

# CATALOG

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[ADMISSIONS@SFBC.EDU](mailto:ADMISSIONS@SFBC.EDU)

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## Introduction

### Message from the President

South Florida Bible College & Theological Seminary (SFBC&TS) was founded in 1985 to prepare dedicated men and women for service to the Lord through quality Christian education. The Lord has richly blessed our efforts through the years, and in 2015, SFBC&TS celebrated its 30<sup>th</sup> year in the Lord's service. SFBC&TS provides a theological education wherein Biblical standards of Christian faith and life are established and maintained. This is accomplished through: quality instruction, the study of theological concepts, cultivation of a spiritual life, and performance of Christian service. These are truly "works of service through which the body of Christ may be edified."

At SFBC&TS, students are challenged to think critically; work independently, communicate clearly, and express themselves creatively while at the same time offering students a warm, personal college setting that many institutions aspire to attain.

Many SFBC&TS graduates achieve success as teachers, administrators, youth ministers, missionaries, pastors, counselors, as well as obtain accomplishments in other professions. Whether attending part-time or full-time on campus or through distance learning, students can fulfill God's educational plans for their lives while, at the same time, spreading the Gospel to non-believers and sharing the love of Jesus with fellow Christians.

On behalf of all of us, it gives me great pleasure to welcome you to SFBC&TS.

*"Come join us in making history."™*

In Christ,

Mary Drabik, Ed. D.  
President



## 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.

## Vision Statement

South Florida Bible College & Theological Seminary (SFBC&TS) believes in pursuing the unreachable and chasing an image of a God-breathed community that is working towards the mission of God in their everyday lives. SFBC&TS trusts in God to accomplish the following impossible tasks, more than we can even ask or think (Ephesians 3:20):

- Building up, striving for, and maintaining a spiritual vibrant community.
- Serving as a resource for the local community and impacting all nations with the Gospel of our Lord Jesus Christ.
- Pursuing a diverse student and faculty demographic that includes people from various nationalities, denominations, and cultures (Revelation 7).
- Pursuing a biblical foundation in every aspect of instruction, producing academically competent scholarship for the global church.

## Institutional Goals & 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 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
  - 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.

## Doctrinal Statements

SFBC&TS believes it is essential to have doctrinal statements of faith that set forth the general principles of this institution and its theological understandings of Scripture. Applicants, students, and graduates are not required to sign or affirm SFBC&TS' statements of faith, but they are expected to be in essential agreement with them. SFBC&TS is interdenominational in character and maintains a conservative, evangelical position. SFBC&TS recognizes the following doctrinal statements of faith.

1. We believe the Bible reveals the mind of Christ and is the inspired, infallible, inerrant, and authoritative Word of God.
2. We believe in the Triune God who is one in substance and three in person- the Father, Son, and Holy Spirit.
3. We believe in the reality of Satan and his present control over unregenerate man.
4. We believe in the deity of our Lord Jesus Christ, His sinless life, His miracles, His vicarious and atoning death through His blood, His bodily resurrection, His ascension to the right hand of the Father, and His prophesied return enacted by the power and glory of the King of Kings and Lord of Lords.
5. We believe in the fall of man and his lost estate, which makes necessary a rebirth through confession of sin and faith in the Lord Jesus Christ.
6. We believe in the reconciliation of man to God by the substitutionary death and bloodshed of our Lord Jesus Christ.
7. We believe in the resurrection of believers unto everlasting life and the resurrection of unbelievers unto everlasting punishment.
8. We believe in the ever-present ministry of the Holy Spirit.
9. We believe in the Ex-Nihilo creation of the universe.
10. We believe God has conferred equal value on men and women. We therefore seek to equip men and women for their ministry in Jesus' Great Commission in our rapidly changing and challenging mission field.

## Recognitions/Accreditations

**ABHE** 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](#).

**AFCS** South Florida Bible College & Theological Seminary (SFBC&TS) is a member in good standing with the American Federation of Colleges and Seminaries.



- VETERANS** Various programs at SFBC&TS have been approved by The Bureau of State Approving for Veterans Training for benefits.
- STATE OF FLORIDA** SFBC&TS is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.
- South Florida Bible College & Theological Seminary is listed as a Certified 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.
- I-20** Foreign students with visas are permitted to enroll, providing all INS requirements have been met.
- MINISTRY VENTURES** SFBC&TS is on the list of Recognized College programs with the Ministry Ventures Program, which empowers ministry leaders to create thriving organizations.

### 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 an inter-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 and evolved into a Bible College and Seminary. The first graduating class was in June 1990, with eighty graduates.

Dr. Guadagnino, having been in the ministry for over twenty-five years, brought great insight and knowledge to the college and seminary about how to run a successful ministry. SFBC&TS was in its same location for over 25 years. In 2010, the Institution moved to a modern facility providing a more traditional college experience for its 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 and seminary moved to a 50,000 square foot building to provide for the continual growth and flourishing of its student body. In 2019, the Institution purchased the facilities, and began offering it as a resource to the local community. In 2021, the Institution received a historical donation that will ensure that SFBC&TS is preserved for the next generation. 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 other learning and computer resources for student use. SFBC&TS also has private study cubicles with computers and wireless Internet access available for students.

Address:

2200 SW 10<sup>th</sup> Street  
Deerfield Beach, FL 33442

Phone:

(954)637-2268

Fax:

(954)637-2269

## The SFBC&TS College Experience

SFBC&TS is a place to grow academically in the context of a community that will help you get to know Jesus and his Word in a deeper way and to discern his calling on your life. The College and Seminary are committed to maintaining a friendly, informal atmosphere while fostering a serious academic environment conducive to spiritual formation. In the past decade, many steps have been taken to build on the community core by broadening SFBC&TS's academic experience. SFBC&TS is uniquely combining the best of our history as a Bible Institute with the academic strength resulting from the emergence as a college, strategically placed in the middle of an active, growing city.

SFBC&TS's blending of the spiritual impact of a Bible College experience with the academic advantages of a college education has resulted in a unique package that can truly offer you *"the best of both worlds."* The experience at South Florida Bible College and Theological Seminary includes these strategic elements:

- An environment where students build social networks that facilitate services and amenities necessary to campus involvement.
- A campus where students learn and practice leadership, appreciation, and interpersonal skills.
- A place for understanding individuals from diverse backgrounds.
- An institution where a student engages on a journey of his or her destiny, dream, and calling for life.
- An education that is meaningful for each learner, according to personal strengths, talents, and abilities.
- A campus where students feel at home with other peers, faculty, and staff.
- A place of learning with technology and equipment in a healthy, safe, and well-maintained facilities.

### *A Christian Setting for the Study of Scripture*

A focus on Bible training, offering a broader theological and denominational perspective of an inter-denominational institution that encourages spiritual and academic growth. The Word of God is studied to change the student's heart, mind, and actions.



Faculty are caring and offer the one-on-one mentoring needed to assist students in their participation in the college's dynamic spiritual formation program. Faculty and administrators care about students and often know the names of many of the faculty and administrators.

Students take leadership roles in the Chapel Service, which provides them opportunities for leadership and spiritual development.

#### *A Christian Setting to Expand Social Opportunity*

Student-led social activities serve to develop leadership skills in students. The opportunity for social interaction in a Christian context is in itself a learning experience for students.

#### *A Plan for Service Opportunities*

- Instructors are committed to ministry.
- Training to fulfill the call of God on student's lives
- Develop networking relationships with established ministries

Secular society has a different motivation for service including self-gratification. Christian society promotes service to others based on agape love and reflects the basic theology of caring for others to build a healthy society.

#### *A Setting for Developing Personal Independence*

The security of caring counselors, spiritual classes with God-centered instruction, and a structure of accountability is often the stage of development where crucial questions concerning core beliefs and long-held values are asked. At SFBC&TS, critical thinking questions are encouraged but the safety net of godly instructors and positive peer groups are present. Students have the opportunity to focus on their purpose and seek God's will for their future.

## ***Section One – Admissions Requirements***

### ***Types of Students (subject to change at the discretion of SFBC&TS)***

1. EAP Students (Non-Credit Bearing program)
2. Degree Seeking students
  - a. Undergraduate
  - b. Graduate
  - c. Post-Graduate
  - d. Doctoral
  - e. Transfer Students
  - f. International Students
3. Auditors
4. Dual Enrollment students
5. CEU students (may or may not have a degree classification)

### ***Subcategories (Types of Student categories)***

1. General Equivalency Diploma (GED) students and Non-traditional High school programs
  - a. *See requirements for: Degree seeking students and Auditors*
2. Graduate Students (Master and Doctoral Candidates)
  - a. *See requirements for: Degree seeking students and Auditors*

### **General Admissions Policies**

SFBC&TS considers all applicants for admission, regardless of religious affiliation, race, ethnic heritage, gender, age, or physical ability. Students who have graduated from high school or the equivalent (General Education Development (GED) certificate holders), individuals whose high school class has graduated, as well as current high school students who meet the Post-Secondary Enrollment Options Program criteria or the Supplemental Enrollment criteria may apply for admission to SFBC&TS. Students will be charged a non-refundable registration/application fee.

Admission to the college does not automatically qualify a student for all courses and curricula of the college; some of the course offerings and programs have special prerequisites.

#### ***Salvation***

The prospective student must give evidence of knowing the Lord Jesus Christ as his or her personal Savior. Space is provided on the application form for the applicant's testimony.

#### ***Misconduct Clause***

The College and Seminary reserve the right to deny admission to an applicant because of past misconduct, regardless of location, that may adversely affect the college community. Therefore, it is important for all applicants to provide complete and accurate information on the admissions application in regard to disciplinary action for scholastic or any other type of misconduct.

#### ***Appeal Process for Denial of College Admission***

Applicants who meet minimum requirements and are denied admission to the college may appeal the denial. The decision to admit or uphold denial of admission will be based upon the merits of the applicant's appeal. SFBC&TS consider appeals submitted within 8 working days of the start date for the desired semester of attendance insufficient time to complete the appeal process. All appeals in this



criterion will be reviewed for admittance in the following semester. The appeal process shall consist of the following steps:

*Step 1: Admissions Staff Member*

If an Admissions staff member denies admission to the applicant, the Admissions staff member shall provide the applicant with a copy of the appeal process. If the applicant wishes to appeal the denial, the staff member shall arrange an appeal meeting with the Director of Admissions within two (2) working days of the denial.

*Step 2: The Board of Appeals*

The Director of Admissions shall convene the Board of Appeals within five (5) working days of the applicant's appeal to the Board and advise the applicant of the date, time, and location of the appeal meeting. The Board of Appeals Chairperson shall notify the applicant of the Board's decision within five (5) working days from the date of the applicant's appeal meeting and shall provide the applicant with a written copy of the decision. The Board of Appeals shall consist of the following members:

VP of Student Life  
VP of Academic Affairs  
Registrar  
Member of the Faculty  
VP of Enrollment

The decision of the Admissions Board of Appeals is final and will be reached by simple majority vote. A copy of the Board of Appeals decision shall be maintained in the Admissions Office for two (2) years.

### **EAP Program Applicants**

Students may apply for admission to the EAP Program to improve English proficiency before matriculating into the college. It is important to note that EAP program is a non-degree seeking program and none of the courses bear any college credit. EAP students are expected to complete all assigned course work and, if a commuter/campus student, attend class regularly. This program is not designed or intended to qualify its participants and graduates for employment. It is intended solely for the avocation, personal enrichment, and enjoyment of its participants.

*EAP Applicants*

1. Complete the EAP Application Form online.
2. Submit your Personal Testimony with your application.
  - a. **NOTE:** Writing skills are evaluated based upon this document.
3. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total) \*
4. Submit all official transcripts of high school, college and/or graduate work. Use the enclosed form and duplicate if necessary.
  - a. All EAP students must have a high school diploma or its equivalent.
  - b. Final transcripts (from high school and previously attended colleges) must be official. An official transcript is one that is issued by the school or college attended. It must bear appropriate signatures or seals and be in a sealed envelope until delivered to the Department of Admissions. Transcripts opened prior to delivery are no longer official.
5. Letter of recommendation.
6. Interview

Priority will be given to applications received four (4) weeks or more before the first day of classes each term. **It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

\*International students and students for who English is their second language must satisfy additional requirements for admission. See *International Admissions Policies and Procedures*.

### Degree Seeking Applicants

Students may apply for admission to credit courses on a degree seeking basis. Degree seeking applicants are considered undergraduate and graduate students, including Master's and Doctoral students, who intend to complete a terminal degree in a particular department at SFBC&TS. Degree-seeking students are expected to complete all assigned course work and, if a commuter/campus student, attend class regularly.

#### *Degree Seeking Applicants (Undergraduate, Graduate, College Academy)*

1. Complete the Application Form online.
2. Submit your Personal Testimony with your application.
  - a. **NOTE:** Writing skills are evaluated based upon this document.
3. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total) \*
4. Submit all official transcripts of high school, college and/or graduate work. Use the enclosed form and duplicate if necessary.
  - a. Final transcripts (from high school and previously attended colleges) must be official. Official transcripts from each postsecondary school attended must be provided. An official transcript is one that is issued by the school or college attended. It must bear appropriate signatures or seals and be in a sealed envelope until delivered to the Department of Admissions. Transcripts opened prior to delivery are no longer official. **Note:** An official transcript is required from every college or university attended.
  - b. **Diploma:** All incoming freshmen must possess a valid high school diploma prior to enrollment. Proof of graduation must be provided in the form of a final official transcript indicating the date of graduation.
  - c. **Applicants with a GED:** Students with a General Equivalency Diploma (GED) from any state must submit official test scores to the Office of Undergraduate Admissions. Applicants with a GED should also submit high school transcripts from any schools attended.
5. Letter of recommendation from your pastor.
6. Interview

Priority will be given to applications received four (4) weeks or more before the first day of classes each term. **It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

\*International students and students for who English is their second language must satisfy additional requirements for admission. See *International Admissions Policies and Procedures*.

#### *Graduate Program Minimum Admissions Requirements*

In addition to the General Procedures listed above, the Graduate student must:

1. Have earned a baccalaureate degree from an accredited College or University (one hundred twenty (120) hours credit or more, including transfer and assessed credit). All prerequisites for degree programs must be met. Acceptance of previous degree(s) is at the discretion of the Dept. of Admissions.
2. If the master's Student does not have the appropriate Biblical background in their previous degrees, or if in the estimation of the Seminary the student needs reinforcement in certain identifiable subjects, the Seminary reserves the right to assign remedial work to the student. Students in this criterion will be considered provisionally admitted until the completion of the remedial course(s) in question. SFBC&TS retains the rights to assign remedial work.
3. Submit a full set of transcripts for all colleges and/or graduate schools attended. The Dept. of Admissions may request catalogs from those schools listed on the student's transcripts for review. Please be prepared to provide these documents upon request.
4. Student should submit a sample of writing illustrating their level of knowledge. The college and/or department chair of their respective field may request an interview with the student prior to entry.

#### *Post-graduate Minimum Admissions requirements*

1. Complete the Application Form online.
2. Submit your Personal Testimony with your application.
  - a. **NOTE:** Writing skills are evaluated based upon this document.
3. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total) \*
4. Submit all official transcripts of high school, college and/or graduate work. Use the enclosed form and duplicate if necessary.
  - a. Final transcripts (from previously attended colleges) must be official. Official transcripts from each postsecondary school attended must be provided. An official transcript is one that is issued by the school or college attended. It must bear appropriate signatures or seals and be in a sealed envelope until delivered to the Department of Admissions. Transcripts opened prior to delivery are no longer official. **Note:** An official transcript is required from every college or university attended.
5. Letter of recommendation from your pastor.
6. Interview

Priority will be given to applications received four (4) weeks or more before the first day of classes each term. **It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

\*International students and students for who English is their second language must satisfy additional requirements for admission. See *International Admissions Policies and Procedures*.

#### *Master of Theology Minimum Admissions requirements*

To be admitted in the SFBC&TS Master of Theology Program, the applicant must have a completed a Master of Divinity (M.DIV.), or a Master of Arts in Biblical Studies (M.A.B.S.), or a Master of Arts in Theological Studies (M.A.T.S.) from an accredited post-secondary institution. Additionally, applicants to the Th.M. program must:

- Have a minimum GPA of 3.0
- At least 30 credits in Bible/theology area from an accredited seminary with minimum of 15 credits in the New Testament and 3 credits in biblical hermeneutics/exegesis.
- Applicants who have a master's degree with 60 credits (or more) in biblical studies/theology may be able to transfer some of the credits to Th.M. common core section.



- Minimum of one year (6 credit hours) of Koine Greek with the ability to pursue Greek exegesis
- Demonstrate intellectual achievement and scholarship as evidenced by the transcripts and the applicant's writing sample
- Have spiritual maturity and integrity of character, and personal goals consistent with the mission of South Florida Bible College & Theological Seminary as evidenced the Personal History Essay
- Proficiency in the English language for critical study and reflection.
- Understand and accept the SFBC&TS Statement of Faith.

*SFBCTS Master of Theology - Academic Writing Requirements:*

The Th.M. program seeks to prepare scholars for advanced research, practice, and leadership in academic, church and ministry settings through designated study, involving one of two concentrations: New Testament Studies or Apologetics. The academic writing sample assesses the applicant's ability to think critically and compose an original written work, not previously written, based upon the chosen concentration area as indicated on the Th.M. application. The Admissions Committee must ensure that the student writing acumen is at a level that will meet the demands of doctoral level academic writing.

Applicants should:

- Submit a scholarly essay, or Graduate Degree Paper representing the applicant's ability to perform independent research completed within the last three years (10-15 pages in length)
- A personal history essay (see details below)
- A resume detailing education, language skills, and work/ministry experience.
- Possess intermediate competency in Koine Greek
- Submit additional materials and/or schedule an interview with a seminary representative, upon request by SFBC&TS Admission Office.

Personal History Essay:

1. Share your life story and at what point you began your relationship with Jesus Christ. Talk about your growth since that time and what brings you to apply at SFBCTS Advanced Research Program. Include your thoughts on how you would like to see your faith grow during your time in this program. (350 minimum to 500 words maximum)
2. Please describe your ministry and vocational experience, including positions held and dates of service. (350 minimum to 500 words maximum)
3. Statement of Purpose – Describe briefly the reasons you are prompted to pursue study in the particular program area you have chosen and what you hope to gain through the program. Give specific goals, personal or professional needs. (350 to 500 words maximum)
4. List the language(s) (including English) used in your research and/or ministry and indicate your relative proficiency.
5. (Optional) If you feel your cumulative grade point average or academic test scores do not adequately reflect your abilities to flourish at South Florida Bible College & Theological Seminary, please explain.
6. (Optional) If you are married, describe your spouse's attitudes toward your plans for seminary education and future ministry.

Your academic writing sample or graduate degree paper should be emailed directly to the Admissions Office

*Doctoral Minimum Admissions requirements*

1. Complete the Application Form online.
2. Submit your Personal Testimony with your application.
  - a. **NOTE:** Writing skills are evaluated based upon this document.

3. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total) \*
4. Submit all official transcripts of high school, college and/or graduate work. Use the enclosed form and duplicate if necessary.
  - a. Final transcripts (from previously attended colleges) must be official. Official transcripts from each postsecondary school attended must be provided. An official transcript is one that is issued by the school or college attended. It must bear appropriate signatures or seals and be in a sealed envelope until delivered to the Department of Admissions. Transcripts opened prior to delivery are no longer official. **Note:** An official transcript is required from every college or university attended.
5. Two letters of recommendation from your pastor and a professional reference.
6. Interview

Priority will be given to applications received four (4) weeks or more before the first day of classes each term. **It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

\*International students and students for who English is their second language must satisfy additional requirements for admission. See *International Admissions Policies and Procedures*.

#### Doctor of Ministry Minimum Admissions Requirements

1. Applicant will have a MDiv degree or its educational equivalent with a minimum 3.0 GPA on a 4.0 scale from an accredited school. All students should meet one of the following four sets of criteria:
  - a. Earned an M.Div. degree; OR
  - b. Earned 72 credit hours master's degree with 30 credit hours of Bible, theology, church history, doctrine, ministry practice and have at least three years of substantial ministry experience; OR
  - c. Earned a master's degree that is theological in nature, with at least 36 credit hours of Bible (such as the MABS degree), theology, church history, doctrine, ministry practice and have at least 3 years of substantial ministry experience. The candidate will also participate in an interview (in person or online) with the Graduate Ministry Division Chair and Dean of Seminary, and submit an exegetical assignment to be evaluated by two faculty members; OR
  - d. Earned a master's degree from one or more non-biblical, non-theological disciplines. In this case, students are invited to choose a D.Min. program which incorporates core biblical, theological, and ministerial courses which meet the prerequisites for this level of study. Applicants in this category with a minimum of 36 graduate credit hours will be considered for provisional admission. In addition, those who qualify may substitute years of Christian service for the required courses toward the prerequisite ministerial courses in the D.Min. program (up to 15 credits). Below is the track offered for entering the Doctor of Ministry program via this option:
    - i. Entrance with a master's degree in a non-biblical, non-theological discipline (36+ credits)
      1. The D.Min. program with the prerequisite theological/biblical/ministerial core:
        - a. 21 credits in graduate bible/theology courses and...
        - b. 15 credits in graduate ministry courses (up to 15 credits may be exempted due to ministry experience)

Applicants should submit:

1. Two Letters of Recommendation.
  - a. Pastoral and Ministry reference – outlining the organization, program, your responsibilities, character, and work ethics.
  - b. Professional reference (Professor or teacher, or supervisor)
2. Essay
  - a. The essay is evaluated based on the student's ability to do a sound exegesis, engage ministry applications, analyze our global world, and demonstrate a grasp for the mechanics of academic writing. Applicants will submit a three-page double-spaced essay on the following assigned subject: Analyze Acts 1:8 and your role in view of today's interconnected world.
3. Interview
  - a. After all the above documents are processed, an interview will be set up with the D.Min. Department via phone, Skype, or in person.

### *Transfer Students*

#### Transfer of Credit Policy

SFBC&TS will accept credits for relevant subjects from other schools accredited either by the Association for Biblical Higher Education (ABHE; formerly the Accrediting Association of Bible Colleges), or any national accrediting agency approved by the Department of Education and CHEA. The acceptance of credits from a non-accredited school will be reviewed on an individual basis. Students must complete at least twenty five percent of their degree at SFBC&TS.

Transfer of credit from this institution is at the discretion of the receiving institution.

#### Conditions of Transfer

Applicants must present a cumulative GPA of 2.0 or higher (4.0=A) on all attempted college work. In order to consider advance standing, the student must submit transcripts from each post-secondary school attended, cumulatively indicating the completion of 60 or more transferable credits by the application entry term. If you have received credit through examinations such as, but not exclusively, the College level Examination Program (CLEP) or Advanced Placement (AP), you must provide official exam results as well.

Students awarded an Associate of Arts degree from an accredited college are admissible to SFBC&TS. Pre-requisites for the major must be met.

All undergraduate transfer and second baccalaureate students who have completed all or part of their education abroad are required to have their foreign credentials evaluated by an accredited independent evaluation service. For a list of accredited evaluations services please see the list of frequently used National Association of Credential Evaluation Services (NACES) Members. The evaluation should contain a course-by-course description and a grade point average from each institution attended. Please do not send foreign credentials to SFBC&TS. Please send them directly to the evaluation agency. More detail by program is found below:

#### Graduate Programs

- **Doctoral (D.Min.) degree program:** International students seeking admission into a Doctoral degree program must submit:
  - Proof of completion of Masters degree (M.Div. or equivalent) from an accredited College or University

- An **evaluated transcript with course by course including G.P.A.** (grade point average) by an active member of the National Association of Credential Evaluation Services (NACES)
- **Master of Theology (ThM) degree program:** International students seeking admission into the ThM degree program must submit:
  - Proof of completion of Masters degree (MABS or at least 30 credits in theological education) from an accredited College or University
  - An **evaluated transcript with course by course including G.P.A.** (grade point average) by an active member of the National Association of Credential Evaluation Services (NACES)
- **All other Masters degree programs:** International students seeking admission into a Masters degree program must submit:
  - Proof of a Baccalaureate degree from an accredited College or University (one hundred twenty (120) credit hours or more, including transfer and assessed credit)
  - May submit either an **evaluated degree** or an **evaluated transcript** by an active member of the National Association of Credential Evaluation Services (NACES)

***Submission of evaluation is not optional for students seeking a master's degree or higher.***

Foreign academic transcripts must be evaluated by a current member of the National Association of Credential Evaluation Services (NACES): [www.naces.org/members](http://www.naces.org/members)

#### International Transfer of Credits

Students who attended a university outside the United States and want consideration of prior course work for credit and course equivalency must submit:

- **Undergraduate: Evaluated transcript with course by course including G.P.A** (grade point average) by an active member of the National Association of Credential Evaluation Services (NACES)
- **Graduate (not applicable for D.Min.): Evaluated transcript with course by course including G.P.A** (grade point average) by an active member of the National Association of Credential Evaluation Services (NACES)

The student is responsible for evaluation fees, and there is no guarantee that coursework will transfer.

#### Please note

*International students will not be reimbursed for any courses taken at South Florida Bible College & Theological Seminary which are equivalent to courses taken at a previous foreign university.*

#### Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale are admitted on CLEAR academic status.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale is admitted only on ACADEMIC PROBATION. The transcript will read ADMITTED ON ACADEMIC PROBATION.



### *International Students*

South Florida Bible College welcomes students from all countries of the world. Our application deadlines for international students are as follows:

<b>Fall Semester:</b> July 1 <sup>st</sup>	<b>Spring Semester:</b> December 1 <sup>st</sup>	<b>Summer Term:</b> April 1 <sup>st</sup>
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In compliance with U. S. Immigration law, please return all the items listed below on or before the registration deadlines. South Florida Bible College will accept original documents, make copies, and return the original to applicants at their request.

