

**SOUTH FLORIDA BIBLE COLLEGE AND  
THEOLOGICAL SEMINARY**



You have been given an exciting opportunity to study God’s Word from men and women who have dedicated their lives to educating servants for God’s Kingdom! The Faculty and Staff are here to help develop you into what God has purposed for your life. This is your time to learn and grow, and SFBC&TS will do all we can to help you flourish!

The policies and rules in this handbook are for your benefit. Just as God gives us guidelines for life, the rules and policies of SFBC&TS are in place to help you walk the best path as you pursue His ways for your life. If you choose to follow the paths of righteousness, you will succeed at SFBC&TS and more so in the life that God is preparing for you.

May God bless you and your time at SFBC&TS. Take advantage of this awesome opportunity and take advantage of all we have to offer you!

In Christ,

Dean of Student Services



*Administrative Phone Numbers*  
**954-637-2268**

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## STUDENT MANUAL

You hold in your hands an invitation to an enriching learning experience. This manual will tell you about how you can expect to grow spiritually and be better equipped to minister the Word of God with power.

South Florida Bible College is different because of a combination of several factors. We are:

- \* Evangelistic in emphasis
- \* Bold in faith
- \* Restorative in purpose
- \* Loving in fellowship

Our goals are not only academic, but also spiritual and practical. The union of these factors creates an exciting environment in which you can anticipate real expansion in your grasp of Scripture, in your relationship with other Christians, in the vigor of your faith, and in your service for Christ.

We welcome you among our students; and we pray that your expectations will be surpassed. May the Lord bring you to a new level of personal fulfillment and fruitful service.

### **Mission Statement**

South Florida Bible College & Theological Seminary is an institution of higher learning where the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life.

### **Our History**

South Florida Bible College & Theological Seminary (SFBC&TS) was established in 1985, by its founder, Dr. Joseph Guadagnino. Dr. Guadagnino wanted to provide a non-denominational institution of higher learning where men and women could fulfill the call of God upon their lives. SFBC&TS began as a Bible Institute in 1985, evolving into a Bible College and Seminary in 1988. The first graduating class was in June 1990, with eighty (80) graduates.

Dr. Guadagnino, having been in the ministry for over twenty-five years, brought great insight and knowledge in how to run a successful ministry. South Florida Bible College & Theological Seminary was in its original location for over 25 years. The facility was originally a movie theatre, called the "Ultra-Vision Theatres," which was the ultimate vision for the ministry of South Florida Bible College & Theological Seminary. In 2011, the Institution moved to a modern facility providing a more traditional college experience for the students.

According to Florida Smart, the State of Florida has:

- Ten State Universities
- Twenty-eight Community Colleges
- Sixty-eight private Colleges & Universities
- Only fifteen of the sixty-eight private Colleges and Universities are Bible Colleges
- Only two of the fifteen Bible Colleges are in Broward County

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- Only one of the Bible colleges in Broward County, South Florida Bible College & Theological Seminary, offers all this:
- Non-denominational focus
- Undergraduate programs in Theology
- Graduate programs in Theology
- Programs in Theology for international students
- Programs in Theology taught in Portuguese
- Programs in Theology on campus or by Distance Learning A growing international presence

The only other Bible seminary in Broward County offers graduate-level only courses, and offers them from a reformed, Presbyterian point of view, not a non-denominational view.

In the surrounding counties, Dade and Palm Beach Counties, there are approximately five other Bible colleges, and three of them are Catholic. Of the other two, one school only offers courses on the Internet, and thus cannot accept international students. The other offers a few undergraduate Bible classes, but no theological degrees.

From this it can be seen that SFBC&TS has a unique role to play, not only in Broward County, but in all of South Florida, and the United States. It is the only non-denominational bible college and seminary that can offer both undergraduate and graduate degrees to international students.

In 2016, the Board of Directors appointed the second President of the Institution, Dr. Mary Drabik. Dr. Drabik having been with the institution since 1989, brought with her the experience of running all aspects of an Institution of Higher Learning.

In 2017, the college moved to a 50,000 square foot building to provide for the college's continual growth and blooming student body.

Through many miraculous interventions from God, South Florida Bible College & Theological Seminary began. SFBC&TS continues to experience miracles and tremendous growth. Please feel free to contact us should you have questions or if you would like to receive information about SFBC&TS.

*Come join us in making history!™*

### **Our Campus**

The Campus for South Florida Bible College & Theological Seminary is located along 10<sup>th</sup> Street in Deerfield Beach, Florida. The campus is less than one mile from the beautiful beach and is within thirty minutes of three major airports. The campus has 50,000 sq. ft. including classrooms, bookstore, the newly renovated student center, a chapel for students, and the Steven R. Sylvester Library: The library houses the college's collection of books, journals, periodicals, as well as learning and computer resources for student use. SFBC&TS also has private study cubicles with computers and wireless Internet access available for students.

## Goals and Objectives

To accomplish its mission, South Florida Bible College & Theological Seminary embraces eight goal-oriented objectives.

1. The College and Seminary strives to educate Christian men and women to be transformational leaders in life and ministry, impacting culture and fulfilling the great commission.
2. The College and Seminary commits to provide adequate financial, physical, human, and technological resources for student and faculty development and spiritual growth relative to its mission.
3. The College and Seminary embodies and facilitates diversity through culturally rich learning opportunities, which prepare students to impact local and global communities to further the Kingdom of Christ.
4. The College and Seminary equips men and women to study, research, and analyze various theological and philosophical perspectives from a Biblical worldview across undergraduate and graduate programs.
5. The College and Seminary fosters student learning through a strictly aligned curriculum and consistent academic rigor across all programs.
6. The College and Seminary is committed to serving students intellectually, socially, physically, emotionally, and spiritually through: A curriculum based on the Holy Bible, information literacy, spiritual formation programs, wellness programs, and other support services.
7. The College and Seminary offers placement and academic support services for domestic and international students to achieve timely graduation and to succeed in higher education, careers, and ministry.
8. The College and Seminary actively supports its mission through systematic research, planning, and evaluation processes, cultivating a culture of continuous improvement across the Institution.

## Core Values

1. Transformation
  - a. Our hope for students is that, through their time at SFBC & TS, their lives will become transformed in Christ, that they will have their minds further constructed with His truth and their characters formed according to His virtues, and that their hearts will courageously carry His mission. It is our hope that our students are not just educated, but that they are being conformed to the image of Christ, both to His life and His suffering through the Holy Spirit (Phil 3:10).
2. Compassion
  - a. As a community, we seek to know the compassion and care of our God, our Creator, the Triune God. We aim to value what God values. God's kingdom touches the whole person, and care for social justice issues is a natural outflow of knowing God. We embrace local and global opportunities to express tangible care for the marginalized, poor, and vulnerable from a biblical perspective. We also desire to learn to take our responsibilities in creation care seriously by encouraging and upholding a lifestyle that is non-consumer oriented, but sustainable, as we care for His creation.
3. Respect
  - a. We believe that all people are created in the image of God and therefore have inherent worth and dignity. We seek to cultivate a safe environment for all students to engage in courteous

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and respectful conversation as they pursue truth and Scriptural formation. Such an environment will abide by our anti-bullying policies and promote a mutual value for seeking truth rather than being right.

4. Multi-denominationalism (Inter-denominationalism) [from research they mean essentially the same thing]
  - a. As a community, we seek to understand and embrace what being part of the ‘new humanity in Christ’ (Gal 3:28) looks like, including how we treat male/female, ethnic, racial, denominational, and theological differences. While we recognize the importance of holding and defending evangelical convictions with reason and grace, we are aware of the various Christian traditions – Orthodox, Roman Catholic, and Protestant – and their profound contributions. We endeavor to be part of the solution and to model love for Jesus’ Church.
5. Diversity
  - a. SFBC & TS values the energy and insights from our diverse faculty, staff, and student body. Our classrooms consist of students from diverse ethnicities, vocational goals, denominational traditions, backgrounds, and experiences. This provides us with endless opportunities to learn from each other, learn about ourselves, and foster real kingdom practices. Such diversity teaches us to celebrate our unity in Christ and to find a loyalty to Christ that transcends our human affiliations and communities.
6. Excellence
  - a. As an institution of higher learning, we believe that a rigorous academic standard and engagement in scholarship are expressions of good stewardship to God and are vital to the wellbeing of the church and mission of God. We expect that our students will engage their faith in clear, compelling, critical and intellectually rigorous ways.
7. Missio Dei
  - a. We believe God is already at work, renewing humanity and creation, and it is our desire to join in His mission. We expect our students to incarnationally mediate God’s mission as they encounter and influence culture locally and globally with the holistic gospel. It is also our belief that our identity is shaped by our participation and understanding that central to God’s mission is His glory, and not us.

### Accreditation

South Florida Bible College & Theological Seminary is accredited by the Commission on Accreditation of the [Association for Biblical Higher Education \(ABHE\)](#), 5850 T G Lee Boulevard Suite 130, Orlando, Florida 32822 Ph. (407) 207-0808 (for both the undergraduate and graduate programs). Accredited status provides membership in the Association and is granted to those institutions that meet the ABHE COA Conditions of Eligibility.

