

# Catalog of

# ***Southwest Bible College***

Sponsored by the Southern California FCA Churches

## **Authorization Information**

The Bible College admits students of any race, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

The College is licensed by the California Bureau for Private Post Secondary and Vocation Education. This agency will verify that this College qualifies for religious exempt status as an educational extension of a nonprofit, religious corporation pursuant to Part 4 (commencing with Section 9110) of Division 2 of Title 1 of the Corporations Code. Under this exemption, the College will offer the following degrees:

Biblical Studies Introduction Diploma  
Associate of Biblical Studies Degree  
Bachelor of Biblical Studies (Two Year Transfer) Degree  
Bachelor of Biblical Studies (Four Year) Degree  
Ministry Major

The American Association of Christian Schools International recognizes Southwest Bible College and its programs. Additionally, the College is approved to provide Continuing Educational Credits that are recognized by the American Association of Christian Schools International.

This catalog is published for information purposes only. Although every effort is made to ensure accuracy at the time of publication, this catalog shall not be construed to be an irrevocable contract between the student and the College. The College reserves the right to make any changes in the content and provisions of the catalog without notice. This catalog is incomplete without calendar, financial insert, and faculty listing.

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Dear Friends,

Thank you for perusing our catalog!

It doesn't happen very often in our lifetime that one is made aware of a ministry preparation opportunity such as the one we share with you here. God has uniquely birthed Southwest Bible College to prepare ministers for the twenty first century and beyond.

The School seeks to become a model center for preparing men and women for ministry, church planting, evangelism, missionary work and Bible teaching. The spiritual soil in California is a fertile field, and there is a need for well trained and envisioned church planters, evangelists, pastors, and missionaries who can bring in a harvest for our Master – first of all in the western States but also in other parts of America and in other countries.

The vision for such a Bible College began in the heart and mind of Pastor Dick Carlson who has been involved in a number of church planting efforts in California and in other States. When the Moreno church (founded by Pastor Richard Carlson) was compelled to enlarge their facilities to accommodate a growing congregation they providentially included some basic facilities for a Bible College.

The vision for a Bible College was then embraced by a number of like-hearted pastors in Southern California who relate to an association of independent, evangelical, spirit-filled churches called the Fellowship of Christian Assemblies. These churches have now joined together to provide a covering and oversight for the new school.

For about eight years Dan Fick served as Dean of Seattle Bible College. Under his leadership the school received excellent recognition by colleges, seminaries and universities around the nation. Graduates from the school have been accepted in a number of these graduate schools and proven to be well prepared for advanced studies. Other students have gone to various fields of labor and are effective ministers of the Gospel today. Dan Fick now serves as the Director of Studies at the Southwest Bible College.

As a center for ministry development, the College is committed to help students to grow in practical ministry related skills. Short term missions opportunities will be encouraged and developed. Additionally, area pastors have pledged their support to develop church planting opportunities under the direction of an experienced church planter.

If you are looking for ministry training coupled with a solid Biblical education, we believe Southwest Bible College deserves your prayerful consideration. May God lead you clearly into His will. If God leads you our way... we would be very pleased!

Yours in Christ,

The FCA Pastors  
Of Southern California

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## ***FACTS ABOUT OUR COLLEGE***

### **Affiliation**

Southwest Bible College was founded as an educational ministry of the Southern California churches that cooperate with a fellowship of North American churches known as the Fellowship of Christian Assemblies. Who are the Fellowship of Christian Assemblies? The following is taken from a statement of cooperation regarding the inter-relationship of these churches.

*We are a fellowship of autonomous, evangelical churches with historical roots within the Pentecostal movement. We view ourselves as called of God to share in mutual Christian care and practical cooperation in carrying out the Great Commission of our Lord Jesus Christ. We affirm our commitment to both local church autonomy and inter-church cooperation as Biblical norms for our life and ministry. We also affirm our call to work in the spirit of love and unity with all true believers in our common ministry within the Kingdom of God.*

### **Doctrinal Statement**

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

(John 16:13; II Timothy 3:15-17; II Peter 1:21; I Thessalonians 2:13)

*That there is one God, eternally existent in three persons, Father, Son, and Holy Spirit*

(Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22; John 14:16)

*In the deity of our Lord Jesus Christ,*

(John 1:1, 14; 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9)

*His virgin birth,*

(Matthew 1:18; Luke 1:34-35; Isaiah 7:14)

*His sinless life,*

(II Corinthians 5:21; Hebrews 4:15; 7:26-27; I John 3:5; I Peter 2:22)

*His miracles,*

(Matthew 4:23; Luke 6:17-19; John 3:2)

*His vicarious and atoning death through His shed blood,*

(Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7)

*His bodily resurrection,*

(I Corinthians 15:3-4; Luke 24:4-7, 36-48; Revelation 1:17-18)

*His ascension to the right hand of the Father,*

(Acts 2:33; 5:30-31; I Peter 3:22)

*And In His personal return in power and glory.*

(Acts 1:11; Philippians 2:9-11; I Thessalonians 1:10; 4:13-18; John 14:1-3)

*That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.*

(Romans 3:24-25; John 3:3-7; I John 5:11-13; Eph. 2:1-16; Revelation 5:9; Acts 4:12; I Cor. 6:11)

*The prime agency for the work of God's Kingdom is the Christian local church functioning under the sovereignty of our Lord Jesus Christ. To the church have been entrusted the ordinances of Believer's Baptism and the Lord's Supper.*

(Acts 2:41-47; 16:4-5; Matthew 16:18; 28:18-20; Ephesians 1:22-23; I Corinthians 12; 11:23-26)

*In the present ministry of the Holy Spirit which includes: the Baptism in the Holy Spirit as an experience distinct from regeneration; His indwelling, by which the Christian is enabled to live a godly life; His supernatural gifting and empowering of the Church for its work, life and worship. (Luke 24:49; Acts 1:4-8; 2:1-4; 10:44-46; I Corinthians 12; 14)*

## **Doctrinal Heritage**

Southwest Bible College has its historical roots in the Pentecostal movement. Thus, the doctrinal flavor of the College reflects a rich tradition of Pentecostal theology.

Although the College affirms and supports its theological traditions, the faculty is allowed academic freedom in establishing their personal views. Faculty members are aware of the doctrinal heritage of the College, and are considerate of these positions when they teach.

## **Accreditation/Recognition**

Southwest Bible College affirms the verbal plenary inspiration of Scripture and therefore accepts Biblical truths as providing an all-sufficient rule for life and conduct. Thus, Biblical truth and content form the basis of the core curriculum of the School.

Because of the College's commitment to teach all courses from a Biblical perspective, the College does not present general education courses typical of a liberal arts college which provide secular overviews of the humanities, fine arts, natural sciences, and social sciences. However, many general studies issues are presented as they are addressed by the Scripture and are thus examined from a Biblical perspective. Thus, when general studies issues are examined, they are studied within the framework of a Christian world-view and Christian presuppositions.

Because this approach deviates from the approach required of the liberal arts college, the student must understand that not all institutions offering liberal arts courses accept transfer credits from Southwest Bible College. A student who might consider transferring to another institution is strongly urged to check with that institution and receive in writing their credit transfer policy.

Because the Department of Education presently requires college accrediting agencies to insure that the general studies component is present before granting accreditation, this Bible College has not sought accreditation at the Federal level. Thus, because of the commitment to a Bible based curriculum, the College is not eligible to participate in Title IV, Federal student aid programs.

The College is licensed by the Bureau for Private and Postsecondary and Vocational Education and operates as a educational ministry of a nonprofit religious corporation pursuant to the Corporations Code.

The American Association of Christian Schools International recognizes Southwest Bible College and its programs. Additionally, the College is approved to provide Continuing Educational Credits that are recognized by the American Association of Christian Schools International.

## **Campus Location**

Southwest Bible College shares facilities with Moreno Christian Assembly, located at 13830 Nason Street, in Moreno Valley, California. Good connecting freeways make this area easily accessible from Los Angeles, Orange, San Bernardino, and Riverside Counties. Extension courses are available in surrounding communities. Check with the College office regarding current class schedules.

## **Library**

A growing library is available for student use. Most books are in the Biblical and Theological categories between 220-280 in the Dewey Decimal system. Biblical studies and language programs are available for student use in the computer lab.

# ***PHILOSOPHY OF MINISTRY***

## **Our Mission**

Our goal is that Christ would be glorified: *In Christ, Through Christ, For Christ!* In this “Center for Biblical Studies and Ministry Development,” the means and process for glorifying Christ will include a significant focus on Biblical studies, and an emphasis on ministry development. The end result is that Christ will be glorified through those who embrace the challenge to live Christ-like lives of servant ministry. The call to servant ministry is the call to live for His glory. Living for His glory means declaring His glory through one’s life and actions.

Although each person possesses a unique gift mix, all share in a common calling “to be to the praise of His glory” (Eph. 1: 6,12,14). The Great Commission demonstrates the effect that occurs as one seeks to live for the glory of God. Discipleship making is a normal outgrowth of the believer’s identification with Christ and His love. As that love is outwardly focused, the world is impacted for Christ!

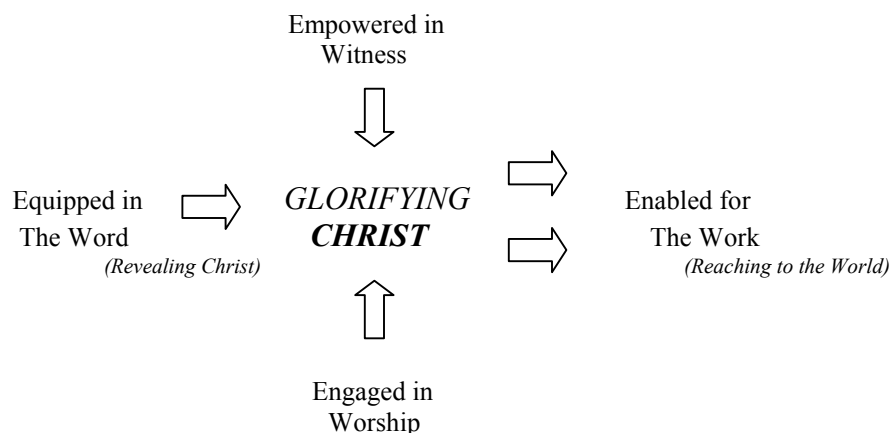
The mission of the College is to identify and train those who desire to lead others in the adventure of Glorifying Christ. The goal is to see these men and women identify with Christ, to allow Him to live His life through them, so that He might be glorified in the World.

In the process of preparing disciple makers, there will be the awareness that the school is seeking to attract and train those who will be leaders and pace setters in servant leadership which will be expressed through a variety of ministry expressions. Thus, the school will give attention to the following areas of practical ministry:

- To train people for ministry, church planting, evangelism, and Bible teaching.
- To equip men and women for cross cultural missions endeavors.
- To prepare workers for lay ministry in local church as well as para-church settings.