#### Applying from Your Home Country:

##### Part I:

- Complete SFBC's Online Application (go to [sfbc.edu](http://sfbc.edu) > apply now). Be sure to apply for correct program:
  - EAP (English for Academic Purposes)
  - Undergraduate
  - Graduate\* (must possess a bachelor's degree from accredited institution)

\*FOR GRADUATE APPLICANTS: Foreign degrees must be evaluated by an approved member of NACES (National Association of Credential Evaluation Services). Official school transcripts are required for submission. You may view the list of approved members at <https://www.naces.org/members>

- Pay Application Fee: US\$75.00
- Submit test scores from TOEFL or the Oxford English Test. Test scores for the TOEFL and Oxford English exams are valid for two years. International students who do not submit test scores for the TOEFL or Oxford English exams with their applications will be required to take the Oxford English Test through SFBC&TS. Results from this test will determine placement into either an academic college program or the English for Academic Purposes (EAP) program. Please see the placement testing policy for details.

Part II: Provide the following required documentation to obtain the F-1 visa eligibility document (I-20). The I-20 will only be issued after you are formally admitted to the college and after you provide the below listed documents.

- Please provide the following original documents:
  - Valid Passport
  - For EAP and Undergraduate: High School Diploma or its equivalent (must provide certified English translation)
- Please fill out:
  - I-20 Request Form
  - Working in the USA Form
- Proof of Financial Support:
  - 1.1 Certificate of Financial Responsibility (CFR) signed by the sponsor and the student.
  - 1.2 Sponsor Letter guaranteeing financial support for each year in the amount of:
    - USD \$20,000 for student
    - + USD \$4,500 for spouse (legally married; *must provide marriage certificate*)
    - + \$3,500 for each child (under 21 years old)

- *Note:* If the student will be living with a relative, the sponsor will need to guarantee the remaining \$11,750. The relative must sign & notarize the Alternate Estimated Cost of Living Form (if applicable, form will be provided).
- 1.3 Bank Statement showing sufficient funds. If the bank statement is from a foreign bank, please include an official letter from the sponsor's bank confirming the account (must include a translated copy if not in English).
- 1.4 Provide copy of Sponsor's photo identification (passport, driver's license, etc.)
- 1.5 Tuition & Fees Student Agreement signed by sponsor and student.
- Enrollment Fees: When submitting your application, you will pay an application fee. After all documents have been submitted, the following fees will be due:
  - Registration Fee
  - International Student Fee
  - These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$. Fee amounts can be found in the Fee Schedule section.
- Deposit Fee: This tuition deposit serves as the confirmation for the semester you will be starting in; this deposit will be applied toward the first semester tuition. Fee amounts can be found in the Fee Schedule section.
  - These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$.

*Please Note:* It is not permitted to work in the U.S. under the F-1 status. Knowledge of any unauthorized employment will risk termination of the I-20 document.

F-1 visa students are required to study a full-time course load as stated below:

- EAP (English for Academic Purposes): four classes in the Fall and Spring terms.
- Undergraduate (AA or BA degree): four classes in the Fall and Spring terms.
- Graduate (MA): three classes in the Fall and Spring terms.
- Doctor of Ministry (D. Min): two classes in the Fall and Spring terms.

The student may do the process by themselves or look for an immigration attorney/paralegal of their preference to file for change of status in the USA. SFBC&TS is not responsible for the services provided by these professionals.

Applying for F-1 Visa:

1. Pay I-901 SEVIS fee. Payment information is available at <http://www.ice.gov/sevis/i901/>.
2. Print the I-901 fee payment receipt. Fill out the DS-160 and make an appointment with the American Embassy in your home country.

*Applying from the United States:*

Part I:

- Complete SFBC's Online Application (go to [sfbc.edu](http://sfbc.edu) > apply now). Be sure to apply for correct program:
  - EAP (English for Academic Purposes)
  - Undergraduate
  - Graduate\* (must possess a bachelor's degree from accredited institution)

\*FOR GRADUATE APPLICANTS: Foreign degrees must be evaluated by an approved member of NACES (National Association of Credential Evaluation Services). Official school transcripts are

required for submission. You may view the list of approved members at <https://www.naces.org/members>

- Pay Application Fee: US\$75.00
- Submit test scores from TOEFL or the Oxford English Test. Test scores for the TOEFL and Oxford English exams are valid for two years. International students who do not submit test scores for the TOEFL or Oxford English exams with their applications will be required to take the Oxford English Test through SFBC&TS. Results from this test will determine placement into either an academic college program or the English for Academic Purposes (EAP) program. Please see the placement testing policy for details.

Part II: Provide the following required documentation to obtain the F-1 visa eligibility document (I-20). The I-20 will only be issued after you are formally admitted to the college and after you provide the below listed documents.

- Please provide the following original documents:
  - Valid Passport / Visa
  - Unexpired I-94
  - Receipt / Approval Notices of Visa Extensions (If Applicable)
  - Driver's License / Social Security Card (If applicable)
  - For EAP and Undergraduate: High School Diploma or its equivalent (must provide certified English translation)
- Please fill out
  - SEVIS Form
  - Working in The USA Form
- Proof of Financial Support:
  - 1.1 Certificate of Financial Responsibility (CFR) signed by the sponsor and the student.
  - 1.2 Sponsor Letter guaranteeing financial support for each year in the amount of:
    - USD \$20,000 for student
    - + USD \$4,500 for spouse (legally married; *must provide marriage certificate*)
    - + \$3,500 for each child (under 21 years old)
    - *Note:* If the student will be living with a relative, the sponsor will need to guarantee the remaining \$11,750. The relative must sign & notarize the Alternate Estimated Cost of Living Form (if applicable, form will be provided).
  - 1.3 Bank Statement showing sufficient funds. If the bank statement is from a foreign bank, please include an official letter from the sponsor's bank confirming the account (must include a translated copy if not in English).
  - 1.4 Provide copy of Sponsor's photo identification (passport, driver's license, etc.)
  - 1.5 Tuition & Fees Student Agreement signed by sponsor and student.
- Enrollment Fees: When submitting your application, you will pay an application fee. After all documents have been submitted, the following fees will be due:
  - Registration Fee
  - International Student Fee
  - These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$. Fee amounts can be found in the Fee Schedule section.
- Deposit Fee: This tuition deposit serves as the confirmation for the semester you will be starting in; this deposit will be applied toward the first semester tuition. Fee amounts can be found in the Fee Schedule section.

- These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$.

*Please Note:* It is not permitted to work in the U.S. under the F-1 status. Knowledge of any unauthorized employment will risk termination of the I-20 document.

F-1 visa students are required to study a full-time course load as stated below:

- EAP (English for Academic Purposes): four classes in the Fall and Spring terms.
- Undergraduate (AA or BA degree): four classes in the Fall and Spring terms.
- Graduate (MA): three classes in the Fall and Spring terms.
- Doctor of Ministry (D. Min): two classes in the Fall and Spring terms.

The student may do the process by themselves or look for an immigration attorney/paralegal of their preference to file for change of status in the USA. SFBC&TS is not responsible for the services provided by these professionals.

Applying for F-1 Visa:

1. Pay I-901 SEVIS fee. Payment information is available at <http://www.ice.gov/sevis/i901/>
2. Hire an immigration attorney/paralegal in the USA and to send your documents to USCIS. You must complete the form I-539 and submit it along with two separate money orders in the amount of \$370.00, payable to U.S. Department of Homeland Security. Be informed of any additional attorney fees. SFBC&TS is not associated with any attorneys; therefore, we do not advise on attorney fees nor if they will be able to expedite your documents in a timely way. It is the student's responsibility to find an immigration attorney.

#### Applying as a Transfer Student:

Part I:

- Complete SFBC's Online Application (go to [sfbc.edu](http://sfbc.edu) > apply now). Be sure to apply for correct program:
  - EAP (English for Academic Purposes)
  - Undergraduate
  - Graduate\* (must possess a bachelor's degree from accredited institution)

\*FOR GRADUATE APPLICANTS: Foreign degrees must be evaluated by an approved member of NACES (National Association of Credential Evaluation Services). Official school transcripts are required for submission. You may view the list of approved members at <https://www.naces.org/members>

- Pay Application Fee: US\$75.00
- Submit test scores from TOEFL or the Oxford English Test. Test scores for the TOEFL and Oxford English exams are valid for two years. International students who do not submit test scores for the TOEFL or Oxford English exams with their applications will be required to take the Oxford English Test through SFBC&TS. Results from this test will determine placement into either an academic college program or the English for Academic Purposes (EAP) program. Please see the placement testing policy for details.

Part II: Provide the following required documentation to obtain the F-1 visa eligibility document (I-20). The I-20 will only be issued after you are formally admitted to the college and after you provide the below listed documents.

- Please provide the following original documents:
  - Valid Passport / Visa
  - Unexpired I-94
  - Current I-20 Visa
  - Receipt / Approval Notices of Visa Extensions (If Applicable)
  - Driver's License / Social Security Card (if applicable)
  - For EAP and Undergraduate: High School Diploma or its equivalent (must provide certified English translation)
- Please fill out:
  - I-20 Request Form
  - Working in The USA Form
- Proof of Financial Support:
  - 1.1 Certificate of Financial Responsibility (CFR) signed by the sponsor and the student.
  - 1.2 Sponsor Letter guaranteeing financial support for each year in the amount of:
    - USD \$20,000 for student
    - + USD \$4,500 for spouse (legally married; *must provide marriage certificate*)
    - + \$3,500 for each child (under 21 years old)
    - *Note:* If the student will be living with a relative, the sponsor will need to guarantee the remaining \$11,750. The relative must sign & notarize the Alternate Estimated Cost of Living Form (if applicable, form will be provided).
  - 1.3 Bank Statement showing sufficient funds. If the bank statement is from a foreign bank, please include an official letter from the sponsor's bank confirming the account (must include a translated copy if not in English).
  - 1.4 Provide copy of Sponsor's photo identification (passport, driver's license, etc.)
  - 1.5 Tuition & Fees Student Agreement signed by sponsor and student.
- Enrollment Fees: When submitting your application, you will pay an application fee. After all documents have been submitted, the following fees will be due:
  - Registration Fee
  - International Student Fee
  - These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$. Fee amounts can be found in the Fee Schedule section.
- Deposit Fee: This tuition deposit serves as the confirmation for the semester you will be starting in; this deposit will be applied toward the first semester tuition. Fee amounts can be found in the Fee Schedule section.
  - These payments are non-refundable by any means and may be paid by credit/debit card or money order payable to South Florida Bible College, paid in US\$.

PART III: Only after being accepted into college, you may take the SEVIS Transfer Request Form along with your acceptance letter to the DSO of the school you are transferring from.

*Please Note:* It is not permitted to work in the U.S. under the F-1 status. Knowledge of any unauthorized employment will risk termination of the I-20 document.

F-1 visa students are required to study a full-time course load as stated below:

- EAP (English for Academic Purposes): four classes in the Fall and Spring terms.
- Undergraduate (AA or BA degree): four classes in the Fall and Spring terms.
- Graduate (MA): three classes in the Fall and Spring terms.
- Doctor of Ministry (D. Min): two classes in the Fall and Spring terms.



## Auditors

1. Complete the Auditors Application Form online.

Students may apply for admission to credit courses on a non-credit basis as auditors. Auditors are given less rigid standards than those applied to non-degree seeking and degree seeking students. Students may change from audit to credit or credit to audit only during the official drop and add period. A student cannot audit in the EAP program.

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.

**It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

International students who wish to audit courses must consult the International Student Services Department (ISSD) for more information.

## Dual Enrollment Students

This program is designed to provide an opportunity for qualified high school juniors and seniors to earn college credit. High school credit may or may not be granted according to the discretion of the participating high school. Dual enrollment affords students educational enrichment in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the student's high school. **Please note: Students enrolled in the Dual Enrollment program are not eligible for Title IV funding.**

### *Qualifications for the Dual Enrollment Program*

Applicants must:

1. Be working toward high school graduation requirements.
2. Have attained junior or senior high school standing prior to applying for the SFBC&TS program.

### *Application Procedures for the Dual Enrollment Program*

Applicants must:

1. Complete a college application.
2. Submit written approval from their authorized high school official for each semester of attendance.
3. Mail or bring the application and a letter of authorization to the SFBC&TS Admissions Office prior to enrolling in any classes. Applicants may submit an application at [www.sfbc.edu](http://www.sfbc.edu).
4. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total)
5. Comply with basic skills assessment and any additional approvals or prerequisites established by the department for the course(s) in which the student wishes to enroll.

## Continuing Education (CEU) Students

1. Complete the CEU Application Form online.



CEU students must sign up for the course and pay any incurred fees. CEU students will receive a certificate of completion at the end of the course. The student must complete the assigned coursework within a three-month period in order to receive credit for the course. In case of lost or misplaced certificates, a student may request another copy of the certificate or a copy of their transcripts for a minimal cost. Please contact the Registrar's Office for more information.

**It is important to note that the processing of all applications and durations of time associated with each application are at the discretion of the Admissions Office.**

International students who wish to take CEU credits must consult the International Student Services Department (ISSD) for more information.

### **Placement and Entrance Testing Policy**

South Florida Bible College (SFBC) uses placement and entrance tests to assess students' reading, writing, and mathematical competencies. The Postsecondary Education Readiness Test (PERT) is the primary placement mechanism to assess academic readiness. The results help to place students into the appropriate courses, remedial courses, and academic support groups to provide them with the best opportunity to succeed.

All students are required to take Placement exams before completing the admissions process. Non-traditional students, including transfer and online students, should contact the College for further instruction on distance testing protocols. For international students, see the *International Student English Entrance and Placement section*.

#### ***General Exemptions from Placement Testing***

The following students do not need to take the placement tests:

- Students auditing courses.
- Non-degree seeking students who are not registering for Math and English courses.
- Students who have earned an Associate's Degree from an accredited institution in the United States.

#### ***Accommodations***

The College will make accommodations for students with special needs. Students who need accommodations should contact the Department of Admissions for more information.

#### ***PERT Placement***

All undergraduate students are required to complete the PERT, or an equivalent assessment test, to be placed in the appropriate level in the areas of writing, reading, and math. However, as outlined in Florida Statutes 1008.30 and State Board Rule 6A-10.0315, "a student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take a common placement test and shall be considered exempt." Additionally, if a student has earned a C or higher in an approved English and mathematics course from an accredited postsecondary institution, they will not be required to take the PERT.

If a student does not meet any of the criteria outlined above, they must complete the PERT, or an equivalent assessment test. Test scores are valid for two years after the testing date. The passing PERT scores, along with equivalent assessment tests, are listed below:

**The Postsecondary Education Readiness Test (PERT)**

PERT Reading	106
PERT Writing	103
PERT Mathematics	114

**Accuplacer Classic, The College Board**

Reading Comprehension	83
Sentence Skills	83
Elementary Algebra	72

**SAT, The College Board (Test Score NOT Section Score)**

Reading Test	24
Writing and Language Test	25
Math Test	24

**ACT, ACT Inc.**

Reading	19
English	17
Mathematics	19

If a student falls below the passing score on any section of the PERT, they will be required to complete the corresponding remedial course (REA0007, ENC0010, MAT1033).

***Retesting Policy***

Students are allowed to retake any or all sections of the PERT once. However, students must wait a minimum of two weeks before retesting on any section of the PERT. *(This also applies to dual enrollment students).*

***International Student English Entrance and Placement***

International students whose native language is not English must demonstrate adequate English proficiency. These applicants must submit test scores from TOEFL (Test of English as a Foreign Language) or the Oxford English Test as part of their application.

TOEFL and Oxford scores are valid for two years. International students who did not submit test scores for the TOEFL or Oxford English exams with their applications will be required to take the Oxford English Test at the campus before acceptance to SFBC&TS. The tests mentioned above will determine placement into either a college program or the **English for Academic Purposes (EAP)** program. The EAP program is a non-credit bearing program.

Undergraduate students need a TOEFL score of 80 or an Oxford Test score of 85 to be admitted into the College without remediation. Graduate students need a TOEFL score of 95 or an Oxford Test score of 100 to be admitted into the Seminary without remediation.

<u>Program</u>	<u>TOEFL</u>	<u>Oxford</u>
Undergraduate	80	85
Graduate	95	100

Students who score between 10-84 on the Oxford test or 10-79 on the TOEFL will be admitted into the EAP program. Students who score below a 10 on the TOEFL or Oxford English exams will not be granted admittance into the College or EAP program. The chart below explains the Oxford Test scores and their corresponding levels in the EAP program. However, the EAP Academic Office will use both test scores and oral examinations to place students in appropriate levels.

<u>Score (out of 120)</u>	<u>Placement</u>
10 - 20	Level 1
21 - 40	Level 2
41 - 60	Level 3
61 - 70	Level 4
71 - 80	Level 5
81 - 84	Level 6

Students who have completed the EAP program successfully and want to matriculate to the College will retake the Oxford Test. The Oxford Test will be administered during the admissions process to ensure that they can achieve the required score of 85.

### *International Students TOEFL or Oxford English Testing Exemptions*

The following international students are exempt from taking the TOEFL or Oxford English exams:

- Students who have taken over 30 credits at an accredited postsecondary institution in the U.S. or another English-speaking country.
- Students who have attended a high school in the US for more than three years and have proof of non-ESL courses to fulfill their core English requirements.
- Students who have attended a foreign secondary or postsecondary school whose primary language of instruction is English.

### **Acceleration Mechanisms for Undergraduate Students**

SFBC&TS participates in a few programs that afford students the opportunity to accelerate their degree programs if they so desire. Test scores and credits awarded under each program are subject to change when mandated by the state. The scores and credits listed in the current catalog at the time the test is taken will determine the credits that will be awarded. The SFBC&TS catalog is the only official source to determine credit to be awarded for acceleration mechanisms.

#### *Credit by Examination – Undergraduates*

Credit by Examination may be earned from the Advanced Placement (AP) Policy, College Level Examination Program (CLEP), and International Baccalaureate (IB) Program. Credit will not be awarded for examinations covering the same areas or for comparable college courses already completed. Students are urged to consult with the dean of their college in order to ascertain which examinations would be appropriate for their degree program.

A maximum of 30 credits may be earned by examination. Students can earn no more than 30 credits between both credit by examination and experiential learning applications. Note that although college credit may be earned from AP and IB examinations, this credit may only be earned while the student is in high school. Credit earned in this manner will be treated as transfer credit.

#### *Advanced Placement (AP) – Undergraduates*

Advanced Placement (AP) examinations are given at the end of the year in high school Advanced Placement courses. Students may earn credits for Advanced Placement examinations taken in high schools. Credit will not be awarded for both AP and CLEP examinations covering the same course material. Official test scores sent directly from the testing center to SFBC&TS are required in order to award credit.

<b>Examination</b>	<b>Course Equivalent</b>	<b>Passing Score</b>	<b>Credits Granted</b>
Economics: Macro	ECO 2013	3	3

Economics: Micro	ECO 2023	3	3
English Language and Composition	ENC 1101	3	3
English Literature and Composition	ENL 2012	3	3
Music Theory	MUT 1111	3	3
Psychology	PSY 2012	3	3
Statistics	STA 2023	3	3
World History	WOH 1022	3	3
History: Art History, European History, or US History,	WOH 1012	3	3
Math: Calculus AB or Calculus BC	MAC 1105	3	3
Science: Biology, Chemistry, Environmental Science, or Physics	ESC 1000	3	3

### College Level Examination Program (CLEP) – Undergraduates

Undergraduate students may earn credits from the CLEP examinations provided they have not received comparable college credit in the CLEP examination area. Minimum scores are subject to change at any time. Official scores must be sent to SFBC&TS from the testing center. Scores shall not be posted from other institutions' transcripts.

Examination	Course Equivalent	Passing Score	Credits Granted
Accounting, Financial	ECO 2013	50	3
Algebra, College	ECO 2023	50	3
College Composition	ENC 1101 ENC 1102	50	6
English Literature	ENL 2012	50	3
Human Growth and Development	DEP 2004	50	3
Humanities	HUM 1020	50	3
Macroeconomics, Principles of	ECO 2013	50	3
Principles of Management	MAN 2021	50	3
Principles of Marketing	MAR 3023	50	3
Microeconomics, Principles of	ECO 2023	50	3
Psychology, Introductory	PSY 2012	50	3
Western Civilization I	WOH 1012	50	3
Western Civilization II	WOH 1022	50	3

### International Baccalaureate (IB) – Undergraduates

SFBC&TS will award credit based on scores achieved on IB diploma program examinations.

Examination	Course Equivalent	Passing Score	Credits Granted
Business and Management	GEB 1011	4	3
Economics	ECO 2013	4	3
Economics	ECO 2013 ECO 2023	5-7	6
English Language: A Language and a Literature	ENC 1101	4	3
English Language: A Language and a Literature	ENC 1101 ENC 1102	5-7	6
English Language: A Literature	ENL 2012	4	3
Math Methods	MAC 1105	4	3

Philosophy	PHI 2010	4	3
Psychology	PSY 2012	4	3
World Religions	REL 2300	4	3
Science: Biology, Chemistry, Environmental Systems, or Physics	ESC 1000	4	3

### ***Military Service College Credit – Undergraduates***

Consistent with Florida Board of Governors regulations, Military Veterans and Active Duty, students who are or were members of the United States Armed Forces may earn appropriate academic college credit for college-level training and education acquired in the military. College credit will be granted to students with military training and coursework that is recognized by the American Council on Education (ACE), subject to institution transfer practices and limitations on amount, level, etc., of transfer credit. Military training coursework will be subject to the same treatment as any other transfer credit evaluated, with the utilization of the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* for determining equivalency and alignment of military coursework with applicable University courses. If the coursework fulfills a general education, major course, and/or degree requirement, consistent with the college/department policy, the credit will be granted for meeting that requirement toward graduation. Applicable course credit may include elective course credit toward the degree.

To apply for such credit, military veterans or active-duty service members must submit one of the following forms of documentation and/or evidence of appropriate test scores on the DSST Examination Program in college and technical subjects. See DSST exams and scores below the required documentation details.

### ***Required Documentation***

**For the United States Army, United States Coast Guard, United States Marine Corps, United States Navy:**

Request a military transcript or DD214/DD295 Course Completion Certificates.

**For the United States Air Force:**

Request a Community College of the Air Force transcript (if applicable) from <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/> or DD214/DD295 Course Completion Certificates.

**For the Department of Defense:**

Request a Defense Language Institute transcript (if applicable).

## **Experiential Learning**

Experiential Learning means “hands-on experience” which you have gained outside the college classroom that results in a high level of competence in a particular skill or knowledge domain for which you believe you should receive college credit. This learning may result from activities such as work experience, volunteer work, community service, in-service training, military service, ministry, self-directed individual study, or a combination of some or all of these.

### ***Introduction***

A growing number of institutions of higher learning are giving credits for experiential learning, that is, practical “hands-on experience,” gained outside the classroom, that results in a high level of competence in a particular skill or knowledge domain that is equivalent to taking a college course. This



learning may result from activities such as work experience, volunteer work, community service, in-service training, military service, ministry, self-directed individual study, or a combination of some or all of these.

### *Rationale*

The rationale for the assessment of experiential learning is quite clear and simple. Many people have felt for a long time that some of their non-classroom experiences are equivalent to what is taught in the classroom, and that they should receive credit for those experiences toward a credible degree. They believe that a school should be willing to recognize and award appropriate credit for what people know and can do as a result of non-classroom experience. South Florida Bible College agrees with this rationale and seeks to implement it.

### *Criteria*

The criteria for earning experiential credit must be clearly understood. Credit is not awarded simply for years of experience. Rather, students must demonstrate the high level of knowledge, skills, and competencies they have attained as a result of their experiences. Experiential learning should meet certain criteria, which include, but are not limited to, the following:

- (1) The learning should be publicly verifiable. Students should be able to demonstrate to an expert in the field that they possess the learning claimed, and such an expert should be able to measure and evaluate the learning which has occurred.
- (2) The learning must be equivalent to degree work in terms of quality. Experiential learning must be related directly to courses in the catalogs of accredited institutions.
- (3) The learning should have a subject matter or knowledge base. Students should not expect credit for a manual skill or a narrowly prescribed routine or procedure. They should understand why they are able to do what they do.
- (4) The learning should have a general applicability outside of the specific situation in which it was acquired.
- (5) Students should be able to demonstrate that they know the relationship between what they have learned and other related subjects.

### *Requirements*

Credit will not be awarded simply for years of experience. Students will be requested to demonstrate by a credible documentable examination (oral testing on audio tape; written examination; documentation and written materials; etc.) the level of knowledge, skills, and competency they have attained as a result of their experiences. South Florida Bible College and Theological Seminary will keep all submitted information and documented evidence of assessments for any Life Learning Credits given. All such documentation will become part of the student file.

### *What to Submit*

Your submittal for assessment should include:

1. A Credit Request Form for each course for which you are seeking credit. If necessary, make more copies of the form. If you need more space than the form provides, use blank paper, and type your own form using 12 point, Times New Roman. Include the proper headings, the questions, and your answers.
2. A copy of the school's catalog in which the course appears or at minimum, a copy of the pages on which the course description appears, and the degree program of which it is a part. This is required for each course for which you are requesting credit. On the Experiential Learning Credit Request Form, identify the catalog and page number on which the course appears.

3. A completed Credit Summary Form. This form summarizes all of the courses for which you are seeking experiential learning credit. If necessary, make more copies of this form.

### ***Allowable Credits***

The following guidelines have been established as a maximum allowable credit for life experience toward the following degrees:

*Undergraduate Degrees:* Twenty-five percent (25%) of the required credit hours of study. Students can earn no more than 30 credits between both credit by examination and experiential learning applications.

*Graduate Degrees:* Life learning is only considered for two degrees in the Graduate program. Please see details below:

### ***Fast Track MDiv Degree***

South Florida Bible College & Theological Seminary (SFBC), in trend with other educational Institutions, has adopted the policy to consider ministry experience as fulfillment of required college credit at the graduate level. The use of life experience in ministry for advanced standing in your graduate degree program is a tedious process that requires a detailed application process that has a cost associated with it. SFBC&TS now allows up to 15 of the 75 credit hours of this degree to be granted through ministry experience evaluation. Note: Many Chaplain positions in other organizations require a full 75 credit hours of earned credit, in which ministry experience credits may not be your best route.

### ***Ministry Experience for D.Min Admissions Criteria***

Students must have an accredited Master of Divinity degree or its equivalency for entrance into the Doctor of Ministry Program. South Florida Bible College & Theological Seminary (SFBC), in trend with other educational Institutions, has adopted the policy to consider ministry experience as fulfillment of part of the MDiv prerequisite. The use of life experience in ministry for entrance into this degree program is a tedious process that requires a detailed application that has a small cost associated with it.