The Association for Biblical Higher Education is a North American agency that comprises approximately 200 postsecondary institutions throughout North America specializing in biblical ministry formation and professional leadership education. It is an officially recognized “national accrediting association” by the [U.S. Department of Education](#). ABHE is an officially recognized “faith-based” accrediting agency by the [Council for Higher Education Accreditation](#), and is a part of a global network that relates to regional or continental higher educational agencies through the [International Council for Evangelical Theological Education](#).

## Tuition, Fees, and Financial Aid

*All fees must be paid in U.S. Dollars.*

**All fee rates are subject to change at the discretion of SFBC&TS.**

### Application Fee

Application fees vary based on the student's admittance at SFBC&TS. This fee is non-refundable and is paid once by the student. Below is a list of those admittance types.

1. Degree-seeking students (including Transfer Students): \$75.00
2. International Students: \$350.00

The fee is to be submitted with the initial application. No application will be processed until the fee is paid.

### Registration Fee

This fee is non-refundable and is paid once by the student.

1. Degree-seeking students: \$75.00

The fee is to be submitted with the initial application. Registration remains in effect unless the student becomes inactive. A new registration fee must be paid for a student to become reactivated.

"Inactivity" is defined by SFBC&TS as follows:

**Commuters:** Must apply for re-enrollment if the student has not been enrolled in a course at SFBC&TS for one or more years.

**Distance Learners:** Must apply for re-enrollment if the student has not been enrolled in a course at SFBC&TS for one or more years.

### Placement and Entrance Testing Fees

All accepted students are required to take a placement and/or entrance test. The fees associated with these tests are *non-refundable*

- PERT Testing Fee: \$10
- Oxford Testing Fee: \$25

### International Enrollment Deposit

All accepted international students are required to make a *non-refundable* enrollment deposit. The enrollment deposit applies directly to a student's expenses at South Florida Bible College & Theological Seminary.

- EAP Enrollment Deposit: \$550

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- Undergraduate Enrollment Deposit: \$660
- Graduate Enrollment Deposit: \$513

### Graduation Fee

<b>Associate Degree</b>	\$200.00
<b>Baccalaureate Degree</b>	\$200.00
<b>Graduate Degree</b>	\$285.00

### Transfer Credits

These are based on the following:

Less than 30 credits	\$ 50.00
30 to 60 credits	\$100.00
61 to 90 credits	\$150.00
More than 90 credits	\$200.00

### Assessed Credits

Review <i>Life Learning Portfolio</i> Fee (Undergraduate)	\$75.00
Assessing Life Learning Credit Fee (Undergraduate)	\$70.00 per credit hour
Review <i>Life Learning Portfolio</i> Fee (MDIV)	\$70.00
Assessing Life Learning Credit Fee (MDIV)	\$100.00 per credit hour
Review <i>Life Learning Portfolio</i> Fee (DMIN)	\$150.00

**Audit Fee** \$300.00 per course

Auditors can inquire more about fees and expenses with the Registrar's Office. Note: A one-time Admissions fee is required for Auditors unless their enrollment has lapsed [please see above].

### Undergraduate Tuition Fees:

\$275.00 per credit hour

### Graduate Tuition Fees:

\$285.00 per credit hour  
\$350.00 per credit hour (Master of Arts in Christian Counseling Degree)  
\$350.00 per credit hour (Master of Arts in Pastoral Counseling Degree)  
\$390.00 per credit hour (Doctorate of Ministry Degree)

### Online Fees:

\$150.00 per course

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

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### Thesis and Dissertation Fees

To cover administrative and review expenses:

Thesis	\$500.00 fee.
Dissertation	\$650.00 fee.

Thesis/Dissertation Binding Fees: \$60.00 per book paid to SFBC&TS.

### Student Fees (Per semester)

I D Card Fee	\$15.00
Parking Fee	\$20.00
Student Service Fee	\$20.00
Library Fee	\$20.00
Student Activity Fee	\$10.00
Technology Fee	\$25.00
Printing Fee (400 pgs.)	\$40.00
International Fee (if applicable)	\$50.00

### Library Fees

Late Fee	\$0.05 per article per day
Lost/Damaged Books	Cost of the book + Shipping + \$10 Processing fee

### Return of Title IV Funds Fee

A \$50 fee is required for any return of Title IV funds. If a student withdraws after the drop/add period and Title IV funds are required to be returned, the student will be charged a \$50 Return of Title IV funds fee.

### Card Declined or Check Returned Fee

After three times of unsuccessful payment for any reason, the student's account will be charged a \$35 fee. This is known as an insufficient fund fee.

### Transcript Fee

A \$10 fee is required for transcripts. All requests must be done in writing and sent to the Registrar's Office.

Students **will not** receive a copy of their requested transcript if they meet one of the following criteria:

1. Owe monies to SFBC&TS (including any departments and/or with any administrative offices)
2. Have an outstanding balance with the Library

### Lost Diploma Fee

A \$50 fee is required for a replacement diploma. All requests must be done in writing and sent to the Registrar's Office.

## *Cancellation and Refund Policy*

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This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

### Refund Policy

If the student chooses to make monthly tuition payments, they must complete payments for the entire semester prior to subsequent registrations being accepted. Should the student either drop a course(s) or withdraw from all courses they are required to notify the Registrar's office by using the appropriate form and submitting that form to the aforementioned office.

Should the student be terminated, or the registration is cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation after the third (3<sup>rd</sup>) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
2. Cancellation of the contract by the student must be made by certified mail or in person and in writing.
3. The college will refund 100% of tuition charges if the student withdrawal takes place within five (5) calendar days after signing an Enrollment Agreement and making an initial payment.
4. The Drop/Add period is the first five days of classes (Monday through Friday) close of business. There will be a refund if the student withdraws "on" or during the drop/add week.
5. If the student withdraws after the drop/add week, their refund will follow the following schedule\*:
  1. 2<sup>nd</sup> Week of class 75%
  2. 3<sup>rd</sup> Week of class 50%
  3. 4<sup>th</sup> Week of class 25%
  4. 5<sup>th</sup> Week of class and later No refund
6. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
7. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
8. \*No refunds are given past drop/add for any six-week courses.
9. Refunds will be made within 30 days of termination or receipt of cancellation notice.
10. Subject to the date of official withdrawal, tuition and fees will be refunded according to the schedule above. Should disciplinary measures that require the withdrawal of a student the above refund schedule will apply.

*Registration and application fees are non-refundable after three (3) business days and must be paid in U. S. dollars.*

More detailed information on fee schedules can be found in our [Catalog](#).

## Financial Aid Requirements

Financial aid consists of funding provided through federal and state agencies that students can use to help cover educational expenses. This funding includes, but is not limited to: grants, loans, and scholarships. For more information about SFBC&TS Financial Aid options go to [www.sfbc.edu](http://www.sfbc.edu). **At present, federal funding is available for Undergraduate students only. This is subject to change in the future.**

### *How to Apply for Financial Aid*

1. Acceptance and/or admittance to SFBC by the Admissions Office
2. Fill out a Free Application for Federal Student Aid (FAFSA) form either at *Federal Student Aid* <http://www.fafsa.ed.gov/> or at *SFBC&TS Virtual Financial Aid Office* at <https://sfbc.vfao.com/default.aspx>.
3. Request that the FAFSA information be sent to SFBC&TS.

**NOTE:** Financial and educational costs are the primary responsibility of both the student and parent(s)-if applicable. The financial aid program at SFBC are designed to enable undergraduate students' access to various resources that can alleviate financial burden. Financial aid packages are constructed on a case-by-case basis. Each package is based on the individual's information provided on the FAFSA form.

### Required Applications and Forms:

- FAFSA
- Acceptance Letter from SFBC

When comparing costs at different schools, remember that schools vary in their tuition, financial aid, fees, and other institutional expenses. Make sure that you compare the total cost of attendance when attending a particular school. This will provide you with the proper information for making your decision about attending a college.

If you have questions about financial aid, please contact the SFBC&TS Financial Aid Office at 954-637-2279 or [financialaid@sfbc.edu](mailto:financialaid@sfbc.edu).

### Student Loans:

South Florida Bible College & Theological Seminary (SFBC&TS) are approved for private student loans. Please contact the Financial Aid Office in order to obtain the School Code and Branch Code.

**Note:** These loans are incurred by the student and not regulated by SFBC. However, please inform the Financial Aid Office about any additional loans.

### Military Benefits:

SFBC&TS is proud of the courageous men and women who actively serve our country. Active Duty, Reservists, National Guard (all branches), Veterans, and military dependents have

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the opportunity to qualify for benefits. Various programs at SFBC&TS have been approved by The Bureau of State Approving for Veterans Training for benefits. For more information, benefits please go to [www.gibill.va.gov](http://www.gibill.va.gov).

SFBC&TS offers a free evaluation of military training and experience for college credit. All credit granted for military training is given based on the American Council on Education (ACE) guidelines.

If you qualify for this benefit and would like to apply, please fax the request with a copy of the documentation listed below to 954-719-3780, Office of Admissions.

- Service members submit copy of Military ID
- Veterans – copy of DD214
- Military Spouses – Military ID or copy of marriage certificate with spouse's DD214

### State of Florida Vocational Rehabilitation:

South Florida Bible College & Theological Seminary is listed as a Vocational Rehabilitation Vendor (that is, approved to provide educational and training services) under the authority of the [Florida Department of Education](#). The Florida Department of Education's Division of Vocational Rehabilitation is a federal and state program that assists individuals with disabilities who require vocational rehabilitation services to prepare for, secure, regain or retain employment. The Division of Vocational Rehabilitation is committed to working with certified vendors (such as South Florida Bible College & Theological Seminary) to provide quality vocational rehabilitation services to Floridians with disabilities. Call 1-800-451-4327 to reach the Division of Vocational Rehabilitation.