## **Our Ministry**

Southwest Bible College is a unique Christ-centered institution, committed to excellence in biblical studies and in ministry development. Gifted and Spirit-filled faculty and staff are committed to help serious students prepare themselves for a lifetime of servant ministry. As students are transformed through the Word of God, engaged in worship, and conformed by the Spirit of God into the character of Christ, there will be an outflow of Spirit enabled ministry for His praise and glory! The following diagram illustrates this philosophy of process which has guided the development of the College.



### *Equipped in the Word*

Southwest Bible College is committed to equipping men and women to handle accurately the Word of Truth. The College affirms the verbal plenary inspiration of the Bible in its original autographs. The College teaches that the Bible is the all-sufficient rule for life and conduct. Therefore, biblical truths and biblical content provide the basis for the curriculum of the College.

Through the revelation of God's Word, one encounters the revelation of the person and work of Christ. Therefore, a priority of the College is to help the student find Christ through God's Word. However, this pursuit is not simply the acquisition of biblical and theological knowledge. Since a primary ministry of the Holy Spirit is to make Christ known and to illuminate God's Word, a sense of dependency upon the Holy Spirit and His work will be fostered and encouraged. Thus, the goal is not an informational approach to truth, but a transformational journey of discovering Christ through God's Word as the Spirit of God illumines it.

In this journey, the student will be encouraged to "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth." (2 Tim. 2:15) Thus, classes and programs are designed with an intentional commitment to excellence in developing skills for the personal study of the Word. The goal is not to convince students of an instructor's personal interpretation, but to give students resources that they can use, under the guidance of the Holy Spirit, to perform a careful, thoughtful, and thorough examination of biblical texts. Thus familiarity with the history of biblical interpretation, the discovery of solid principles for biblical exegesis, examples of good exegesis, and access to biblical language resources will all play a significant role in providing a wonderful opportunity for the student to grow in the knowledge of Christ and His Word.

True world changers are men and women whose lives are committed to the unchanging Word of God. Those who are committed to the unchanging Word of God, are called to surrender to the work of the Holy Spirit. They are challenged to lay down their own lives that they may gain Christ.

### *Engaged in Worship*

As students are developing resources for good Biblical interpretation, a dichotomy between head and heart must not be developed. The true pursuit to understand God's Word involves the pursuit to know God. Theology is life! Theology is not a dull endeavor, but the very queen of sciences, for to come to know Christ is to find "life eternal." (John 17:3) In classes, in chapel, and in all of life, students will be constantly challenged to be worshippers. Worship will be presented as the expression of the one who seeks to live "to the praise of His glory." (Eph. 1:6,12,14)

Students will be encouraged to grow in the fear of the Lord, and to exemplify a lifestyle of holiness lived out in the presence of an awesome God. Students will be encouraged to take the truths of Scripture that are being illuminated by the Spirit, and to begin to flesh them out in their lifestyles as expressions of worship to God. The objective is to help students grow in worship as an expression of one's entire life, rather than to focus on external worship styles and passing fads that may be temporarily popular in the contemporary church culture.

Prayer will be encouraged as an outgrowth of one's dynamic relationship with Christ, the heart expression of one walking in communion with Christ. Students will be encouraged to grow in prayer as it is incorporated into the fabric and life of the School. Prayer will be presented as a

means of laying a hold of God's highest willingness, rather than as a means of trying to overcome His reluctance.

### *Empowered In Witness*

The Spirit of God enables the believer to discover of the truths of the Word, and then empowers his life response to the truth. The power of the Spirit is evidenced in our lives by an increasing ability to live and walk in ways that glorify Christ. (Cf. Gal. 5:16-25). It is a life empowered for obedience that is the very essence of spiritual warfare. God uses such a life to counter the influence of this present evil age. The Spirit works through the Word in life transformation to bring glory to Christ.

A dynamic witness for Christ is birthed and developed through the indwelling and transforming work of the Holy Spirit. The College strongly affirms the present ministry of the Holy Spirit by which He enables the Christian to live a godly life, and by which the church is empowered for its work, life, and worship. The College affirms the present day operation of spiritual gifts and ministries that are given by the Holy Spirit, and are to be exercised in love so that the body of Christ may be edified, and that He may be glorified. The College affirms the importance of receiving and walking in a dynamic in-filling of the Holy Spirit that is evidenced by an ever-increasing production of the fruit of the Spirit in the life of the believer.

Students, who embrace the Spirit of Christ, embrace both His Word and His life as they are increasingly transformed into the image of Christ. As a result there will be an increased willingness to deny one's self, take up the cross and follow Jesus wherever He would lead (Mat. 16:24).

### *Enabled for the Work*

The call to Christ-likeness challenges the student to be willing to lay down his life so that the life of Christ may be gained. This challenge calls forth the formation of Christian character. True Christian character brings Christ-like behavior to society. As Christ is exalted in and through the life of the believer, Christ is glorified! Men and women see a demonstration of evident grace that is manifest in the life of the believer. It is the conviction of the College that the best preparation for a life of ministry is to gain the life and heart of Christ.

The church must guard and preserve the truth. The church of the living God is described in Scripture as the "pillar and support of the truth." (1 Tim. 3:15). Men and women who are preparing for leadership ministry in the church must equip themselves so that they can handle God's word with great integrity and care. Church leaders must be able to teach the Word, (1 Tim. 3:2) and to preach the Word. (2 Tim. 4:1) Of all the responsibilities that will come to church leaders, no duty is more important than handling accurately the word of truth (2 Tim 2:15). If the church desires to raise up spiritually healthy people, a priority must be given to making the sound words of Scripture the foundation for life and godliness.

Students will be exposed to many methodologies that are being used effectively for the expansion of the kingdom. It is recognized that many accepted methodologies find significance and meaning only when identified with a cultural need or practice. The desire of the College is that in all courses, which focus on methodology, there would be a good understanding of the practical theology from which the methodology has been developed. Then, as culture changes, the biblical principles for ministry will guide the development of an appropriate expression of ministry that fits the culture.

## **Our Method**

It is the conviction of the College that those who can best prepare students for the practical aspects of ministry are those who have been involved in a lifetime of successful ministry. Therefore, it is the intention of the College that many of the ministry development courses will be taught by those who have gained expertise and experience in specific areas of significant ministry. These instructors will blend the academics with practical insights and ministry skills in a way that could not be presented by the academic theorist. For biblical studies programs, instructors will bring academic excellence with meaningful life application. For ministry development courses, priority will be given to seeking instructors who give evidence of appropriate gifting and have an expertise through experience.

At this point it is not the intention of the College to seek accreditation from the Federal Department of Education. Such institutions are required to offer a significant component of liberal arts courses, which provide a overview of secular subjects. As a “Center for Biblical Studies and Ministry Development,” our commitment is to provide a Bible based curriculum that focuses on the mission of the College.

## ***STUDENT LIFE***

### **Christian Character**

Southwest Bible College recognizes that as one prepares for a lifetime of service to Jesus Christ, one must grow in Christian character and conduct. Christian maturity involves more than mental assent to explicit Scriptural statements of right and wrong. One’s character and conduct must reflect a life of dynamic discipleship and submission to Scriptural principles that govern both attitude and conduct.

Disciplined service requires self-disciplined living. The Bible College desires that each student have a high standard of personal conduct based on Scriptural principles.

It is understood that some requirements placed upon the student by the College, may be different from the student’s personal convictions outside of the campus community. Nevertheless, these policies and requirements must be respected while the student is attending Southwest Bible College. The willingness of the student to submit to authority is indicative of growth in Christian maturity.

### **Conduct Standards**

Because of our commitment to the Scripture as authoritative for life and godliness, Scriptural guidelines form the basis for behavior to be encouraged or restricted. The College affirms Biblical delineation of inappropriate behavior such as the following: “sexual immorality [*fornication, premarital sex, promiscuity, adultery, homosexuality, and lesbianism*]; impurity [*pornography and improper reading materials*]; debauchery [*indulgence in sensuality*]; idolatry and witchcraft [*pagan and occult practices*]; hatred; discord; jealousy; fits of rage; selfish ambition; dissension; factions and envy; drunkenness [*the abuse of alcohol and the use of illegal drugs are not acceptable practices*]; orgies and the like” (Gal. 5:19-21 NIV). Additionally, vulgar language, gambling, dishonesty [including cheating], stealing, and ungodly attitudes unbecoming a believer, are inappropriate according to Scripture.

Attitudes that reflect Christian maturity in responding to theological differences among students are essential. Christians can disagree on certain viewpoints without breaking the unity and bond of peace, which must be the hallmark of Christian practice. Contentious attitudes and disrespect for others' minor doctrinal differences will not be tolerated.

In Essentials—Unity!  
In Non-essentials—Liberty!  
In All Things—Charity!

For the sake of a unified testimony, the Student Handbook further defines and amplifies the College's expectations for the students. The administration reserves the right to dismiss students who are out of harmony with the standards held by the College.

## **Marriage/Engagements**

Students are encouraged to proceed slowly and cautiously in building relationships with the opposite sex. It is required that these relationships always be above reproach. Because of the life significance of the marriage covenant, all students are urged to seek counsel from their parents and pastor before entering into an engagement commitment. First year students under the age of 21 are asked to put aside building serious relationships with the opposite sex during the first year of school to concentrate on their studies and on seeking the Lord. Other students who are under 21 are asked to demonstrate that they have the approval of their parents and encouragement of their pastor before announcing their engagement.

## **Dress**

The objective of attire and grooming standards is to present a unified representation of this College. Women must exemplify modesty, femininity, and good taste in their attire. Men should demonstrate Christian maturity and avoid extremes in dress styles. Students must be well groomed, clothes should be neat and clean. Dress and accessories, which represent unbiblical lifestyles in our culture, will not be acceptable. The Student Handbook further defines and amplifies the College's expectations regarding appropriate student attire.

## **Chapel**

Chapel services help build a sense of community for the students and develop a setting for acquainting the student with the focus and distinctives of the College. Chapel also provides unique opportunities for exposure to guest pastors and missionaries. Moreover, Chapel services provide wonderful opportunities for the students to reflect upon and respond to the work of the Holy Spirit in their lives.

Because of the importance of Chapel, attendance is mandatory. The Student Handbook defines the chapel requirements for both full and part-time students. Although no credit is given for chapel attendance, students required to attend chapel will receive a pass or fail grade for chapel attendance.

A student must not receive more than one chapel failure per academic year. If an additional chapel failure is earned, the student will receive an Administrative Withdrawal for all classes during the quarter in which a second chapel failure was received.

## **Spiritual Emphasis Events**

During the fall a special time is set aside to help students gain perspective and prepare for the year of study ahead. Also, special days of prayer will be held through the year. As opportunities arise, students will be encouraged to attend local Bible conferences and seminars. Attendance at spiritual emphasis events, which replace class attendance, will be mandatory.

## **Student Activities**

Each student will have the opportunity for social interaction with the student body. Additionally, class activities may be organized each year for freshmen, sophomores, juniors, and seniors. Classes will elect their own class officers. The Student Handbook further defines class organization and procedures.

## **Church Life**

Each student is required to faithfully attend the services of a local church. Students from the area are expected to support their home church and to be faithfully involved in ministry and regular attendance. Because of the requirements for the students to attain a minimal number of Ministry Practicum Credits, the student must be aware that graduation from Southwest Bible College requires ministry involvement with their local church.