All costs can be found in the Fee Schedules.

## ***Section Two – Student Life Requirements***

### **General Student Life Policies**

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

#### ***Student Life***

An entire area of our administration exists to enhance student life on campus. The Office of Student Life oversees the day-to-day activities associated with Student life at SFBC&TS. Student Life 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 Life 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 Life Office 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.

#### ***Mission Statement***

To enhance the quality of the college experience through a vibrant learning environment, while supporting the emotional development of the student by challenging students to seek new experiences.

In pursuit of this mission, Student Life is dedicated to partnering with our students at South Florida Bible College & Theological Seminary.

### **Spiritual Life**

#### ***Christian Ethics***

SFBC&TS believes every aspect of a Christian's lifestyle must reflect an awareness of God's Kingdom. It is the essential duty of every Christian to care for those around us and live lives that exemplify the love and care Christ modeled during His time on earth. This love and care for each other is expected of students on campus as we engage in discussion in the classroom and at school-sponsored events.

#### ***Church Membership***

Active involvement in a local church is an essential part of the Christian's life and growth process. It is also a key element in preparation for effective ministry. SFBC&TS requires and expects all students to be a member of, and actively participate in, their local churches.

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.

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.

### *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 Life. Forms can be found online: <http://forms.sfbc.edu>

### *Convocation*

Convocation is held at the beginning of the Fall and Spring Terms. 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.

### *Code of Conduct*

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:
  - a. **LOVE** - “This is the message which you have heard from the beginning, that we should love one another.” (1 John 3:11)
  - b. **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)
  - c. **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)
  - d. **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)
  - e. **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 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.
4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on 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. 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 or sexual orientation, age, or handicap is not acceptable.
9. 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.)
10. 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.).
  - II. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

### *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.

### 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.

### Discipline

Rarely is it necessary for disciplinary actions to be imposed at SFBC&TS. When these occasions arise, SFBC&TS follows the restoration and reconciliation process described in Matthew 18:15.



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

1. Consultation with the VP of Student Life.
2. A required appearance before the student life committee composed of the VP of Student Life, 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.

### ***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.

## **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.

### ***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.

### ***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&TS offers off-campus housing by working with numerous apartments and housing complexes locally which offer discounts on pricing and fees to students of SFBC&TS. 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](#)

## 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.” The following policy/procedure concerns only 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 VP of Student Life, the Registrar, or any staff member in the student life office.

The Student Grievance Procedures shall apply to student grievances relating to the following:

*Student Programs, Facilities, and Services:* Allegations of violations of SFBC&TS 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, VP of Student Life's (VPSL) 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 workdays; maximum 10 workdays) the student should contact the VPSL.
- **1b.** The student shall prepare and submit a formal written complaint on a form provided by the VPSL which shall serve as the basis for all further considerations.
- **1c.** VPSL shall investigate all of the facts upon which the complaint is based. As soon as practicable, the VPSL 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 VPSL, he/she may ask the VPSL to submit the matter to the President (CEO)

- **1e.** As soon as practicable, the VPSL 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 (CEO)
- **1f.** Upon receipt of the formal complaint, the President shall review the grievance and the appeal. Within 10 workdays following receipt of the complaint, the President 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 President, he/she may ask the President to appeal to the Board of Directors of SFBC&TS or their designee on his/her behalf.
- **1h.** As soon as practicable, the President shall apprise the Board or their designee of the details of the grievance and serve the Board or their designee with a copy of the written complaint.
- **1i.** As soon as practicable after receipt of the written complaint, the Board 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 timelines 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.

Files Complaint With	Grievance Claim - Time Frame	Response Given - Time Frame
VP of Student Life (verbally)	3 workdays	Until determination that resolution cannot be reached verbally
VP of Student Life (Grievance form filed)	3 workdays	10 workdays
President (in writing)	3 workdays	10 workdays
Board of Directors (in writing)	3 workdays	As outlined within policy

### *General*

1. **Students:** Complete the entire "Grievance Form" and give it to the VP of Student Life. The student may be asked to meet with the VPSL in order to discuss the problem and the circumstances involving the incident(s).
2. **VP of Student Life:** VPSL will undertake the first level of response. VPSL 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 VPSL, the situation will be escalated to the President. In this situation, the President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The 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 President for evaluation. If the situation cannot be resolved by the President, the Board of Directors 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 President of SFBC&TS. The President, after reviewing all documents and interview records, may elect to review the determination and speak with the appellant. If the President feels the process has been adjudicated appropriately, the President will uphold the decision. If the President determines 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 VPSL, the Appeal Officer (CEO) or the Board of Directors.

***Confidentiality of Proceedings:*** SFBC&TS 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&TS reserves the right to issue appropriate statements.

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

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 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 beginning of 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.

### **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&TS is committed to the fulfillment of the Title IX requirements.

SFBC&TS 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 Phyllis Wright, M.A., Vice President for Student Life, as the Title IX Coordinator. Retaliation against an individual who has filed a complaint under Title IX is prohibited and SFBC&TS will take strong action if it occurs. As Title IX Coordinator, the Vice president for Student Life 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:**

Phyllis Wright, M.A.  
Vice President of Student Life  
954-637-2272  
[pwright@sfbc.edu](mailto:pwright@sfbc.edu)

\*More detailed policies are available on request

#### ***Campus SaVE Act***

#### ***Policy Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking***

SFBC&TS 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 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&TS 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&TS 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&TS Community (students, faculty, and staff) as well as third party contractors and visitors.

SFBC&TS 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&TS determines have engaged in these types of behaviors are subject to discipline up to and including expulsion from SFBC&TS

### **Resources**

- |                                    |              |
|------------------------------------|--------------|
| • Student Chaplain                 | 954-637-2280 |
| • Student Life                     | 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.wrapn.org/active-bystander.html>

## **Health and Wellbeing**

### **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 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 (Vice President of Operations) 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

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 VP for Student Life. Upon receiving such notification, the Vice President of Operations (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:

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 ensure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disabled 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.

### Medical Information

The College is committed to making every reasonable effort to provide students with a healthy learning and living environment. The college community has access to emergency and general medical physicians in close proximity to the campus. The Student Life Office has personnel that are available to assist in directing students toward medical care and to provide transportation if necessary.

***Children on Campus***

As a general rule, because SFBC&TS work is that of an institution of higher education, SFBC's campus is not an appropriate environment for children. SFBC&TS 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&TS 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.

**Classroom Policies*****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.

***Policy for the Use of Photographs and Videos***

SFBC&TS occasionally photographs and records video of college programs and student activities for promotional and educational activities. The videos and photographs will be used for marketing, fundraising, educational publications, and materials.

***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*****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).

***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>

***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.

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

**Consumer Information**

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***

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

***Drug-Free Schools and Campuses Act***

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.

***Alcohol and Drug Policy***

Alcohol consumption is expressly forbidden on institutional premises under any circumstances. The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law. 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. Any student that is found admitting to or proven to have violated the SFBC&TS Standards of conduct will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of SFBC&TS is to maintain a drug free workplace. As a condition of continued employment, all SFBC&TS employees must comply with this policy. The term "workplace" is defined as SFBC&TS property, any SFBC&TS sponsored activity, or any other site where the employee is performing work

for SFBC&TS or representing SFBC&TS. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1989 applies to all employees of the Institution. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

Anyone may request a full copy of the reports listed above. Please contact the Student Life Office (954-637-2272 or [studentlife@sfbc.edu](mailto:studentlife@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 (954-637-2279) or [registrar@sfbc.edu](mailto:registrar@sfbc.edu) for the Completion or Graduation Rates.

All information can be seen online at: <https://www.sfbc.edu/institutional-effectiveness/>

## Section Three – Academic Requirements

The following section describes our various academic policies, including grade scales, attendance, graduation and more.

### Academic Integrity Policies

#### *Academic Integrity (EAP Program)*

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 tests, purchasing papers, etc.

#### 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:

Plagiarism - the intentional or unintentional presentation of another'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 without citing the source; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; the use of artificial intelligence software to generate wording for assignments; 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.

Students are expected to submit original ideas on all written assignments. Students are allowed to use printed dictionaries for classwork/homework or if otherwise instructed by the teacher. During the tests, students are not allowed to look up words in any dictionary.

#### 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.

#### 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 coursework from one class to another may face an allegation of academic dishonesty.

Students who repeated a level should not submit their assignments from the previous levels. Students who are retaking the same level should prepare new assignments for the present one.

Cheating

The use or attempt to use unauthorized materials, information, or study aids in any academic exercise (e.g., books, Google, websites). 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.

Writing an assignment in a student's native language and translating it electronically is also considered academic dishonesty.

## Plagiarism Procedure

This procedure will explicate South Florida Bible College's Plagiarism policy. The procedure will take the form of a three-step process, with attending consequences.

## Plagiarism process:

1. The first case of plagiarism – The teacher will require the student to rewrite the plagiarized assignment with a letter grade reduction. Also, the teacher will fill out the Student Incident Form, notifying the VP for Student Life (VPSL). In addition, the VPSL will fill out the plagiarism form (appendix 4) and will add a plagiarism tag (the tag will be labeled: plagiarism 1) added to the student's profile on Populi. If a student plagiarizes during a test, the student will be given a zero for the plagiarized portion of the test and would not be allowed to rewrite it.
2. The second case of plagiarism – The teacher will grade the student an "F" in the plagiarized assignment and contact the VPSL by e-mail, who will add a plagiarism tag (the tag will be labeled: plagiarism 2). In addition, the VPSL will place the student on academic probation (disciplinary).
3. The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty/EAP Director and VPSL to determine eligibility to stay in the college and add a plagiarism tag (the tag will be labeled: plagiarism 3). Possible sanctions will include suspension, expulsion, or community service based on the findings of the committee.

Academic Integrity (College & Seminary)

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.

*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'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 without citing the source; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; the use of artificial intelligence software to generate wording for assignments; 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 VPSL will place the student on academic probation (disciplinary).
- c. The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty, and VPSL 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.

### **Academic Probation Policies**

#### Standards of Progress: Academic Probation Procedures

All students are required to meet Satisfactory Academic Progress. Academic warning, probation, suspension, and expulsion policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet satisfactory standards will place students on academic probation or academic suspension. Each semester's grades are reviewed to determine the attainment of satisfactory academic standards. Failure to meet these expectations will result in the following actions.

#### Academic Probation: EAP Students

EAP Students whose cumulative grade point average (GPA) falls below 1.75 at the end of any academic term will be placed on academic probation. Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at SFBC&TS for the following semester. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

#### Academic Expulsion



Students who have been placed on Academic Probation and did not remedy their situation in the subsequent semester will be subject to Academic Expulsion. If a student fails to bring their overall GPA to the appropriate minimum of 1.75, they will be expelled. Academic Expulsion is reported on official transcripts. In addition, if any student's fails a course more than once, they will face immediate expulsion.

### Appeal

Students may appeal any determination given by the Probationary Review Committee in writing.

What it means for international students: International students on Academic Probation and endanger of suspension or expulsion are required to meet with the International Student Coordinator (DSO) to discuss the negative effect this may have on a student's immigration status.

Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form to the EAP 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 placed on academic probation or expulsion.** 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 EAP Director will be mailed or emailed to the student within 20 business days of the request.

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

### 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.

### Academic Warning

Students will be placed on Academic Warning if the student's semester GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Warning will not become a part of the official transcript. Students will be placed on Academic Warning during their enrollment at SFBC&TS for the following semester. **[Students must meet once in a semester with his or her advisor, and it must be documented/signed]**

### Academic Probation

Students will be placed on Academic Probation if the student's overall GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at



SFBC&TS for the following semester (There is, at least, a two-time meeting with an academic advisor required for probation).

*\*It is the student's responsibility to contact his or her advisor and set up an appointment, and it must be documented/signed.*

#### Academic Suspension

Students who have been placed on Academic Probation, and it exceeded two consecutive semesters at any time during their matriculation at SFBC&TS; will be subject to Academic Suspension. Academic Suspension is reported on official transcripts. Students who are subject to Academic Suspension will be prohibited from returning to South Florida Bible College & Theological Seminary if their academic performance indicates an inability or unwillingness to achieve normal progress toward a degree and then they will be suspended for one semester. This does not include summer terms. A second suspension will be for a minimum of a full calendar year. Following the suspension, the student must apply for re-enrollment to South Florida Bible College & Theological Seminary. Re-enrollment requires the approval of the academic committee. Credit earned from another college or university during a period of academic-related suspension will not transfer to SFBC&TS.

#### Students Returning to the College Following Suspension.

A student re-enrolled in the College following a period of suspension is automatically on academic probation. The student then has one year from the return date to bring their overall GPA to at least a 2.0 for undergraduate programs or a 3.0 for graduate programs to be taken off academic probation.

#### Academic Expulsion

Once a student has been suspended for one year and returns to the college or seminary, the student must bring their overall GPA to at least a 2.0 for undergraduate programs or a 3.0 for graduate programs within one year. If a student fails to bring their overall GPA to the appropriate minimum after a year, they will be expelled. In addition, if the returning student's term GPA falls below the appropriate minimum for any semester during this year period, they will face immediate expulsion.

#### Appeal

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 possibly have their aid reinstated, if their GPA is above a 2.0 according to SAP (Standards of Academic Progress).*

What it means for international students: International students on Academic Probation and endanger of suspension are required to meet with the International Student Coordinator (DSO) to discuss the negative effect this may have on a student's immigration status.

Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form to the Financial Aid Office and/or to the International Student Service* 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 or suspended 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 Policies

#### *English for Academic Purposes (EAP) Attendance Policy*

Attendance will be taken at all class sessions. A substantial portion of student grades includes participation in class discussions. SFBC&TS believes class interaction is necessary to enrich student education. Prompt and consistent attendance is expected for all students enrolled at SFBC&TS. Chapel attendance is mandatory for EAP students during class hours.

The EAP student can have a maximum of six (6) unexcused absences per semester. If the student has over six (6) unexcused absences, this will result in an automatic warning from the SFBC&TS College DSO. This will result in a reduction of final score and possible failure of the EAP level. Excessive absences can affect a student's immigration status.

#### Unexcused Absence

Students will receive an unexcused absence if one of the following occurs:

- The student does not come to class
- The student arrives after 30 min from the beginning of the class
- The student leaves during the break time
- The student leaves 30 min before class is over
- The student does not meet the excused absence qualifications below

#### Automatic Failure

In determining a student's final course grade, the student's cumulative final score will be reduced for each unexcused absence. If a student's unexcused absences in a course total twenty percent or more of the class meetings for the course, the student will receive an automatic failure (FN) from that course. It is the student's responsibility to be aware of their attendance in each of their classes.

#### Excused Absence

To qualify as an "excused absence", the student must present a formal excuse based on an official document\* and the student must notify the teacher prior to the particular class absence in question by email. Excused absences are not cause for automatic withdrawal or reduction of final score but may affect the student's overall performance in the course.

- Doctor's note:
  - Must be provided by a licensed doctor in the USA. In the case of travel for medical matters, the ticket must be presented with the doctor's note.

- Must be in the student's name.
- A doctor's note will be accepted under the student's child's name if the child is 15 years old or younger; for children over 15 years of age, the doctor's note must specify the need of the parent/legal guardian's presence for the appointment/care.
- Students who are visibly ill attending class: If the student is unable to follow class because he or she is ill, the teacher, at his/her discretion, reserves the right to ask the student to leave. The student will receive an excused absence for that day only.

**Tardiness** - Classes start promptly at the scheduled time. "Tardy" is defined as arriving at least 5 minutes after the official starting time of the class. "Tardies" will decrease the overall grade of the course. A total of 3 tardies equals one unexcused absence.

**Class Participation** - Class participation means active participation in the discussions, interactions using appropriate English language acquired in class, group work, and assignments provided by the teacher during class. Workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of the participation grades is based on but not limited to the student's positive attitude and involvement in his/her learning process.

Points considered for grading attendance and participation:

- Interaction with classmates and teacher
- Appropriate usage of English at the academic level
- Disruption in class not acceptable, including side conversation but not limited to
- Excessive usage of cell phones in the classroom
- Frequently leaving the classroom
- Tardies will also be reflected in participation

\*Official documents: appointments with Immigration, Government agencies, lawyers.

**College & Seminary Attendance: (Commuter/On Campus Students only)**

**Attendance on First Day of Class**

Students are required to attend the first day of class for any course in which they are registered. If a student misses the first day of class for any reason, the student may be administratively withdrawn from the course. No student may attend a course for which he or she is not registered.

**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.

- 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.
- 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.

### ***College & Seminary 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.

- C. 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 Policies

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 Fee Schedule for additional clauses.

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 semester. All work submitted to SFBC&TS for a final grade becomes the property of the college or seminary.

### *EAP Grading System*

The EAP Program at South Florida Bible College & Theological Seminary employs the same letter grade system based on a four-point grading system, scaled as above; however, grades of D+, D, D-, or F are all considered failing and do not result in any earned hours. As a result, students are required to repeat levels in which they earn a grade of D+ or lower.

### *Transcript Notations*

The following transcript notations are not grades but are rather assigned automatically when appropriate.

AUD	Audit
FN	Failure for Non-Attendance
I	Incomplete
IP	In Progress
R	Retake
TR	Transfer Credit
W	Withdrawal
WP	Withdrawn Passing
WF	Withdrawn Failing

### *Changes of Grade*

Primary Instructors may, for appropriate reasons, change the grade awarded to a student in a given course within one year of the end of the semester in which the course was taken. After more than one year has passed, the instructor must submit an appeal letter to the Registrar for an exception to the one-year deadline. This appeal must be endorsed by the Vice President for Academic Affairs and must include documentation of the error that resulted in the assignment of an incorrect grade.

Academic Actions are recalculated and updated as a result of grade changes; however, no grade changes are processed after graduation for courses used for that degree.

### *Grade Forgiveness Policy*

SFBC&TS allows a student to retake a failed course in order to improve the grade for that course only if he/she has earned a “D” or “F” at the undergraduate level or a “C,” “D,” or “F” at the graduate level. An undergraduate course with a grade of “C” or better, or a graduate course with a grade of “B” or better will not be granted grade forgiveness.



A student may retake an existing course only once. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average (GPA), providing that the grade is not an “I” or “W.” Permission for a second attempt will be considered only through an academic appeals process based on extenuating circumstances. The appeal request for a second attempt must be submitted in writing and accompanied by supporting documentation to the student’s advisor. The student should check with the Office of Financial Aid about the possible financial consequences of repeating a course prior to withdrawing from the course.

SFBC&TS does not allow courses to be repeated for the purpose of changing a student's grade point average after an associate degree has been awarded; therefore, the Grade Forgiveness Policy pertains only up to the time of the degree conferral. If a student failed a course and a degree has been conferred, the Grade Forgiveness policy no longer applies. A student who plans to transfer to another institution must check with that institution regarding the acceptance of “forgiven” courses in the calculation of the student’s GPA.

### **Double Majors and Minors**

#### ***Double Majors***

Undergraduate students may pursue two majors. A double major does not require a minimum number of hours beyond those necessary for completing degree requirements (120 or more hours). To graduate with double majors, students must first declare the primary major of their choice on the application for admission. Then, undergraduates must inform the Registrar’s Office of their intent by completing a Major Change form, available on the website. Undergraduates must consult with both departments to ensure that all courses needed for graduation are completed. The same catalog year must be used for both majors. A minimum of 21 credits must be applied exclusively toward requirements in the primary major.

To ensure a timely graduation, students may pursue a double major only if the requirements can be completed without extending the anticipated graduation date. Please refer to the Timely Graduation Policy for credit requirement thresholds to declare a second major.

#### ***Minors***

Undergraduate students may add one minor to their major as requested. Adding a minor would require 18 additional credits in the area of choice for the minor. This minor will appear on the transcript only upon graduation.

### **Withdrawal Policies**

#### ***Attempted Hours***

Courses appearing on a student’s schedule after the drop/add period are considered attempted hours. (See the Academic Calendar for the last day to drop/add without fee liability.) Courses that a student drops or withdraws from after the drop/add period are also considered attempted hours. Students will find their total attempted hours in their unofficial and official transcripts.

#### ***Drop/Add Courses***

The formal drop period for any course is the first week (1 week) of attended class. If a student wishes to drop a course after that period it will be considered a Withdrawal.

#### ***Withdrawal from Courses***



SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer. Please refer to Standards of Progress.

1. Students are allowed three (3) withdrawals for every sixty (60) credits completed.
2. Students can only request a withdrawal prior to the completion of 80%.
  - a. Students cannot withdraw from courses that they received a failure for non-attendance.
3. Permission must be provided and approved by the college.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

1. Complete a withdrawal form and submit it to the Registrar's office for review and approval
2. If requested, provide evidence of coursework completion.

Students electing to withdraw always must do so **in writing via a withdrawal form**. Contact the Registrar's Office to withdraw from a course. NOTE: All withdrawals must be in writing via the provided form on SFBC's website or they will not be accepted. All withdrawals are at the discretion of the Registrar and Faculty member overseeing the course. Students can only have two formal withdrawals within one academic school year.

### *Incompletes*

Students who register for a course but fail to complete the course requirements without dropping the course will receive a grade of "F" from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average. The "I" grade is not to be used to allow students to do extra work to raise the grade earned during the regular term. It indicates a grade deferral and must be changed to a grade other than "I" within a specified time frame, not to exceed one semester from the end of the semester during which the course was taken.

Students cannot graduate from any degree program with a grade of incomplete ("I") on their academic record. Additionally, students pursuing the A.A. degree cannot graduate with an "I" grade on their transcripts.

Instructors use the online grading system to enter "I" grades and expectations for course completion. This includes the academic work the student is missing and the deadline for completion of that work. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

### *Possible ways to resolve "I" grades are:*

1. Complete the work required in the "I" grade agreement made with the instructor.
2. Request that the default grade filed by the instructor be immediately recorded. With approval of either the instructor or department chair, a grade of "F" may be recorded if the instructor did not submit the required documentation with the "I" grade.
3. Petition to withdraw from the course if exceptional circumstances show merit.

### *Withdrawal from the College*

SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

1. Discuss the reasons for withdrawal with their academic advisor
2. Discuss the reasons for withdrawal with the Care and Retention Department.
3. Complete a withdrawal form and submit it to the Registrar's office for review and approval

### *Students Seeking Readmission*

Students returning to SFBC&TS after one year of non-attendance, are required to submit an application for readmission and official transcripts from all postsecondary institutions attended since the last date of attendance at SFBC&TS. Students in this category may be required to complete the admissions process. This determination is at the discretion of the Registrar and the Office of Admissions.

The following provisions for readmissions are considered for service members: If any service member is called to active duty during his educational time at SFBC, re-admissions will be a smooth and seamless process regarding the student's return to SFBC&TS. SFBC&TS will not delay or attempt to avoid a readmission of a student under section 34 C.F.R. 668.8 by demanding documentation that does not exist, or is not readily available, at the time of readmission.

**NOTE:** Returning students are eligible for readmission only if they are in good standing for the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by appeal to the Admissions and Academic Standards Committee. Please see and follow the process for denial of admission listed below.

### **Graduation Policies**

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 including all required courses on the student's degree audit.
2. A cumulative resident GPA that is satisfactory to degree specific requirements (2.0 or higher for Undergraduate; 3.0 or higher for Graduate).
3. A passing average on all written assignments, examinations, and research.
4. Completion of Christian service criteria (See requirements in Student Life section).
5. Payment of all fees.
6. Each degree program reserves the right to require additional requirements for graduation.  
**It is the responsibility of the student to inquire about these potential requirements with their faculty advisors.**
7. **If all requirements are not met, a degree will not be issued to the student. There are no exceptions.**

### *NOTE: Resident Credit Requirements*

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

1. Undergraduate students: At least 25% of their coursework must be taken at SFBC&TS.
2. Graduate students: At least 33% of their coursework must be taken at SFBC&TS.

### *NOTE: Grade Point Average Requirements*



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

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

*Students may also be eligible to graduate “with honors.”*

Undergraduate Degree Honors:

- A GPA of 3.5 or higher constitutes “cum laude” or “with honors.”
- A GPA of 3.75 or higher constitutes “magna cum laude” or “with high honors”
- A GPA of 3.75 and faculty recommendation constitutes “summa cum laude” or “with highest honors”

Graduate and Post-Graduate Degree Honors:

- A GPA of 3.75 or higher constitutes “cum laude” or “with honors.”

*Timely Graduation for Undergraduate Students*

SFBC&TS is committed to ensuring that students admitted as undergraduates will make progress toward their degree and graduate in a timely manner. SFBC&TS tries their best in order to provide personnel and advising services for the students. However, students also must take responsibility for timely graduation. They must learn their degree requirements as listed in this Catalog. They must review their degree audit in Populi as least once every semester and consult their academic advisor if needed.

Expectations for Timely Graduation

In their first semester at SFBC, students will be given an “Expected Graduation Date,” which they are expected to follow as they complete their degree requirements. The following rules apply:

1. Full-Time students admitted to SFBC&TS as freshmen are expected to complete their degree program within four years. (The typical degree program requires 120 credits.) To do so, students must successfully complete a minimum of 30 credits every year.
2. Part-Time Students admitted to SFBC&TS as freshmen are expected to complete their degree in six years. (The typical degree program requires 120 credits.) To do so, students must successfully complete a minimum of 20 credits every year.
3. Transfer students who enter SFBC&TS with an A.A. degree and other transfer students entering with 60 or more transfer credits are encouraged to complete their degree program within two years.
4. Transfer students entering with 59 or fewer credits are encouraged to complete their degree program in three years.

To graduate within the timeframes specified above, students must successfully complete an average course load of 15 credits every semester. Students should enroll in summer courses so as to lighten their load in semesters when taking particularly difficult courses and to ensure progress toward their degree.