### Institutional Scholarships:

- [First Responder's Scholarship](#)
- [Homeschooling Scholarship](#)
- [Restoration Scholarship](#)
- [Senior Pastor's Scholarship](#)
- [President's Scholarship](#)
- [Vice President's Scholarship](#)
- [Private School Scholarship](#)
- [Youth Pastor Scholarship](#)

More detailed information on financial aid policies can be found in our [Catalog](#).

## College Policies

### Academic Probation: Undergraduate and Graduate Students

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

#### Standards of Progress: Academic Probation Procedures:

A student who has not maintained satisfactory grade point averages (Undergraduate – 2.0 GPA or better, Graduate – 3.0 GPA or better) at the end of any semester will be placed on Academic Probation for a minimum of the next semester. If the student has not attained satisfactory progress by the end of the probationary period, the student's educational benefits will be terminated for unsatisfactory progress.

Students who do not meet the Satisfactory Academic Progress policy are generally warned and placed on probation for one term. Students may appeal any determination given by the Probationary Review Committee in writing. If a student's educational benefits are terminated, the student may appeal to the Financial Aid committee to have their aid reinstated. Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form* to the Financial Office along with supporting documentation of extenuating circumstances. This must be submitted in writing, either typed or electronically. **This appeal must be submitted within one week after the student has been denied Federal Assistance.** Common circumstances and procedures used in appeals are:

- Death of a relative
- Personal injury or illness
- Physical disability
- Disagreement with Review Committee actions
- Proof that standards are now being met
- Creation of a revised time frame for work completion
- Other extraordinary circumstances

Notification of action by the Academic Dean to the Financial Office will be mailed or emailed to the student within 20 days of the request.

If a student is readmitted with financial benefits, the student will be awarded all *available* funds for the current academic year. All costs of attendance incurred during the period of time which a student did not receive financial aid is considered by SFBC&TS the responsibility of the student.

A student who has been dismissed and returns to the school may not receive federal assistance until the student has re-established satisfactory academic progress.

Students who have been reinstated will be provided a written progress or grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the school.

**Attendance: (Commuter/On Campus Students only)**

**Evaluation of Attendance and Class Participation:**

(i) Attendance:

Attendance will be taken at all class sessions. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

- A. **Unexcused Absence** – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three **(3) unexcused absences in the 12-week summer** semester or two (2) in the 6-week summer term, it will result in automatic failure (FN) from that course. It is the student’s responsibility to be aware of their attendance in each of their classes.
  
- A. **Excused Absence** – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
  - a. **What is an excused absence?**
    - i. An absence will be excused if a student is genuinely prevented from attending class due to extenuating circumstances outside of his or her control. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for their absence.
    - ii. An excused absence falls into a special category, which includes but is not limited to:
      - 1. a family emergency, medical excuse, official school business, military obligation, bereavement, court appearance, etc.
    - iii. If a student will be absent for the reasons stated above, they must inform professor by email at least 12 hours before class, or immediately after based on the situation. The professor reserves the right to ask for any documents that will substantiate the student’s claim.
    - iv. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
  
  - B. **Tardiness** – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

(ii) Class Participation

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student’s grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

**Attendance: (Online Students only)**

**Evaluation of Attendance and Class Participation:**

(i) Attendance:

Students must remain active in online courses just as they would for on campus courses. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

- B. **Unexcused Absence** – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three **(3) unexcused absences in the 12-week summer** semester or two (2) in the 6-week summer term, it will result in automatic failure (FN) from that course. It is the student’s responsibility to be aware of their attendance in each of their classes. Please keep in mind that unexcused absences in online courses are defined as inactivity in Populi for the given week.
- C. **Excused Absence** – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- a. **What is an excused absence?**
- i. An absence will be excused if a student is genuinely prevented from attending class due to extenuating circumstances outside of his or her control. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for their absence.
  - ii. An excused absence falls into a special category, which includes but is not limited to:
    1. a family emergency, medical excuse, official school business, military obligation, bereavement, court appearance, etc.
  - iii. If a student will be absent for the reasons stated above, they must inform professor by email at least 12 hours before class, or immediately after based on the situation. The professor reserves the right to ask for any documents that will substantiate the student’s claim.
  - iv. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- D. **Tardiness** – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

(ii) Class Participation

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student’s grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

## Grading System

South Florida Bible College & Theological Seminary employs letter grades based on a four point grading system, scaled as follows:

Letter	Points	Grade Points
A	93.00 – 100.00	4.00
A-	90.00 – 92.99	3.75
B+	87.00 – 89.99	3.50
B	83.00 – 86.99	3.00
B-	80.00 – 82.99	2.75
C+	77.00 – 79.99	2.50
C	73.00 – 76.99	2.00
C-	70.00 – 72.99	1.75
D+	67.00 – 69.99	1.50
D	63.00 – 66.99	1.00
D-	60.00 – 62.99	0.50
F	0.00 – 59.99	0.00

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

Grades are issued at the end of each semester after all financial obligations are met. **Grades will not be released until all accounts are paid in full.** [Please review Admissions requirements for additional clauses.]

### Incomplete Grading:

Incomplete grades are at the discretion of the professor and only allowed in extenuating circumstances. Students are required to make up incomplete work within one (1) semester of receiving their incomplete grade. If not, the “Incomplete” becomes an “F.”

### Course Grades:

Courses are graded using various grading techniques. Courses usually consist of one (1) or more tests, quizzes, term papers, homework, mid-term exam, and final exam. The preparation of each exam will be the task of the instructor. Therefore, a variety of testing formats will be used. This will be explained at the beginning of each course and will be included in the class syllabus. For “distance learners,” courses emphasize more research and writing.

### Withdraw Passing/Failing:

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Anytime a student withdraws from a class, there is an impact and not just financial. Ensure you discover the impact of a Withdrawal by discussing it with your academic advisor or the Registrar. To request withdrawal from courses SFBC&TS, please visit our forms website:

<http://forms.sfbc.edu>

### Graduation

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

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

1. Successful program completion (2.0 or higher).
2. A passing average on all written assignments, examinations, and research.
3. Completion of Christian service criteria.
4. Payment of all fees.
5. Any other miscellaneous requirements
6. **If all requirements are not met, a degree will not be issued to the student. There are no exceptions.**

Students may also be eligible to graduate “cum laude”. A GPA of 3.50 or higher constitutes “cum laude” for undergraduate students. Students may also be eligible to graduate “magna cum laude”. A GPA of 3.75 or higher constitutes “magna cum laude”. Students may also be eligible to graduate “summa cum laude”. A GPA of 3.75 or higher and assignment by the graduation review board constitutes “summa cum laude”.

**NOTE:** Grade Point Average Requirements:

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

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

### Privacy Act (FERPA)

South Florida Bible College & Theological Seminary complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives the student the right to know what information the college maintains about that student, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The college considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

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Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A person to whom a student grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Information regarding FERPA and forms necessary to withhold or release information may be obtained through the registrar's office.

### **Anti-Hazing Policy**

According to the Student Handbook Disruptive Conduct, Hazing which actions are prohibited by Florida Statutes. "*Hazing*" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions deemed appropriate.

### **Prohibited Activities**

The following is a list of example activities classified as hazing and should not be allowed. Actions and activities that are explicitly prohibited include, but are not limited to:

1. Calisthenics such as sit-ups or push-ups.
2. Total or partial nudity at any time.
3. Wearing or carrying items for no purpose, such as coconuts, helmets, burlap bags, bricks, paddles, rocks, etc.
4. Dropping food (eggs, grapes, liver, etc.) in the mouths of pledges.
5. Requiring pledges to wear unusual, embarrassing or uncomfortable clothing.
6. Paddle swats.
7. Throwing whipping cream, water, paint, etc., on a pledge.
8. Pushing, shoving, or tackling.
9. Rat court, kangaroo court, or any individual interrogations.
10. Lengthy work sessions.
11. Required eating of offensive foods such as raw onions, spoiled foods, pet foods, etc.
12. War games.
13. Assigning vandalism "pranks" such as stealing, painting objects, panty raids, harassing another organization.
14. Physical mutilation of the body via "branding" or tattooing.

## Grievance Procedure

SFBC&TS' business and student operations are designed to be administered in an atmosphere of collegiate congeniality. Civility, respect, the Golden Rule, and Christian attitudes and actions are *expected* of all faculty, staff, and students. Whenever a situation occurs that results in a student or faculty member feeling that he/she has been slighted, harassed, or abused—intentionally or unintentionally—the student or faculty member has a right to formally submit a grievance to the College or Seminary. SFBC&TS will not tolerate such behavior and will always act to rectify the situation. In order for SFBC&TS to officially respond, the student or faculty member must submit a “Grievance Form.” Following policy/procedure concerns only the Student Grievances while the detailed policy and procedures for grievances concerning Faculty can be found in the Faculty Handbook.