## **Housing**

Dorm housing is not available at this time. The College will work with students to help them secure housing arrangements in the area. Also, the College will help keep a housing list of those who would be interested in sharing apartment or house facilities.

## **Ministry Teams**

Ministry teams will periodically be formed to represent and promote the College. Students need to maintain a 2.75 GPA to qualify for service on a ministry team. Teams may be developed for music, drama, missions, and preaching ministries.

## **Computer Resource Center**

A Computer Lab is available for use by faculty, staff, and students of Southwest Bible College. The College will work to provide good word processing programs, and excellent Biblical studies programs for student use.

## ***GENERAL INFORMATION***

### **Academic Calendar (See Insert)**

The enclosed Academic Calendar defines the important dates that relate to the present school year. Attending orientation events is essential and provides an opportunity to review calendar dates with College personnel.

### **Expenses (See Insert)**

Concerned churches and individuals extensively underwrite the ministry cost of Southwest Bible College. Thus, the College is able to keep student expenses at a minimum. Quality training at an affordable cost continues to be a goal of Southwest Bible College. The enclosed expense sheet delineates the costs for the current year.

### **Meeting Financial Obligations**

Full payment of tuition and applicable fees is due prior to the beginning of each quarter. If full payment is not made at the beginning of the quarter, a deferred payment system may be negotiated with the Admissions Office, on a limited basis.

Students are required to keep their financial accounts current. A student is expected to reimburse the College for the full amount of his/her obligation on or before the close of the quarter. If satisfactory arrangements have not been made with the Admissions Office, no final class grades will be recorded. No diplomas, degrees, or transcripts will be provided until satisfactory payment is made for all College obligations. No student will be allowed to register for a new quarter if there is an outstanding debt from the past. No one will be admitted to classes until his/her registration is completed and approved by the Director of Admissions and tuition and fees have been paid, or satisfactory arrangements have been made with the administration.

### **Withdrawal**

Students withdrawing from the College for any reason are required to complete the Withdrawal Form, which requires financial clearance from the Records Office. Until this is completed, students will continue to be financially responsible for ongoing tuition and room obligations.

Students withdrawing from a class must submit an official withdrawal form prior to four (4) weeks before the last day of class. A course dropped in the last four (4) weeks of a quarter carries a grade of F.

Students who are removed from the College by administrative action due to hardship reasons will receive an AW (Administrative Withdrawal). Those who are removed from the College by administrative action caused by unsatisfactory conditions or behaviors will receive a punitive AW-F (Administrative Withdrawal).

### **Tuition Refund Policy**

Students enrolled on an hourly basis whether for part-time or overload (more than 17 credits), who withdraw totally or partially, receive (for the portion of their withdrawal) the stated refund percentage below. This refund will be based on the date the official withdrawal is returned to Records Office.

A student officially withdrawing from a course is refunded as follows:

- During open registration 100%
- First week after open registration ends 80%
- Second week after open registration ends 60%
- Third week after open registration ends 40%
- Fourth week after open registration ends 20%

Refund checks will be sent directly to the student after all financial obligations are fulfilled. Withdrawals after the fourth week following the close of open registration, will receive no tuition credit.

Refunds will automatically be canceled should a student be removed from the College by administrative action. In this case, the balance of the student's accounts will remain due and owing.

### **Employment Considerations**

Finding employment is the responsibility of each individual student. The College cannot guarantee any work arrangements. However, jobs that come to the attention of the College will be posted. Students coming to the area should bring sufficient funds to live until employment may be secured through self-initiated measures.

Because of the academic demands on a full-time student, students not maintaining a 2.5 grade point average will be governed by the following ratio of employment to academic load:

<b>Academic Load</b>	<b>Employment</b>
Up to 8 credits	30-40 hours of work maximum
8 to 12 credits	20-30 hours of work maximum
12 plus credits	Up to 20 hours of work maximum

### **Financial Aid**

Southwest Bible College is structured to keep tuition and housing costs affordable for all students. Because of the financial backing of the supporting churches and concerned supporters, the costs of attending are minimal for the student and reflect only a portion of the actual costs to provide the facilities and faculty of Southwest Bible College. Because of the commitment to keep tuition costs minimal for the entire student body, further individual financial assistance is very limited.

### **Miscellaneous Charges**

Students will be charged a breakage fee for damage they cause to the school facilities and/or equipment. Charges will be assessed according to replacement or repair costs. These charges will be added to the student's account. Rules regarding College continuance will apply to insure that these obligations are met.

### **Lab Fee**

A lab fee may be charge for some courses that require the use of specialized materials for the class. This charge may be used as a replacement for typical textbook charges for a course. Workshop courses may especially have these types of fees involved. Applicable fees will be charged to the student's account when tuition and fees are calculated.

## **Registration Procedures**

The Admissions Office must receive a signed and completed application form with the application fee. When transcripts from past schools and the required recommendation forms are received, the prospective student will be notified regarding his/her admission into Southwest Bible College.

New students and transfer students are required to attend an orientation day. Policies and procedures for course enrollment will be reviewed. Class registration must be completed on or by the scheduled registration dates. Late fees are delineated in the financial expense insert.

Students, who have withdrawn from the College, who have been out of school for three (3) quarters or more and would like to reapply for admission, must complete a re-entry form provided by the Admissions Office.

## **Admission Requirements**

Students are admitted to Southwest Bible College without regard to race, color, national origin, or religious affiliation. Nevertheless, admission is guided by the following criteria:

Applicants must give evidence of a vital experience of salvation through faith in Jesus Christ. Moreover, applicants must give sufficient evidence of a personal relationship with Christ, including a willingness to grow in the disciplines reflected by the philosophy and standards of Southwest Bible College. The required application with recommendation forms will be carefully examined in this regard.

Applicants must have a diploma from a recognized high school, or a G.E.D. Students who have not maintained a high school grade point average of at least a c (2.0) will be accepted on a provisional basis only.

All international students will need to demonstrate a proficiency in the English language. Those whose language skills would hinder their studies, will be required to take tutorial English lessons. Non-native speakers of English will be required to take an English proficiency test before their application for admission will be accepted. The TOEFL test may be taken to meet this requirement. The test and/or results should be mailed directly to the College from the testing agency. Students who need tutorial help will be required to take a reduced credit load until a sufficient level of competency is acquired.

In a few cases, the College admits students on probation. A student who does not meet all or part of admissions requirements will be notified in writing that his/her admission is on a probationary status. A letter will specify the exact requirements for meeting all the conditions set forth for full admissions acceptance. The Admissions Office will work with the student to make certain that he/she meets the expectations of the College and comes into compliance with all stated requirements. Students who fail to meet these conditions are subject to dismissal.

## **Summer Session**

The summer session is designed to provide courses in areas of selected interest for enrichment and acceleration of students' progress toward graduation. The schedule is designed in a concentrated manner so as to be contained within a condensed time frame. Please contact the College office for details.

# ***ACADEMIC POLICIES AND PROCEDURES***

## **Attendance**

Southwest Bible College expects students to take responsibility for completing class work and for meeting attendance requirements. Each instructor monitors course attendance. Typically, failure in attendance will not only affect class work quality, but also result in lowering the course grade. The course syllabus will clearly outline the instructor's policy regarding absences, tardies, and what effect they will have upon grades.

Students will comply with the following attendance policy. Attendance is required for all classes. After a student has been absent on an unexcused basis from a class for 10% of the required class hours, his grade will be lowered one grade for each additional class absence. After a student has been absent on an unexcused basis from a class for 20% of the required class hours, the student will receive an "F" grade.

This policy may be illustrated as follows: For a three credit course which meets for a total of 30 classroom hours, after a student has been absent for three hours or 10% of the class (and has not receive an excused absence from the instructor), the student's grade will be lowered one grade for each additional absence. When the student has been absent for six hours or 20% of the class (unexcused absences), the student will receive an "F" grade.

Student attendance will be carefully monitored and filed in the College records for state and governmental agency inspection.

Extended absences do not indicate a formal withdrawal from a course. Charges will continue to accrue on the student's account until a formal withdrawal has been arranged with the admissions office.

## **Class Schedules**

The primary course offerings are taught during several intensive days. This will help preserve non-class days for work, study, and ministry. The student will arrange his/her schedule according to the requirements of his/her degree program.

If there is not sufficient registration to warrant a particular class, the College reserves the right to cancel or reschedule any course.

Night courses are an official part of the College course offerings. A full-time student may elect to take a night class as part of his total course load without additional payment. Night courses may also be taken individually by those who desire a college level course of study and who are not full-time students. On such a basis, a per credit charge is required as delineated on the expense insert.

Classes are offered on a quarter system. Typically this involves a ten-week course of studies. Variation may occur in an intensive or a summer course format. See "Clock Hours" for further discussion.

## **Course Loads**

While 12 credits per quarter qualify as a full-time course load, each study program is designed so the students needs to average 15 credit hours per quarter to graduate in the designated time period. This 15 credit hour quarter is designed to include 14 academic course credits and one supervised Ministry Practicum credit per quarter.

## **Clock Hours**

Since Southwest Bible College is on the quarter system, academic courses are offered as “quarter” hours. A one-credit “quarter” hour normally represents 10 classroom hours. For example, a one-credit class could meet 1 hour each week for a duration of 10 weeks. For each “quarter” hour of credit earned, the student is expected to spend at least two (2) clock hours per week in outside study. In supervised, experience-guided courses such as Internship courses and extended Ministry Practicum projects, one “quarter” credit equals 30 hours of supervised work. For example, one internship credit would require 30 hours of supervised work which might be done as 3 hours of supervised work per week for a ten week quarter, accomplished within the context of a regular quarter of study.

## **Academic Load**

A student who carries 12 or more credits per quarter is considered a full-time student. When a student carries 11 or fewer credits, he/she will be charged a tuition rate that allows the student to take 12-17 credits. A student must receive an advisor’s approval to take 18 or more credits. The student will be charged a per credit fee for each credit above the 17 credit limit.

## **Academic Advisement**

Each student will be assigned an academic program advisor. Quarterly registration forms require the signature of the student’s advisor before they can be submitted to the office for financial processing. The advisor will work with the student to insure that program requirements are being followed. Drop/Add Forms available during the first week of a new quarter, require an advisor’s signature. To withdraw from a course, a student must have both the course instructor and his academic advisor sign the official withdrawal form before the Records Office will process it.

## **Academic Probation**

A student will be placed on academic probation when the student’s cumulative grade point average drops below a C (2.0) average, or when a student receives a grade of “F” for six credits or more in a given quarter. When a student has received an academic probation, the student’s enrollment is limited to 12-quarter credits which includes an incomplete that is outstanding. Academic probation will continue until the cumulative GPA is raised to a C (2.0) average or better. A student is subject to academic disqualification that precludes further enrollment after one quarter on academic probation unless, in the judgment of the Director of Studies, significant academic improvement is made in the probationary quarter. Reinstatement after dismissal will be by administrative action only. Normally, one (1) quarter must elapse before the student would be considered for reinstatement.