Students unable to graduate within the expected graduation timeframes must secure the approval of an academic advisor and establish a plan of study. These steps will ensure their continuing progression toward a degree. All students who have completed 120 credits or more must only enroll in classes required for graduation. Exceptions are allowed with academic advisor approval only for those students needing to maintain a full-time course load due to financial aid or other requirements. Upon completing all requirements for their degree, students will graduate and have the opportunity to participate in commencement exercises. Those wishing to take additional courses after meeting degree requirements should consider a second baccalaureate degree, a graduate degree or coursework taken as a non-degree-

seeking student. Students will need to carefully consider the ramifications of their course selection in consultation with an academic advisor. The addition of a minor or additional courses to their academic portfolio may sound appealing, but it also might result in considerable additional expense and a delay in degree completion. A change of major, too, may have the same results. Students who have completed all requirements for their first major by the deadlines stipulated above must graduate, regardless of missing requirements for a minor, second major or certificate program.

#### *Change of Major*

All students seeking to change their major must meet with an academic advisor and carefully devise a plan of study to ensure a timely graduation. A change of major will not be considered for students who have completed 75 or more credits of coursework, unless there is a clear expectation that the graduation timeframe requirement will be met.

#### *Timely Graduation for Graduate Students*

SFBC&TS is committed to ensuring that students admitted as graduate students will make progress toward their degree and graduate in a timely manner. SFBC&TS tries their best in order to provide personnel and advising services for the students. However, students also must take responsibility for timely graduation. They must learn their degree requirements as listed in this Catalog. They must review their degree audit in Populi as least once every semester and consult their academic advisor if needed.

#### *Expectations for Timely Graduation*

In their first semester at SFBC, students will be given an “Expected Graduation Date,” which they are expected to follow as they complete their degree requirements. The following rules apply:

1. Full-Time students admitted to SFBC&TS are expected to complete their degree program within the specified timelines described below. To do so, students must successfully complete a minimum of 21 credits every year (doctoral students must complete a minimum of 12 credits every year).
2. Part-Time Students admitted to SFBC&TS are expected to complete their degree within the specified timelines described below. To do so, students must successfully complete a minimum of 15 credits every year.

Students unable to graduate within the expected graduation timeframes must secure the approval of an academic advisor and establish a plan of study. These steps will ensure their continuing progression toward a degree. All students who have completed the amount of credits required for their degree or more must only enroll in classes required for graduation. Exceptions are allowed with academic advisor approval only for those students needing to maintain a full-time course load due to financial aid or other requirements. Upon completing all requirements for their degree, students will graduate and have the opportunity to participate in commencement exercises. Those wishing to take additional courses after meeting degree requirements should consider a second graduate degree or coursework taken as a non-degree-seeking student. Students will need to carefully consider the ramifications of their course selection in consultation with an academic advisor. Additional courses to a student’s academic portfolio may sound appealing, but it also might result in considerable additional expense and a delay in degree completion. Students who have completed all requirements for their degree by the deadlines stipulated above must graduate, regardless of missing requirements for a minor, second major or certificate program.

#### *Change of Major*

All students seeking to change their major must meet with an academic advisor and carefully devise a plan of study to ensure a timely graduation. A change of major will not be considered for students who

have completed 75% or more of coursework, unless there is a clear expectation that the graduation timeframe requirement will be met.

#### Time Limitations:

<i>Degree</i>	<i>Part-Time Students</i>	<i>Full-Time Students</i>
M.A. Biblical Studies	4 years	2 years
M.A. Christian Counseling	5 years	3 years
M.A. Pastoral Counseling	4 years	2 years
Master of Divinity	6 years	4 years
Master of Theology	5 years	3 years
Doctor of Ministry	5 years	3 years

#### Thesis and Dissertation Requirements

The Final Assessment of each student's record offers the Thesis Review Committee an opportunity to review and assess the results of all completed course work assignments, as well as the Thesis portion of each student's program. The Final Assessment is intended to determine whether the student's demonstrated level of competence and learning outcomes are, in fact, comparable to those expected from a student in a more traditional setting.

Upon successful completion of the review and assessment, the student will receive immediate acknowledgment, by letter, of the satisfaction of all graduation requirements. A formal *Thesis Review Committee Report* will be placed in the students' records. The degree and an official transcript will be mailed to the graduate on receipt from the engraver. The process normally requires four weeks.

1. All M.Div. students are required to write a thesis. The Thesis is three (3) credit hours, and all details can be found in the Thesis Handbook. All students are expected to finish their thesis within one semester. If a student cannot finish within one semester, they may request an extension for a small fee\*. There is a one (1) year time limit for the Thesis from the start of the course. After completion of their course of study, one professionally bound copy is to be provided to SFBC&TS. If a student does not finish their thesis within the year timeframe, they must re-enroll for the Thesis course and incur any fees that may result.
2. All ThM. students are required to write a thesis. The Thesis is six (6) credit hours, and all details can be found in the Thesis Handbook. All students are expected to finish their thesis within two semesters. If a student cannot finish within these two semesters, they may request an extension for a small fee\*. There is a two (2) year time limit for the Thesis from the start of the course. After completion of their course of study, one professionally bound copy is to be provided to SFBC&TS. If a student does not finish their thesis within the two-year timeframe, they must re-enroll for the Thesis course and incur any fees that may result.
3. All D.Min. students are required to write a Dissertation. The Dissertation is twelve (12) credit hours, and all details can be found in the Dissertation Handbook. All students are expected to finish their dissertation within two years. If a student cannot finish within two years, they may request an extension for a small fee\*. There is a three (3) year time limit for the Dissertation from the start of the course. After completion of their course of study, one professionally bound copy is to be provided to SFBC&TS. If a student does not finish their Dissertation within the three-year timeframe, they must re-enroll for the Dissertation Writing course and incur any fees that may result.
  - a. The Doctor of Ministry Project requires the student to identify something of interest at the local church or where the student has been performing ministry. The work of the student includes working at the church in a ministry role but also assisting the pastor or another staff person in the work of interest to the student. The project is divided into three parts: The Proposal, the Project, and the Defense. The Project will also play



a key role in the assessment of the student's learning and also the use of the student's learning will be added to the aggregate to serve as a vital part of evaluation for the student.

b. The credit for the Major Project will be given as follows:

i. Proposal (3 credit hours)

1. The project will be a five-chapter model: Introduction, Review of Literature, Methodology, Results, and Conclusion. The proposal addresses the first three chapters and is submitted for approval prior to being permitted to complete the Report.

ii. Literature Review (3 credit hours)

1. The literature review addresses the corresponding chapter and engages the student in reviewing all relevant research on the research topic.

iii. Report (6 credit hours)

1. The Report addresses the Results chapter based upon the methodology as approved during the Proposal portion of the project. Upon completion of the Results, the Conclusion is written, and the defense completed. The entire four hours of credit are awarded when the defense is defended, and the final document submitted.

\*Specific fees can be found in the Fee Schedule within the catalog.

For specific details on the thesis or dissertation, please view the Thesis and Dissertation Handbook.

## Awards

### *Semester Awards*

#### Dean's List

SFBC&TS recognizes superior academic performance at the end of each semester by the publication of a Dean's List for the college. To be included in this list, an undergraduate student must complete a half-time load (at least 6 credits) with a grade point average of 3.5 or higher. The selection of Dean's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a result of grade changes and removal of "I" grades. Grades of "AUD", "P", and "R" are not used in determining eligibility for the Dean's List.

#### President's List

In recognition of superior academic achievement, the President's List is published at the end of each semester of the academic year. To be included in this list, an undergraduate student must complete a half-time load (at least 6 credits) with a grade point average of 4.0. The selection of President's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a result of grade changes and removal of "I" grades. Grades of "AUD", "P", and "R" are not used in determining eligibility for the President's List.

### *Other Awards*

#### Christian Service Award

This award is given annually to outstanding graduates. The selection is made by the faculty based on the student's volunteer hours.

#### Delta Epsilon Chi Award

This award is given annually to outstanding graduates. The selection is made by the Vice President for Student Life in recognition of leadership ability, Christian character, and intellectual achievement.

*Dr. Gary Cohen Award*

This award is given annually to one outstanding student. The selection is made by the faculty based on the student's academic achievement in Old Testament Studies.

*Dr. Joseph Guadagnino Award*

This award is given annually to one outstanding student. The selection is made by the faculty based on the student's outstanding service and ministry outside of the classroom.

*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.

*Prota Language Scholar Award*

This award is given annually to outstanding students. The selection is made by the faculty based on the student's academic achievement in Language studies.

*Proverbs 24:6 Award*

This award is given annually to outstanding behavioral science students in the undergraduate and graduate programs. The selection is made by the faculty based on the student's total academic experience at SFBC&TS. In their honors, we have named following achievement, the Proverbs 24:6 award (For by wise counsel you will wage your own war, and in a multitude of counselors *there is safety*).

*Zondervan Awards*

This award is given annually to outstanding students in three areas: Theology, Greek, and Hebrew. The selection is made by the faculty based on the student's total academic experience at SFBC&TS.

## Student Records

*Orientation, Advisement and Registration for Entering Degree-Seeking Students*

All new degree-seeking students are required to attend orientation, advisement, and registration programs. The Office of Student Life coordinates all orientation programs for degree-seeking students. Orientation is designed to accomplish many goals: introduce students to SFBC&TS and the college's services and programs, provide academic advising and assist students with the challenges they will face as new students at SFBC&TS. Even if students attended another institution, orientation is essential for getting ahead at SFBC&TS because it provides the basic information needed to succeed at the college. The program presents this information in the most concise manner possible so that a student's time at orientation is spent efficiently.

Students must engage in a semester long orientation program during their first semester at SFBC&TS. If they do not complete all requirements, they will not be allowed to register for classes in subsequent semesters.

*Registration for Continuing Students*

Continuing students at SFBC&TS may register during the registration period (see the Academic Calendar for dates). Students use Populi to register for courses.

*Academic Advising*

Academic advising is an integral part of the higher education experience. Its primary purpose is to assist students in developing meaningful educational plans compatible with their life goals. This is accomplished in a variety of ways, but always in collaboration with college, departmental or



professional advising personnel. These meetings provide the student with an introduction to the campus, to student services and to the academic programs and requirements of the major.

### ***Course Load***

#### ***Undergraduates***

Full-time undergraduate students are those who are registered for 12 or more credits in any semester. A typical undergraduate course load is 12 credits with 15 credits being the maximum. Registrations exceeding this maximum must be approved in advance by the dean of the college.

The maximum undergraduate load in the summer semester is 9 credits each for short terms B and C, and 15 credits for the full-term A. The maximum for the entire summer (whatever combination is taken) may not exceed 15 credits. Registrations exceeding this maximum must be approved in advance by the dean of the College.

Half-time undergraduate students are those who are registered for 6 to 11 credits. Any student registered for 5 or fewer credits is classified as less than half-time. Students who drop courses during a semester, reducing their registration below 12 credits, will be classified as outlined above.

#### ***Graduates***

For fall and spring semesters: Graduate students registered for 9 or more credits are considered full-time, registrations for 7 credits are considered 3/4-time and registrations for 4.5 credits are considered half-time.

For the summer semester: Graduate students registered for 6 credits are considered full-time, registrations for 5 credits are considered 3/4-time and registrations for 3 credits are considered half-time.

Registrations exceeding 12 credits in any semester must be approved in advance by the dean of the Seminary. Graduate students who drop courses and reduce their enrollment below the full-time minimums will be regarded as part-time students. See below for exceptions: Graduate Student Enrollment Petitions.

Note: Students on F-1 visas and students on graduate assistantships are required to register for a full-time course load.

### ***Waitlist Program***

SFBC's waitlist program, accessible through Populi allows students to place themselves on a waitlist for classes that have reached the maximum enrollment limit. Students are notified by email if a seat opens in the class, and they are automatically registered.

### ***Registration for Auditors***

Auditors are those individuals wishing to attend classes without receiving credit. Students cannot change to audit status after the end of the drop/add period. In order to audit a course, students must contact their advisor in order to audit any course. Registration of auditors is on a space-available basis and, because of limitations in instructional resources, the enrollment of auditors may be restricted in some courses.

### ***Transfer to Another Institution***

A student who plans to transfer from SFBC&TS to another institution should, at the earliest possible date, request that an official transcript be forwarded by the Office of the Registrar to the new institution. Evaluation of transcripts is the responsibility of the new institution.



### *Student Records*

Student records submitted to SFBC&TS become the property of the college and cannot be returned to the student or released to a third party. These records will be used by officials of the college in any manner deemed appropriate in order to guide students toward their academic objectives.

It is the policy of the college to include in the academic records of students all appropriate college-level work attempted or completed at another institution.

### *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 and Seminary 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.

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.

### *Hold on Records*

Student records may be placed in a hold status because of financial or other obligations to SFBC&TS while the student's records are on hold, registration will not be permitted, nor will official transcripts be released. Records will be held until the obligation is cleared to the satisfaction of the office or department issuing the hold.

### *Transcripts*

SFBC&TS will provide transcripts to students and other institutions on request for a **minimal fee**, providing all other financial obligations have been met. Contact the Registrar for the fee amount.

### *Credit Totals Posted on the Student's Unofficial and Official Transcripts*

When looking at the unofficial or official transcript, please note that all credits attempted and earned at any previous institution will be listed. If a student repeated any course at an institution, that course will be noted on the transcript as a repeat. The student's GPA from each institution attended will also be posted. However, these courses and GPAs will have no effect on the student's academic standing at SFBC&TS.

All credits attempted and earned at SFBC&TS are posted on the transcript and used for computing the student's GPA and posting academic standing (such as good standing, probation, etc.). Any course repeated at SFBC&TS using the Forgiveness Policy will also be noted on the transcript.

### ***Leave of Absence (LOA) And Return Policy***

During the course of enrollment at SFBC&TS, a student may need to withdraw from classes and/or leave the college due to a medical and/or psychological issue(s) that temporarily prevents the student from successful and productive participation in college.

### ***Expectations during medical leave for the student***

A medical leave is authorized by the Vice President for Student Life (VPSL) on the basis of a formal recommendation from the student's physician - a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist - recommending leave for a specific length of time. The student requesting a reduced course load for medical reasons must obtain approval from the SFBC&TS Academic and Student Life offices before withdrawing from courses. In addition, the student must provide appropriate medical documentation acceptable to support the medical leave request. SFBC&TS expects students on medical leave to seek and complete the full course of medical and/or psychological treatment, with follow-through, on a designed treatment plan, in developing their physical and/or mental health stability. SFBC&TS will notify the Veterans Administration (VA) of any student receiving VA funding that goes on a leave of absence.

### ***International Students***

International students must consult the Office of Student Life to obtain relevant, current, legal/regulatory information early in the process of requesting a medical leave. In addition, to obtain approval prior to requesting a reduced course load due to medical conditions.

International students who are requesting a reduced course load due to medical reasons and who want to remain in the United States for medical treatment must provide to SFBC&TS a letter from a licensed Medical Doctor, a Doctor of Osteopathy, or a licensed clinical Psychologist recommending such leave for a specific semester. In addition, the doctor/psychologist's note must specify whether the student may remain in the United States to receive treatment or should return to the student's home country.

International students may be eligible to request a reduced course load due to medical reasons for up to two full semesters (up to a total of 12 months); however, students must obtain approval for reduced course load each subsequent semester along with submitting updated documentation. If a student withdraws from classes without obtaining approval from the Offices of Student Life and Academics, they will be considered out of status leading to termination of their I-20. The 12-month aggregate maximum includes all reduced course load approved for medical reasons. Fees related to medical leave can be found in the Fee Schedules section.

Letters of intent are due:

<b>Fall Semester:</b> August 1 <sup>st</sup>	<b>Spring Semester:</b> December 1 <sup>st</sup>	<b>Summer Term:</b> May 1 <sup>st</sup>
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### ***Return Policy***

After proof of treatment, the student may return to college. The VPSL will review the medical professional's consent and, if necessary, facilitate the student's return to campus. For international students, the request for return may be submitted to International Student Services Department at [issd@sfbc.edu](mailto:issd@sfbc.edu).



### **Necessary documentation for return: student letter and physician letter**

Student letter must include the following:

- Student's full name, current email, and physical address for receipt of decision letter
- Semester dates of requested return
- Explanation of the factors that led to the LOA
- Overview of the care and treatment received addressing the health issue
- Reflection on the student's ability to return to the rigors of academic study
- Plan for how the student will maintain wellbeing (i.e., continued treatment, mental health support network etc.)

The physician's consent to return must include the following:

- status of the student's medical health defending readiness to return
- plan for continued care through rigors of academic study

Upon receipt of this paperwork the VPSL will notify the student by letter.

### Appeal Process

If the VPSL denies the student's return, the student may appeal in writing providing documentation. Appeals are considered only when relevant, previously unconsidered information emerges. If the VPSL grants return, they will create required strategies to aid the student's future success.

## **Distance Education Program**

### General Information

Many pastors, ministers, missionaries, church workers, and other professionals often desire a quality Christian education, but are unable to meet attendance requirements at a local college because of their busy work schedules and personal constraints. SFBC&TS defines distance students as students who need or prefer to work independently or electronically, due to time, job, family constraints, or location. Through the Distance Education program at SFBC&TS students have the ability to earn a degree and gain personal enrichment from the convenience of their homes. We are confident that students will be able to meet their academic goals and become effective spiritual leaders in both secular and Christian settings. Distance Education is based upon academic terms already established at the college.

### Policy

Distance Education is an extension of the parent institution. All SFBC&TS goals, objectives, missions, statements of faith, program criteria, etc., are the same. Distance Education students must fulfill the same forty (40) hours per year Christian service requirement (usually performed weekly) as commuter students. Although convenient, distance education is not a short cut. All programs utilize rigorous curricula and courses that require dedication and research.

### Criteria

All courses are available via distance learning in all 50 states of the USA. South Florida Bible College & theological Seminary participates in [NC-SARA](#), which is a reciprocity agreement among member states that establishes comparable national standards for interstate offering of postsecondary distance education. Requirements for the student include the following:

- Computer
- E-mail (Ability to send and receive attachments)
- Computer Literacy



- By computer literacy we mean being able to manage and organize computer files efficiently and learning to use your computer's operating system and software quickly and easily. Keep in mind that this is not a computer literacy course, but students enrolled in online courses are expected to have moderate proficiency in using a computer.
  - Ability to meet financial requirements
  - Ability to obtain required textbooks via SFBC&TS or other vendors from USA.

### ***Delivery System***

SFBC&TS classes are offered traditionally for local students and creatively for distance students. Students are given access to the online delivery platform via Populi. Each class has an assigned course page, where instructional material is delivered from the professor to the teacher. This material could include, lectures, online articles, PowerPoint presentations, and much more.

### ***Graduation***

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

## **Course Credits and Levels**

### ***Credit Unit***

Students' courses are evaluated in credit units at SFBC&TS. A unit is defined as a measure representing the traditional academic value of learning activities. One semester hour of credit represents approximately forty-five hours of time (fifteen hours in class and thirty hours of preparation). Typically, courses at SFBC&TS range between 1-4 credit units. Please review the course descriptions for courses and their associated credit units.

### ***The Semester System***

Credits for courses taken at SFBC&TS are based on the semester system, with the fall and spring semesters each comprising about 16 weeks and the summer semester comprising 12 weeks. The summer semester is divided into three terms: summer term A is the entire summer semester; summer term B is the first six weeks of the summer semester and summer term C is the last six weeks of the summer semester.

### ***Course Levels***

The level of a course determines whether it is an undergraduate or graduate course and whether it is an upper-division or lower-division course.

Courses at the 1000, 2000, 3000 and 4000 levels are undergraduate courses. Those at the 1000 and 2000 levels are considered lower-division courses; those at the 3000 and 4000 levels are upper-division courses. Courses at the 5000, 6000, 7000, 8000, and 9000 levels are graduate courses.

## **Miscellaneous Policies**

### ***Intellectual Property***

As a condition of enrollment, students agree that the SFBC&TS Intellectual Property Policy applies to students involved in research who use SFBC&TS support. These individuals may be involved in research that could result in valuable intellectual property in which SFBC&TS may assert its rights. Students agree to abide by this policy regarding the assignment of intellectual property rights to SFBC&TS and the ownership of this intellectual property by SFBC&TS. Students further agree that



all records that are generated as a part of their research will remain the property of SFBC, and upon termination of their research or assistance in research, they will return all such records to their SFBC&TS supervisor.

### *Class Standing*

SFBC&TS bases undergraduate 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
Masters:	Baccalaureate degree, enrolled in Master's Program

## Section Four – 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).

### How to Apply for Financial Aid

1. Acceptance and/or admittance to SFBC&TS by the Admissions Office
2. Fill out a Free Application for Federal Student Aid (FAFSA) form at *Federal Student Aid* <http://www.fafsa.ed.gov/>
3. Request that the FAFSA information be sent to SFBC&TS – School code 032643.

**NOTE:** Financial and educational costs are the primary responsibility of both the student and parent(s)-if applicable. The financial aid program at SFBC&TS 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.

### Who is Eligible?

Typically, financial aid packages are determined on the basis of the individual student financial situation. The standardized need analysis that is employed by SFBC&TS is produced and maintained by the U.S. Department of Education.

Once a student's need has been determined, a financial aid package will be assembled, and students will receive notification of their financial assistance by means of an award letter.

### Federal Financial Aid Criteria

	<i>Source</i>	<i>Eligibility</i>	<i>Amount</i>	<i>Deadline</i>
FEDERAL AID	Federal Pell Grant	High need on FAFSA	Varies	Varies
	Federal Supplemental Educational Opportunity (FSEOG)	High need on FAFSA	Varies	Varies
	Subsidized Federal Stafford Loans	Students must be enrolled at least half time	Depends on grade level in school and dependency status. Financial need is required for subsidized loans	Varies
	Unsubsidized Federal Stafford Loans	Same as above	Same as above Financial need is not necessary for unsubsidized loans.	Varies

***Required Applications and Forms:***

- FAFSA
- Acceptance Letter from SFBC&TS

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).

***Deadlines:***

All students must submit all required applications and forms by the dates below.

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
July 1 <sup>st</sup>	December 1 <sup>st</sup>	April 1 <sup>st</sup>

***Student Loans***

South Florida Bible College & Theological Seminary (SFBC&TS) is 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&TS. 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 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 954-637-2269, 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

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.



- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

#### ***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***

The scholarship application found on the SFBC&TS website must be filled out and submitted by June 1<sup>st</sup> every year.

#### ***Qualifications/requirements for all scholarship are as follows:***

- Voted on, once a year in July.
- Student must be in good standing with SFBC&TS and the billing dept.
- Student must have and maintain a minimum GPA of 2.5 for undergrad and 3.5 for grad.
- If the student is on a payment plan, the student is liable to lose the scholarship after 2 late payments.

#### ***List of Scholarships and Other requirements:***

- [First Responder's Scholarship](#)
- [Restoration Scholarship](#)
- [Senior Pastor's Scholarship](#)
- [President's Scholarship](#)
- [Vice President's Scholarship](#)
- [Private School Scholarship](#)
- [Youth Pastor Scholarship](#)
- [Esther Scholarship](#)
- [William Parker Herring Jr Scholarship](#)

### **Financial Aid Policies**

#### ***Student Responsibilities***

1. Undergraduate students must be considered at least "half time students" to receive financial aid loans. (Half-time enrollment is a minimum of six (6) credit hours per semester.) To qualify for a Pell Grant, a student must be enrolled for a minimum of three (3) credit hours per semester.
2. Students must give priority to paying their college expenses with their financial aid.

3. The Financial Aid Office must be notified of all changes. Since financial aid is disbursed based on enrollment status, failure to maintain the proper status will result in a review of eligibility and may result in the revision or cancellation of all or a portion of the aid.
4. Students must report to the Financial Aid Office the type and amount of any scholarships or other financial assistance received from non-college sources. Such scholarships or assistance may result in a revision or reduction in the amount of aid offered to a student.

### *Application Procedures*

1. A student first must be accepted for admittance into SFBC&TS by the Admissions Department and notified by the Registrar's Office. Upon this acceptance, if a student is desirous of Financial Aid, he/she must contact the Financial Aid Office ([financialaid@sfbc.edu](mailto:financialaid@sfbc.edu)) to establish a relationship and begin the process:
2. The student will need to complete their FAFSA with the government to see IF and/or how much money they are willing to give them in a Pell Grant. That is money that they don't have to pay back. According to their Tax Returns that they will use when filling out their FAFSA the government will give them an EFC (Expected Family Contribution) Score. A score of zero is best, which means they expect the student to contribute zero towards their education and they will give them an appropriate amount of grant money PER class that they take with SFBC&TS. If a student has an EFC score over 6000 no Pell Grant money will be given to them. The government would then expect the student to contribute \$6000 towards their education. Student loans are also available if the student is not in default of any past student loans. IF the student prefers NOT to borrow any money, SFBC&TS also provides a payment plan where they can make monthly payments over the semester they are attending. The student can go to this website (<https://studentaid.gov/h/apply-for-aid/fafsa>) to complete their FAFSA. Please email [financialaid@sfbc.edu](mailto:financialaid@sfbc.edu) once the FAFSA is submitted.
  - a. SFBC&TS will then be setting the student up with an institutional email (Step 3) that they must use for ALL communication from now on.
3. In order to have any financial aid with SFBC&TS, the student must have an institutional email (@sfbc.edu) as their primary email in order to get any financial aid correspondence. They will still have their personal email, but SFBC&TS will be contacting them ONLY through their institutional email. (It is possible for a student to forward emails from their institutional email address to their personal email address if they so wish). The welcome email will look as follows:
  - a. *I just sent you the email, it's from google workspace team, (check your spam) open it and scroll to the bottom and click on "sign in", scroll to the bottom and click "accept", create your own password, then sign in using your new password. You only have 48 hours to do this.*
4. After the student submits their FAFSA it will take a couple of days for it to process. Once it does, student will then be able to register and log into their Student Financial Aid Portal. All students will need to create a login for the portal.
  - a. REMEMBER: when the Student Financial Aid Portal website asks the student for their student ID the student MUST add "SFBC" in front of their student ID#. The student will find their ID number in Populi next to their name. EXAMPLE: SFBC202100000
  - b. The Portal will not know what college they are attending if the student does not add the "SFBC" in front of their student ID number.
5. Miscellaneous Information

- a. The student will need to complete their FAFSA using their tax returns. Students are encouraged to use the IRS link in the FAFSA.
- b. The student must register in their Student Financial Aid Portal to apply for financial aid for this coming school year (fall, spring, summer).
- c. The student must be registered in at least one class to get any financial aid. If the student is prohibited from registering due to a lock, they need to contact the person noted in the lock to help assist them with registering.
- d. Pell grant money is PER class so the student can register for just 1 class but if they want loan money, they must register for at least 2 classes.
- e. The student will be responsible for their SFBC&TS bill in entirety until their financial aid is "approved". Financial aid is "approved" is when it says "accepted" on their Student Financial Aid Portal, and not just "offered". The student must "accept" or "decline" what's being "offered" in order to be "approved". Then and only then will SFBC&TS wait for the student's financial aid to come in . Until then, the student is required be on a payment plan. They can pay themselves back when/if their financial aid comes in. Please contact [billing@sfbc.edu](mailto:billing@sfbc.edu) in order to set up a payment plan if one is required.
- f. The student must participate in the classes they register for at least 60%. If the student withdraws before that they will have to pay back part of their financial aid to the government for not completing what the government gave them money to complete.

