
Library Assistant	Berhanu Eshete
Library Assistant	Manalebish Beressa,
Main Librarian	Seble Befekadu
Office Secretary	Alemtsehay Lakew
Publishing Secretary & Store Keeper	Engdash Markos,
Purchasing & General Services Head	Messay W/Giorgis

21. STUDENT HANDBOOK REVISION

The Student Council may recommend to the Administrative Council a revision of the Student Handbook for the ensuing year. The Administrative Council approves all Student Handbook revisions. The Council may alter, change, delete, or amend any part of this Handbook at any time.