## **Repeat Courses**

A student may repeat a course in which credit has been granted and grades have been received. However, academic credit may only be earned once. Only the best grade will be computed in determining the grade point average. The student’s transcript will indicate when a course has been taken as a repeat course.

## **Auditing Courses**

A course may be taken without being recorded in the transcript. A course fee is required. See the expense insert for further information. Auditors are exempt from class work requirements and will not receive any grade or credit. Audit fees are non-refundable.

Potential students who are under the age of 18 may seek to register as an auditor providing they have completed their junior year of high school. Request to audit from other under-age students must be submitted to the administration for special consideration.

## **Grade Point / Averages**

Grade points are the numerical equivalent of letter grades. The grade point average will give the student an accurate determination of his overall academic standing and achievement. Courses in which a student receives a Pass / Fail grade do not factor into the student's grade point average.

## **Incompletes**

An instructor may choose to give an incomplete to a student if it is determined by the instructor that the student should have additional time to complete required assignments. The instructor will take into consideration illness or emergencies that may have affected the student's performance.

Incompletes are intended as an academic alternative to cover emergency situations only. They will not be granted simply because all required work was not submitted. Each instructor will determine whether they feel that the student's emergency situation merits granting an incomplete. If the instructor approves granting an incomplete, the letter "I" will be affixed to the grade that would be granted if no further work was completed (e.g., I/C). If the student's GPA needs to be determined for the purpose of eligibility requirements, that grade will be temporarily used. The student then has six weeks from the last day of class (including vacations and holidays) to submit the assigned material for grading. At that time, the instructor will either submit a new grade to the office, or the grade previously given will become the permanent grade.

## **Student Records**

The Bible College seeks to comply with the Family Educational Rights and Privacy Act of 1974. Under this act, students have the following rights:

- Right to inspect all of your education records held by the College.
- Right to prevent disclosure of this information to others outside of College staff without written consent.
- Right to request correction to any aspects of your record which you believe to be inaccurate or in violation of your rights.
- Right to file a complaint or receive a copy of the act from:
  - Family Policy and Regulation Office
  - U.S. Department of Education
  - 400 Maryland Avenue S.W.
  - Washington, D.C. 20202

Because of the importance of preserving the confidentiality of letters of recommendation, the Family Education Rights and Privacy Act permits an educational institution to suggest an applicant waive his right to access to letters of recommendation. Signing such a waiver is not

required as a condition for admission, however, it is suggested that the applicant consider waiving his right to see such letters of recommendation. Signing the waiver statement on the reference form is all that is necessary on the applicant's part.

### Student Classifications

*Freshmen* are those students who have completed less than 45 credit hours of work. *Sophomores* are those students who have 46 to 90 hours completed. *Juniors* are those who have 90-135 credit hours completed. *Seniors* are those who have 135 or more credit hours completed.

To facilitate the determination of class standings for the production of the College yearbook, class standing will be determined each year based upon the projection of the student's total credit hours completed by the conclusion of each winter quarter.

### Grading System

Grade	Explanation	Grade Points
A	Outstanding Work	4.0
A-		3.7
B+		3.3
B	Good Work	3.0
B-		2.7
C+		2.3
C	Satisfactory Work	2.0
C-		1.7
D+		1.3
D	Unsatisfactory, but Credit Allowed	1.0
D-		0.7
F	Fail, No Credit	0.0
W	Withdrawal	
AW	Administrative Withdrawal (Non-Punitive)	
AW-F	Administrative Withdrawal (Punitive)	
I/Letter Grade	Incomplete	
P	Pass – Credit Given	
F	Fail – No Credit Given	
IP	In Process	

Letter grades with numerical equivalents will be given in all academic classes. No credit is given for an **F** grade, but for academic classes it is a punitive grade in determining the student's grade point average. An **F** grade given for chapel attendance does not affect the student's GPA. (Please note the chapel attendance policy outlined in the catalog). Auditors will not receive a course grade or credit. Christian service, internship programs, and certain workshops, will receive a **P** (pass) or **F** (fail) grading. Credits earned will be added to the student's credit totals, but courses in which a student has received a pass (P) will not affect the student's grade point average. A designation of IP means that a class is in progress and is used for Ministry Practicum Courses, Internships, and a few other 500 level courses. A grade is issued when the course is complete.

## **Grade Reports**

Grade reports are issued at the close of each quarter. Grade reports will be sent directly to the student. Upon receiving a grade report, the student should carefully check the accuracy of the courses recorded, quarter hours, and grades. If a student would like to challenge a grade which has been given, the student must notify the teacher and the records office of this intent within seven days of receiving grades for a given quarter. The records office will work with the student and the teacher to resolve the area of concern.

## **Transcripts**

Official transcripts may be requested from the Academic Records Office. This request must be in writing by using either a transcript request form (available in the Records Office) or by letter. The student's signature must accompany this request. Upon graduation, an official transcript copy will be provided free upon request. Unofficial copies for an attending student's use may be obtained through the student's advisor without charge. Southwest Bible College will fax transcripts at the student's request, but cannot guarantee either privacy or that the receiving institution will accept a faxed transcript. An additional fee will be charged for faxed transcripts. Please note, transcripts will not be provided for students who have not met their college financial obligations. Current fees for transcript copies are defined in the Student Handbook.

## **Graduation Requirements**

To graduate from Southwest Bible College, the student must meet the credit requirements of his/her particular degree program. The student must maintain a Grade Point Average of C (2.0) or better. The student must demonstrate consistent cooperation with the standards and policies of Southwest Bible College. The student must meet all financial obligations due the College before a degree or diploma will be granted. For transfer students, the final quarter of work must be completed at Southwest Bible College. (See the section on "Transfer of Credits" for clarification on how credits are transferred into a student's program). The student must have completed the Christian service credits required for the completion of his/her degree program. A nominal fee is charged for graduation under each program (see financial insert).

Candidates for graduation must have attained a satisfactory citizenship record. Faithfulness demonstrated in chapel attendance and in doctrinal soundness with regard to the basic tenets of the Christian faith, is expected. The student's life must demonstrate growth in Christian character and integrity.

The College catalog will define all requirements for a particular degree program. Should changes be made in the catalog that result in changes in a degree program, the student will have the option of completing his/her course of study under the definitions and requirements of the initial catalog. Should the student desire to graduate under the requirements and definitions of a new catalog, the student would need to take a minimum 12 units under the new catalog and meet all the program requirements of the new catalog.

Degrees are conferred at the commencement exercises, which are held only at the end of Spring quarter. Students must complete an intent to graduate form before the beginning of Spring quarter to participate.

## **Graduation Honors**

Honors, which are presented at graduation, are determined on the basis of academic work completed prior to the quarter before graduation.

Those graduates who have attained a cumulative grade point average of 3.50 or above for all the work completed at Southwest Bible College, will be recognized as follows:

Summa Cum Laude <i>With Highest Honor</i>	3.90-4.00 GPA
Magna Cum Laude <i>With Great Honor</i>	3.70-3.89 GPA
Cum Laude <i>With Honors</i>	3.50-3.69 GPA

## **Placement Assistance**

The College will work with each student to secure an internship opportunity. It has been the experience of the College that a ministry internship position frequently leads to a ministry/job opportunity.

Churches that desire to fill church staff positions often contact the College. Also, the College is frequently informed of special staff needs in a variety of missionary endeavors. The College staff will work diligently to forward this information either to the student body or to individual students they discern would meet the needs of the inquiring church or mission agency.

## **Transfer of Credits**

### *Transfer Credit Requirements*

Students, who desire to transfer college level credits to Southwest Bible College, must make certain that their official transcripts are sent to the Records office for review. Courses of comparable content and work will be considered for transfer, provided the student has received a C or better grade.

### *Non-equivalent Transfer Credits*

College level classes which are not equivalent to subject matter offered by Southwest Bible College, will be considered for elective course credit provided the subject matter was not contradictory to the philosophy and ideals of this College. Credits for non-corresponding classes will not be received beyond the amount of non-equivalent transfer credits allowed in the student's program. The maximum number of non-equivalent transfer credits for each program is defined in the "Specific Program Outlines" section of the catalog.

### *Equivalent Transfer Credits*

College level classes comprised of equivalent subject matter will be accepted dependent upon the evaluation of those credits by Southwest Bible College. A maximum of 90 "quarter" credits of equivalent credit will be accepted toward the "Bachelor of Biblical Studies" degree. In the two-year program, equivalent credit transfers must not exceed 1/3 of the required courses for graduation. For bachelor level degrees, at least one academic year (with a minimum of 45 quarter credits) must be completed at Southwest Bible College. For all programs, the final

quarter of work before graduation must be taken on campus irrespective of the amount of previous work completed at Southwest Bible College.

### *Ministry Practicum Credits*

Students with transfer credits are obligated to fulfill Ministry Practicum credit obligations on the following basis – 1 Ministry Practicum credit is required for every 14 academic course credits completed at Southwest Bible College.

### *Correspondence Credits*

A limit of 30 “quarter” credits from approved correspondence courses may be applied to a four year program at the College, or a pro rata there of for programs less than four years in length. Correspondence courses taken during the academic year will be considered a part of the student’s total academic load.

### *Life Learning Experience Credits*

A limit of 45 “Life Learning Experience” credits may be transferred into the four-year Bachelor Degree Program with a Ministry Major. These credits are based upon “Life Learning Experience.” They are applied on the basis of the student’s past ministry work that has met the requirements of specific “Ministry Related” Courses. Students will be required to provide documentation that verifies that their life learning experience has met requirements of specific ministry related courses, and that they have invested an equivalent amount of time and effort through the life learning experience

## **ACADEMIC PROGRAMS**

### **Biblical Studies Introduction Diploma (One Year Program)**

Southwest Bible College offers programs to fit a variety of student needs. Some students come desiring a short program that will give them a strong Biblical foundation. The one-year program leading toward a “Biblical Studies Introduction Diploma,”” provides such a foundation. Those who plan to transfer into other academic studies will find this course of study to provide a solid foundation for discovering Christian resources and answers for the secular university setting. Because of the enormity of challenge that normally confronts the faith of a student in a university setting, every Christian young person should seriously consider taking a year of Bible College courses before entering a secular university. Also, this program is especially meaningful as a foundation for a life career in a secular world. The program will help the student build perspective regarding the truths of God’s Word, which are foundational to life.

### **Associate of Biblical Studies** (Two Year Program)

This program is designed for students who desire a two-year course of study that provides a good introduction to Biblical Studies. Some students find themselves limited in the time they can invest in obtaining a college degree; yet desire a good foundation for further Biblical study and ministerial experience.

In addition, this course is especially meaningful to those students who desire to transfer into a Christian college that offers a specialized major different from that provided at Southwest Bible College. Because of the reasonable tuition rates at Southwest Bible College, this provides a wise economic alternative for the student who desires to save on tuition costs before transferring into a specialized baccalaureate program at another institution.

### **Bachelor of Biblical Studies** (Two Year Transfer Program)

This program meets the need of the student who has a solid college background, but desires to major in Biblical Studies. The course presents an in-depth focus on the essential areas for Biblical Studies. In this course, students receive the equivalent of a major in Biblical Studies.