#### *When to Expect Financial Aid Funds*

When a student's Financial Aid actually arrives at SFBC&TS, he/she will receive any money due to him/her within three or four weeks of arrival, unless the student happens to be in "Evaluation Standing" with the Financial Aid Office (see page 2).

Financial aid disbursement occurs after the following conditions have been met:

- A student's registration is confirmed and all expenses (i.e., tuition, books, fees) are paid.
- A student is determined to be not encumbered.
- A student's financial aid has arrived at SFBC&TS.
- A student is enrolled in the credit hours required for the appropriate level of aid (full time = 12+ credits; three-quarter time = 9-11 credits; half time = 6-8 credits; less than half time = 3-5 credits)
- Note: Courses that are oversubscribed and show as wait listed on your schedule do not count toward the minimum enrolled hours.

The Financial Aid and Business Offices begin processing financial aid refunds the Monday following the final day of "Add/Drop". All refunds are made in the form of a paper check given directly to the student.

Before disbursing any funds to a student, the business office credits available financial aid funds to the student's account in the following sequence:

1. Tuition, Books and Fees for the current semester
2. Any outstanding College expenses

If aid funds remain after these accounts are paid for the semester, the business office will issue a refund to the student. Should additional funds become available throughout the semester, they also will be disbursed by the business office.

A student who is entering his/her second semester at SFBC&TS and has maintained at least a 2.0 Grade Point Average (GPA) each semester is considered to be a student in “good standing” with the Financial Aid Office, and he/she should receive their disbursement within three to four weeks of the start of the semester.

A student who has attended SFBC&TS during their first semester, or a student who has failed to maintain a minimum 2.0 GPA each semester, is considered to be a student in “evaluation standing” with the Financial Aid Office, and he/she should receive their disbursement once Mid-Term grades have been obtained by the office. If the grades meet the 2.0 requirement, the aid will be disbursed within one week. If the grades do not meet the 2.0 requirement, the aid will be disbursed after students meeting the 2.0 requirement are disbursed, and the student will be referred to the Provost and the Dean of Students for Academic Probation consideration.

*Important: Students should plan to pay their initial expenses (books, off-campus rent, etc.) from other resources and be reimbursed when their refunds become available.*

Financial aid awards that are “scheduled” or “estimated” cannot be credited to student bills.

### ***Financial Aid Status Appeals***

Financial aid policies and procedures are established to ensure equitable treatment for all students qualified to receive assistance. Because of individual circumstances, a particular student may feel an exception to policies and procedures is warranted. The appeals procedures provide the student with an opportunity to request such an exception. These steps should be followed:

1. Discuss the situation with the Financial Aid Office. In most cases, the office will be able to resolve the issue. If a change needs to be made, or new information needs to be provided, the office will explain what type of revision, if any, is possible. If the revision being requested is denied or requires special consideration, the decision may be appealed to the Financial Aid Review Committee.
2. The Review Committee meets as needed and consists of three members of the school administrative staff. The committee takes requests for appeal in writing. This written appeal should explain in detail what type of revision is being requested and the reason for the request. Any relevant documentation such as copies of medical bills, letters from academic advisors, or letters from parents should accompany this appeal. The written request is to be submitted by the student to the Financial Aid Office, and the office will forward it to the Review Committee. The committee will issue a written reply within two weeks; this written reply will explain the Review Committee’s decision and the reason the decision was made. Questions regarding the decision should be made by appointment with the Chairperson of the Review Committee and/or the person who signed the Review Committee’s written reply.
3. After receiving written notification and discussing the situation with Chairperson of the Review Committee, a final appeal may be made to the President of the school. The President will review the financial situation and the previous Review Committee decision and issue a written reply. This decision is final.

### ***Dependency Status for Financial Aid Purposes***

Financial aid regulations assume that the student and the parents have the primary responsibility for meeting the educational costs of post-secondary education. The level of contribution is based on ability to pay, not on willingness to pay.



If a student can answer YES to at least ONE question in Step Three of the Free Application for Federal Student Aid (FAFSA), the student is considered “independent” for financial aid purposes, meaning no parent information is to be reported on the FAFSA. The Step Three Questions:

- Were you born before January 1, 19XX (making you 24 or older)?
- Are you working on a master’s or doctorate program?
- Are you married as of the day you file FAFSA?
- Have children who receive more than half of their support from you?
- Have dependents (other than your children or spouse)?
- Are you an orphan, or are you/were you (until age 18) a ward/dependent of the court?
- Are you a veteran of the US Armed Forces?

Per federal regulations, a student may be considered independent if a financial aid administrator determines and documents the student’s independent status based on unusual circumstances. Unusual circumstances are those circumstances, which, in the professional judgment of a financial aid administrator, warrant the student to be considered independent. Examples would include situations in which the student’s parents are physically or mentally incapacitated.

In such cases as disinheritance, parents’ refusal to file any information, or other unique circumstances, the student may not meet the usual requirements for independence but have no parents’ contribution on which to rely. A financial aid administrator may treat such students as independent if institutional policy permits and judicious review merits such consideration.

If a student fails to meet the FAFSA criteria for independent student status and can document an irreconcilable break in relationship with each of their parents, they should discuss the situation with a financial aid counselor.

Although married students are considered independent, those that marry after filing the FAFSA cannot update their marital status to be considered independent. You must list your current marital status on the FAFSA at the time you file the form – if you marry after you file the FAFSA, you will list a marital status of single. If you answer NO to all questions in Step Three of the FAFSA, you will be considered a dependent student and your financial aid package will be determined using your parents’ income information.

#### ***Financial Aid Citizenship Requirements***

For federal, state of Florida, and SFBC&TS need-based aid eligibility, a student must be a U.S. citizen or “eligible” non-citizen.

For a non-citizen to be eligible for financial aid consideration, the student must: possess a valid Alien Registration Card I-551 or I-151; be classified as a permanent resident with a valid I-151C Registration Card; or have a passport or I-94 (Arrival/Departure Record) showing one of the following designations:

- Refugee
- Asylum Granted
- Indefinite parole and/or Humanitarian Parole
- Cuban-Haitian Entrant

#### ***Federal Stafford Loans and Pell Grants***

The Federal Stafford Loans and the Pell Grant are disbursed by the government in two equal payments – one for the fall semester and another for the spring semester. However, a student may request that his/her Pell Grant award be divided into three payments if the student wishes to receive money for the



summer term. In order for this request to be carried out most successfully, it should be made as early in the fall semester as possible.

Each disbursement is received by the business office and will be used to pay for tuition, books, and fees that the student may owe. The business office will notify the student when funds are received and where they have been applied.

If the amount of the disbursement does not cover the fees and tuition due, the student is responsible for paying the balance due as shown on the student's invoice.

#### ***Federal Work-Study Funds***

Federal Work-Study program funds must be earned through part-time employment with a work-study eligible employer before they are paid. Students working under the program receive a regular bi-weekly paycheck from SFBC&TS for all hours worked during the preceding pay period.

#### ***Outside Awards***

Funds from outside scholarships or other awards should be sent by the donor to SFBC&TS. The funds are credited to the student's college account and disbursed in the same way as SFBC&TS scholarships or grants.

Outside award checks should be sent to: Business Office, South Florida Bible College, 2200 SW 10<sup>th</sup> Street, Deerfield Beach, FL 33442.

The check should include the student's full name, Social Security number, and special instructions for disbursement on a letter or form accompanying the check. Make the check payable to South Florida Bible College, if possible. Indicate the donor's name on the check.

Although award checks are received year-round, outside awards should be sent before July 1 for the fall semester and November 1 for the spring semester to appear as a "credit" on the fee invoice.

Outside scholarship checks should not be mailed with the student's fee invoice; checks should be sent directly to the business office at the above address.

### **Student Financial Aid Satisfactory Academic Progress Policy**

The Division of Financial Aid is required by federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory progress requirements. The student's official academic record maintained by the Office of the Registrar is reviewed to determine student compliance with this policy.

#### ***Grade Point Average Requirements***

A student will be considered to be on financial aid probation if he/she is considered to be on scholastic probation. A student will be considered ineligible for financial aid if he/she is suspended or dropped from the college for academic deficiency. Students who are dropped from the college for academic deficiency must be out of the college for at least one semester (not including summer session) and must submit separate appeals for re-admission (through the Office of the Dean of Students) and financial aid eligibility reinstatement (through the Financial Aid Office).

#### ***Probation Status***

A candidate for an associate or baccalaureate shall be placed on scholastic probation if his/her semester or cumulative grade point average at the end of any semester is less than 2.0. A student on academic



probation shall be removed from that status at the end of the first subsequent semester in which he/she achieves semester and cumulative grade point average equal to or greater than 2.0.

### ***Drop Status***

A student on scholastic probation shall be suspended from the college if, at the close of any regular semester, his/her cumulative grade point average is less than 2.0 or he/she receives failing grades (F or WF) in six credit hours or more for the semester. This rule shall not apply for the semester in which the student completes all requirements for his/her degree.

### ***Credit Completion Requirement***

All SFBC&TS students must complete at least 67% of the total cumulative credit hours attempted. For example, a student who has attempted a cumulative total of 60 hours must have successfully completed at least 40 credit hours to meet the requirement ( $60 \times .67 = 40.20$ ; round decimals to whole numbers). A review of cumulative hours is conducted annually at the end of the spring semester. Failure to complete at least 67% of the total hours attempted will result in “credit completion probation” status for the next year of enrollment. Students are still eligible for federal, state, and SFBC&TS-controlled aid while on credit completion probation. A student on “credit completion probation” must successfully complete a minimum 75% of their attempted coursework during their probation year to extend their probationary period; otherwise federal, state, and SFBC&TS-controlled aid eligibility will be denied.

### ***Maximum Time Frame Requirement***

Students may not exceed a maximum number of attempted hours to complete their degree program as indicated in Table C. Once the maximum attempted hours are exceeded, financial aid eligibility is denied the subsequent semester. All transfer credits that appear on the transcript are counted in the calculation of cumulative attempted hours.

Students seeking a second degree at the same level as first degree (i.e., second Bachelor’s, second Master’s, Teacher’s License after Bachelor’s, etc.) must complete a subsequent degree within the maximum time frame or appeal. In an appeal situation, the student should explain the rationale for the pursuit of a second degree.

***TABLE C: Maximum Attempted Hours***

<u>Degree Classification</u>	<u>Maximum Hours</u>
Associate’s	107
Bachelor’s	192
Master’s (30-35 hour program)	53
Master’s (48 hour program)	72
Master’s (60 hour program)	90
Doctor of Philosophy	13

***Courses/Grades Used in Determining Satisfactory Academic Progress***

All coursework attempted, including repeated, reprieved, or remedial courses or withdrawals recorded at the time of the progress check, is considered when determining if the student has exceeded the maximum number of hours for degree completion and has completed 67% of the total cumulative hours attempted. Transfer work must be reflected on the student academic record to be considered for purposes of financial aid eligibility.

A grade of “A”, “B”, “C”, “D”, “S”, or “P” is considered successful completion of a course. A grade of “F”, “WF”, “IF”, “I”, “PI”, or “W” is not considered successful completion. Audit courses are not counted in the total hours attempted or as successful completion of a course. Correspondence courses may count toward successful completion of hours attempted if they are completed and posted to the academic record by the last day of the semester.

***Appeal Process Upon Aid Suspension***

A student denied financial aid based on satisfactory academic progress policy may submit a written appeal to the Division of Financial Aid. The letter of appeal should address in detail any extenuating circumstances that have affected the student’s academic performance.

A student denied for exceeding the maximum hours allowed for degree completion should submit a written appeal explaining the extenuating circumstances that require him/her to exceed the maximum hour limit. The student must also have his/her academic advisor complete an academic progress denial appeal form.

***Refunds / Return of Title IV Aid / Withdrawal Policies***

A student recipient of Federal Title IV funds (e.g., Federal Pell, FSEOG, or Direct loans) who withdraws from the college before completing 60% of the term is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the college and/or the student. If the student received a refund from financial aid, which was to be used for education-related personal expenses or housing expenses, they may be required to return a portion of those funds to the college. This portion represents funds that were intended to pay the student’s education-related expenses through the end of the semester/term/pay period. The amount to be returned to the college will be determined by the student’s institutional costs, refunds they might have received for non-institutional expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated based on the last documented day of attendance in any class for which they are registered. There are two types of withdrawals, official and unofficial. An official withdrawal occurs when a student follows the published process for withdrawing from the college prior to the end of the term. This process may vary from college to college. Attendance taking institutions requires instructors to keep records of attendance, the official date of withdrawal will be the last documented day of attendance in any class for which they are registered. An unofficial withdrawal occurs when a student leaves the college without notice. Title IV aid recipients who fail to withdraw but stop attending class are considered unofficial withdrawals. The Return to Title IV Funds policy requires the college to calculate the “earned” amount based on the last day of attendance of the semester/term/pay period. If the student stopped attending prior to the 60% point of the term, the student will be billed for the outstanding charges as a result of the Return of Title IV funds. Note, if the school is nonattendance taking, the client school can choose the midpoint of the



term or the last date of academic related activity which ever benefits the student or per the client school's policy. Client school needs to confirm Fs are earned.

To determine the amount of aid a student has earned up to the time of withdrawal, will depend on the type of college you are attending. For example, in credit hour programs the percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester/term divided by the number of calendar days in the semester/term. whereas, in a clock hour program the percentage used to determine the return of federal student aid funds is equal to the number of clock hours scheduled to complete by the number of clock hours in the current payment period. Scheduled breaks of more than five consecutive days are excluded when calculating percentage earned.

The resulting percentage is then used along with your Institutional costs and total federal funds that were received or that the student was eligible to receive, to determine the amount of aid that the college is allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of the withdrawal date.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the college must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent Loan (PLUS)
5. Federal Direct Grad Plus
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Federal Teach Grant

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, the client school must get the student's permission before it can disburse the loan. Students may choose to decline some or all the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the college within 14 days.

The College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the college needs the student's permission to use the post- withdrawal grant disbursement for all other non-institutional charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the college to keep the funds to reduce the student's debt at the college.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master



Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later date.

If a student cancels his/her registration before the first day of classes, a complete refund of tuition and fees will be issued. Once classes begin, refunds are prorated based on the official date of withdrawal from class(es). If a student drops hours or withdraws from the college, he/she may be responsible for all or part of any unpaid charges. If a student is eligible for an amount of earned aid not yet received, the student will be contacted by the business office. Refund monies are distributed back to financial aid accounts in accordance with federal regulations.

If a student withdraws from the College during a semester or the summer session, the student may be required to repay a portion of any federal or state financial aid received for use during that period.

#### *Unofficial Withdrawal*

If a student stops attending all classes during a term without notifying the school, this is called an “unofficial withdrawal”. If an “unofficial withdrawal” occurs, a student will be in danger of being billed for the portion of the financial aid the Institution is required to return to the federal government. At the end of each semester, the Financial Aid Office does a check of all students who receive F and W grades. The office will notify these students about the problem and require the student work with class instructors to document their last date of attendance.

#### *Required Enrollment for Financial Aid*

Eligibility for Federal and state of Florida student aid at SFBC&TS will be based on the number of credit hours in which a student is enrolled as of the end of the fourth week of classes for the Fall and Spring semesters.

Federal assistance includes the Federal Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Stafford Loan, Parent PLUS Loan, and/or Federal Work-Study. These types of aid usually require at least half-time enrollment at SFBC&TS (6 or more credit hours for undergraduates and 5 or more for graduate students). However, the Federal Academic Competitiveness Grant and National SMART Grant require full time enrollment (12 credit hours or more).

Those eligible for the Federal Pell Grant must maintain their planned enrollment or the Pell value must be “prorated” based on the following enrollment levels:

- Full time: 12 or more credits, full time award
- Three-quarter time: 9 to 11 credits, 75% of a full-time award
- Half time: 6 to 8 credits, 50% of a full-time award
- Less than half time: 1 to 5 credits, 25% of a full-time award

Note that if a student drops a course prior to the specified dates, but remains enrolled 12 hours, there is no impact on amount of financial aid.

#### *Military Activation Information*

For those SFBC&TS students who are called to active duty while enrolled in the college, the following information may be helpful:

- The Office of the Registrar is the first point of contact regarding withdrawal procedures for SFBC&TS students called to active duty.



- The business office maintains information regarding tuition, fees, and financial aid refund policies for SFBC&TS students who have been called to active duty.
- For student loan repayment/deferment questions, we recommend that affected students contact their lender/servicer.
- NASFAA has created a Reserve/Guard Call-UP Financial Aid page to provide convenient access to guidance and resources (including articles by NASFAA staff) related to the continuing call to active duty of students who are members of the Reserves and National Guard. Students in the Reserve and Guard may also access this resource from the Parents & Students area of the NASFAA Web Site.

### Miscellaneous Policies

#### *Encumbrances*

If a student fails to meet his or her financial obligations to the College, the Office of the Registrar may encumber the student's records. Encumbered students are not permitted to register for classes or receive a diploma or transcripts.

#### *"Overawards"*

It is the student's responsibility to advise the Financial Aid Office of all scholarships, outside awards, or other resources that the student may receive. If at any time it is discovered that a student has been "overawarded" financial aid, **the student is responsible** for repaying the amount that exceeds his/her eligibility, **regardless of the reason** for the "overaward".

#### *Verification*

The Financial Aid Office has the right to request verification of all data submitted on the financial aid application and to adjust or cancel awards accordingly. It is the student's responsibility to comply in a timely manner with all requests for verification.

#### *Default*

According to U-S Department of Education and Title IV Program policies, a student will be denied financial aid at SFBC&TS if he/she defaults on any student loan.

#### *Time Frame*

Time Frame represents the maximum number of SFBC&TS credits a student can retake during their time in a particular academic program and still receive financial aid. For each student, Time Frame is computed according to the following formula:

$$(\text{Published Program Length}) \times 150\%$$

Students are ineligible to receive financial aid for credits exceeding the Time Frame maximum- there are no exceptions.

## Section Five – Fee Schedules

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: \$20
- Oxford Testing Fee: \$25

### Enrollment Deposits

#### *International Students*

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
- Undergraduate Enrollment Deposit: \$708
- MABS/MDIV Enrollment Deposit: \$549
- MAPC/MACC Enrollment Deposit: \$630



- Doctoral Enrollment Deposit: \$468

### ***College Academy Students***

All accepted College Academy 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.

- College Academy Enrollment Deposit: \$200

### **Graduation Fees**

- EAP Completion: \$120.00
- Associate Degree: \$225.00
- Baccalaureate Degree: \$225.00
- Master's Degree: \$310.00
- Doctoral Degree: \$410.00

### **Assessed Credits**

- Review *Life Learning Portfolio* Fee (Undergraduate) \$75.00
- Assessing Life Learning Credit Fee (Undergraduate) \$70.00 per credit hour
- Review *Life Learning Portfolio* Fee (MDIV) \$75.00
- Assessing Life Learning Credit Fee (MDIV) \$100.00 per credit hour
- Review *Life Learning Portfolio* Fee (DMIN) \$150.00

### **Audit Fee**

Auditors can inquire more about fees and expenses with the Registrar's Office.

- \$300.00 per course

### **Tuition Costs and Online Fees**

***EAP Tuition Costs:*** \$2,750.00 per semester

#### ***Undergraduate Tuition Costs:***

- 1-6 Credits: \$305.00 per credit hour
- 7+ Credits: \$295.00 per credit hour
- College Academy Students: \$250.00 per credit hour

#### ***Graduate Tuition Costs:***

- \$305.00 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 (Doctor of Ministry Degree)

#### ***Online Fees:***

\$150.00 per course (In addition to tuition costs)

**Note:** The tuition and 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.

### 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.
- Thesis Extension \$400.00 fee
- Dissertation Extension \$500.00 fee

### Student Fees

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

### Library Fees

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

### Orientation: Strategies for Student Success Fee

A \$50 one-time fee is required for all new students during their first term. This covers the 16-week orientation program for new students.

### Leave of Absences Fee

- A \$150 per month fee is required for any international students going on their first medical leave. This fee covers the maintenance of the student's I-20 Visa.
- A \$250 per month fee is required for any international students going on their second medical leave. This fee covers the maintenance of the student's I-20 Visa.

### 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**

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 refundable 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.*

### ***Withdrawal from Courses***

SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer. Please refer to Standards of Progress.

1. Students are allowed three (3) withdrawals for every sixty (60) credits completed.
2. Students can only request a withdrawal prior to the completion of 80%.
3. Permission must be provided by and approved by the college.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

4. Complete a withdrawal form and submit it to the Registrar's office for review and approval
5. If requested, provide evidence of coursework completion.

Students electing to withdraw always must do so **in writing via a withdrawal form**. Contact the Registrar's Office to withdraw from a course. NOTE: All withdrawals must be in writing via the provided form on SFBC's website or they will not be accepted. All withdrawals are at the discretion of the Registrar and Faculty member overseeing the course. Students can only have two formal withdrawals within one academic school year.

## **Payment Plans**

### ***Fall Semester Payment Plan***

- Cost
  - 85.00 flat fee for credit/debit cards
- Late Fee
  - 25.00 flat fee
- Min. Amount
  - 200.00
  - Invoices under this amount won't qualify for this plan.

### **Financial Aid**

Subtract scheduled aid before calculating student payments

### **Based calendar dates**

#### **Payment Schedule**

- Payment #1 Aug 10  
20.00% of invoice
- Payment #2 Sep 10  
20.00% of invoice
- Payment #3 Oct 10  
20.00% of invoice
- Payment #4 Nov 10  
20.00% of invoice
- Balance Due Dec 10

***Spring Semester Payment Plan***

- Cost
  - 85.00 flat fee for credit/debit cards
- Late Fee
  - 25.00 flat fee
- Min. Amount
  - 200.00
  - Invoices under this amount won't qualify for this plan.

**Financial Aid**

Subtract scheduled aid before calculating student payments

**Based calendar dates****Payment Schedule**

- Payment #1 Jan 10  
20.00% of invoice
- Payment #2 Feb 10  
20.00% of invoice
- Payment #3 Mar 10  
20.00% of invoice
- Payment #4 Apr 10  
20.00% of invoice
- Balance Due May 10

***Summer 12 weeks Payment Plan***

- Cost
  - 85.00 flat fee for credit/debit cards
- Late Fee
  - 25.00 flat fee
- Min. Amount
  - 200.00
  - Invoices under this amount won't qualify for this plan.

**Financial Aid**

Subtract scheduled aid before calculating student payments

**Based calendar dates****Payment Schedule**

- Payment #1 Apr 10  
25.00% of invoice
- Payment #2 May 10  
25.00% of invoice
- Payment #3 Jun 10  
25.00% of invoice
- Balance Due Jul 10



## *Undergraduate*

## Section Six – Undergraduate Programs

### Core Curricula

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 practical, labs, and research. A portion of the academic criteria may be fulfilled through life learning credit. Regardless of the program pursued, students will be challenged and fulfilled by a course of study specifically designed for each student.

### Programs

SFBC&TS offers eleven undergraduate degree programs, as follows:

#### Associate of Arts in:

Biblical & Theological Studies	60 Credit hours
Business Administration & Management	60 Credit hours
General Studies	60 Credit hours
Ministry and Leadership	60 Credit hours
Psychology	60 Credit hours

#### Bachelor of Arts in:

Biblical & Theological Studies	120 Credit hours
Business Administration & Management	120 Credit hours
Christian Counseling	120 Credit hours
Ministry and Leadership	120 Credit hours
Psychology	120 Credit hours
Religious Education: Elementary Teacher Education	129 Credit hours



### Associate of Arts (A.A.) – Biblical & Theological 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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings; and
12. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level.

#### *Associate of Arts (A.A.)*

The Associate of Arts degree is awarded to students who have completed a minimum of sixty credit hours of study or its equivalent in the area of bible/theology study. This degree usually marks the halfway point to the baccalaureate degree. To complete the degree program, the student must fulfill the core requirements listed below.

#### Bible Requirements:

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits
BBL XXXX	Bible Electives	<u>9 Credits</u>
Total		24 Credits

#### General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits



(A.A. Degree) Total Credits

60 Credits

### **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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level;
13. Understand and apply general business theories, principles, and practices; and
14. Comprehend and demonstrate effective managerial principles for business development.

#### ***Associate of Arts (A.A.)***

The Associate of Arts degree is awarded to students who have completed a minimum of sixty credit hours of study or its equivalent in the area of Business Administration & Management. This degree usually marks the halfway point to the baccalaureate degree. To complete the degree program, the student must fulfill the core requirements listed below.

#### ***Bible Requirements:***

BBL 1101	Old Testament Survey	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	<u>3 Credits</u>
Total		12 Credits

#### ***Business Requirements:***

BUS 2261	Business Leadership	3 Credits
ECO 2013	Principles of Macroeconomics <i>OR</i>	
ECO 2023	Principles of Microeconomics	3 Credits
GEB 1011	Intro to Business	3 Credits
MAN 2021	Principles of Management	<u>3 Credits</u>
Total		12 Credits

#### ***General Education Requirements:***



ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

(A.A. Degree) Total Credits                      60 Credits

### **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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Comprehend introductory business principles and practices;
8. Demonstrate an understanding of the Biblical Worldview in general studies;
9. Identify and understand the history and content of the Bible;
10. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
11. Understand the challenges, objections, and alternatives to the Christian faith;
12. Exhibit the ability to clearly communicate the gospel in local and global settings; and
13. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level.