The “Student Grievance Form” may be obtained from the Dean of Student Services or online: <http://forms.sfbc.edu>

The Student Grievance Procedures shall apply to student grievances relating to the following:  
*Student Programs, Facilities, and Services:* Allegations of violations of SFBC policies and procedures with respect to programs, services, activities or facilities.  
*Student Relations:* Allegations of unfair treatment from faculty, administration, staff or fellow students.

### INFORMAL

- **1a.** The student is to first discuss the problem informally with the fellow student, faculty member, Dean of Student Services' (DoSS) designee or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
- **1b.** A student may not proceed to formal review unless the informal review with those persons cited above has been exhausted.

### FORMAL

- **1a.** If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period (minimum 3 work days; maximum 10 work days) the student should contact the DoSS.
- **1b.** The student shall prepare and submit a formal written complaint on a form provided by the DoSS which shall serve as the basis for all further considerations.
- **1c.** DoSS shall investigate all of the facts upon which the complaint is based. As soon as practicable, the DoSS shall notify the grievant of the results of the investigation.
- **1d.** If for any reason the student is not satisfied with the results of the investigation conducted by the DoSS, he/she may ask the DoSS to submit the matter to the Executive Vice President (EVP)
- **1e.** As soon as practicable, the DoSS shall:
  - (i) prepare a statement summarizing the actions taken
  - (ii) append such statement to the student's complaint form
  - (iii) forward the complaint form to the appropriate Appeal Officer (EVP)
- **1f.** Upon receipt of the formal complaint, the EVP shall review the grievance and the appeal. Within 10 work days following receipt of the complaint, the EVP shall render a decision and convey such decision to the student in writing.
- **1g.** If the student is not satisfied by the decision obtained by the EVP, he/she may ask the EVP to appeal to the President of SFBC or their designee on his/her behalf.

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- **1h.** As soon as practicable, the EVP shall apprise the President or their designee of the details of the grievance and serve the President or their designee with a copy of the written complaint.
- **1i.** As soon as practicable after receipt of the written complaint, the President or their designee shall render a final decision which shall be conveyed in writing to the student.

### Grievance Procedure Timeline

The following table outlines the order of and time lines for the steps of the grievance procedure. It is in everyone's best interest to reach resolution in a timely manner; therefore, every effort will be made to stay within the timelines listed below. Given the need to gather facts, and to review the claim, time frames may shift to accommodate schedules as needed; furthermore, the fact that a specified action is delayed does not dictate a breach of process or policy on SFBC's part.

<b>Files Complaint With</b>	<b>Grievance Claim - Time Frame</b>	<b>Response Given - Time Frame</b>
Dean of Student Services (verbally)	3 work days	Until determination that resolution cannot be reached verbally
Dean of Student Services (Grievance form filed)	3 work days	10 work days
EVP (in writing)	3 work days	10 work days
President (in writing)	3 work days	As outlined within policy

### General

1. **Students:** Complete the entire "Grievance Form" and give it to the Dean of Student Services. The student may be asked to meet with the DoSS in order to discuss the problem and the circumstances involving the incident(s).
2. **Dean of Student Services:** DoSS will undertake the first level of response. DoSS will meet and speak with the offender and inform him/her that his/her actions may be in violation of SFBC&TS' policies. The offender will be instructed to cease any offending actions and warned not to repeat the behavior.
  - a. **Note:** If the offender is an SFBC&TS student, the student's file will be noted to reflect that he/she received an official warning regarding inappropriate behavior. If the offense continues or either party does not agree with the determination of the DoSS, the situation will be escalated to the EVP or President. In this situation, the EVP or President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The EVP or President will determine the punitive measures the student will receive, which may include suspension and/or expulsion. In the event a student is expelled, no monetary refunds will be made under any circumstances.
  - b. **Note:** If the offender is a member of SFBC&TS' administration, faculty, or staff, the problem should be documented and given in written form to the EVP for

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evaluation. If the situation cannot be resolved by the EVP, the President should be involved with the process.

3. *Appeal Clause:* Any student or faculty member deemed culpable of inappropriate actions may make a formal appeal to the EVP or President of SFBC&TS. The EVP and President, after reviewing all documents and interview records, may elect to review the determination and speak with the appellant. If the President or Vice President feels the process has been adjudicated appropriately, the President will uphold the decision. If the President or EVP determine the action or process biased they reserve the right to overturn the decision without further consultation.
4. SFBC&TS will retain all documentation on-file in accordance with all applicable rules and regulations.

In the case of unresolved conflict, contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684, or the Association for Biblical Higher Education at 5850 T.G. Lee Blvd. Ste 130, Orlando, FL 32822, telephone number 407-207-0808.

Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-Instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

### **Miscellaneous General Provisions**

*Time Limits:* All time limits contained in the foregoing procedure may be extended in writing by the DoSS, the Appeal Officer (EVP) or the President.

*Confidentiality of Proceedings:* SFBC shall take all reasonable steps to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the proceedings become public knowledge, SFBC reserves the right to issue appropriate statements.

### **Reinstatement Policy**

A student who has been officially dismissed from South Florida Bible College for any reason will have two (2) weeks to apply for reinstatement. The student's entire school record will be reviewed, and a personal interview with the Academic Dean will be required for reinstatement.

### **Students with Disabilities (SWD) Policy**

South Florida Bible College and Theological Seminary is committed to equal opportunity for all students and employees. It is the goal of this institution to ensure that all students and employees with disabilities have access to educational opportunities, so that they can participate, both freely and actively, in all facets of College and Seminary life. In compliance with the Federal Rehabilitation Act of 1973, as amended (Public Law 93-112) and the Americans with Disabilities Act of 1990 (Public Law 101-336), SFBC&TS prohibits the unlawful discrimination of students and employees because of their disabilities. SFBC&TS will provide reasonable and appropriate accommodations to enable disabled students and employees of the institution to participate in the campus life. It is the goal of SFBC&TS to provide individuals with disabilities protection and equal opportunity at all times. All students and employees with disabilities are encouraged to provide input about SFBC&TS accommodations for disabled persons in order to ensure continued

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SWD success at this institution.

### SWD Classifications:

SFBC&TS considers Student with Disabilities (SWD) to be defined as a person who exhibits one of the following characteristics:

1. Physical ailment: (e.g., difficulties walking and hearing)
2. Psychological ailment: (e.g., disorders)
3. Learning disabilities: (e.g. motor skills and communication)

SFBC&TS is committed to providing reasonable accommodations upon request to qualified individuals with disabilities. A reasonable accommodation includes: modifications to an environment, policy or procedure that enables qualified individuals with disabilities to participate in programs, activities, and benefits offered by SFBC&TS, and necessary academic support when required. These accommodations should not cause undue hardship to the institution or its faculty. At this time, SFBC&TS does not provide specialized tutors or individual assistants for students with disabilities.

A qualified individual with a disability is someone who, with or without accommodations, meets the essential program requirements for participating in programs, services, and activities set forth by this institution. Essential Program Requirements refer to the legitimate academic and/or professional standards or skills needed to safely participate in activities.

### Student Responsibilities:

Students who wish to be provided SWD services must provide documentation of conditions that warrant academic accommodations. Students are responsible for submitting all necessary documentation from their appropriate diagnosing professionals to the Registrar's Office prior to their entrance to a given semester or year. Students must make sure that all documentation for their disabilities have been signed and dated by the appropriate diagnosing professional and they have completed the appropriate form(s). If a student is diagnosed mid-semester with another ailment, it is their responsibility to submit the appropriate paperwork to the Registrar's Office for consideration in the following semester.

Here is a list of the appropriate tests:

1. Aptitude Test: (e.g. Woodcock-Johnson Psycho-Educational Battery)
2. Achievement Test: (e.g. Woodcock-Johnson Psycho-Educational Battery)
3. Informational Processing Test: (e.g. Woodcock-Johnson Psycho-Educational Battery)

If students do not have these tests, they may submit additional testing with the approval of the Registrar's Office for consideration. The student must then allow of the processing and review of the documentation submitted. If approved, the SWD will be assigned an Academic Counselor who they will report to on a regular basis.

Note: To be guaranteed appropriate academic adjustments, SWD must be registered with the Registrar's Office. The students must register before the start of the academic semester/year in order to obtain the needed services and academic adjustments for that term. This will ensure that there is adequate time for proper evaluation and student management. Once registered, students will be provided with "Letters of Accommodation" to be given to their instructors at the being of

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each term. Students with disabilities are obligated to use these accommodations responsibly.

### Faculty Responsibilities:

When a faculty member is provided with a “Letter of Accommodation”, they are responsible for providing the listed accommodations to the student. However, faculty is not required to compromise the academic quality of the course by passing students who fail to demonstrate the necessary knowledge and competency to complete the coursework. After providing the accommodations, faculty should grade SWD as any other student; that is, faculty should not be unduly lenient to SWD. Faculty should discuss SWD information only on a “need to know” basis. Permission to disclose information must be approved by the student in question and be discussed with the Registrar’s Office for final approval.

If at any time a faculty member receives a “Letter of Accommodation” and (1) does not have the ability to provide the accommodations to the SWD or (2) does not agree with the recommendations given to the SWD, they must submit in writing to the Registrar’s Office their concerns/opinions about this particular case. The Registrar, in consultation with the involved faculty member and any other persons deemed necessary in the review process, will make the ultimate determination about the accommodations for the student in question.