This degree is designed to meet the needs of transfer students who have successfully completed an Associate of Arts degree (or equivalent) or a Bachelor of Arts degree. Students, who qualify with a background of at least 90 college credits, may apply those credits to meet the prerequisite requirements for admission into this program.

This student who blends either an Associate of Arts or Bachelor of Arts degree with the Bachelor of Biblical Studies, may discover more opportunities available for graduate studies after completion of this degree program. Students should consult with the admissions office of the seminary or graduate school they plan to attend to ensure that they are meeting pre-admission and Biblical language requirements in their selection of courses.

### **Bachelor of Biblical Studies** (Four Year Program)

This four-year degree is especially designed for the student who desires not only to receive a strong Biblical foundation, but also to be equipped for leadership in various aspects of the ministry.

#### *Ministry Major*

The **Ministry Major** provides courses that relate to a variety of ministry areas and interests. The courses will focus on a variety of ministry expressions including youth ministry, Christian education, evangelism, pastoring, missions, church planting, etc. The student will have the opportunity not only to select courses that relate to specific areas of ministry, but also to be exposed to a variety of courses that relate broadly to all areas of ministry. Program courses in the Ministry Major are indicated in the catalog by the designation **MI**. A prescribed number of 400 level MI courses are required for this major in addition to a variety of other upper division credits. The program outline reviews the particular division of credit requirements. The students will gain skills in teaching, preaching, administration, and leadership development. As a senior requirement, students will complete either an internship credit requirement or a seminary track option.

## ACADEMIC PROGRAM OUTLINES

### **Biblical Studies Introduction Diploma:** **45 Credits** *One-Year Program*

Introductory Core Requirements [#100-199 course designations]	24 Credits
Ministry Practicum Credits (3 min. & 6 max.) [#200-299 course designations – credits earned beyond the minimum required count as upper division electives.]	3 Credits
Upper Division Elective Credits [Courses #300-549 are designed for upper division students, but may be taken as elective credits]	18 Credits

*[Note: In this program a maximum of 6 college credits may be transferred in as non-equivalent elective courses.]*

### **Associate of Biblical Studies:** **90 Credits** *Two-Year Program*

Introductory Core Requirements [#100-199 course designations]	24 Credits
Upper Division Core Requirements [#300-399 course designations – 9 Credits] [#400-499 LA course designations – 15 Credits] [#400-499 BL course designations – 12 Credits]	36 Credits
Ministry Practicum Credits [#200-299 course designations; 6 Min. / 12 Max. – credits earned beyond the minimum required count as upper division elective credits]	6 Credits
Elective/Upper Division Credits [#300-549 course designations – the student may choose these courses on an elective basis. Transfer credits would apply to this category.]	24 Credits

*[Note: In this program a maximum of 12 college credits may be transferred in as non-equivalent elective courses]*

### **Bachelor of Biblical Studies:** **90 Credits** *Prerequisite – AA/BA or 90 College Credits* *Two-Year Transfer Program*

Introductory Core Requirements [#100-199 course designations]	24 Credits
Upper Division Core Requirements [#300-399 course designations – 9 Credits] [#400-499 LA course designations – 15 Credits]	36 Credits

[#400-499 BL course designations – 12 Credits]

Ministry Practicum Credits 6 Credits  
[#200-299 course designations; 6 Min. / 12 Max. – credits earned beyond the minimum required count as upper division elective credits]

Elective/Upper Division Elective Credits 24 Credits  
[#300-549 course designations – the student may choose these courses on an elective basis. Transfer credits would apply to this category.]

*[Note: This program requires an Associate / Bachelor Degree or the equivalent as a prerequisite. No additional non-equivalent credits may be transferred into this program. This program provides a bachelor degree with a major in Biblical Studies.]*

**Bachelor of Biblical Studies: 180 Credits**  
*with a Ministry Major*  
*Four-Year Program*

Introductory Core Requirements 24 Credits  
[#100-199 course designations]

Upper Division Program Requirements 93 Credits

Upper Division Program Re (300 level/LA/BL) - 51 Credits  
[#300-399 course designations – 18 Credits min.]  
[#400-499 course designations of LA focus – 15 Credits min.]  
[#400-499 course designations of BL focus – 18 Credits]

Upper Division Program Concentration (MI) - 42 Credits  
MI Courses - 27 credits minimum  
[#400-600 program designations – 27 credits minimum]  
Internship Practicum – 15 credits minimum  
[#550-599 Internship Practicum courses]

Ministry Practicum Credits 12 Credits  
[#200-299 course designations; 12 Min. / 24 Max. Note: credits earned beyond the minimum required count as upper division elective credits]

Upper Division Elective Credits 51 Credits  
[#300-600 course designations – non-equivalent elective transfer credits may be applied to meet this requirement]

*[Note: In this four-year program, a maximum of 45 college credits may be transferred in as non-equivalent elective transfer credits. See “Transfer of Credits” section for further explanation. Additionally, this program may allow a limited number of life learning experience credits. See “Life Learning Experience Credits” section for further explanation.]*

# NUMBERING SYSTEM

## Subject/Field Letter Designations

Courses are offered in a wide variety of Biblical Studies subjects. Each varying emphasis is referenced as indicated by a two-letter designation, which precedes a three-digit number. The letters indicate the field or subject represented by the course. All courses fit into the following categories that relate to Biblical Studies or Ministry Development:

<b>BL</b>	<b>Biblical Literature</b>	<b>MI</b>	<b>Ministry Related</b>
<b>HS</b>	<b>Historical Studies</b>	<b>MP</b>	<b>Ministry Practicum</b>
<b>LA</b>	<b>Language Arts</b>	<b>TH</b>	<b>Theology (Systematic / Biblical / Practical)</b>

## Number Designations

The course numbering sequence is designed to indicate the level of the course requirement and the progression of content within courses. The information provided by the course letter prefixes and the course number designations should serve as a general guide to students in selecting courses that are compatible with their background, ability program objectives, and graduation goals.

Courses, which have the same subject/field letter designation and are consecutively numbered 1, 2, or 3 in the third digit, are courses that are designed to build upon one another. These courses should be taken in the numerical sequence that is indicated.

All programs have as their academic foundation the *Introductory Core* courses. These serve as introductory courses in the fields of study from which they have been selected. Every program offered requires that the student take a specified number of “Introductory Core” courses. “Introductory Core” courses are numbered 100-199. These courses serve as the foundation for the one-year degree, and are taught annually.

*Ministry Practicum* credits are required for all programs. The courses numbered 200-299 are experience oriented, practical ministry courses directed by a faculty or adjunct faculty member. Each program prescribes a minimum and maximum number of these courses required for graduation. Ministry Practicum credits are designed to reflect the philosophy and distinctive of the College.

*Upper Division* academic courses are required for each degree program beyond the completion of the one-year diploma. Upper Division courses are numbered 300 to 599.

Courses numbered 310 to 339 are “Upper Division Core” academic courses that are taught in three separate tracks. The tracks are taught on a rotating basis. The middle digit indicates the track in which a particular course will be taught. For example, a course numbered 310 would be an “Upper Division Core” class offered in track 1. A course numbered 320 would be an “Upper Division Core” class offered in track 2. A course numbered 330 would be an “Upper Division Core” class offered in track 3.

Courses numbered 400-499 are advanced program major courses. Course with this designation can also be used to meet upper division elective credit requirements. Because of the more intensive nature of these courses, the student should carefully confer with his advisor regarding the number of these courses to be taken in a given quarter of study. They are designed for upper division students working on a program concentration.

Course numbered 500-549, are upper division workshops. SBC faculty or adjunct faculty members direct all workshop courses. Workshops are academic classes that focus on practical

application. Distinct workshops are indicated by the addition of an alphabetical identification added to the workshop number. A student may take a variety of workshop classes in meeting the requirement for a major. Each workshop is an individual course with its own focus, objectives, and emphasis. In limited instances, the amount of credit available per workshop experience will vary. Credit amounts are determined by the instructor working with the Director of Studies evaluating various variables regarding class hours, work requirements, etc.

Courses numbered 550-559 are for seniors in the four-year program who choose the Seminary Track option. This option is designed for those four-year students who plan to go on to graduate school and desire Hebrew language studies.

Courses numbered in the 560-599 are internship courses designed only for seniors in the four-year program. A field supervisor who serves as an adjunct faculty member of the Bible College directs internship courses of study. The student's advisor will work with a student to seek the best internship opportunities that meet the student's educational and career objectives. The student's advisor working in cooperation with the Director of Studies and the field supervisor will determine the amount of credit earned in an internship experience. A maximum of 15 internship credits may be received over the course of the student's educational experience at the Bible College.

Courses numbered 600 are "Life Learning Experience Credits" that have been applied on the basis of the student's past ministry work that has met the requirements of specific "Ministry Related Courses. They are transferable only into the Bachelor Degree Program with a Ministry Major.

Costs for Internship credits, courses numbered at the 550-599 level, are the same as the charges for all academic courses. Internship courses, Ministry Practicum courses, and certain workshop experiences, will be graded on a Pass (P) or Fail (F) basis.

### **Introductory Core – 100 Level Courses**

The "Introductory Core" courses are required for all programs and are offered annually. These courses are numbered from 100-199 and are drawn from a variety of disciplines related to Biblical studies. Twenty-four "Introductory Core" credits are required for every program offered at the Bible College. These credits are gained from the courses listed below:

BL 101	New Testament Survey	5 Credits
BL 102	Old Testament Survey	5 Credits
HS 110	Bible Backgrounds	3 Credits
LA 101	Language Basics	3 Credits
MI 105	Introduction to Missions	3 Credits
TH 105	Doctrine Survey	5 Credits

### **Ministry Practicum Courses – 200 Level Courses**

These courses are Ministry Practicum courses. A field supervisor directs the student in ministry development skills as a significant part of College curriculum. Ministry Practicum credits are required for all programs with a minimum and maximum number of credits prescribed. The letters MP indicates these courses. Please see the catalog section entitled *Ministry Practicum* for specific details about these credits.

## Upper Division Courses

### *300 Level Courses*

These courses are divided into three tracks or groupings that are offered in a rotational basis with one of the three tracks being offered each year. The second digit in the course number identifies the particular track in which the 300 level course is offered: 1- track one, 2 – track two, 3 – track three:

TRACK – <i>ONE</i>			
TH 310	Theology I		3 Credits
TH 315	Theology of Prayer		3 Credits
HS 310	Apologetics		3 Credits
TRACK – <i>TWO</i>			
TH 320	Theology II		3 Credits
TH 325	Religion and Cults		3 Credits
HS 320	Church History		3 Credits
TRACK – <i>THREE</i>			
TH 330	Theology III		3 Credits
MI 330	Homiletics		3 Credits
HS 330	Hermeneutics		3 Credits

### *400 Level Courses*

These courses are program major courses and are listed in the course description portion of the catalog under the designations BL, LA, and MI. Please consult the program overview section for the number of credits needed.