### ***Associate of Arts (A.A.)***

The Associate of Arts degree is awarded to students who have completed a minimum of sixty credit hours of study or its equivalent in the area of general study. This degree usually marks the halfway point to the baccalaureate degree. To complete the degree program, the student must fulfill the core requirements listed below.

#### **Bible Requirements:**

BBL 1101	Old Testament Survey	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	<u>3 Credits</u>
Total		12 Credits

#### **General Education Requirements:**



ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHH 2063	History of Philosophy	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
STA 2023	Introduction to Statistics	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	3 Credits
	Business Elective	3 Credits
	General Education Elective	3 Credits
	<b>Total</b>	<b>48 Credits</b>

(A.A. Degree) Total Credits                      60 Credits

### **Associate of Arts (A.A.) – Ministry & Leadership**

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

1. Demonstrate effective oral and written communication skills;
2. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level;
13. Develop and mature in their spiritual formation and Christian character; and
14. Demonstrate an understanding of the Biblical worldview as it relates to Ministry and Missions.

#### ***Associate of Arts (A.A.)***

The Associate of Arts degree is awarded to students who have completed a minimum of sixty credit hours of study or its equivalent in the area of ministry/leadership. This degree usually marks the halfway point to the baccalaureate degree. To complete the degree program, the student must fulfill the core requirements listed below.

#### ***Bible Requirements:***

BBL 1101	Old Testament Survey	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	<u>3 Credits</u>
Total		12 Credits

Ministry Requirements:

HIS 2212	Church History	3 Credits
MIN 1102	Introduction to World Missions	3 Credits
MIN 1110	Spiritual Formation	3 Credits
MIN 2206	Ministerial Ethics	<u>3 Credits</u>
Total		12 Credits

General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

(A.A. Degree) Total Credits                      60 Credits

**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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Exhibit the competence and proficiency to pursue advanced studies at the undergraduate level; and
13. Think critically about theories and practices in psychology from a Christian worldview. (IG;1,2,4,6)



### *Associate of Arts (A.A.)*

The Associate of Arts degree is awarded to students who have completed a minimum of sixty credit hours of study or its equivalent in the area of psychology. This degree usually marks the halfway point to the baccalaureate degree. To complete the degree program, the student must fulfill the core requirements listed below.

#### Bible Requirements:

BBL 1101	Old Testament Survey	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	<u>3 Credits</u>
	Total	12 Credits

#### Psychology Requirements:

CLP 3144	Abnormal Psychology	3 Credits
DEP 2004	Developmental Psychology	3 Credits
PCO 3005	Counseling Skills & Techniques	3 Credits
PPE 3003	Personality Theories	<u>3 Credits</u>
	Total	12 Credits

#### General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
	Total	36 Credits

(A.A. Degree) Total Credits                      60 Credits

### **Baccalaureate Program**

All baccalaureate degree programs at SFBC&TS require a minimum of thirty-six semester hours of general education, and thirty semester hours of biblical studies. In addition, they require a core of professional studies.

#### **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:

1. Demonstrate effective oral and written communication skills;



2. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify the history, content, and background of the Bible;
9. Analyze the fundamentals of Christian doctrine, theology and Church History;
10. Understand the challenges, objections, and alternatives to the Christian faith and have winsomely effective answers to the questions posed by an unbelieving society;
11. 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;
12. Develop a Christian character that exhibits a Christ-like love and humility;
13. Establish an involvement in local ministries, spiritual disciplines, and devotional practices;
14. Demonstrate an understanding of the Biblical worldview as it relates to Biblical Studies; and
15. Apply Biblical hermeneutics to an exegetical research project.

### ***Bachelor of Arts (B.A.) degree in Biblical & Theological Studies***

The division of Biblical Studies offers majors in Bible. Each major is designed to equip an individual with a thorough knowledge of God's Word and various related subjects.

#### *Bible Requirements:*

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	<u>3 Credits</u>
Total		15 Credits

#### *General Education Requirements:*

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

#### *Core Curriculum:*

BBL 2230	Paul's Prison Epistles	3 Credits
BBL 2232	Old Testament Historical Books	3 Credits
BBL 2280	Gospels: The Life of Christ	3 Credits



BBL 3300	Christian Ethics	3 Credits
BBL 3301	Pentateuch	3 Credits
BBL 3307	Old Testament Poetry	3 Credits
BBL 3309	Old Testament Prophets	3 Credits
BBL 3333	General Epistles	3 Credits
BBL 3370	Hermeneutics	3 Credits
BBL 4366	Romans	3 Credits
BBL 4450	New Testament Biblical Backgrounds	3 Credits
BBL 4460	Senior Seminar	3 Credits
GREXXXX	Greek Language	<i>OR</i>
HBRXXXX	Hebrew Language	6 Credits
HIS 2212	Church History	3 Credits
THE 3331	Systematic Theology I	3 Credits
THE 3332	Systematic Theology II	3 Credits
THE 4401	Christian Apologetics	3 Credits
	Electives	<u>15 Credits</u>
	Total	69 Credits

B.A. Degree Total 120 Credits

### **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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Understand and apply general business theories, principles, and practices, including proper ethical values;
13. Recognize and demonstrate organizational leadership in local and global business contexts, while emphasizing biblical leadership practices;
14. Comprehend and demonstrate effective managerial principles for business development;
15. Understand the dynamics of organizational diversity and effective communication within multi-cultural environments;
16. Understand effective business development strategies and apply them to a practical project; and
17. Demonstrate the importance of the Biblical worldview in Business Administration & Management.

#### ***Bachelor of Arts (B.A.) degree in Business Administration & Management***



The Bachelor of Arts degree in Business Administration & Management will prepare the student for the purpose of developing ethical servant leaders who can transform a global society for the kingdom of Christ.

*Bible Requirements:*

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits
BBL XXXX	Bible Electives	<u>9 Credits</u>
Total		24 Credits

*General Education Requirements:*

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

*Core Curriculum:*

ACG 3001	Accounting	3 Credits
BUL 4264	Business Law	3 Credits
BUS 2261	Business Leadership	3 Credits
ECO 2013	Principles of Macroeconomics	3 Credits
ECO 2023	Principles of Microeconomics	3 Credits
ENT 3003	Intro to Entrepreneurship	3 Credits
GEB 1011	Intro to Business	3 Credits
GEB 3213	Business Communication	3 Credits
GEB 3431	Business Ethics	3 Credits
GEB 4932	Senior Seminar in Business	3 Credits
GEB 4941	Business Internship	3 Credits
MAN 2021	Principles of Management	3 Credits
MAN 3240	Organizational Behavior	3 Credits
MAN 3310	Human Resource Mgmt.	3 Credits
MAR 3026	Marketing Management	3 Credits
STA 2023	Statistics	3 Credits
	Bible Electives	6 Credits
	Electives	<u>6 Credits</u>
Total		60 Credits

B.A. Degree Total 120 Credits

**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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Think critically about counseling theories incorporating a Biblical Worldview; (IG;1,2,4,6)
13. Identify counseling approaches, both Christian and secular, including theoretical and applied principles of Christian counseling; (IG; 1,2,6,7)
14. Understand and employ ethical interviewing skills and counseling methodology to gain a holistic understanding of people; (IG; 1,2,3,4,6,7,8)
15. 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,)
16. 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.) degree in Christian Counseling***

The Bachelor of Christian Counseling degree equips students with the foundational tools in psychology and counseling from a biblical perspective. Moreover, any undergraduate degree in psychology is preparatory for graduate studies. Either degree prepares students with 120 credit hours for continue studies in graduate school. Students should note that all licensing for psychology and counseling in the state of Florida requires the minimum of a master's degree.

***Bible Requirements:***

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits
BBL XXXX	Bible Electives	<u>9 Credits</u>
Total		24 Credits

***General Education Requirements:***

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits



ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

Core Curriculum:

CCO 3310	Counseling Children & Adolescents	3 Credits
CCO 3320	Counseling in Time of Crisis	3 Credits
CCO 4415	Counseling Multicultural Populations	3 Credits
CLP 3005	Marriage and Family	3 Credits
CLP 3144	Abnormal Psychology	3 Credits
DEP 2004	Developmental Psychology	3 Credits
PCO 3005	Counseling Skills & Techniques	3 Credits
PCO 4941	Behavioral Science Practicum	3 Credits
PPE 3003	Personality Theories	3 Credits
PSY 3620	Counseling Ethics	3 Credits
PSY 4932	Senior Seminar in Behavioral Science	3 Credits
	Specialization Electives	18 Credits
	Bible Electives	6 Credits
	Electives	<u>3 Credits</u>
Total		60 Credits

B.A. Degree Total 120 Credits

Specialization in Marriage & Family Counseling: Students have the ability to complete a specialization in Christian Counseling through the Department of Behavioral Science

CCO 3322	Counseling Marriage and Families	3 Credits
CCO 4420	Pastoral Counseling	3 Credits
PCO 4220	Addictions Counseling	3 Credits
SOP 4451	Psychology & Spirituality	3 Credits
	Counseling Electives	<u>6 Credits</u>
Total		18 Credits

Specialization in Clinical Counseling: Students have the ability to complete a specialization in Christian Clinical Counseling through the Department of Behavioral Science

CCO 3350	Group Counseling	3 Credits
CCO 4435	Psychopathology	3 Credits
PCO 4220	Addictions Counseling	3 Credits
STA 2023	Statistics	3 Credits
	Counseling Electives	<u>6 Credits</u>
Total		18 Credits

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

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

1. Demonstrate effective oral and written communication skills;
2. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Understand and articulate the biblical theology of ministry;
13. Develop and mature in their spiritual formation and Christian character;
14. Develop and practice a biblical leadership style and expand skills and knowledge coursework;
15. Prepare and present a theologically informed effective contextual preaching, teaching, and small group discussion;
16. Identify and promote culturally relevant evangelism and discipleship models;
17. Execute and manage ministries to carry out the Great Commission;
18. Understand the challenges, objections, and alternatives to the Christian faith and have winsomely effective answers to the questions posed by an unbelieving society;
19. Demonstrate an understanding of the Biblical worldview as it relates to Ministry and Missions; and
20. Apply the Bible using sound exegetical, and hermeneutical methods.

#### *Bachelor of Arts (B.A.) degree in Ministry & Leadership*

The Bachelor of Arts degree in Ministry & Leadership program prepares students to serve in a variety of ministries in the church and the world. Management and administration of churches and church related organizations, youth ministry in Christian High Schools and Colleges.

#### Bible Requirements:

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits
BBL XXXX	Bible Electives	<u>9 Credits</u>
Total		24 Credits

#### General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits



MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

Core Curriculum:

BBL 3370	Hermeneutics	3 Credits
HIS 2212	Church History	3 Credits
MIN 1102	Introduction to World Missions	3 Credits
MIN 1110	Spiritual Formation	3 Credits
MIN 2206	Ministerial Ethics	3 Credits
MIN 2214	Discipleship	3 Credits
MIN 4460	Senior Seminar	3 Credit
THE 3331	Systematic Theology I	3 Credits
THE 3332	Systematic Theology II	3 Credits
THE 4401	Christian Apologetics	3 Credits
	Electives	9 Credits
	Specialization Electives	<u>21 Credits</u>
Total		60 Credits

B.A. Degree Total 120 Credits

Specialization in Family Ministries: Students have the ability to complete a specialization in Family Ministries through the Department of Ministry & Leadership.

CCO 3322	Counseling Marriage and Families	3 Credits
MIN 3210	Children's Ministry	3 Credits
MIN 3220	Youth Ministry	3 Credits
MIN 3230	Family Ministry	3 Credits
MIN 3302	Homiletics	3 Credits
MIN 4451	Family Ministries Internship	3 Credits
	Electives	<u>3 Credits</u>
Total		21 Credits

Specialization in Missions: Students have the ability to complete a specialization in Missions through the Department of Ministry & Leadership.

MIN 2203	Pastoral Leadership	3 Credits
MIS 1105	History of Missions	3 Credits
MIS 2201	Missionary Life and Work	3 Credits
MIS 2205	Global Trends in Missions	3 Credits
MIS 3310	Intercultural Ministry	3 Credits
MIS 4450	Cross-Cultural Internship	3 Credits
	Electives	<u>3 Credits</u>
Total		21 Credits

*Specialization in Pastoral Ministry:* Students have the ability to complete a specialization in Pastoral Ministry through the Department of Ministry & Leadership.

CCO 3322	Counseling Marriage and Families	3 Credits
MIN 2203	Pastoral Leadership	3 Credits
MIN 2209	Pastoral Responsibilities	3 Credits
MIN 2210	Church Planting	3 Credits
MIN 3302	Homiletics	3 Credits
MIN 4450	Pastoral Internship	3 Credits
	Electives	<u>3 Credits</u>
	Total	21 Credits

*Specialization in Worship Arts:* Students have the ability to complete a specialization in Worship Arts through the Department of Ministry & Leadership.

MUR 4801	Music in the Church	3 Credits
MUR 4401	Heart & Art of Worship	3 Credits
MUC 2601	Songwriting & Arranging Songs	3 Credits
MUT 1111	Introduction to Music Theory	3 Credits
MUM 2930	Church Music Production	3 Credits
MUR 4450	Vocal Ensemble I	3 Credits
MUR 4451	Vocal Ensemble II	<u>3 Credits</u>
	Total	21 Credits

### **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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Think critically about psychological theories incorporating a Biblical Worldview; (IG;1,2,4,6)
13. Identify psychological approaches, both Christian and secular, including theoretical and applied principles of counseling; (IG; 1,2,6,7)
14. Understand and employ ethical interviewing skills and psychological methodology to gain a holistic understanding of people; (IG; 1,2,3,4,6,7,8)
15. 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,)
16. 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.) degree in Psychology*

The Bachelor of Arts Psychology degree equips students with the foundational tools in psychology and counseling from a biblical perspective. Moreover, any undergraduate degree in psychology is preparatory for graduate studies. Either degree prepares students with 120 credit hours for continue studies in graduate school. Students should note that all licensing for psychology and counseling requires in the state of Florida the minimum of a master's degree.

#### Bible Requirements:

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits
BBL XXXX	Bible Electives	<u>9 Credits</u>
Total		24 Credits

#### General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
Total		36 Credits

#### Core Curriculum:

CLP 3005	Marriage and Family	3 Credits
CLP 3144	Abnormal Psychology	3 Credits
DEP 2004	Developmental Psychology	3 Credits
EXP 3680	Cognitive Psychology	3 Credits
PCO 3005	Counseling Skills & Techniques	3 Credits
PCO 4220	Addictions Counseling	3 Credits
PCO 4941	Behavioral Science Practicum	3 Credits
PPE 3003	Personality Theories	3 Credits
PSY 3604	History & Systems of Psychology	3 Credits
PSY 3620	Counseling Ethics	3 Credits
PSY 4932	Senior Seminar in Behavioral Science	3 Credits
SOP 3004	Social Psychology	3 Credits
SOP 4451	Psychology and Spirituality	3 Credits
STA 2023	Statistics	3 Credits
	Psychology Electives	6 Credits



Bible Electives	6 Credits
Electives	<u>6 Credits</u>
Total	60 Credits

B.A. Degree Total 120 Credits

### **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. Develop analytical reasoning and problem solving skills;
3. Comprehend basic psychological theories and principles;
4. Examine major world religions from a Christian context;
5. Understand and explain how the humanities influence the societies and culture;
6. Grasp the fundamental concepts of philosophy and science to explain how various theistic and non-theistic ideologies affect the Christian perspective;
7. Demonstrate an understanding of the Biblical Worldview in general studies;
8. Identify and understand the history and content of the Bible;
9. Demonstrate an understanding of the fundamentals of Christian doctrine and theology;
10. Understand the challenges, objections, and alternatives to the Christian faith;
11. Exhibit the ability to clearly communicate the gospel in local and global settings;
12. Develop the core competencies of a Christian educator;
13. Define the history and relevancy of Christian Education as a discipline;
14. Construct strategies and techniques suitable for Christian education;
15. Apply teaching experiences, learned methods, paradigms, and practical teaching experience to a classroom context; and
16. Design a teaching style and philosophy that reflects an integration of Education and Christian faith.

#### ***Bachelor of Arts (B.A.) degree in Religious Education***

The Religious Education program is designed for the student who desires the benefit of a Bible education and who desires certification to teach in the Christian School or in the public school. Please note, this degree is designed for students who are interested in both ACSI and DOE certification.

#### **Religious Education Program Requirements**

1. Completion of the Florida Teacher Certification Exams (FTCE)
  - a. Professional Educator Exam
  - b. Subject Area Exam
  - c. General Knowledge Exam (Reading, Math, Essay, Language Arts)

#### **Bible Requirements:**

BBL 1101	Old Testament Survey	3 Credits
BBL 1111	Biblical Covenants	3 Credits
BBL 1151	New Testament Survey	3 Credits
BBL 2201	Bible Doctrines Survey	3 Credits
MIN 1101	Introduction to Evangelism	3 Credits



BBL XXXX	Bible Electives	<u>9 Credits</u>
	Total	24 Credits

General Education Requirements:

ENC 1101	English Composition I	3 Credits
ENC 1102	English Composition II	3 Credits
ENL 2012	English Literature	3 Credits
ESC 1000	Introduction to Earth Science	3 Credits
MAC 1105	College Algebra	3 Credits
PHI 2010	Introduction to Philosophy	3 Credits
PHI 2100	Introduction to Logic	3 Credits
PSY 2012	Introduction to Psychology	3 Credits
REL 2300	World Religions	3 Credits
SPC 1024	Introduction to Speech Communication	3 Credits
WOH 1012	History of Civilization I	3 Credits
WOH 1022	History of Civilization II	<u>3 Credits</u>
	Total	36 Credits

Core Curriculum:

PSY 430	Educational Psychology	3 Credits
CED 305	Educational Administration	3 Credits
CED 304	Teaching Methods	3 Credits
CED 320	Teaching Science to Children	3 Credits
CED 323	Teaching Fine Arts to Children	3 Credits
CED 330	Foundations in Reading	3 Credits
CED 335	Corrective Reading Strategies	3 Credits
CED 340	Teaching Math to Children	3 Credits
CED 350	Language Arts for Children	3 Credits
CED 400	Educational Technology	3 Credits
CED 360	Children's Literature	3 Credits
CED 390	Child's Health Education	3 Credits
CED 430	Teaching Practicum I	3 Credits
CED 440	Teaching Practicum II	3 Credits
CED 407	Classroom Management	3 Credits
CED 420	Exceptional Children	3 Credits
PSY 420	Child Development	3 Credits
CED 450	Student Internship	5 Credits
CED 460	Senior Seminar	3 Credits
	General Education Elective	3 Credits
	Bible Electives	<u>7 Credits</u>
	Total	69 Credits

B.A. Degree Total 130 Credits



## Undergraduate Course Descriptions

### *Course Numbering System*

Courses are numbered 1000, 2000, 3000, and 4000, indicating those usually taken during the first, second, third, and fourth year, respectively. The 3000 and 4000 level courses are considered upper division courses.

#### **ACG 3001 Accounting**

**Credits: 3**

A complete foundation in general financial accounting. This course provides a detailed study of summarizing, recording and preparing financial reports for companies.

#### **BBL 1101 Old Testament Survey**

**Credits: 3**

This course will provide a general overview of the Old Testament. It will cover the historical, doctrinal and Christological purpose of each book from Genesis to Malachi. It will give guidelines for the proper understanding of the Old Testament and prepares for a more in-depth study of the Old Testament books.

#### **BBL 1110 Old Testament Biblical Backgrounds**

**Credits: 3**

This course explores the historical, cultural, geographical and archaeological backgrounds of the Ancient Near East as it relates to the Old Testament. The focus is on investigating archaeological findings, cultural customs and historical events that help illuminate and interpret the biblical texts.

#### **BBL 1111 Biblical Covenants**

**Credits: 3**

This course examines details of God's covenant relationship with man. The highest of all covenants, the blood covenant, in all its various facets and implications.

#### **BBL 1131 Christian Character of Leaders**

**Credits: 3**

This course explores the theology and practice of Christian character and leadership, principally using Biblical examples. Students will keep a personal journal of leadership development.

#### **BBL 1151 New Testament Survey**

**Credits: 3**

This course will provide a general overview of the New Testament. It will cover the historical background of the New Testament from the Maccabean period to the end of the first century A.D. This course will develop a good foundation for understanding and interpreting the Synoptic Gospels as well as the rest of the New Testament.

#### **BBL 1176 Gospel of Mark**

**Credits: 3**

This course will expound an in-depth chapter by chapter study of the Gospel of Mark. In addition to the introductory material (date, authorship, etc.), the class will cover the main theological themes and will be interpreted in its socio-historical, literary, theological, and canonical context. The Gospel of Mark will examine the Life of Jesus and his ministry as a "servant" and as a man of "action". It will give particular emphasis to his parables, the kingdom of God, following Jesus as a disciple, his miracles, and the supernatural power of God in Jesus' life and in the life of a believer/disciple today.

#### **BBL 2201 Bible Doctrines Survey**

**Credits: 3**

This course will provide a general overview of the fundamental doctrines of the Bible: Bible as the Word of God, God's attributes, creation, salvation, church, eschatology etc. The course will give a foundation for understanding the nature of God and Christian living as well as lay the foundation for further studies in systematic theology, from both Christian and secular viewpoints.

**BBL 2217 Various Topics in the Bible****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**BBL 2218 Various Topics in the Bible****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**BBL 2230 Paul's Prison Epistles****Credits: 3**

This course analyzes the letters the Apostle Paul wrote to the churches in Ephesus, Philippi, and Colossae, and to his friend Philemon. Special attention is given to historical setting and theological instruction.

**BBL 2231 Praise and Worship****Credits: 3**

This course will explore praise and worship in the light of Scriptures. Some of the questions explored will include: What are the biblical and theological foundations for the church's corporate praise and worship? What are the correct methods and attitudes of praise and worship? Is praise a matter of contemporary music style versus outdated liturgies? How have God's people praised and worshiped throughout the centuries?

**BBL 2232 Old Testament Historical Books****Credits: 3**

This course surveys Old Testament history as expressed in the books from Joshua through Esther, from the Conquest of Canaan through the United and Divided Kingdoms into the Assyrian and Babylonian captivities. Issues in Old Testament chronology, archaeology, and ancient international relations will be explored.

**BBL 2240 How to Study, Understand, and Apply the Bible****Credits: 3**

This course includes both basic hermeneutics and Bible study methods. It is a study of the formation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical-historical approach to Biblical interpretation. The student will study methods of application leading to the development of theme, proposition and finally the lesson itself.

**BBL 2242 Introduction to the Book of Daniel****Credits: 3**

This course covers the Old Testament book of Daniel. It is presented as one of the great apocalyptic books quoted by Christ and as an authority on prophecy as presented in the Bible.

**BBL 2251 Introduction to the Book of Acts****Credits: 3**

Throughout this course we will explore the Book of Acts in detail. During the journey, we will study and discuss topics ranging from Jesus' ascension, the early church, and the rise of the Apostle Paul.

**BBL 2280 Gospels: The Life of Christ****Credits: 3**

This course explores the ministry of Jesus as described in the New Testament books of Matthew, Mark, Luke, and John. This course emphasizes the life of Jesus and the factors that led to the growth of the Church, the ministry of Paul, and writings of the other apostles.

**BBL 3300 Christian Ethics****Credits: 3**

This course explores ethical issues in the modern world from the Christian perspective and biblical standards. Some topics included are ethical decision making, absolute truth, abortion, marriage and divorce, homosexuality, peace and war.

**BBL 3301 Pentateuch****Credits: 3**

This course consists of an in-depth study of the first five books of the Bible, concentrating on Genesis through Deuteronomy. These books lay the foundation of God's written revelation of Himself and His purpose for mankind.

**BBL 3307 Old Testament Poetry****Credits: 3**

This course explores the poetic literature of the Old Testament. Special emphasis is placed on the historical setting, literary patterns, and theological themes of the various poetic writings.

**BBL 3309 Old Testament Prophets****Credits: 3**

This course explores the prophetic literature of the Old Testament in its historical, cultural, and literary setting. A special emphasis is placed on the unique perspective of each of the prophetic writings within the framework of God's covenant relationship with Israel. The themes of true worship and the covenant obligation to care for the poor, orphan, and the widow is emphasized alongside with future Messianic themes.

**BBL 3317 Various Topics in the Bible****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**BBL 3318 Various Topics in the Bible****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**BBL 3333 General Epistles****Credits: 3**

This course surveys the New Testament epistles from Hebrews to Jude. Attention will be given to how these writings build upon prior writings, and as they relate to the lives of the authors, as known. Students will look at major themes, how they are developed, and explore these epistles' relevance to spiritual development and ministry.

**BBL 3367 Book of Revelation****Credits: 3**

This course is an in-depth study of the Book of Revelation taking into account its first century context, the Old Testament background, and the manner in which it presents Jesus as the victorious Christ. This class will also examine the variety of ways in which this book has been interpreted.

**BBL 3370 Hermeneutics****Credits: 3**

This course presents principles and processes of historical-grammatical biblical interpretation and application. Emphasis will be placed on both theory and practice. Within the framework of an exegetical method, students will learn to apply basic principles to selected passages from the Old and New Testaments. Special attention will be given to the principles used in correctly interpreting historical narrative, parables, poetry, and prophecy.

**BBL 3377 Wealth and Poverty in the Bible****Credits: 3**

This course gives students an in-depth look at the themes of wealth and poverty in the Biblical canon. The emphasis is on the way various OT and NT books treat accumulation and distribution of possessions in their respective socio-historical and theological context. Some of the important themes covered include the obligations to care for the poor and the weak in the ancient Israel, ministry of Jesus, and the early church; production and accumulation of wealth; biblical views of wealth and poverty; biblical economics and stewardship. There will also be continuous reflection on the present-day implications of the issues in US and globally.

**BBL 4366 Romans****Credits: 3**

This course explores the book of Romans in its historical setting highlighting the great theological themes of the book. Sensitive issues and interpretative difficulties are explored from various viewpoints.