## **Health and Safety Procedures**

### Safety:

Safety of students, personnel, and visitors at South Florida Bible College is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college’s objective to train for skill and speed, it is the college’s policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents. It is the intent of South Florida Bible College to comply with safety laws and applicable standards mandated by the State of Florida, applicable OSHA standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor.

In case of sickness or minor accidents, students should first inform the program instructor. Appropriate first-aid treatment will be provided. If necessary, the college will telephone the individual noted as the emergency contact person by the student to come to the college for the injured or sick student. No emergency or sick room is maintained at the college. A first-aid kit is located in the administrative office.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning an

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ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are borne by the student.

The college safety coordinator (Dean of Student Services) shall be notified in all safety/accident situations.

### Hurricane Plan:

The stages of hurricane announcements given by the National Hurricane Center are as follows: tropical storm (winds in excess of 39 mph can be expected), hurricane watch (winds of at least 74 mph may affect the area within 24-36 hours), hurricane warning (winds of at least 74 mph are expected in the area within 24 hours).

The decision to close the college is not determined by the Broward County School System, so employees and students should make this distinction when listening to media reports of closures. The President or Vice President may close the college in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. Class cancellations and closures can occur independent of college closure. Supervisors will attempt to contact employees by telephone when the decision to close the college is made, and employees should maintain awareness of closure decision by following media announcements and/or calling supervisors.

### Fire Drill Regulations:

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
  - a. The alarm of a fire drill at present is a continuous buzzing.
2. *Upon hearing the fire alarm, all students and personnel are to:*
  - a. Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
  - b. Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
3. *In the event of a fire:*
  - a. Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
  - b. Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. *In a class having disabled students, the instructor and another student must:*
  - a. Assist the student in exiting the building.
  - b. See to the safety of the disabled student.
5. *If clothing should catch on fire:*
  - a. Avoid panic.
  - b. Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

### Natural Disasters:

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Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the Dean of Student Services. Upon receiving such notification, the Dean of Student Services (Safety and Health Coordinator) will initiate emergency procedures.

1. Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows. Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
2. Remain in designated area until “all clear” is sounded.

### Civil Disorder:

Gates and doors will be closed. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

### Bomb Threat:

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat. Then notify the college administrators.

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.
2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.
4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is “Bomb,” “Danger,” “Do not open.” etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

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1. Do not accept the package marking as legitimate.
2. Do not touch it.
3. Do not use a radio near the package.
4. Keep all loud noises away.
5. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary, it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff's Department or Police Department, and are advised to return by the administrative staff.

### Evacuation Plan:

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is "just another drill."

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disable individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm.
8. Do not reenter the building until authorized by an official of the college.

### Inclement Weather Policy:

Weather so severe as to endanger student safety or college property may cause the Vice President to close the college until conditions improve. The Vice President will call all radio and television stations by 9:00 a.m. to announce whether classes will be held.

## **Student Personnel Policy**

### General:

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

### Student Code of Conduct:

SFBC&TS believes every aspect of an individual's lifestyle should reflect an awareness of the Kingdom of God. It is the special responsibility of those who would serve the Body of Christ in leadership roles to live an exemplary life in order to encourage excellence in others. A truly Christian school environment cannot neglect this dimension of training.

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1. Recognition of the authority of the Word of God, specifically with regard to moral standards.
2. Strong personal desire to develop Christian character: “the fruit of the Spirit: love, joy, peace, long suffering, gentleness, goodness, faith, meekness, temperance.”
3. Desire to serve the Lord as expressed in service to one’s fellow man.

South Florida Bible College is a community of students, faculty, staff, and administration who are joined together for the purposes of academic enrichment, personal development, spiritual growth, and preparation for Christian ministry. Relationships and responsibilities in this community are built upon: (1) the teachings and principles of the inerrant and authoritative Word of God (2 Tim. 3:16,17), (2) the personal accountability of each member to a loving and sovereign God (1 Peter 1:17), and (3) the inner resources and attributes of the Holy Spirit to guide and minister to each other in all relationships (John 16:13,14).

Members of the South Florida Bible College and Theological Seminary community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, “Whether you eat or drink or whatever you do, do all to the glory of God.” All activities and relationships should seek to accomplish this ultimate objective.

1. **INTERPERSONAL RELATIONSHIPS** - Students are to be guided by the following scriptural admonitions:
2. **LOVE** - “This is the message which you have heard from the beginning, that we should love one another.” (1 John 3:11)
3. **EDIFICATION** - “We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up.” (Romans 15:1,2)
4. **BEARING THE TRUTH IN LOVE** - “Instead speaking the truth in love, we will all things grow up into him, who is the Head, that is, Christ.” (Ephesians 4:15)
5. **RESPONSIBILITY TO OTHER BELIEVERS** - “Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.” (1 Corinthians 8:9)
6. **RESTORATION AND RESTITUTION** - “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.” (Galatians 6:1)

The following standards and expectations apply to all students while attending South Florida Bible College:

1. The Lord’s Day (Sunday) is set apart primarily for worship, fellowship, ministry and rest of God’s people. College programs and athletic events are not sanctioned or encouraged.
2. Scripture specifically prohibits stealing, sexual immorality, lying, cheating, gossiping, evil speaking against one another, profane language, occult practices, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. These prohibitions are clearly understood to be biblical commands that are binding upon every believer.
3. Since there is great danger to one’s physical and psychological well-being with the use of certain elements, students are to refrain from the use of hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. The use of tobacco in any of its forms on or off campus. The use or possession of alcoholic beverages on campus. Attendance at nightclubs, bars, and similar places should be avoided.

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4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on or off campus. Students should not attend places where gambling is the source of business or entertainment.
5. Pornographic materials are destructive and immoral and are not to be used, possessed, or distributed on or away from campus.
6. The College expects its members to be sensitive regarding the Christian testimony of their personal lives in representing the Church of Jesus Christ and South Florida Bible College. Students are to be highly selective in choices of entertainment and recreation including television, videocassettes, motion pictures, theater, sports, reading materials, and music. Biblical standards, especially those in reference to immorality, worldly values, violence, profanity, sexuality, and nudity should serve as guidelines in making personal decisions in these areas. In addition, personal responsibilities in the areas of academics, employment, and finances should also influence decisions concerning entertainment.
7. Any kind of demeaning gesture or threats of violence or physical attack directed toward another person will not be tolerated. Vandalism, and stealing of property, services, or goods are also unacceptable. Any conduct that could lead to physical injury or property damage.
8. Because of the biblical teaching concerning the dignity and worth of every person, discrimination against others on the basis of race, color, national or ethnical origin, sex, age, or handicap is not acceptable.
9. The failure to act with financial responsibility for bills, including rent of house or apartment.
10. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)
11. Students are also to acknowledge the following:
  - I. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.) and homosexual acts. Students who demonstrate an attitude of disdain or disrespect toward these standards may be subject to disciplinary action.
  - II. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

### Academic Integrity:

SFBC&TS endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. SFBC&TS' perspective on academic integrity is firmly grounded in the institution's mission: "...the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life."

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

### **I. Categories of Academic Dishonesty with Definitions**

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

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

a. **Categories of Plagiarism:**

**Accidental or Unintentional**

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

a. **Prevention:**

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

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

**Blatant**

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

**Self**

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

**b. Recourse**

- a. The first case of plagiarism – The professor will require the student to rewrite the plagiarized paper with a letter grade reduction.
  - b. The second case of plagiarism – The professor will grade the student an F in the plagiarized assignment. In addition, the Dean of Students will place the student on academic probation (disciplinary).
  - c. The third case of plagiarism – The Dean of Students will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty, and Dean of Students to determine eligibility to stay in the college. Possible sanctions will include suspension, expulsion or community service based on the findings of the committee.
- B. **Cheating** – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. This category also includes: obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.
- C. **Fabrication** - the falsification or invention of any information or citation in an academic exercise.

Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources. Students who violate these guidelines will be counseled, reprimanded, and punished with a view towards restoration. Academic dishonesty is not tolerated in SFBC&TS. Any student who violates the academic integrity policy may receive a zero for the corresponding assignment and/or the overall course, and could face harsher penalties, up to and including expulsion from the institution.

Dress Code:

South Florida Bible College & Theological Seminary seeks to provide an atmosphere conducive to reverent worship, serious study, and the development of each student's special calling in Christ. As is the case, our approach to standards for dress and appearance seeks to honor biblical principles of modesty and to provide general guidelines appropriate for a Christ-Centered educational institution, The specific guidelines included below are shaped by biblical principles, and cultural expectations in terms of propriety and are meant to help students in relation to glorify God.

- Clothing should not be excessively short or revealing (For example, skirts/dresses should be to the top of the knee: midriffs or bra straps should not show, and shirts should not be low-cut and should have at least a modest strap.)
- Students wearing spandex for exercise should have loose-fitting shorts/shirts over top.
- Clothing should not have slogans that are inconsistent with institutional values.
- Muscle shirts are not permitted.
- Hair must be neatly groomed.

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The following categories of discipline will apply to students who experience conduct and/or character difficulties.

### Discipline:

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

1. Consultation with the Dean of Student Services.
2. A required appearance before the student life committee composed of the Director of Student Development, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Probationary Periods of varying lengths.
4. Dismissal from college.