### *500-549 Level Courses*

These courses are workshop oriented courses and relate to program major. Please see the catalog section on *Workshop Classes* for details.

### *550-599 Level Courses*

These courses are Internship oriented courses and relate to the Ministry Major. Please see the catalog section on *Internship Programs* for details.

### *600 Level Courses*

These credits are based upon “Life Learning Experience.” They are applied on the basis of the student’s past ministry work that has met the requirements of specific “Ministry Related” Courses.

## **SPECIAL CATEGORIES**

### **Ministry Practicum Credits**

Students will have a variety of options for attaining Ministry Practicum credits. Each degree program has a required minimum number of Ministry Practicum credits. Each degree program also has a maximum number that may be applied toward degree fulfillment.

Application for Ministry Practicum credits needs to be made with a faculty advisor. Approval must be received for the number of credits desired and the type of ministry involvement planned. Charges for Ministry Practicum credits are the same as for all credits received at the Bible College.

Ministry Practicum credits fall into three areas: local church involvement, missions involvement, and short-term missions projects. The Ministry Practicum credit application form defines the type of work required for these various Ministry Practicum credits.

Ministry Practicum credits for short-term missions projects, must be defined with a faculty advisor and pre-approved. No credit will be given for past ministry experience that was not specifically guided by a faculty advisor.

A student who has met all requirements for graduation with the exception of completing the necessary Ministry Practicum credits may petition the Director of Studies to substitute (MI) Ministry Course credits for Ministry Practicum credits. When this is allowed, the number of Ministry Practicum credits that are needed for graduation will then be added to the total number of credits required for graduation. Thus, the number of credits to graduate will be increased by the number of missing Ministry Practicum credits which are being replaced by MI course credits.

For students transferring in credits from other institutions, the number of Ministry Practicum courses required will be based on the following ratio: A minimum of one Ministry Practicum credit must be earned for every 14 other credits received at the Bible College.

### **Workshop Classes**

Course numbered 500-549, are upper division workshops. SBC faculty or adjunct faculty members direct all workshop courses. Workshops are academic classes that focus on practical application. Different workshops are offered under the same catalog number. When this occurs, the distinction between workshop courses are indicated by the addition of an alphabetic letter designation. A student may take a variety of workshop classes in meeting the requirement for a major. The same catalog number is used for a variety of workshops. However, each workshop is an individual course with its own focus, objectives, and emphasis. Each time a workshop is offered, the credit hours will be determined by the instructor working with the Director of Studies as various variables regarding class hours, work requirements, etc., are considered.

### **Internship Programs**

Program courses numbered 550-599 are Internship programs. Internship credit is available only to senior status students who are enrolled in the 4-year degree program. The faculty will work with a student to seek placement into an internship position. Internship programs are courses of study directed by a field supervisor who serves as a faculty or adjunct faculty member of Southwest Bible College.

The student's advisor working in cooperation with the Director of Studies and field supervisor will determine the amount of credit earned in an internship position. Thirty hours of supervised work are required for each quarter credit hour earned. A maximum of 15 internship

credits may be received over the course of the student's educational experience at the Bible College.

Credits attempted in an internship position will be given a Pass (P) or Fail (F) grade. However, the field supervisor will provide evaluation forms of the student's work that will be filed in the student's official file. These will be released to a prospective church or missions agency when the College has written permission from the student.

### **Life Learning Experience Credits**

A limit of 45 "Life Learning Experience" credits may be transferred into the four-year bachelor degree program with a ministry major. These credits are based upon "Life Learning Experience." They are applied on the basis of the student's past ministry work that has met the requirements of specific "Ministry Related" Courses. Students will be required to provide documentation that verifies that their life learning experience has met requirements of specific ministry related courses, and that they have invested an equivalent amount of time and effort through the life learning experience

### **Course Substitutions**

At the determination of the Director of Studies, a higher level course maybe be substituted for a lower level course. Course substitutions will be clearly indicated on the student's program evaluation worksheet.

# CURRICULUM BASICS

## 5 CREDIT CORE CLASSES

<u>1<sup>st</sup> Year Courses (100 Level)</u>	<u>2<sup>nd</sup> Year Option A</u>	<u>2<sup>nd</sup> Year Option B</u>	<u>3<sup>rd</sup> Year Courses</u>
TH 105 Doctrine Survey	LA 401 Language & Exegesis	LA 411 Beg. Greek	LA 421 Greek Workshop I
BL 101 O.T. Survey	LA 402 Language & Exegesis	LA 412 Beg. Greek II	LA 422 Greek Workshop II
BL 102 N.T. Survey	LA 403 Language & Exegesis	LA 413 Beg. Greek III	LA 423 Greek Workshop III

4<sup>th</sup> Year Courses – 15 Credits of Internship Related Courses are Required for the Fourth Year

## 3 CREDIT CORE CLASSES

<u>1<sup>st</sup> Year Courses (100 Level)</u>	<u>2<sup>nd</sup> – 4<sup>th</sup> Year Courses (300 Level Courses -rotate on 3 year cycle)</u>		
MI 105 Intro to Missions	TH 310 Theology I	TH 320 Theology II	TH 330 Theology III
LA 101 Language Basics	TH 315 Theol. of Prayer	TH 325 Religion & Cults	MI 330 Homiletics
HS 110 Bible Background	HS 310 Apologetics	HS 320 Church History	HS 330 Hermeneutics

## PROGRAM BUILDING COURSES

### 400 & 500 Level Program Major Courses for Bible Literature (BL)\*\*\*

Student's select Bible Literature Courses (BL) from the following courses during 1<sup>st</sup> to 4<sup>th</sup> year of studies...

BL 405 Genesis & Exo.	BL 440 Minor Prophets	BL 465 Corinthian Letters	BL 490 General Epistle
BL 410 Pentateuch	BL 445 Isaiah	BL 470 Prison Epistles	BL 495 Rev. & Daniel
BL 415 Historical Books	BL 450 Synoptic Gospels	BL 475 Pastoral Epistles	
BL 425 Nehemiah	BL 452 Gospel of John	BL 480 Hebrews	BL 510 Char. Studies
BL 430 Psalms	BL 455 Acts	BL 482 James	BL 520 Topical Studies
BL 435 Proverbs	BL 460 Romans & Gal.	BL 485 Peter's Epistles	BL 530 Exeg. Studies

### 400 & 500 Level Program Major Courses for Ministry (MI)\*\*\*

Student's select Ministry Related Courses (MI) from the following courses during the 1<sup>st</sup> to 4<sup>th</sup> year of studies...

Note: Internship courses are restricted to 4<sup>th</sup> year students.

MI 403 CE Development	MI 430 Marr. & Family	MI 465 Unreached People	MI 540 Pastoral Wrkshop
MI 405 Children's Min.	MI 440 Leadership Dev.	MI 470 Evangelism	MI 545 Miss. Workshop
MI 407 Training Workers	MI 442 Pastoral Care	MI 480 Ecclesiology	MI 547 Health Care Wk.
MI 409 Adult/Singles	MI 445 Pastoral Theol.	MI 505 Drama Workshop	MI 560 CE Internship
MI 410 Music Ministry	MI 450 Church Planting	MI 510 Music Workshop	MI 565 Youth Internship
MI 412 Music in Worship	MI 455 Bib. of Missions	MI 520 Hom. Workshop.	MI 570 Music Internship
MI 420 Youth Min. I	MI 457 Cross-Cultural	MI 530 CE Workshop	MI 580 Pastoral Intern
MI 422 Youth Min. II	MI 460 Strat. for Miss.	MI 535 Youth Min Wk	MI 590 Miss. Internship

### 200 Level Ministry Practicum Course

Student's need to average 1 Ministry Practicum credit (MP) for every 14 academic credits they receive.

Ministry practicum credits (MP) are gained from the following course designations...

MP 205 Local Church Ministry (1 Credit)	MP 220 Church Project (Credits-variable)
MP 210 Missions Ministry (1 Credit)	MP 230 Short Term Missions Project (Credits-variable)

Student's Name \_\_\_\_\_

## STUDENT PROGRAM EVALUATION WORKSHEET

### College Transfer Credits

\_\_\_\_\_ Completed 90+ Credits (AA/AS/BA) to meet requirements for 2 year Bachelor Program

\_\_\_\_\_ Number of College Credits Received (For students not meeting above requirements)

A. \_\_\_\_\_ Equivalent Credits (Which Meet Catalog Descriptions)

*NOTE: A maximum of 90 "quarter" credits of equivalent credit will be accepted toward the "Bachelor of Biblical Studies" degree. (Only 30 of these may be from an approved correspondence course). In the one and two year programs equivalent credit transfers must not exceed 1/3 of the required courses for graduation. For the Bachelor program a minimum of 48 credits must be completed at SBC. For all programs in which credits are transferred, the final quarter of work must be taken at SBC.*

B. \_\_\_\_\_ Total Non-Equivalent / Elective Credits

*NOTE: The current catalog restricts the number of elective course which can transfer into each graduation program. The 1 year program allows for 6 non equivalent elective courses. The Associate program allows for 12 non equivalent elective credits. The 2 year bachelor program allows no elective transfer credits. The 4 year bachelor program allows a maximum of 45 elective transfer credits.*

\_\_\_\_\_ Equiv. Credits + \_\_\_\_\_ Elective Credits = TRANSFER CREDITS \_\_\_\_\_

**Life Learning Experience Credits** \_\_\_\_\_ (Up to 45 allowed in the 4 year Bachelor Degree Program, w/ Ministry Major)

### 100 Level Courses – Introductory Core (24 Credits required for all programs)

\_\_\_\_\_ BL 101 O.T. Survey (5)    \_\_\_\_\_ HS 110 Bible Backgrounds (3)    \_\_\_\_\_ MI 105 Intro to Missions (3)  
\_\_\_\_\_ BL 102 N.T. Survey (5)    \_\_\_\_\_ LA 101 Language Basics (3)    \_\_\_\_\_ TH 105 Doctrine Survey (5)

### 200 Level Courses – Ministry Practicum (1 year diploma - 3 min / 6 max; 2 year degrees - 6 min / 12 max; 4 year degrees – 12 min / 24 max; transfer students must average 1 MP course for every 14 academic credits)

Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.	Q/YR # Cr.