**BBL 4450 New Testament Biblical Backgrounds****Credits: 3**

This course provides an in-depth look at the biblical backgrounds of the New Testament and the Early Christianity. This includes a survey of cultural, social, geographical, and historical circumstances of the New Testament and other literature of the time. Some of the specific topics include the following: Jewish and Greco-Roman religion and religious practices; everyday life and social context of the Jews, Greeks, and Romans, including social classes, economics, slavery, family life, healthcare, and healing etc.; non-canonical literature of the Jews and Christians, such as the Dead Sea Scrolls, Pseudepigrapha, and non-canonical gospels. The focus is on gaining an in-depth understanding of the world of the New Testament and the Early Christianity with a view to understanding NT texts better.

**BBL 4460 Senior Seminar****Credits:3**

This course gives students experience and training in taking a selected passage of Scripture and explaining its context, history, meaning, and application. A research paper will be submitted and orally presented.

**BUL 4264 Business Law****Credits: 3**

This course facilitates understanding of the complex and constantly changing legal environment in which today's businesses operate, including the legal and ethical nature of business, contracting, intellectual property law, and more.

**BUS 2261 Business Leadership****Credits: 3**

This course explores the latest strategic thinking in leadership and leadership theories, as well as contemporary practices observed within organizations, personally, locally and globally. Students will examine emerging topics such as enhancement of emotional intelligence; leadership vision and courage; cultural diversity; leadership of virtual teams; how ethics, morals and values relate to leadership dilemmas, and connect emerging topics to recent world events such as ethical scandals, leader successes and errors, and political turmoil.

**CCO 3310 Counseling Children & Adolescents****Credits: 3**

This course examines the developmental and psychological needs and problems of children through the analysis of personality types and family structure. Counseling techniques (e.g. play therapy) for children are also examined. This course also examines the transitions of adolescence emphasizing family, social, spiritual/moral, and physical issues. Counseling theories and practices for working with adolescents are explored. Opportunities for application of theory are provided.

**CCO 3317 Various Topics in Counseling****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**CCO 3318 Various Topics in Counseling****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**CCO 3320 Counseling in Times of Crisis****Credits: 3**

This course will provide valuable information as it pertains to understanding the nature of life crises. This course will explore intervention used for "emergency" situations and crises such as substance abuse, domestic violence, school violence, AIDS, death and loss, abuse, and other forms of victimization. In addition, this course will emphasize a multicultural approach to crisis intervention. Moreover, the learner will be equipped effectively counsel persons with different types of crises while integrating the Word of God to aid in the recovery process.

**CCO 3322 Counseling Marriage and Families****Credits: 3**

This course develops the principles of family living and includes Counseling and Children and Counseling Families of Children with Disabilities. It also Teaches the basic conflicts often arising in the modern family and how to resolve those conflicts, including the basic Christian principles of marriage and techniques in marital conflict resolution. Topics include pre-marital and post-marital counseling.

**CCO 3350 Group Counseling****Credits: 3**

This course explores the various stages of groups, including pre-group assessment and screening of group members, group development, the initial stage, the transition stage, the working stage, and the termination stage of groups. Students will be introduced to different types of groups. Ethical and multicultural issues as they apply to groups are examined. This course incorporates experiential learning processes where students learn about group processes via group exercises in class. Each student will attend four hours of group meetings of an ongoing group in the community.

**CCO 4415 Counseling Multicultural Populations****Credits: 3**

This course analyzes concepts and skills involved in counseling clients with backgrounds different from the majority culture. Students will be able to incorporate biblical principles into the concept of diversity and understand how to counsel clients from various cultures.

**CCO 4420 Pastoral Counseling****Credits: 3**

This course is designed to provide you with a strong understanding of Biblical counseling principles and strategies as you prepare to work in a variety of ministry settings, such as churches, rescue missions and shelters.

**CCO 4425 Counseling for Sexual Disorders****Credits: 3**

This course is an examination of a biblical view of sexual behavior and lectures of both normal and abnormal sexual development and functioning. This course will briefly review the most effective treatments currently available for the more common sexual disorders.

**CCO 4430 Counseling for Family Violence and Abuse****Credits: 3**

This course is an introduction to the modern problems of family violence and abuse. Attention given to childhood sexual abuse and how to counsel the abused.

**CCO 4435 Psychopathology****Credits 3**

This course provides students with a fundamental background in psychopathology, and prepares students to function in clinical assessment settings. This didactic portion of the course will cover those topics that will give students sufficient background, knowledge, and skills to function as an apprentice in an applied setting.

**CED 212 Education****Credits: 3**

Presents the theology of Christian Education. Focuses on defining goals and a plan for meeting those goals. Students will be exposed to teaching philosophies, paradigms, strategies, learning styles, and child development theories used in the modern classroom.

**CED 304 Teaching Methods****Credits: 3**

Covers the age groups of preschoolers through juniors. Attention given to misconceptions about each group and teaching techniques most effective to reach children in these groups. Develops an understanding of how to teach children basic Biblical truths and create an exciting learning environment.

**CED 305 Educational Administration****Credits: 3**

Sets forth principles that have been tried and tested in the fields of business administration, educational administration, and personal supervision. Included are Christian Education and The Search for Meaning.

**CED 310 Educational Leadership****Credits: 3**

Prepares the student for the role of a principal or administrator. Focuses on practical strategies and solutions to the many problems facing educators today.

**CED 320 Teaching Science to Children****Credits: 3**

Selected Concepts: organizing for instruction, techniques, and evaluation procedures.

**CED 323 Teaching Fine Arts to Children****Credits: 3**

A study of art, drama, and music methods that may be used in teaching subject content in the elementary classroom.

**CED 330 Foundations in Reading****Credits: 3**

An introduction to reading: principles, procedures, and current practices. Study of specific techniques and materials for word attack and comprehension.

**CED 335 Corrective Reading Strategies****Credits: 3**

The development of basic testing, diagnostic and corrective teaching skills in the area of reading is the overall emphasis of this course. The understanding of the causes and patterns of reading disability will be explored along with the appropriate approaches to correcting deficiencies.

**CED 340 Teaching Math to Children****Credits: 3**

A course to develop skills in the areas of math concepts, methods of teaching math, sequence of learning math, use of math manipulatives, and development of math enrichment/remediation.

**CED 350 Language Arts for Children****Credits: 3**

Content, principles, materials, and techniques involved in teaching, speaking, listening, writing, and spelling in the elementary school, organizing for instruction.

**CED 360 Children's Literature****Credits: 3**

A general survey of books and materials available, considered in terms of interests, needs, and abilities of children.

**CED 380 Social Science for Children****Credits: 3**

Teaching social studies and social science in the elementary school with selected themes, problems, and concepts, organizing for instruction, techniques, and evaluation procedures.

**CED 390 Child's Health Education****Credits: 3**

Organization, practice, and conduct of health (including drug abuse) and physical education programs in the elementary school.

**CED 400 Educational Technology****Credits: 3**

This course is an introduction to the classroom applications of educational technologies. The objective of this course is to expose students to the usefulness of technology in the classroom. Topics include multimedia, interactive media, the internet, ethics and legal issues.

**CED 406 Effective Christian School Management****Credits: 3**

A practical, biblical model for Christian education. Addresses the challenges in the development and continued improvement of Christian schools.

**CED 407 Classroom Management****Credits 3**

This course provides research-based coverage of classroom management and discipline. It teaches the fundamentals of preparing for the new school year, motivating students, and working with challenging students.

**CED 410 Methods of ESOL****Credits: 3**

This course will cover the basic knowledge needed to teach English as a Second Language. We will explore different methods and approaches for ESL teaching. Teaching second language learners involves much more than an understanding of theory, methods and materials. The course will also address psychological, social and cultural factors that influence students' learning.

**CED 420 Exceptional Children****Credits: 3**

This course will assist educators in recognizing various learning styles and challenges, interpreting diagnostic and psychological testing, and adapting curriculum to the needs of ESE students. Curriculum scope will cover the areas of educable mentally handicapped, emotionally disturbed, autistic, language disordered, ADHD, and Gifted.

**CED 430 Teaching Practicum I****Credits: 3**

This six-week Teaching Practicum course discusses how the Federal Standards of the Department of Education "Standards of a Professional Teacher" relate to teaching in the college classroom. Specific emphasis is placed on learning styles, human development, learning philosophies, teaching styles, current paradigms, standards, and how grading rubrics are used in the modern college classroom. This course also touches on the importance of multiculturalism, diverse teaching practices, and educational technology.

**CED 431 The Future of Religious Education****Credits: 3**

An introduction to the basics of religious education and its impact on future generations.

**CED 440 Teaching Practicum II****Credits: 3**

An independent study designed to allow advanced students an opportunity to develop a particular skill in teaching and Christian leadership.

**CED 450 Student Internship****Credits: 3**

Observation and teaching in area schools. Student teaching experiences are offered in elementary education (includes student teaching in the endorsement areas.)

**CED 460 Senior Seminar****Credits: 3**

This seminar is designed for students enrolled in the Program in Religious Studies and Education and others who are interested in pursuing a substantial research project in religion and education from an historic, theoretical, public policy, and/or curricular perspective. Students will write a paper on a topic of their choosing in religion and education in consultation with the instructor and education practitioners.

**CLP 3005 Marriage & Family****Credits: 3**

This course focuses on marriage and family dynamics in contemporary society. Explores issues related to parenting, divorce and gender roles. Emphasizes models of communication and conflict resolution.

**CLP 3144 Abnormal Psychology****Credits: 3**

This course focuses on the different pathologies currently known and identified by the DSM. This course will enable the student to differentiate normal from abnormal behavior. This course emphasizes an integrative approach to understanding the disorders and its causes and also methods for treatment.

**DEP 2004 Developmental Psychology****Credits: 3**

This course examines changes in behavior over the course of development and the processes underlying these changes. All major areas of child development are reviewed, including cognitive, social/personality, language, and biological, with attention to development in adolescence and adulthood.

**ECO 2013 Principles of Macroeconomics****Credits: 3**

An introductory course in macroeconomic principles covering basic economic problems and concepts. Topics discussed and analyzed include basic economic problems of unemployment and inflation, as well as fiscal and monetary policies. Students will recognize the role of households, businesses and governments in the market economy and in their own lives.

**ECO 2023 Principles of Microeconomics****Credits: 3**

An introductory course stressing microeconomic theories. Topics studied include the theory and application of supply and demand elasticity; theory of consumer demand, utility; production and cost theory including law of diminishing returns; the firm's profit-maximizing behaviors under market models ranging from pure competition to pure monopoly; the theory of income distribution; comparative advantage, trade policies exchange rates, balance of payments, and other international issues.

**EDF 3008 Educational Psychology****Credits: 3**

This course provides a foundation in educational psychology. It demonstrates how theory and research translate into action. Teaches to apply general principles, organize cooperative learning, respond to multicultural issues, interpret standardized tests, and prepare IEP's.

**ENC 0010 Beginning College Writing****Credits: 3**

An introductory course in preparatory writing and grammar.

**ENC 1101 English Composition I****Credits: 3**

Introduction to exposition and writing. Includes example of expository writing and practicing the forms of rhetoric.

**ENC 1102 English Composition II****Credits: 3**

This course is a continuation of English Composition I.

**ENL 2012 English Literature****Credits: 3**

This course introduces students to works in English literature up until 1798. Texts from authors include Chaucer, Beowulf, Shakespeare, Swift, and more.

**ENT 3003 Entrepreneurship****Credits: 3**

This course provides an understanding of the person and the entrepreneurial process. Focuses on the entrepreneurial perspective, starting, financing, developing and managing a new venture, and special issues for the entrepreneur.

**ESC 1000 Earth Science****Credits: 3**

This course surveys various aspects of earth as a physical place, including such fields as geology, meteorology, physical geography, and oceanography, thus covering earth's land, air, and water and their effect on man.

**ESC 1910 Seminar in Earth Science: Age of the Universe****Credits: 3**

This course is a seminar in earth sciences, which include geology, meteorology, and oceanography and their effects on man.

**EXP 3680 Cognitive Psychology****Credits: 3**

This course is a survey of methods, empirical findings, and theoretical interpretations of human learning, information processing, verbal learning, and judgment and decision-making.

**GEB 1011 Introduction to Business****Credits: 3**

This course gives students an overview of the various business functions and environments. Some of the topics include organization and operation of business, the relationships of business to society, and the dominant field and types of business.

**GEB 3213 Business Communications****Credits: 3**

This course surveys the variety of ways in which businesses and business practitioners communicate business matters within their own organizations and with other organizations and persons. It includes interpersonal and technological communication. Course will include instruction and practice in oral and written business practices, such as conducting meetings and writing letters, memos, and reports, use of local and wide area networks, wireless technologies, and the internet.

**GEB 3317 Various Topics in Business****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**GEB 3318 Various Topics in Business****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**GEB 3431 Business Ethics****Credits: 3**

This course promotes an understanding of business ethics. Attention is given to moral principles and standards that guide behavior in the world of business.

**GEB 4932 Business Senior Seminar****Credits: 3**

This capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established in their specific area of study. It involves a synthesis and integration of the student's learning experience in order to being about the application of that learning to a project which will serve as an instrument of evaluation.

**GEB 4941 Business Internship****Credits: 3**

The internship is an arranged, one-semester opportunity for students to perform all the activities that a regularly employed staff member in a particular setting would be expected to perform. Students are expected to observe the schedule of the internship site, including vacation and break schedules. Students are expected to remain on site during any university breaks that may occur during the semester in which the site remains open unless prior arrangements have been made to the satisfaction of the site. The course combines the use of mini-lectures, group discussions, readings, and role-playing to advance students' knowledge and skills.

**GRE 4220 Beginning Greek I****Credits: 3**

A study in Greek grammar designed to promote a better understanding of the Word of God and the ability to share that understanding with others. A necessary tool for ministry.

**GRE 4221 Beginning Greek II****Credits: 3**

The second course in Greek grammar. Prerequisite: GRE 4220.

**HBR 4220 Beginning Hebrew I****Credits: 3**

The first course in Hebrew.

**HBR 4221 Beginning Hebrew II****Credits: 3**

The second course in Hebrew. Prerequisite: HBR 4220.

**HIS 2212 Church History****Credits: 3**

This course is an in-depth study of the church over the centuries. Students are given the opportunity to choose a subject of interest in Church history to study.

**HUM 1020 Introduction to Humanities****Credits: 3**

This course is an introduction to the nature and scope of the humanities. It examines traditional philosophical problems in applied contexts such as the arts, religion, ethics, history, education, and the natural and social sciences.

**MAC 1105 College Algebra****Credits: 3**

This course examines the basic principles of algebra on a college level.

**MAN 1160 Leadership Skills****Credits: 3**

This course assists the student to identify skills that enhance interpersonal effectiveness; increase an awareness of and an appreciation for the importance of communication and community; analyze the importance of managing personal finances and its relevance to being an effective leader; and concepts of leadership theory and methods to improve skills.

**MAN 2021 Principles of Management****Credits: 3**

This course introduces basic management philosophy and the decision-making process and examines principles involved in the functions of planning, organizing, staffing, directing, and controlling an



organization. Students will develop insight into principles that apply to a wide range of organizational types.

**MAN 3240 Organizational Behavior****Credits: 3**

This course studies organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention is given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

**MAN 3310 Human Resource Management****Credits: 3**

This course is a practical specific study of human resource management. Topics covered include performance evaluations, recruiting and hiring, discipline and termination, employment regulations, compensation and benefits, policy design, and more. How to manage people efficiently and effectively in a business or ministry.

**MAR 3026 Marketing Management****Credits: 3**

This course focuses on marketing skills and knowledge useful for the manager to address issues in the management arena. Emphasizes marketing's role in key functions as customer loyalty, new product development, distribution channels, joint ventures, and alliances.

**MAT 1033 Intermediate Algebra****Credits: 3**

This course studies hundreds of applications of algebra to a wide variety of fields. Emphasizes how to translate applied problems into mathematical situations and then to apply algebraic techniques to solve the problems.

**MIN 1101 Introduction to Evangelism****Credits: 3**

This course explores the theology of evangelism, different methods of evangelism that caters to different cultures and people groups. It will also examine the wider evangelistic expressions of local churches.

**MIN 1102 Introduction to World Missions****Credits: 3**

This course gives an overview of missions in both the Old and New Testaments, with emphasis on the Missio Dei. It will look at the theological foundations, history of mission, world Christian movement, and the missional church.

**MIN 1110 Spiritual Formation****Credits: 3**

This course describes the means, intentions and vision that lead to the formation of our spirits as God intends. It discusses the theology of spiritual formation in the frame of transformation, community, and outreach as a Kingdom minded people.

**MIN 2000 Church Management****Credits: 3**

This course is a detailed study will be made of managing staff, finances, and buildings of a local church. The student will develop competency in management and church administration skills and also become better equipped to assist in areas of staff and personnel, budget and finance, and buildings and public relations.

**MIN 2010 Small Groups****Credits: 3**

This course is designed to examine the biblical foundations for small group discipleship, how to develop small groups, how to grow small groups, how to develop small group leaders. The focus of the class will be on how to accomplish the Great Commission in a relational context.

**MIN 2203 Pastoral Leadership****Credits: 3**



This course describes the nature of pastoral theology, its history and the practical roles of serving the flock in different church polity and cultures. It looks at the pastor as part of a polycentric team of leaders who shepherds the local church who in turn serve their community.

**MIN 2206 Ministerial Ethics**

**Credits: 3**

This course describes the theological foundations of ethics, the role of character, the subject of sexual abuse, and steps towards wise moral decision making. It will describe the minister's moral role and ethical responsibilities in his or her personal and public life.

**MIN 2217 Various Topics in Ministry**

**Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**MIN 2209 Pastoral Responsibilities**

**Credits: 3**

This course provides the theological basis and practical administration of the following: ministry of baptism, eucharist, pastoral visitation, ministry to the sick, care for the poor, ministry for the dying, funerals and, weddings.

**MIN 2210 Church Planting**

**Credits: 3**

This course describes the basics of church planting. It will examine the Traditional, Launch Big, Organic, Satellite campus, and Missional Incarnational models. The strengths and weaknesses, the practitioners, Biblical praxis, and theology of each model will be discussed.

**MIN 2214 Discipleship**

**Credits: 3**

This course studies the biblical principles for discipleship within the local church in response to the mandate of the Great Commission. Attention is given to the preparation and process for making mature disciples in different cultural contexts.

**MIN 3210 Children's Ministry**

**Credits: 3**

This course will examine the basic psychology of early children development, effective teaching styles, principles and methods for ministry to children ranging from toddlers to fifth graders. Special attention will be given to their value in the family of God, spiritual formation, learning Biblical truth, and becoming worshippers.

**MIN 3220 Youth Ministry**

**Credits: 3**

This course looks at the trends and shifts of the millennial, Gen X, Y, and Z in the postmodernist sociological frame. It will examine the underlying worldviews, the prevalent struggles, and strategies that uses effective contemporary methods to youths in the local church and in para-youth organizations.

**MIN 3230 Family Ministry**

**Credits: 3**

This course examines the biblical and social family structures found within the traditional and contemporary cultures. Basic surveys will be done to give an analysis where families are at today. This course will look at finding biblical truths and ways of bringing healing to the fractures and dysfunctions in families.

**MIN 3302 Homiletics**

**Credits: 3**

This course discusses the theology of preaching, preparation of sermons, preaching and teaching methods. It examines fundamentals of related subject matters like basic exegesis, organization of material, communication, delivery styles, and understanding contexts.

**MIN 3317 Various Topics in Ministry**

**Credits: 3**



This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

#### **MIN 3318 Various Topics in Ministry**

**Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

#### **MIN 4450 Pastoral Internship**

**Credits: 3**

This course is constructed through on-the-job training. Students are expected to participate in a pastoral internship off-site where SFBC&TS and/or the field institution support the program and provides supervision.

#### **MIN 4451 Family Ministries Internship**

**Credits: 3**

This course is constructed through on-the-job training. Students are expected to participate in a pastoral internship off-site where SFBC&TS and/or the field institution support the program and provides supervision.

#### **MIN 4460 Senior Seminar**

**Credits: 3**

This course develops the ministry student's ability to research and write about a particular field of ministry. Method of instruction includes lecture, discussion, readings, interviewing, and oral presentation of papers.

#### **MIS 1105 History of Missions**

**Credits: 3**

This course is a historical study of global missions from the early church to the modern times. Special emphasis is placed on learning from the successes and mistakes of past mission experiences, including individuals, churches, and mission organizations.

#### **MIS 2201 Missionary Life and Work**

**Credits: 3**

This course is an in-depth look at practical aspects of missionary life and work. Special emphasis is placed on calling and deployment, family issues, problems with colleagues and national workers, and coping with culture shock. Topics include spiritual and practical preparations on home field and abroad as well as re-entry.

#### **MIS 2205 Global Trends in Missions**

**Credits: 3**

This course focuses on the recent cultural shifts and global developments affecting the missions. Students will explore topics such as indigenous missionary movement, multinational mission teams, evangelism in pluralistic context, holistic missions, technology and missions, and the global HIV crisis.

#### **MIS 3310 Intercultural Ministry**

**Credits: 3**

This course introduces students to the challenges and practices of intercultural communication. Topics that will be explored include basic communication patterns, cultural patterns of communication, and how to communicate the gospel message effectively to a wide range of people from various religious and cultural backgrounds.

#### **MIS 4450 Cross-Cultural Internship**

**Credits: 3**

This internship requires students to participate in a short mission trip. The purpose of this trip is to provide direct exposure to the challenges and rewards of missionary work and life. The internship includes prior training and preparation (e.g. classroom) as well as on-site training and reflection activities.

**MUC 2601 Songwriting & Arranging Songs****Credits: 3**

This course will give students the opportunity to communicate their ideas through original compositions. This course will teach the student's awareness of melody; text, form and other songwriting elements all the while having them create their own original works (one life song and one worship song). This course covers the basics and process of music composition, music theory, and guitar through the vehicle of songwriting with an emphasis on how it's used in ministry. Students will perform their songs at the end of the semester.

**MUM 2930 Church Music Production****Credits: 3**

This course is an introduction to the field of technology applied to worship. This course explores the basic technologies and concepts that are needed in worship ministry today, including audio, graphics, video, copyright, and ministry team building.

**MUR 3317 Various Topics in Worship Arts****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**MUR 4401 Heart & Art of Worship****Credits: 3**

This course builds the foundation for personal engagement and leadership in Christian worship. Students in every area of ministry will benefit from the Biblical study, theoretical understanding and practical experience of the course. Special attention will be paid to the great worshipers of scripture, the development of worship over time, and the worship movement of today. Students will enjoy a highly interactive experience that challenges them to apply the revelation they are experiencing throughout the term.

**MUR 4450 Vocal Ensemble I****Credits: 3**

This course is designed for singers to learn to join together and perform a variety of styles of choral and choral jazz music.

**MUR 4451 Vocal Ensemble II****Credits: 3**

This course is designed for singers to learn to join together and perform a variety of styles of choral and choral jazz music.

**MUR 4801 Music in the Church****Credits: 3**

This course is designed to help students develop a biblical philosophy and theology of church music. Possible areas of study would be the nature and philosophy of music in the local church, the use of music and the arts in worship and evangelism, along with worship service design and worship leading.

**MUT 1111 Introduction to Music Theory****Credits: 3**

An introduction to the study of the rhythmic, melodic and harmonic elements of music. Topics include the study of pitches and pitch classes, simple and compound meters, scales, intervals, and triads.

**PCO 3005 Counseling Skills & Techniques****Credits: 3**

This course emphasizes skills and techniques in counseling, competencies in relationship building, interviewing, role-playing, simulation, and micro counseling. Information on the foundation of counseling and Christian counseling is also given.

**PCO 4220 Addictions Counseling****Credits: 3**

This course teaches the process for understanding and dealing constructively with persons suffering from substance abuse or substance dependency from a biblical perspective. This course will cover the



basic premises and foundational perspectives which beginning counselors need to be educated. The course examines the history and methods of these treatment models.

**PCO 4941 Behavioral Science Practicum****Credits: 3**

The internship is an arranged, one-semester opportunity for students to perform all the activities that a regularly employed staff member in a particular setting would be expected to perform. Students are expected to observe the schedule of the internship site, including vacation and break schedules. Students are expected to remain on site during any university breaks that may occur during the semester in which the site remains open unless prior arrangements have been made to the satisfaction of the site. The course combines the use of mini-lectures, group discussions, readings, and role-playing to advance students' knowledge and skills.

**PHH 2063 History of Philosophy****Credits: 3**

This course gives a historical overview of philosophy by examining the works of philosophers such as Plato, Aristotle, Descartes, and Kant.

**PHI 2010 Introduction to Philosophy****Credits: 3**

This course is an introduction to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, and specific problems in philosophy. The relationship between philosophy, society, religion and culture will also be examined.

**PHI 2100 Introduction to Logic****Credits: 3**

This course studies the principles and evaluation of critical thinking including identification and analysis of fallacious, as well as valid reasoning. Traditional and symbolic logic will be considered, and foundations will be laid for further study in each area.

**PPE 3003 Personality Theories****Credits: 3**

This course focuses on a practical approach to exploring the concept of personality. Studies focus on various theories of counseling and psychology. Included are things such as research methods, approaches, theories, applications, and assessments of personality.

**PSY 2012 Introduction to Psychology****Credits: 3**

This course is a general introduction to a practical understanding of human psychology from a biblical perspective. It covers different approaches to psychology and the application of psychological concepts to daily life activities. Additionally, it explores the ultimate functions of the mind as related to human perception.

**PSY 3604 History & Systems of Psychology****Credits: 3**

This course is designed to examine the historical and philosophical roots of psychology. Understanding the subjective influences of individuals, society, and culture will help students view the current psychology in a more holistic light.

**PSY 3620 Counseling Ethics****Credits: 3**

The course examines the various approaches used in current counseling programs. Includes excellence and ethics in counseling and conflict management and counseling. Increases knowledge of techniques that will be helpful in applying these methods to various types of counseling services offered.

**PSY 420 Child Development****Credits: 3**

Promotes an understanding of the diverse array of theories in the field of child development and the strengths and weaknesses of each. Detailed knowledge in the sequence of child development and the

processes that underlie it and a sense of the interdependency of all domains of development - physical, cognitive, emotional, and social.