### Christian Service:

Students are required to perform Christian service under the supervision of a pastor or other qualified supervisors. This service is usually performed on a weekly or quarterly basis. Christian service is a vital part of training and character building. Depending on the service provided, up to four credit hours may be awarded. Total hours required for the Bachelor of Arts program will be one hundred sixty (160) hours; The Associate of Arts program eighty (80) hours; and for all graduate programs the requirement is eighty (80) hours. Any questions about Christian service should be directed to the Office of Student Services. Forms can be found online: <http://forms.sfbc.edu>

### Children on Campus:

As a general rule, because SFBC work is that of an institution of higher education, SFBC's campus is not an appropriate environment for children. SFBC manages the campus primarily for adults and does not have the capacity to provide safe places for children. As a result, children may not accompany SFBC students to class. For purposes of this policy, a "child" is a legal minor anyone under the age of 18 on SFBC's campus. Finally, we ask students understand that this kind of statement is necessary because of the grave legal liabilities that exist today for the safety and well-being of children.

### Convocation:

Convocation is held at the beginning of the Fall Term. This event celebrates the opening of the school year and features special speakers, the induction of new students and employees and a time of worship.

### Website:

The SFBC&TS website is updated regularly with information that is useful to students. You can see various postings for jobs as well as student forms, and much more. Check it out at [www.sfbc.edu](http://www.sfbc.edu).

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### Populi:

All students will be required to access their information on our online student information system known as Populi. All students are given a log in upon acceptance. Students can access their grades, financial records, courses, and much more through this system. For help, visit the following website: <https://support.populiweb.com/home>

### Audits:

Students may enroll in a class for which they meet prerequisites for audit purposes only. No assignments or examinations are required. No credit is awarded. Regular attendance is required to maintain an audit on the transcript.

### Career and/or Education Advancement:

South Florida Bible College has assisted and will continue to assist graduates in obtaining employment and/or proceeding on to graduate school.

### Ordination:

South Florida Bible College has assisted and will continue to assist graduates in obtaining ordination.

### Room care:

To assist our custodial staff, students should keep the floor free from books, trash, and litter. Keep desks away from the walls, or other surfaces.

### Office Guidelines:

Students may only use office copiers, telephones, and fax machines in an emergency at the approval of a staff member. Routine usage is not permitted.

### Class Notes:

All students are responsible for taking their own notes. Curriculum, video and/or audio tapes from South Florida Bible College shall not be copied or distributed to any other persons. The material is intended for the attending student only.

### Taping of Class Sessions:

Students will be allowed to tape classes for personal use only with individual permission from the instructor. It is your responsibility to specifically request permission.

### Classroom Discussion:

It is the policy of SFBC&TS that no student may take over a class or discussion beyond the point where it interferes with the assignment and the class as a whole. If a student's professional argument reaches an impasse, the student will be asked to take the issue to their pastor or religious leader for further discussion.

## Miscellaneous Policies

### Class Standing:

SFBC&TS bases class standing on the number of credits earned at the beginning of any new term, as follows:

Freshman:	Less than 29 credits
Sophomore:	30-59 credits
Junior:	60-89 credits
Senior:	More than 90 credits

### Housing:

Because SFBC&TS' students are either commuters or distance learners, housing is not provided. However, on request, SFBC&TS can direct students in locating suitable housing.

SFBC offers off-campus housing by working with numerous apartments and housing complexes locally which offer discounts on pricing and fees to students of SFBC. Many fees are waived as well as leasing penalties, etc. If you are looking for housing, we are here to help and have the resources to help.

### International Student Housing:

Living with an American family can be a great way to start your life in the USA! International students booking their first 4 weeks with the American Homestay Network (AHN) learn about American culture, become better oriented to their community, understand better their long-term accommodation options (if required) and improve their American English skills. AHN specializes in placing international students with carefully screened and fully trained American host families. Students are required to stay for a minimum of 4 weeks and may choose to remain in homestay longer if they desire. Please visit <http://www.homestaynetwork.com/> for more information or to apply online today. If you have any questions or concerns, please contact our Florida office at 754-900-8297 or [florida@homestaynetwork.com](mailto:florida@homestaynetwork.com)

### [Why Homestay?](#)

### [Homestay Price Sheet for High Schoolers](#)

### [Homestay Price Sheet for Over 18](#)

### Student Disclosure Form:

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

### Student ID Cards:

Students (external and internal students) will need to purchase a Student ID Card at the time of registration. Internal students must show this card each week in order to enter the classrooms and to access the library. External and Internal students must use their Student ID to access Student

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Login and Library resources. If a student loses his/her ID card, they must purchase another one for a fee of \$15.

### Student Records:

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

### Title IX Policies

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination.

Because South Florida Bible College & Theological Seminar (SFBC) accepts federal student loans, SFBC is committed to the fulfillment of the Title IX requirements.

SFBC is committed to providing an environment free from discrimination, including discrimination based upon sex. The College provides support and resources to students, faculty, and staff to address concerns related to sex discrimination. To this end, the college has appointed Josiah Stephan, M.S., Executive Vice President, as the Title IX Coordinator. Retaliation against an individual who has filed a complaint under Title IX is prohibited and SFBC will take strong action if it occurs. As Title IX Coordinator, Josiah Stephan has the following responsibilities:

- Responsibility for overall Title IX compliance
- Oversight of the Deputy Title IX Coordinator
- Assisting the complainant in identifying the appropriate policy and personnel to help to resolve the complaint in a prompt and equitable manner
- Central source for all sexual harassment/misconduct allegations on campus
- Responsibility for 'climate checks'/tracking/monitoring sexual harassment/misconduct allegations on campus
- Coordination of education and prevention efforts

### CONTACT INFORMATION FOR TITLE IX COORDINATOR:

Josiah Stephan, M.S.  
Executive Vice President  
954-637-2287  
[jstephan@sfbc.edu](mailto:jstephan@sfbc.edu)

\*More detailed policies are available on request

### Campus SaVE Act

#### POLICY CONCERNING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

SFBC values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are*

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*of more value than many sparrows." Galatians 6:12 "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ." NIV)*

Because of our high value on the life and safety of each member of the SFBC community and in compliance with the Jeanne Cleary Act (Cleary Act), the Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA), SFBC has adopted policies and procedures to specifically prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the SFBC Community (students, faculty, and staff) as well as third party contractors and visitors.

SFBC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals whom SFBC determines have engaged in these types of behaviors are subject to discipline up to and including expulsion from SFBC.

### Resources

- Student Chaplain 954-637-2280
- Dean of Student Services 954-637-2272
- Community Christian Counseling 954-989-1444
- Broward County Police Department 954-480-4300

### INFORMATION AND PREVENTION TIPS ON SEXUAL ASSAULT AND VIOLENCE AGAINST WOMEN

- <http://www.womenshealth.gov/violence-against-women/>
- <http://www.cdc.gov/violenceprevention/sexualviolence/index.html>
- <https://www.justice.gov/ovw>
- <http://www.thehotline.org/>
- <https://www.rainn.org/about-national-sexual-assault-online-hotline>
- <http://victimsofcrime.org/our-programs/stalking-resource-center>
- <https://www.justice.gov/ovw/protecting-students-sexual-assault>

### Bystander Intervention

The Women's Resource & Rape Assistance Program (WRAP) defines a bystander as:

"Anyone who plays the same role in an act of harassment, abuse or violence – but is neither the perpetrator nor the victim. It is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident."

For more information on bystander intervention techniques, please visit: <http://www.wraptn.org/active-bystander.html>

### Drug-Free Schools and Campuses Amendment:

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees.

### Student Consumer Information:

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Because the college participates in the Title IV federal financial aid program, the college is required to disclose specific information to students, prospective students, and/or the general public. These disclosure requirements include the following:

*Student Right-To-Know and the Cleary (Campus Security) Act:*

- Information on Completion or Graduation Rates (annually by July 1)
- Annual Security Report: Institutional Security Policies and Crime Statistics (by October 1)

*Drug-Free Schools and Campuses Act:*

Information on the college's alcohol and drug abuse awareness program. Annual summary of the college's policy concerning alcohol and drugs.

Anyone may request a full copy of the reports listed above or view them on our website here: <https://www.sfbc.edu/office-of-institutional-effectiveness/>. Please contact the Student Services Office (954-637-2272 or [studentservices@sfbc.edu](mailto:studentservices@sfbc.edu)) for a full copy of the Annual Security Report, and Financial Support Data, or information on the college's alcohol and drug abuse awareness program.

Please contact the Registrar's Office (954-637-2290) or [registrar@sfbc.edu](mailto:registrar@sfbc.edu) for the Completion or Graduation Rates.

*The President's Award:*

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

## Academic Programs

### General:

Part of our mission at South Florida Bible College is to develop the whole person. We accomplish this by tailoring a degree program especially for you.

### Core Curriculum

With the exception of the Associate Degree, all degree programs at SFBC&TS have core requirements. These consist of at least thirty-six credit hours of general education, and thirty or more credit hours *each* in biblical and professional education. Some programs have additional requirements, such as practica, labs, and research. A portion of the academic criteria may be fulfilled through “course challenge” examinations. Regardless of the program pursued, students will be challenged and fulfilled by a course of study specifically designed for each student.