### 300 Level Courses (9 credits required for 2 year programs; 18 credits required for the 4 year program)

\_\_\_\_\_ TH 310 Theology I (3)    \_\_\_\_\_ TH 320 Theology II (3)    \_\_\_\_\_ TH 330 Theology III (3)  
\_\_\_\_\_ TH 315 Theol. of Prayer (3)    \_\_\_\_\_ TH 325 Rel. & Cults (3)    \_\_\_\_\_ MI 330 Homiletics (3)  
\_\_\_\_\_ MI 310 Apologetics    \_\_\_\_\_ HS 320 Church History (3)    \_\_\_\_\_ HS 330 Hermeneutics (3)

### 400 Level "LA" Courses (15 credits required for 2 year program; 30 credits required for 4 year program)

\_\_\_\_\_ LA 401 Lang. & Exegesis (5)    \_\_\_\_\_ LA 402 Lang. & Exegesis (5)    \_\_\_\_\_ LA 403 Lang. & Exegesis (5)  
\_\_\_\_\_ LA 411 Beg. Greek I (5)    \_\_\_\_\_ LA 412 Greek Workshop I (5)    \_\_\_\_\_ LA 413 Beg. Greek III (5)  
\_\_\_\_\_ LA 421 Beg. Greek II (5)    \_\_\_\_\_ LA 422 Greek Workshop II (5)    \_\_\_\_\_ LA 423 Greek Workshop III (5)

**STUDENT PROGRAM EVALUATION WORKSHEET (page 2)**

**400 & 500 Level “BL” Courses** (A minimum of 12 credits are required for 2 & 4 year degrees. Additional credits are counted as electives. Courses are chosen from those listed below:)

- |                          |                           |                             |                          |
|--------------------------|---------------------------|-----------------------------|--------------------------|
| __BL 405 Genesis & Exo.  | __BL 440 Minor Prophets   | __BL 465 Corinthian Letters | __BL 490 General Epistle |
| __BL 410 Pentateuch      | __BL 445 Isaiah           | __BL 470 Prison Epistles    | __BL 495 Rev. & Daniel   |
| __BL 415 Historical Book | __BL 450 Synoptic Gospels | __BL 475 Pastoral Epistles  |                          |
| __BL 425 Nehemiah        | __BL 452 Gospel of John   | __BL 480 Hebrews            | __BL 510 Char. Studies   |
| __BL 430 Psalms          | __BL 455 Acts             | __BL 482 James              | __BL 520 Topical Studies |
| __BL 435 Proverbs        | __BL 460 Romans & Gal.    | __BL 485 Peter’s Epistles   | __BL 530 Exeg. Studies   |

*Workshop Courses should be listed indicating credit total for each class:*

Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.

**400 & 500 Level “MI” Courses** (For the 2 year degree, these credits serve as electives. For the 4 year program with the MI major, 42 total MI credits are required. A minimum of 27 credits of MI courses are required which number #400-449. A minimum of 15 credits are required which number #550-599. These courses are chosen from the options below. Additional credits count as elective credits.)

- |                         |                         |                         |                         |
|-------------------------|-------------------------|-------------------------|-------------------------|
| MI 403 CE Development   | MI 430 Marr. & Family   | MI 465 Unreached People | MI 540 Pastoral Wrkshop |
| MI 405 Children’s Min.  | MI 440 Leadership Dev.  | MI 470 Evangelism       | MI 545 Miss. Workshop   |
| MI 407 Training Workers | MI 442 Pastoral Care    | MI 480 Ecclesiology     | MI 547 Health Care Wk.  |
| MI 409 Adult/Singles    | MI 445 Pastoral Theol.  | MI 505 Drama Workshop   | MI 560 CE Internship    |
| MI 410 Music Ministry   | MI 450 Church Planting  | MI 510 Music Workshop   | MI 565 Youth Internship |
| MI 412 Music in Worship | MI 455 Bib. of Missions | MI 520 Hom. Workshop.   | MI 570 Music Internship |
| MI 420 Youth Min. I     | MI 457 Cross-Cultural   | MI 530 CE Workshop      | MI 580 Pastoral Intern  |
| MI 422 Youth Min. II    | MI 460 Strat. for Miss. | MI 535 Youth Min Wk     | MI 590 Miss. Internship |

*Workshop Courses should be listed indicating credit total for each class:*

Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.

*Internship Courses Courses numbered #550-599 should be listed below:*

Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.	Q/Yr	Course #	Cr.

**Program Credit Requirements**

**1 Year Program = 45 Credits**

**2 Year Program = 90 Credits**

**4 Year Programs = 180 Credits**

SWBC Credits Earned = \_\_\_\_\_  
Transfer Credits = \_\_\_\_\_

SWBC Credits Earned = \_\_\_\_\_  
Transfer Credits = \_\_\_\_\_

SWBC Credits Earned = \_\_\_\_\_  
Transfer Credits = \_\_\_\_\_

TOTAL = \_\_\_\_\_

TOTAL = \_\_\_\_\_

TOTAL = \_\_\_\_\_

Evaluation History (Indicate last quarter completed, evaluation date, & initial of evaluator)

Quarter	Date	Evaluator	Quarter	Date	Evaluator	Quarter	Date	Evaluator	Quarter	Date	Evaluator	Quarter	Date	Evaluator
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

## DESCRIPTION OF COURSES

### *Biblical Literature (BL)*

**BL 101 Old Testament Survey (3)** Each book of the Old Testament is surveyed, giving an outline of the book and presenting its basic spiritual truths. This course provides a good foundation for further intensive study.

**BL 102 New Testament Survey (3)** Each book of the New Testament is surveyed, giving an outline of the book and presenting its basic spiritual truths. This course provides a good foundation for further intensive study.

**BL 405 The Pentateuch (3)** The purpose of this study is to derive a foundation for a solid understanding of the first five books in the Bible, to discover the main themes of God's dealing with His people. Application is made regarding how God works among His people today.

**BL 410 Genesis and Exodus (3)** This study examines the foundation of God at work in our world as described in the books of Genesis and Exodus. Special attention is given to God's work in establishing a people of faith.

**BL 415 Historical Books (3)** This course examines the history of Israel from the time of Joshua to the Babylonian captivity and the re-establishment of Israel.

**BL 425 Nehemiah (3)** This book study provides a retelling of the historic story of the reconstruction of the walls of Jerusalem with prophetic application to the restoration of the Church and believer.

**BL 430 Psalms (3)** This course provides a detailed study of the book of Psalms. Many of the 150 Psalms are closely examined.

**BL 435 Proverbs (3)** This course will present a detailed examination of chapters one through nine, and a thematic examination of the rest of the book. The student will become familiar with the wisdom teachings presented in Proverbs.

**BL 440 Minor Prophets (3)** This course entails a historical, doctrinal, and expository study of the 12 minor prophets. Special emphasis is given to relating their prophetic teaching to our contemporary society.

**BL 445 Isaiah (3)** This course examines the writings of the prophet Isaiah. Special attention is given to the Messianic passages.

**BL 450 Synoptic Gospels (3)** This course examines the Gospels of Matthew, Mark, and Luke. Special attention is given to the many parallel passages, and to the distinctive passages.

**BL 452 Gospel of John (3)** This course presents an in-depth analysis of the content and theology of the Gospel of John. Special emphasis is given to an analytical study of the text.

**BL 455 Acts (3)** This in-depth study examines the content of the book of Acts with emphasis upon the work of the Holy Spirit in the establishment of the church and its missionary work.

**BL 460 Romans and Galatians (3)** This course presents an in-depth study of the content and theology of Romans and Galatians with special attention given to the doctrine of justification by faith.

**BL 465 Corinthian Letters (3)** This course provides a detailed study of the Corinthian Letters. Special emphasis is given to Paul's corrections and directions for Christian living and for the functioning of the church.

**BL 470 Prison Epistles (3)** This course examines Paul's letters written from prison which include Ephesians, Philippians, Colossians, and Philemon. The student will receive a comprehensive analysis of each epistle.

**BL 475 Pastoral Epistles (3)** The epistles of Timothy and Titus are expounded in the light of their special emphasis upon pastoral ministry and church discipline.

**BL 480 Hebrews (3)** This course links the ceremonial law of the Old Testament to Christ as the fulfillment of the law in the New Testament. It will be shown how Christ is the "better than" of Scripture.

**BL 482 James: Practical Faith that Works (3)** This study is based upon the Epistle of James which stresses the practical outworking of genuine faith, and deals with the marks of Christian maturity. Scriptural application to the believer's life and walk will be emphasized.

**BL 485 1 & 2 Peter (3)** This course examines the Epistles of Peter and specific principles for spiritual growth which are revealed in those letters.

**BL 490 General Epistles (3)** This course will present an overview of the General Epistles, focusing on the author, recipients, and the general content these books.

**BL 495 Revelation and Daniel (3)** This course provides an exposition of the prophetic elements of these texts in light of historical realities and eschatological possibilities.

**BL 510 Character Studies Workshop (1-5)** This course presents workshops which examine various well-known Bible characters. Much is learned about godly characteristics from examining the lives of men and women revealed in Scripture. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**BL 520 Topical Studies Workshop (1-5)** This course presents a topical focus from Scripture. Detailed subject matter is researched and students are directed in developing a thematic study. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**BL 530 Exegetical Studies Workshop (1-5)** This course is a guided research workshop which will encourage the development of skills for properly interpreting Biblical passages. Emphasis will be given to applying hermeneutic principles, and to using language, commentary, and exegetical resources. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

### ***Historical Studies (HS)***

**HS 110 Bible Backgrounds (3)** This course provides a good introduction to the geography of the Bible Lands, as well as to cultural and custom issues that relate to Biblical times.

**HS 310 Apologetics (3)** This course provides arguments for presenting a Biblical defense to those who would challenge the cardinal truths of Christianity. Evidence is given for the reliability of Scripture, historicity of Jesus, the truth of the resurrection, etc.

**HS 320 Church History (3)** This course presents an overview of church history from its inception until the present. Special attention is given to the development of various movements within the Christian church.

**HS 330 Hermeneutics (3)** This course examines principles of interpretation for Scripture, demonstrating the historical, grammatical method of interpretation. Rules are defined for interpreting parables, figures of speech, typology, prophecy, etc.

**HS 510 Historical Studies Workshop (1-5)** This course focuses on a particular issue or area of historical studies for an in-depth examination. [Note: A variety of courses may be offered under this designation. However, each workshop has its own focus, objectives, and emphasis.]

### ***Language Arts (LA)***

**LA 101 Language Basics (3)** This course presents a model for writing research papers and provides practice developing writing skills, and skills to enhance one's reading ability for conducting research.

**LA 401 Language & Exegesis (5)** This course is designed to prepare students who need further language preparation before studying Biblical languages.

**LA 402 Language & Exegesis (5)** This course continues to prepare students for advance language studies, and begins to introduce the student to basic Greek paradigms.

**LA 403 Language & Exegesis (5)** This course continues to prepare students for advance language studies. The students continue to learn Greek paradigms and beginning syntax.

**LA 411 Beginning Biblical Greek I (5)** This course is designed to introduce the student to the essentials of the grammar, syntax, and vocabulary of the New Testament.

**LA 412 Beginning Biblical Greek II (5)** This course continues the study of the essentials of the grammar, syntax, and vocabulary of the New Testament.

**LA 413 Beginning Biblical Greek III (5)** This course continues the study the essentials of the grammar, syntax, and vocabulary of the New Testament. Additionally, the student begins examination and translation of the Greek New Testament.

**LA 421 Greek Workshop (5)** This course focuses on developing vocabulary, grammar, and parsing skills in New Testament Greek. Emphasis is placed upon completing selected readings in the Greek New Testament. Students must take Beginning Greek I, II, and III as a prerequisite.

**LA 422 Greek Workshop (5)** This course focuses on developing vocabulary, grammar, and parsing skills in New Testament Greek. Emphasis is placed upon completing selected readings in the Greek New Testament. Students must take Beginning Greek I, II, and III as a prerequisite.

