

Triangle Bible Institute (TBI) Policy

Policy Number: 200-16

Policy Title: DEGREE REVOCATION

Responsible Person: Administrative Dean

Responsible Office: Executive Director

Effective Date: January 1, 2016

I. POLICY STATEMENT

Triangle Bible Institute's award of degrees and academic credit is its certification of student achievement. If students obtain entry to TBI through misrepresentation, if they are awarded academic credentials even though they failed to complete the requirements for those credentials, or if they obtain their academic credentials by deceit, fraud or other academic misconduct, they deceive not only TBI but also those who may eventually rely upon the knowledge and integrity of the graduates. Such situations may not be discovered until the student has left TBI or received a degree or credit.

Whether or not the student remains enrolled, Triangle Bible Institute reserves the right to revoke degrees, decertify credit and seek return of any Triangle Bible Institute diploma or certification that represents that the student successfully completed course work or requirements for a degree. Without the ability to take such action, Triangle Bible Institute would, in effect, be forced to falsely certify that a person has earned a degree and/or credit when this is in fact not true.

II. RATIONALE

The purpose of this policy is establish, and inform students and the Triangle Bible Institute Community, and to ensure fairness, transparency, and consistency in academic management practices.

III. ENTITIES AFFECTED BY THIS POLICY

This policy is applicable to all full-time, and part-time students enrolled at TBI.

IV. PROCEDURES

1. **Scope** —These procedures apply only to cases in which a Triangle Bible Institute degree has been awarded but the record later shows: (1) the graduate's academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation; and (2) facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

2. **Notice** —The Administrative Dean or Executive Director shall provide the graduate with written notice of:

- a) the University's specific findings with regard to the graduate's academic record and its intention to revoke the degree;

b) the graduate's opportunity to respond in order to present evidence that the record is incorrect;

c) the graduate's right to be represented or assisted in responding to TBI's findings, by other parties, including an attorney at the graduate's expense; and

d) a 60-day limit to respond to the notice.

3. Review — In all cases where the graduate elects to respond to TBI's findings either in person or in writing, the following review procedures shall be used:

a) A person designated by the Executive Director shall review the graduate's evidence and TBI's evidence.

b) The Executive Director's designee, based upon his or her review of the evidence of record, shall submit his or her written recommendation concerning revocation of the graduate's degree.

c) The Administrative Dean, based upon his or her review of the designee's recommendation, shall submit to the Executive Director his or her written recommendation concerning revocation of the graduate's degree.

d) The Executive Director, based upon his or her review shall forward the record and his or her recommendation to the Pastor of Star Ministries and General Counsel if necessary for review.

e) The Pastor of Star Ministries, based upon his review of the record and prior recommendations, shall submit his recommendations, the record and all prior recommendations to the Board of Trustees for execution.

f) The Administrative Dean shall provide the affected graduate with written notice via USPS Certified Mail with the final decision concerning revocation of the graduate's degree.

No Response Received — In cases where no response to the initial notice is received by TBI after 60 days, the existing record shall be reviewed as noted above, and the final decision entered into student's official record concerning revocation of the graduate's degree.

5. Petition to Reopen Decision — Triangle Bible Institute shall allow any affected graduate to petition TBI to reopen the revocation decision, provided the graduate establishes that he/ she received notice after the 60-day limit or, for good cause shown, was unable to contact TBI or to respond within the period specified. Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and request a review which may affect TBI's final decision.