### Programs

South Florida Bible College and Theological Seminary offers seventeen (17) degree programs as follows:

Program	Degree	Biblical	General	Professional	Other	Total
Biblical & Theological Studies	A.A.	24	36	0	0	60
Business Administration & Management	A.A.	12	36	12	0	60
General Studies	A.A.	12	48	0	0	60
Ministry & Leadership	A.A.	12	36	12	0	60
Psychology	A.A.	12	36	12	0	60
Biblical & Theological Studies	B.A.	69	45	0	6	120
Business Administration & Management	B.A.	30	45	39	6	120
Christian Counseling	B.A.	30	45	42	3	120
Ministry & Leadership	B.A.	36	45	27	12	120
Psychology	B.A.	30	45	39	6	120

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Religious Education	B.A.	31	45	53	0	129
Biblical Studies	M.A.	36	0	0	0	36
Christian Counseling	M.A.	0	0	60	0	60
Pastoral Counseling	M.A.	3	0	33	0	36
Master of Divinity	M.Div.	33	0	57	0	90
Master of Theology	Th.M.	48	0	0	0	48
Doctor of Ministry	D.Min.	0	0	36	0	36

### Program Objectives

#### Associate of Arts (A.A.) – Biblical Studies

Upon completion of the Associate of Arts degree in Biblical & Theological Studies, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings; and
15. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level.

#### Associate of Arts (A.A.) – Business Administration & Management

Upon completion of the Associate of Arts degree in Business Administration & Management, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;

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3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment; and
10. Demonstrate an understanding of the Biblical Worldview in general education courses.
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level;
16. Understand and apply general business theories, principles, and practices; and
17. Comprehend and demonstrate effective managerial principles for business development.

### Associate of Arts (A.A.) – General Studies

Upon completion of the Associate of Arts degree in General Studies, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Comprehend introductory business principles and practices;
11. Demonstrate an understanding of the Biblical Worldview in general studies;
12. Identify and understand the history and content of the Bible;
13. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
14. Understand the challenges, objections, and alternatives to the Christian faith;
15. Exhibit the ability to clearly communicate the gospel in local and global settings; and
16. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level.

### Associate of Arts (A.A.) – Ministry and Leadership

Upon completion of the Associate of Arts degree in Ministry and Leadership, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;

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2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level;
16. Develop and mature in their spiritual formation and Christian character; and
17. Demonstrate an understanding of the Biblical worldview as it relates to Ministry and Missions.

### Associate of Arts (A.A.) – Psychology

Upon completion of the Associate of Arts degree in Psychology, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level; and
16. Think critically about theories and practices in psychology from a Christian worldview.

### Bachelor of Arts (B.A.) – Biblical & Theological Studies

Upon completion of the Bachelor of Arts degree in Biblical Studies, the graduate should be able to:

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1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify the history, content, and background of the Bible;
12. Analyze the fundamentals of Christian doctrine, theology and Church History;
13. Understand the challenges, objections, and alternatives to the Christian faith and have winsomely effective answers to the questions posed by an unbelieving society;
14. Exhibit the ability to clearly communicate the gospel in local and global settings as well as to apply it to one's own life and ministry;
15. Develop a Christian character that exhibits a Christ-like love and humility;
16. Establish an involvement in local ministries, spiritual disciplines, and devotional practices;
17. Demonstrate an understanding of the Biblical worldview as it relates to Biblical Studies; and
18. Apply Biblical hermeneutics to an exegetical research project.

### Bachelor of Arts (B.A.) – Business Administration & Management

Upon completion of the Bachelor of Arts degree in Business Administration & Management, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Understand and apply general business theories, principles, and practices, including proper ethical values;
16. Recognize and demonstrate organizational leadership in local and global business contexts, while emphasizing biblical leadership practices;

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17. Comprehend and demonstrate effective managerial principles for business development;
18. Understand the dynamics of organizational diversity and effective communication within multi-cultural environments;
19. Understand effective business development strategies and apply them to a practical project; and
20. Demonstrate the importance of the Biblical worldview in Business Administration & Management.

### Bachelor of Arts (B.A.) – Christian Counseling

Upon completion of the Bachelor of Arts degree in Christian Counseling, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Think critically about counseling theories incorporating a Biblical Worldview; (IG;1,2,4,6)
16. Identify counseling approaches, both Christian and secular, including theoretical and applied principles of Christian counseling; (IG; 1,2,6,7)
17. Understand and employ ethical interviewing skills and counseling methodology to gain a holistic understanding of people; (IG; 1,2,3,4,6,7,8)
18. Demonstrate an understanding of counseling practices and apply them to a practical project and internship within their respective field of study; and (IG;1,3,4,6,7,)
19. Demonstrate familiarity with the importance of diversity and multi-culturalism and psychological research in the study of human behavior. (IG; 1,3,4,5,8)

### Bachelor of Arts (B.A.) – Ministry and Leadership

Upon completion of the Bachelor of Arts degree in Ministry and Leadership, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;

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6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Understand and articulate the biblical theology of ministry;
16. Develop and mature in their spiritual formation and Christian character;
17. Develop and practice a biblical leadership style and expand skills and knowledge coursework;
18. Prepare and present a theologically informed effective contextual preaching, teaching, and small group discussion;
19. Identify and promote culturally relevant evangelism and discipleship models;
20. Execute and manage ministries to carry out the Great Commission;
21. Understand the challenges, objections, and alternatives to the Christian faith and have winsomely effective answers to the questions posed by an unbelieving society;
22. Demonstrate an understanding of the Biblical worldview as it relates to Ministry and Missions; and
23. Apply the Bible using sound exegetical, and hermeneutical methods.

### Bachelor of Arts (B.A.) – Psychology

Upon completion of the Bachelor of Arts degree in Psychology, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Think critically about psychological theories incorporating a Biblical Worldview; (IG;1,2,4,6)
16. Identify psychological approaches, both Christian and secular, including theoretical and applied principles of counseling; (IG; 1,2,6,7)

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17. Understand and employ ethical interviewing skills and psychological methodology to gain a holistic understanding of people; (IG; 1,2,3,4,6,7,8)
18. Demonstrate an understanding of psychological strategies and apply them to a practical project and internship within their respective field of study; and (IG;1,3,4,6,7,)
19. Demonstrate familiarity with the importance of diversity of and multi-culturalism and psychological research in the study of human behavior. (IG; 1,3,4,5,8)

### Bachelor of Arts (B.A.) – Religious Education

Upon completion of the Bachelor of Arts degree in Religious Education, the graduate should be able to:

1. Demonstrate effective oral and written communication skills;
2. Exhibit proficiency in quantitative and qualitative reasoning;
3. Research and critically analyze information, ideas and arguments;
4. Comprehend basic psychological theories and principles;
5. Examine major world religions from a Christian context;
6. Understand and explain how history influences the religious, political, social, and cultural components of society;
7. Grasp the fundamental concepts of philosophy and explain how various theistic and non-theistic ideologies affect the Christian perspective;
8. Analyze the influence of societies and cultures on the humanities;
9. Develop knowledge of the physical universe and understand how human actions affect the environment;
10. Demonstrate an understanding of the Biblical Worldview in general education courses;
11. Identify and understand the history and content of the Bible;
12. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
13. Understand the challenges, objections, and alternatives to the Christian faith;
14. Exhibit the ability to clearly communicate the gospel in local and global settings;
15. Develop the core competencies of a Christian educator;
16. Define the history and relevancy of Christian Education as a discipline;
17. Construct strategies and techniques suitable for Christian education;
18. Apply teaching experiences, learned methods, paradigms, and practical teaching experience to a classroom context; and
19. Design a teaching style and philosophy that reflects an integration of Education and Christian faith.

### Master of Arts (M.A.) – Biblical Studies

Upon completion of the Master of Arts in Biblical Studies, the graduate should be able to:

1. Interpret and analyze the history, content, and background of the Bible;
2. Evaluate Christian doctrine and theology and articulate their ethical and theological positions in light of local and global contexts;
3. Design and defend scholarly research papers;
4. Apply Biblical hermeneutics to an advanced exegetical research project; and
5. Evaluate other worldviews and apply the Biblical worldview to theological reflection in their specific context.

### Master of Arts (M.A.) – Christian Counseling

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Upon completion of the Master of Arts in Christian Counseling graduates should be able to demonstrate:

1. Evaluate and implement Christian counseling theories and practices.
2. Produce scholarly research papers pertaining to theological and theoretical basis for counseling.
3. Critique and apply human growth and development theories in context of Christian counseling.
4. Critique and apply the principles of diagnosing in the treatment of psychopathology considering Biblical worldview on mental illness.
5. Conduct comparative analysis of Biblical worldview and the secular as it pertains to issues of human sexuality, diversity, legal and ethical considerations, and professional standards through scholarly papers and/or projects.
6. Critique and apply group theories and practice in the context of Christian counseling.
7. Demonstrate proficiency in the analysis and application of different modes of counseling assessments.
8. Develop mock programs and methods of evaluations for common social issues.
9. Demonstrate the ability to assess cases and provide appropriate modes of counseling in community settings.
10. Demonstrate the ability to assess for substance abuse and implement appropriate counseling practices.

### Master of Arts (M.A.) – Pastoral Counseling

Upon completion of the Master of Arts in Pastoral Counseling, the graduate should be able to demonstrate:

1. Evaluate and implement pastoral counseling theories and practices.
2. Produce scholarly research papers pertaining to theological and theoretical basis for counseling.
3. Critique and apply human growth and development theories in context of pastoral counseling.
4. Conduct comparative analysis of Biblical worldview and the secular as it pertains to issues of human sexuality, diversity, legal and ethical considerations, and professional standards through scholarly papers and/or projects.
5. Critique and apply group theories and practice in the context of pastoral counseling.
6. Demonstrate the ability to assess cases and provide pastoral counseling in community settings.
7. Demonstrate the ability to assess for substance abuse and implement appropriate counseling practices.