**LA 423 Greek Workshop (5)** This course focuses on developing vocabulary, grammar, and parsing skills in New Testament Greek. Emphasis is placed upon completing selected readings in the Greek New Testament. Students must take Beginning Greek I, II, and III as a prerequisite.

**LA 471 Beginning Biblical Hebrew I (5)** This first quarter course in a series of three, instructs the student in the basics of Biblical Hebrew. The focus is on morphology and syntax. This course is offered only in the a Seminary Track Option.

**LA 472 Beginning Biblical Hebrew II (5)** This second quarter continues the study of Biblical Hebrew with an emphasis on the derived stems of the verb and beginning readings in the Hebrew Bible. This course is offered only in the a Seminary Track Option.

**LA 473 Beginning Biblical Hebrew III (5)** This third quarter study continues the study of Biblical Hebrew with a focus on reading the Hebrew Bible with a review of the grammar, providing further considerations of syntax. This course is offered only in the a Seminary Track Option.

**LA 510 Language Workshop (1-5)** This course focuses on a particular issue or area of language studies for an in-depth examination. [Note: A variety of courses may be offered under this designation. However, each workshop has its own focus, objectives, and emphasis.]

### ***MINISTRY RELATED (MI)***

**MI 105 Introduction to Missions (3)** This course provides a Biblical and Theological foundation for the cross-cultural mandate for missions found in both the Old and New Testaments. The course also presents perspectives on how the church has sought to fulfill this mandate.

**MI 115 Evangelism & the Church (3)** This course is designed to help students develop an effective personal and corporate strategy for evangelism.

**MI 330 Homiletics (3)** The purpose of this course is to help the student develop the art and science of sermon delivery. Students will prepare and present sermons as well as learn how to glean from the ministry of others.

**MI 403 Christian Education Development (3)** This course analyzes strategies for developing, organizing, and managing various models of Christian education programs. This course deals with Christian education as it relates to each age group.

**MI 405 Children's Ministries in the Local Church (3)** Child growth and development in relationship to Christian education is studied. Strategies for reaching and ministering to children are discussed.

**MI 407 Training Children's Workers (3)** This course reviews basic skills for teaching Christian Education workers how to work with children of various age levels. The course will help the student develop his own teaching skills and present helpful materials for equipping other workers.

**MI 409 Adult & Singles Ministries (3)** This course examines how local churches are addressing the need of the various ages and stages of adult life. A broad spectrum of adult ministries in the church is addressed.

**MI 410 Music Ministry Development (3)** This course will examine current methodology for developing music ministry in the local church. Special emphasis is placed upon a Biblical theology for the use of music in the church.

**MI 412 Music in Worship (3)** This course teaches practical skills for understanding the fundamentals of music and how music can facilitate worship. Students are given practical experience in directing and leading a variety of styles of church music.

**MI 420 Youth Ministry Design I (3)** This course deals with the challenges of ministering to youth in contemporary society. Emphasis is given to the development of a personal philosophy of youth ministry based on Biblical imperatives and sociological realities.

**MI 422 Youth Ministry Design II (3)** This course deals with the development, organization, and leading of a youth ministry. Strategies for evangelizing and discipling youth based on Biblical principles and congregational expectations are examined.

**MI 430 Marriage & Family Issues (3)** This course examines Biblical principles and teaching regarding marriage and family life. Practical aspects of family life are examined.

**MI 440 Leadership Development (3)** This course examines Biblical principles for leadership. Attention is given to developing management and relationship skills which enhance ministry ability.

**MI 442 Pastoral Care (3)** This course addresses the practices of pastoral issues for ministering to those experiencing life changing situations: Crises, premarital commitments, marriage, divorce, physical illness, death, and bereavement.

**MI 445 Pastoral Theology (3)** This course is designed to help the student prepare for special ministry opportunities and services in the church. Issues like baby dedications, baptisms, weddings, funerals, etc., will be presented. The student will be exposed to counseling skills, homiletic particulars, administrative responsibilities that relate to special ministry issues.

**MI 450 Church Planting (3)** This course present contemporary strategies for church planting. Special emphasis is given to practical aspects such as demographics, facilities, leadership models, support, etc.

**MI 455 Bibliology of Missions (3)** This course provides a Biblical and theological foundation for the cross-cultural mandate for missions found in both the Old and New Testaments.

**MI 457 Living Cross-Culturally (3)** This course helps the student understand how missionaries have responded to the challenge of differing cultural lifestyles without compromising Christian standards. The goal of the course is to help the students develop a personal lifestyle philosophy for missionary work.

**MI 460 Strategies for Mission (3)** This course examines current strategies that are being used on the mission field. Trends in missions and mission organizations will be examined.

**MI 465 Unreached Peoples (3)** This course provides an overview for identifying and examining the peoples, cultures, customs, and languages of those unreached by the Gospel.

**MI 470 Evangelism (3)** This course will help the student develop evangelism skills. The course includes learning how to present their personal testimony, and the Gospel message clearly and effectively.

**MI 480 Ecclesiology (3)** This course will examine ecclesiology issues as a model for the life and practice of the church.

**MI 505 Drama Workshop (1-5)** This practical “hands-on” course will give the student of drama significant opportunity for application of theory and personal involvement in dramatic production. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 510 Music Workshop (1-5)** In this course, students participate in a directed study of various styles of music in an experience oriented style. This course is available by audition only. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 520 Homiletics Workshop (1-5)** The purpose of this course is to further develop the art and science of sermon delivery. Students will prepare and present sermons as well as learn how to glean from the ministry of others. ) [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 530 Christian Education Workshop (1-5)** This course examines specific areas of concern for those involved in Christian education ministries. Biblical principles and patterns for dealing with these concerns will be presented. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 535 Youth Ministry Workshop (1-5)** This workshop examines specific areas of concern in dealing with young people. Biblical principles and patterns for dealing with these concerns will be presented. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 540 Pastoral Workshop (1-5)** This workshop is an interactive course directed by a minister who brings his life experience and pastoral expertise to the classroom. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 545 Missionary's Workshop (1-5)** This workshop is an interactive course directed by a minister who brings his personal experience and expertise to the classroom. . [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 547 Missions & Health Workshop (1-5)** This workshop provides resources for teaching health care and treating health care problems where there is no doctor. The importance of working toward a balance between prevention and treatment will be stressed. Various first aid and life-saving techniques will be taught. [Note: A variety of courses may be offered under this designation. However, each workshop is an individual course with its own focus, objectives, and emphasis.]

**MI 560 Christian Education Ministry Internship (1-15)** This directed course of study gives the student practical experience in the field of Christian Education leadership.

**MI 565 Youth Ministry Internship (1-15)** This directed course of study gives the student practical experience in the field of Youth Ministry leadership.

**MI 570 Music Ministry Internship (1-15)** This directed course of study gives the student practical experience in the field of Music Ministry leadership.

**MI 580 Pastoral Ministry Internship (1-15)** This directed course of study gives the student practical experience in pastoral duties and responsibilities.

**MI 590 Missions Internship (1-15)** This directed course of study gives the student practical field experience in missionary work.

**MI 600 Life Learning Experience Credits (1-45)** A maximum of 45 “Life Learning Experience” credits may be transferred into the four-year Bachelor Degree program with a Ministry Major. These credits are based upon “Life Learning Experience.” They are applied on the basis of the student’s past ministry work that has met the requirements of specific “Ministry Related” Courses. Students will be required to provide documentation that verifies that their life learning experience has met requirements of specific ministry related courses, and that they have invested an equivalent amount of time and effort through the life learning experience

### ***Ministry Practicum (MP)***

**MP 205 Local Church Ministry (1)** This course encourages the student to be an active participant in the ministry of his/her local church. In addition to attendance at the regular services of his/her church, the student must be involved as an active participant in a directed ministry on a weekly basis during the quarter. An approved faculty or adjunct faculty member will provide oversight.

**MP 210 Missions Ministry (1)** This course encourages the student to be involved in a missions outreach. The student is required to attend the regular service of his/her church. Additionally, the student must be involved as an active participant in a directed missions ministry on a weekly basis during the quarter. An approved faculty or adjunct faculty member will provide oversight.

**MP 220 Church Project (1-5)** This course requires significant involvement in a directed ministry that relates to the local church. As a prerequisite, a student must be in faithful attendance at his/her local church. Projects must be approved by the student’s advisor and directed by an approved faculty or adjunct faculty member.

**MP 230 Short-Term Missions Project (1-5)** This course requires significant involvement in a directed ministry project that relates to missionary work. As a prerequisite, a student must be in faithful attendance at his/her local church. The short-term missions project must be approved by the student’s advisor and directed by an approved faculty or adjunct faculty member.

### ***Theology (TH)***

**TH 105 Doctrine Survey (3)** This study provides an overview of the major Biblical doctrines of Scripture including Bibliology, Theology Proper, Angelology, Anthropology, Hamartiology, Christology, Soteriology, Pneumatology, Ecclesiology, and Eschatology.

**TH 310 Theology I (3)** This course provides a systematic theological overview of the areas of Bibliology, Theology Proper, and Angelology.

**TH 315 Theology of Prayer (3)** This course will present a Scriptural study of prayer. Issues regarding prayer and God's sovereignty, prayer and the immutability of God, etc., will be examined.

**TH 320 Theology II (3)** This course provides a systematic theological overview of the areas Anthropology, Hamartiology, Christology, and Soteriology.

**TH 325 Religions and Cults (3)** This course examines the major religions of the world and compares and contrasts those teachings with Christianity. Also, this course analyzes the teachings of the major cults and demonstrates how, based upon Scripture, one can refute these teachings.

**TH 330 Theology III (3)** This course provides a systematic theological overview in the area of Ecclesiology, Pneumatology, and Eschatology.

**TH 405 Pneumatology (3)** This course provides an overview of the theology of the Holy Spirit. The course will also study the gifts and fruit of the Holy Spirit in the life of the believer.

**TH 510 Theology Workshop (1-5)** This course focuses on a particular issue or area of theology for an in-depth examination. [Note: A variety of courses may be offered under this designation. However, each workshop has its own focus, objectives, and emphasis.]

## ***COLLEGE OPERATIONS***

### **Administration**

The staff of the College handles the day-to-day operations and decision-making. The Director of Studies works together with an administrative committee to deal with administrative policies, student life policies, calendar activities, program offerings, and faculty assessments. These duties are performed under the leadership of the Board of Directors.

### **Board of Directors**

At the present time, the Board of Directors for the College is comprised of a representative from each of the governing churches as well as others that have been appointed. The board is responsible for spiritual oversight and legal governance of the College. The board is comprised of Christian leaders and businessmen who are dedicated to the goals and purposes of the College.

### **Faculty**

The faculty of the College is comprised not only of the administrative staff, but also of a growing number of instructors who relate to the College. The primary faculty for the College consists of those instructors who teach the core curriculum for the College programs.

However, in addition to these fine instructors, the College has an increasing number of well-qualified people who serve the College in adjunct capacity, lending their expertise to a particular subject or course based upon their professional experience and skill. For a list of related faculty, please contact the College.

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