### Master of Divinity (M.Div.) Degree

Upon completion of the Master of Divinity program, the graduate should be able to:

1. Develop a mastery of the Scriptures and Christian doctrine and apply this knowledge to ministries in U.S. and global context;
2. Apply professional ministry skills, counseling techniques, and effective leadership in their concentration of study;
3. Promote and defend the church's worldwide mission of gospel proclamation, discipleship, and social change;

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4. Formulate ministerial strategies and apply them to a practical research project/thesis.

### Master of Theology (Th.M.) degree – New Testament Studies

Upon completion of the Master of Theology, the graduate should be able to:

1. Demonstrate advanced theological and hermeneutical competence as it relates to theological thinking and biblical studies
2. Exhibit an awareness how socio-cultural contexts shape interpretations of tradition, thought, and practice
3. Demonstrate an in-depth knowledge of the field New Testament studies, including exegetical methods, and apply them to Th.M. research project.
4. Demonstrate academic rigor and competence to pursue post-graduate studies at D.Min. and Ph.D. level.
5. Demonstrate growth in Christian maturity as it relates to one's call in teaching or other ministerial pursuits.

### Master of Theology (Th.M.) degree – Christian Apologetics

Upon completion of the Master of Theology, the graduate should be able to:

1. Engage in the Great Conversation.
2. Use rhetorical and written tools to defend the Christian Faith
3. Use formal and informal logic to analyze arguments.
4. Engage in philosophical reflection on the Christian Faith.

### Doctor of Ministry (D.Min.) Degree

Upon completion of the Doctor of Ministry program, the graduate should be able to:

1. Explore their walk with Christ and how it relates to the character formation and servant leadership.
2. Critically analyze global ministry trends from a Biblical perspective to establish theologically grounded ministry paradigms.
3. Evaluate theories of race, class, and gender from a Biblical perspective to create incarnational ministry models.
4. Synthesize the Biblical understanding of the church with the historic and contemporary models for the purpose of the churches' renewal.
5. Create a solution-focused DMin project to help a church or ministry.

## Advisors

### General:

Upon acceptance, students will be assigned an advisor to provide assistance and counsel in the selection of a program. Students will have a clear goal of what they want to accomplish. Advisors guide students who are unsure what God's will for them may be. They direct students to an appropriate educational path.

Students can see who their advisor is by logging into Populi and viewing their student profile. If students are placed on any type of probation or warning, they must meet with their advisor as scheduled by them. Failure to meet these standards can result in disciplinary actions up to expulsion from the institution.

### Advisors



**Esa Autero, Th. D., Full-Time Professor**

*Program Advisor – Master of Biblical Studies Program, ThM Program*  
(954-637-2273, [academics@sfbc.edu](mailto:academics@sfbc.edu))



**Thomas Drabik, Ed. D., Full-Time Professor**

*Program Advisor – Religious Education and Biblical Studies Programs*  
(954-637-2279, [financialaid@sfbc.edu](mailto:financialaid@sfbc.edu))

## STUDENT HANDBOOK



**Beth Hall, B.A., Director EAP Program**

*Program Advisor – EAP Program*

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**Maria Da Silva, EAP Professor**

*Program Advisor – EAP Program*

(954-637-2283, [mdasilva@sfbcc.edu](mailto:mdasilva@sfbcc.edu))



**Kevin Clarke, MDiv, Part-Time Professor**

*Program Advisor – AA Programs*

(954-637-2270, [kclarke@sfbcc.edu](mailto:kclarke@sfbcc.edu))



**Becky Emerson, DMin, Full-Time Professor**

*Program Advisor – Master of Divinity Program, DMin Program*

*Student Chaplain*

(954-637-2280, [bemerson@sfbcc.edu](mailto:bemerson@sfbcc.edu))

## STUDENT HANDBOOK



**Michael Rackley, DMin, Full-Time Professor**  
*Program Advisor – Ministry & Leadership Program*  
*Registrar*  
(954-637-2290, [mrackley@sfbc.edu](mailto:mrackley@sfbc.edu))



**Jodyann Reid, DMin, Full-Time Professor**  
*Program Advisor – Various Programs*  
(954-637-2291, [jreid@sfbc.edu](mailto:jreid@sfbc.edu))



**Nilce Moraes, M. A., Part-Time Professor**  
*Program Advisor – Christian Counseling Program, Psychology*  
(954-637-2268, [nmoraes@sfbc.edu](mailto:nmoraes@sfbc.edu))



**Daphney Lundi, Ph.D., Part-Time Professor**  
*Program Advisor – Pastoral Counseling Program*  
(954-637-2297, [dlundi@sfbc.edu](mailto:dlundi@sfbc.edu))

## Student Services

An entire area of our administration exists to enhance student life on campus. The Office of Student Services oversees the day to day activities associated with student life at SFBC&TS. Student Services would like to help students with the following:

1. Develop practical career training and opportunities.
2. Provide opportunities for Christian Service.
3. Provide Academic Support.
4. Develop Student Activities on and off Campus.
5. Increase Student Awareness and Capacity of Student Council.

Personnel in the Office of Student Services goal is to assist with the transition to college life by helping students gain the most from their college experience. While placement assistance is offered at SFBC&TS, employment cannot be guaranteed upon completion of programs. Detailed information is available about the various programs from the Student Services or by consulting the SFBC&TS Student Manual. A brief summary of some of the activities, services, and requirements students may expect are described below.

### Student Council

The SFBC&TS Student Council enjoys a reputation as a concerned and effective group of student leaders committed to enhancing the quality of campus life. Council members formulate proposals to change policies governing student life, gain valuable experience working with a constitutional organization, and sponsor significant services and programs each year.

### Organizations/Clubs

Students are encouraged to form special clubs around particular programs. Normally, these organizations are requested by students and function with the advisement of a faculty or staff sponsor.

### Social Life

SFBC&TS students have the opportunity to enjoy a wide variety of recreational, entertainment, and sightseeing activities. South Florida abounds with famous tourist attractions and natural beauty that make this area the number one vacation destination.

The area also offers many other cultural opportunities including art galleries, parks, museums, and professional sporting events. Swimming, deep-sea fishing, snorkeling, diving, and boating are great leisure activities available to those who live in the area surrounding SFBC&TS.

Students at SFBC&TS develop strong relationships with college staff and faculty. Employees of the college make themselves available in a wide array of student life activities.

### Counseling

There may be times you require spiritual, not just academic counsel. Due to this, SFBC&TS has a student chaplain on staff for these very needs. Results of these sessions are kept in strictest

## STUDENT HANDBOOK

confidence. At South Florida Bible College our goal is not only the academic and physical development of students, it is also their spiritual development. Please seek us out.

Students encountering personal difficulties are encouraged to talk with someone who is qualified to help. Confidential short-term counseling is available from our student chaplain. Notices on the bulletin boards give you information on how to contact these people directly regarding:

- Referrals to local Christian counselors or groups
- Premarital or engagement counseling
- Financial aid for professional counseling

To contact our student chaplain, contact [bemerson@sfbc.edu](mailto:bemerson@sfbc.edu) or 954-637-2280.

### **Career Services**

Services are available in the Student Services and include resources for resume writing, and interview skills, as well as other colleges. For help or questions about career services contact the Director of Field Education and/or the Student Services.

### **Writing Center**

SFBC&TS provides free consultation on writing papers in our writing center. To make an appointment, please contact [writinglab@sfbc.edu](mailto:writinglab@sfbc.edu).

### **Computer Classes**

SFBC&TS provides free computer classes to those in need of extra help in learning and understanding the different aspects of computers. To find out the days and times of the classes, please contact the library at 954-637-2295 or [sfbclibrary@sfbc.edu](mailto:sfbclibrary@sfbc.edu).

### **Steven R. Sylvester Library**

Students currently registered for courses at SFBC&TS have full borrowing privileges at the library of SFBC&TS. The library's collection is designed to complement specific programs of study and provide personal enrichment and information about the past and current world outside the classroom. Audio visual equipment is available for in-class presentations or other course-related needs. Included are notebook computers, LCD projectors, TV's VCR/DVD players, as well as other items. Our librarian is available to assist students with all kinds of research and to teach lifelong information gathering skills. Familiarize yourself with policies and procedures in our library handbook.

### **Alumni Association**

Upon graduation you automatically become members of the Light bearers' Alumni Association. Your Alma Mater will always be SFBC&TS. There are often activities that are organized for alumni of the College during various times of the year.

**Feedback**

South Florida Bible College periodically asks you to evaluate your instructors and the course near the end. While these are important to us, so are your comments and feelings about how we operate South Florida Bible College. Do you recommend some changes? How would you incorporate them? When you participate in your education by becoming an integral part of it, it is more meaningful. Please solicit a copy of our “suggestions” form, fill it out, and deposit it in your advisor’s mailbox. You will be contacted soon thereafter. Remember: you are a part of the body of Christ. All of us contribute to its success in this world. Your comments are welcome, and greatly appreciated.