### **PSY 430 Educational Psychology**

**Credits: 3**

Demonstrates how theory and research translate into action. Teaches to apply general principles, organize cooperative learning, respond to multicultural issues, interpret standardized tests, and prepare IEP's.

### **PSY 4932 Senior Seminar in Behavioral Science**

**Credits: 3**

This capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established in their specific area of study. It involves a synthesis and integration of the student's learning experience in order to being about the application of that learning to a project which will serve as an instrument of evaluation.

### **REA 0007 Reading Essentials**

**Credits: 3**

This course is targeted for students who are not "college-ready" in reading. This course incorporates reading and analysis of informational selections to develop critical reading skills necessary for success in college courses. This fundamental reading course develops vocabulary, comprehension, learning strategies, and study skills. The course involves a variety of teaching and learning methods, including lecture, discussion, cooperative learning, and others. This course does not apply toward the associates degree.

### **REL 2300 World Religions**

**Credits: 3**

This course surveys the major world religions. The student will gain various knowledge on the Christian, Hindu, Buddhist, Muslim, and many other religions.

### **SOP 3004 Social Psychology**

**Credits: 3**

This course provides a framework for understanding social phenomena and their impact on the individual. Topics include human nature, psychological development, sex role identification, morality, and more.

### **SOP 4451 Psychology & Spirituality**

**Credits: 3**

This course deals with spirituality in counseling. Some of the areas included are religion in the counseling office, prayer, spiritual health, sin, confession, forgiveness, and redemption. This course will help you become more aware of current trends and issues in counseling, deliver cutting-edge services, and offer timely resources – all designed to help increase your counseling effectiveness. As we grow together, we will work to: help you handle the bible with confidence while dealing with life's most difficult and trying issues. Offer insight on clinical issues and patterns that have emerged through reflection, research and provide practical tools and strategies to help you.

### **SPC 1024 Speech**

**Credits: 3**

An introductory course into the types of speeches, speech styles, and body language. Topics include public speaking, verbal, nonverbal, interpersonal, intrapersonal and other forms of communication.

### **STA 2023 Statistics**

**Credits: 3**

This course covers descriptive statistics, elementary probability, probability distributions, estimation, and hypothesis testing (Lecture 3 hours per week). The purpose of this course is to provide the student with the necessary abilities in statistics and probability to understand the results of statistical studies and to perform descriptive and basic inferential statistical studies within their applied areas of interest, i.e. psychology or business. Emphasis is placed upon the use of the (required) Texas Instruments TI-



30XS MultiView Scientific Calculator to perform statistical computations. Also, this course uses a lecture format to communicate technical terms in a non-technical way.

**SYG 2000 Introduction to Sociology****Credits: 3**

This course introduces students to basic sociological study. Topics include the relationship between society and the individual, society's issues and problems, and how social structures shape perceptions, beliefs, and behaviors.

**THE 2218 Introduction to Gender and Race Theology****Credits: 3**

This course examines the Biblical value of being and function conferred upon gender and race. Students will be exposed to exegesis of key Biblical passages that have been used in these subjects. Discussions will also include the history of racism and sexism from a sociological and psychological stand.

**THE 3331 Systematic Theology I****Credits: 3**

This course explores the commonly acknowledged theological systems and helps students grasp the importance of doctrine and theology in the life of a believer and Christian community. The first part of the course covers introductory issues as well as doctrines related to God, Scripture, and Creation.

**THE 3332 Systematic Theology II****Credits: 3**

This course surveys Christian doctrine regarding revelation, the Bible, the Holy Spirit, salvation, the Church, and final things, such as death and Christ's return.

**THE 4401 Christian Apologetics****Credits: 3**

This course is designed to strengthen each student's ability and confidence in presenting a rational defense of Christianity to its secular and religious opponents. A variety of methods will be presented, as well as an historical survey.

**WOH 1012 History of Civilization I****Credits: 3**

This course covers the rise and fall of major civilizations from prehistory to the fall of the Roman Empire in 476 A.D. In addition, this class will specifically address the religious, political, social, and cultural components of society in order to understand the factors that led to the formation of the earliest known empires.

**WOH 1022 History of Civilization II****Credits: 3**

This course covers the continuing development of major civilizations from the beginning of the Middle Ages to the present, noting the religious, political, social, and cultural components of society in order to develop a Christian response to the world today.



## *Graduate*

## ***Section Seven – Graduate Programs***

### ***Core Curricula***

All degree programs at SFBC&TS have core requirements. Regardless of the program pursued, students will be challenged and fulfilled by a course of study specifically designed for each student.

### ***Programs***

SFBC&TS offers six graduate degree programs, as follows:

#### *Master of Arts* in:

Biblical Studies	36 Credit hours
Christian Counseling	60 Credit hours
Pastoral Counseling	36 Credit hours

#### *Master of:*

Divinity (MDiv)	75 Credit hours
Theology (ThM)	48 Credit hours

#### *Doctor of:*

Ministry (DMin)	36 Credit hours
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## Graduate Programs

### *Purpose of Seminary Graduate Programs*

Some seminary graduate programs are designed specifically to prepare students for full-time ministry. All seminary academics are compiled toward producing a highly qualified, full-time minister of the Gospel.

### *Master's degrees*

Seminary masters programs are designed as professional degrees requiring extensive study and proficiency. Seminary master degrees are not terminal degrees, but are preparation for doctoral study.

### **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

This program is designed to provide the student with an in-depth study of the Scriptures on a graduate level. Hermeneutical principles and theological studies will be taught and then applied to study of the Scriptures. This program consists of thirty-six credit hours of classroom, specific and/or independent studies. Students are expected to be involved in a ministry of a local church on a regular basis.

### *This is the breakdown of core curriculum for the Major in Biblical Studies:*

CED 5612	Writing Research Papers Across the Curriculum	3 Credits
HIS 5501	Church History I	3 Credits
GRE 5020	Beginning Greek I	OR
HBR 5220	Beginning Hebrew I	
LAN 5501	Introduction to Biblical Languages	3 Credits
NTS 5501	New Testament Literature and Theology	3 Credits
NTS 5507	Wealth and Poverty in the Bible	3 Credits
OTS 5501	Old Testament Literature and Theology	3 Credits
REL 5300	World Religions	3 Credits
THE 5561	Systematic Theology I	3 Credits
THE 5562	Systematic Theology II	3 Credits
THE 5571	Christian Apologetics	3 Credits
THE 6651	Biblical Hermeneutics	3 Credits
THE 6680	MA Seminar	<u>3 Credits</u>
Total		36 Credits



## Master of Arts (M.A.) – Mental Health Counseling

Degree Prerequisite: Bachelor's degree in from an approved and accredited college or university.

Upon completion of the Master of Arts in Mental Health Counseling graduates will be able to:

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.

Professional Licensure Disclosure: The SFBC&TS Mental Health Counseling program curriculum is representative of state licensure and certification requirements. These laws and regulations are subject to change without notice and prospective and current students should continue to consult the state website on all the rules and regulations regarding to state licensure within the State of Florida. Students should continue to review the state website for any changes at <https://floridasmentalhealthprofessions.gov>.

Currently, it has been determined that the Christian Counselling program at SFBC&TS meets the State of Florida requirements for licensure in mental health counseling. It has not been determined if this program meets the requirements for licensure in any other state. In addition, according to the Florida licensing website, "Beginning July 1, 2025, an applicant must have a master's degree from a program that is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the Masters in Psychology and Counseling Accreditation Council (MPCAC), or an equivalent accrediting body which consists of at least 60 semester hours or 80 quarter hours to apply for licensure." The Mental Health Counseling program at SFBC&TS is currently not accredited by CACREP or MPCAC.

*This is the breakdown of core curriculum for the Major in Mental Health Counseling:*

MHS 5340	Career Development in Counseling	3 Credits
MHS 5350	Research and Program Evaluation	3 Credits
MHS 5404	Theoretical Underpinnings of Mental Health Counseling	3 Credits
MHS 5426	Social and Cultural Diversity	3 Credits
MHS 5441	Marriage and Family Counseling Theories	3 Credits
MHS 5482	Human Growth and Development	3 Credits



MHS 6020	Counseling in Community Settings	3 Credits
MHS 6222	Individual Evaluation and Assessment	3 Credits
MHS 6427	Diagnosis and Treatment of Psychopathology	3 Credits
MHS 6442	Couples Counseling	3 Credits
MHS 6450	Psychotherapy and Substance Abuse	3 Credits
MHS 6470	Human Sexuality	3 Credits
MHS 6511	Group Theories and Practices	3 Credits
MHS 6700	Legal, Ethical, and Professional Issues in Counseling	3 Credits
MHS 6800	Practicum	3 Credits
MHS 6802	Christian Counseling Theories	3 Credits
MHS 6881	Internship I	3 Credits
MHS 6882	Internship II	3 Credits
MHS 6890	CPCE Preparation	3 Credits
SDS 6411	Psychotherapy with Children and Adolescents	<u>3 Credits</u>
	Total	60 Credits

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

Degree Prerequisite: Bachelor's degree in from an approved and accredited college or university.

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

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.

*This is the breakdown of core curriculum for the Major in Pastoral Counseling:*

MHS 5426	Social and Cultural Diversity	3 Credits
MHS 5441	Marriage and Family Counseling Theories	3 Credits
MHS 5482	Human Growth and Development	3 Credits
MHS 6020	Counseling in Community Settings	3 Credits
MHS 6450	Psychotherapy and Substance Abuse	3 Credits
MHS 6470	Human Sexuality	3 Credits
MHS 6511	Group Theories and Practices	3 Credits
MHS 6700	Legal, Ethical, and Professional Issues in Counseling	3 Credits
MHS 6800	Practicum	3 Credits
MHS 6850	MAPC Capstone Seminar	3 Credits
SDS 6411	Psychotherapy with Children and Adolescents	3 Credits



THE 5406	Pastoral Counseling Theories	<u>3 Credits</u>
	Total	36 Credits

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

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

The Master of Divinity is the basic professional degree for the ministry. It is an advanced program integrating the fields of biblical literature, theological/historical studies, and the practices of ministry. It prepares persons for effective ministry as pastors, church associates, evangelists, chaplains, and a broad variety of ministries. It consists of seventy-five credit hours of specific and independent studies. Students are expected to be involved in a ministry of a local church on a regular basis

This is the breakdown of core curriculum for the Master of Divinity:

#### Bible/Theology Requirements:

NTS 5501	New Testament Literature and Theology	3 Credits
NTS 5507	Wealth and Poverty in the Bible	3 Credits
NTS 5523	Pastoral Epistles	3 Credits
OTS 5501	Old Testament Literature and Theology	3 Credits
THE 5561	Systematic Theology I	3 Credits
THE 5562	Systematic Theology II	3 Credits
THE 5571	Christian Apologetics	3 Credits
THE 6612	Christian Ethics	3 Credits
THE 6651	Biblical Hermeneutics	<u>3 Credits</u>
	Total	27 Credits

#### Ministry and Religion Requirements:

CED 5612	Writing Research Papers	
	Across the Curriculum	3 Credits
HIS 5501	Church History I	3 Credits
MIN 5501	Homiletics: Moves and Structures	3 Credits
MIN 5520	Evangelism and Community Outreach	3 Credits
MIN 6520	Global Christianity and Missiology	3 Credits
MIN 6602	Inter-cultural Relationships	3 Credits
MIN 6604	Christian Leadership and Ministry	3 Credits
MIN 6680	Ministry Practicum*	3 Credits
MIN 6685	Ministry Internship*	3 Credits
MIN 6690	Thesis/Practical Project	3 Credits
REL 5300	World Religions	3 Credits
THE 5406	Pastoral Counseling Theories	3 Credits



Electives		<u>6 Credits</u>
	Total	42 Credits
<u>Language Requirements:</u>		
*GRE 5020	Beginning Greek I	3 Credits
*GRE 5021	Beginning Greek II	3 Credits
	-OR-	
*GRE 5220	Biblical Greek Exegesis I	3 Credits
*GRE 5221	Biblical Greek Exegesis II	3 Credits
	-OR-	
*HBR 5220	Beginning Hebrew I	3 Credits
*HBR 5221	Beginning Hebrew II	<u>3 Credits</u>
	Total	6 Credits

### Master of Theology (Th.M.)

The SFBC&TS Master of Theology (Th.M.) program prepares students to participate in biblical, theological and philosophical research, writing, and teaching or in academic research pursuits leading to doctoral work (esp. Ph.D. in biblical studies or apologetics). The coursework includes biblical hermeneutics, biblical languages, Christian theology, spiritual formation, logic, rhetoric, specialty subjects in New Testament studies and apologetics. The program offers the flexibility of a focused understanding of one or more disciplines for further graduate study or for specialized ministerial purposes.

The final project and the elective courses allow students to specialize in a chosen area of focus. At the end of the 48-hour semester program, each student completes a final project that explores more deeply a chosen area of concentration. The rigorous nature of the Th.M. program along with the number of electives in the course outline, provides students with a degree that is both academic and flexible. The student will be able to pursue a variety of calls including teaching, PhD work, or ministry, in the service of the Church.

SFBC&TS Master of Theology program requirements include the following:

- 48 semester credit hours
- At least five courses in the area of specialization
- Th.M. Research Methods
- Th.M. Thesis (80-120 pages)

Degree Prerequisite: Student should have completed a minimum of one year (6 credit hours) of Koine Greek with the ability to pursue Greek exegesis

This is the breakdown of core curriculum for the Master of Theology:

HIS 5502	Church History II	3 Credits
NTS 5560	New Testament Background	3 Credits
THE 5512	Old Testament Theology	3 Credits
THE 6300	Global Hermeneutics	3 Credits
THE 6612	Christian Ethics	3 Credits
THE 6670	Research Methods	3 Credits
THE 6690	Thesis/Practical Project	6 Credits



Specialty Courses	<u>24 Credits</u>
Total	48 Credits

*Specialization in New Testament Studies:* Students have the ability to complete a specialization in New Testament Studies through the Department of Theology.

The Master of Theology (Th.M.) in New Testament Studies is an advanced academic degree program, integrating the fields of biblical literature, theological, and historical studies, and scholarly enhancement of ministerial practices. It provides an understanding of post-graduate theological disciplines for further study and prepares students for a broad variety of effective ministries. The Th.M. graduate will demonstrate an in-depth understanding of the field of biblical studies appropriate for advanced academic study of Scripture in the service of the Church. Students are expected to be involved in a ministry of a local church on a regular basis.

**Objectives:**

Upon completion of the Master of Theology in New Testament Studies program, the Th.M. 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.

**Pre-requisites:**

1. MA, MDiv, MATS, or equivalent
2. REL 5300 World Religions

**Specialization Core:**

GRE 5220	Biblical Greek Exegesis I	3 Credits
GRE 5221	Biblical Greek Exegesis II	3 Credits
HBR 5220	Hebrew I	3 Credits
HBR 5221	Hebrew II	3 Credits
NTS 5565	Jesus and the Gospels	3 Credits
NTS 5566	Theology of Paul	3 Credits
	New Testament Electives	<u>6 Credits</u>
	Total	24 Credits

*Specialization in Christian Apologetics:* Students have the ability to complete a specialization in Christian Apologetics through the Department of Theology.

The degree of Master of Theology (Th.M.) in Christian Apologetics is a post-graduate degree. The primary purpose of this program is to train Christian leaders to think critically and biblically and in so doing be able to withstand attacks against the Christian Faith. The degree is also a preparatory program for advanced study and research at the doctoral level.

**Objectives**

Upon completion of the Master of Theology in Apologetics program, the Th.M. 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.

**Pre-requisites:**

1. MA, MDiv, MATS, or equivalent
2. REL 5300 World Religions
3. THE 5571 Christian Apologetics

**Specialization Core:**

PHH 6501	The History of Philosophy I	3 Credits
PHH 6502	The History of Philosophy II	3 Credits
PHI 5100	Introduction to Logic	3 Credits
PHI 5120	Symbolic Logic	3 Credits
PHI 6506	Philosophy of Religion	3 Credits
PHI 6607	Epistemological & Metaphysical Foundations of Christianity	3 Credits
PHI 6707	Science and Apologetics	3 Credits
RHT 5505	Rhetoric: Apologetic Communication	<u>3 Credits</u>
Total		24 Credits

**Doctor of Ministry (D.Min.)**

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

1. Explore their walk with Christ for deeper character formation and the development of servant leadership.
2. Critically analyze global mission and ministry trends to establish biblically and theologically grounded ministry paradigms.
3. Evaluate theories of race, class, and justice from a biblical perspective to create incarnational ministry models.
4. Synthesize the biblical understanding of the role of faithful Christian witness for engaging a plurality of worldviews.
5. Create a solution-focused DMin project to help a church or ministry.

**Mission Statement:** To develop men and women with the competency and courage to lead and advance Christian ministry both locally and globally.

The Doctor of Ministry program is designed to provide the highest professional education for ministers and missionaries. The program is intended to prepare men and women for engagement with both local and global ministries. The courses are designed to enrich students seeking an advanced biblical education and to equip them for missional living. The program guides students toward their doctoral dissertation, a final project which makes a theological and ministerial contribution for the sake of equipping the Church for faithful service. Our faculty teach and mentor students as they journey through classroom instruction that fosters a holistic theologizing process,



one which embraces God's heart for all peoples, and a humble dependence on the presence of the Spirit of Christ for the academic and ministerial task.

All doctoral students declare a specific emphasis for their program. Students are required to engage in deeper research and interaction with their emphasis from various angles and perspectives that occur throughout their coursework in the program. Examples of emphasis options would include global engagement, missional pastoral leadership, social justice, and spiritual direction. All emphases must be approved by the doctoral chair before entrance into the program.

*This is the breakdown of core curriculum for the Doctor of Ministry:*

*Core Classes:*

MIN7100	Leadership for Spiritual Direction	3 Credits
MIN7400	Cross-Cultural Leadership and Administration	3 Credits
MIS8230	Reverse Missions and the Migrating Church	3 Credits
MIS8310	Global Christianity and Ministry	3 Credits
MIS8320	Engaging Worldviews	3 Credits
MIS8330	Engaging Social Justice Issues	3 Credits
THE8300	Global Hermeneutics	3 Credits
	Elective	<u>3 Credits</u>
	Total	24 Credits

*Dissertation:*

DIS9000	Major Project: Research Proposal	3 Credits
DIS9010	Major Project: Literature Review	3 Credits
DIS9020	Major Project: Dissertation Writing I	3 Credits
DIS9025	Major Project: Dissertation Writing II	<u>3 Credits</u>
	Total	12 Credits

*The Emphasis in Global Engagement:*

This emphasis is designed to equip students for faithful Christian witness and service across cultural and religious boundaries. Those interested in exploring Christianity in its contemporary global trends, in cross-cultural evangelism and ministry, and in building bridges to those of other faiths may prefer this emphasis.

*The Emphasis in Missional Pastoral Leadership:*

This emphasis is designed to equip students for biblical leadership inside and outside the church by navigating social and contextual dynamics. Those with an interest in building ecumenical bridges, with impacting the community through faithful Christian witness, and with discipling congregants to develop a strong sense of Christian mission may prefer this emphasis.

*The Emphasis in Social Justice:*

This emphasis is designed to equip students to faithfully represent the values of biblical justice through Christian witness. Those with an interest in exploring the importance of contextual theology, in understanding the prophetic role of the Church in social transformation, and in learning to disciple others to responsibly critique culture for faithful Christian witness may prefer this emphasis.



The Emphasis in Spiritual Direction:

This emphasis is designed to equip students to minister to others for developing Christian spirituality, attention to the life of the interior, and spiritual health. Those with an interest in nurturing caring communities transformed by biblical practices may prefer this emphasis.



## Graduate Course Descriptions

### *Course Numbering System*

Courses are numbered 5000, 6000, 7000, 8000, and 9000, indicating the order that they are usually taken. 7000, 8000, and 9000 are reserved for doctoral studies.

### **CED 5612 Writing Research Papers Across the Curriculum**

**Credits: 3**

This course prepares students for writing college papers at the graduate level.

### **DIS 9000 Major Project: Research proposal**

**Credits: 3**

In this course, students will develop a specific thesis for their Major Project, decide on one or more research methodologies, and learn to recognize the components of a coherent and well-organized project. By the end of this course the student will have assessed and analyzed the process involved in writing the Major Project required for the DMin degree. The final assignment in this course will be the first draft of a research proposal to be presented to the DMin advisory committee.

### **DIS 9010 Major Project: Literature Review**

**Credits: 3**

This course guides the student through their literature review in preparation for the semesters of dissertation writing. Students will produce an annotated bibliography for the purpose of informing their project writing and, if necessary, the revision of their project outline. The review of resources will assist the student in locating important interlocutors and in discerning the broader socio-historical, theological and other issues surrounding the problem statement.

### **DIS 9020 Major Project: Dissertation Writing I**

**Credits: 3**

This course is designed to guide the individual student through the writing of the first half (approx. 50 pages) of the DMin project. It consists of four segments of supervised writing and regular interaction with advisors.

### **DIS 9025 Major Project: Dissertation Writing II**

**Credits: 3**

This course is designed to guide the individual through the writing of the last half of the DMin project (approx. 50 pages). It consists of four segments of supervised writing and regular interaction with advisors. Students will produce the final version of their project for review by the advisory committee.

### **GRE 5020 Beginning Greek I**

**Credits: 3**

This course is a study in Greek grammar designed to promote a better understanding of the Word of God and the ability to share that understanding with others. A necessary tool for ministry.

### **GRE 5021 Beginning Greek II**

**Credits: 3**

The second course in Greek grammar. Prerequisite: GRE 5020.

### **GRE 5220 Biblical Greek Exegesis I**

**Credits: 3**

This course is an introduction to translating from the Greek New Testament. Translations of whole books and doctrinal themes will make up the bulk of the study. The first of three courses. Prerequisite: 1 year of Koine Greek.

### **GRE 5221 Biblical Greek Exegesis II**

**Credits: 3**

The second course of Greek Exegesis. Prerequisite: GRE 5220.

### **GRE 5222 Biblical Greek Exegesis III**

**Credits: 3**



This course is a sequel to Greek Exegesis I-II. The selection of readings will be on the more difficult sections of the NT, such as Luke-Acts; Hebrews: Pastoral Epistles or alternatively from the Church Fathers and LXX. The focus is to refine exegetical skills; familiarize students with various exegetical and grammatical issues in select texts; become more confident in grammatical analysis; learn new vocabulary; and appreciate various stylistic features in the NT and other Early Christian Literature. Prerequisite: GRE 5220 and GRE 5221.

### **HBR 5220 Beginning Hebrew I**

**Credits: 3**

This course is a study in Hebrew grammar designed to promote a better understanding of the Word of God and the ability to share that understanding with others. A necessary tool for ministry.

### **HBR 5221 Beginning Hebrew II**

**Credits: 3**

The second course in Hebrew grammar. Prerequisite: HBR 5220.

### **HIS 5501 Church History I**

**Credits: 3**

This course is a detailed study of the history of the Christian church. Covers the Pentecost, the rise of the Papacy, and the Middle Ages up to the Reformation. The first of two courses.

### **HIS 5502 Church History II**

**Credits: 3**

This course examines the Reformation, its major personalities and doctrines and the time period from the Reformation until the present. Prerequisite: HIS 5501.

### **HIS 5601 History of Revivals**

**Credits: 3**

This course will examine the history of revival within Christianity from 1500 to present day with focus given to their distinctive character, causes and effects, theological underpinnings, and the role of the Holy Spirit.

### **HIS 8420 History of Revivals**

**Credits: 3**

This course will investigate the history of revival within Christianity from 1500 to present day with focus given to their distinctive character, causes and effects, theological underpinnings, and the role of the Holy Spirit. Students will evaluate the biblical and historical predispositions that precipitates such moves of God, the impact on the church and communities, the methodologies involved, the pros and cons observed, and formulate wholesome guidelines to desire and facilitate such an awakening today.

### **HUM 5210 Topics in Ancient History**

**Credits: 3**

This course covers the rise and fall of the major civilizations of Near East from the origin of civilization to the Roman conquest, including Egyptians, Babylonians, and Persians. Social, political, and religious problems. Emphasis will be placed on political, social, cultural, military, economic, and religious topics.

### **LAN 5501 Introduction to Biblical Languages**

**Credits: 3**

This course is an introduction to Biblical languages, including Koine Greek and Hebrew.

### **MHS5340 Career Development in Counseling**

**Credits: 3**

This course provides students with an overall look at the counseling profession as it relates to a variety of mental health counseling career paths, occupational tools, techniques and awareness of professional pitfalls. Through the exploration of scripture, students gain a Biblical perspective on the value of work to God. Using these biblical perspectives, students explore educational and occupational routes for career planning and mastering competencies to aid discovering or cultivating



their Divine call. Students also learn how to counsel and utilize assessment tools and theories in guiding clients in choosing their career paths.

**MHS5350 Research and Program Evaluation****Credits: 3**

This course teaches students about different modes of research, common research designs and statistical analysis. Focusing on the counseling profession, students explore the literature on evidence-based counseling practices and its importance to the profession. In this course, students practice evaluating counseling programs by implementing the knowledge that they have learned.

**MHS5404 Theoretical Underpinnings of Mental Health Counseling****Credits: 3**

This course provides a historical and theoretical basis of psychology and mental health counseling. Psychological theories and assumptions are dissected and measured against Biblical principles through comparative analysis. In this course, students begin to clarify counselor/client roles and critically examine the role of mental health on individual and relational functioning. Influential figures, types of models, and theories are also studied and discussed.

**MHS5426 Social and Cultural Diversity****Credits: 3**

This course explores the importance of a competent awareness of diversity issues. In this course, students explore the diverse societal, cultural, economic, religious, physiological differences that may present in therapy. An awareness of the ethical, legal and professional issues to avoid as counselors helps students to become skilled and competent professionals. This course also discusses counseling theories in relation to diverse populations in facilitating diversity training.

**MHS5441 Marriage and Family Counseling Theories****Credits: 3**

This course prepares students to be more advanced in their knowledge of the counseling models and their application. Students identify relevant family issues, formulate and apply counseling interventions. Aside from knowing the different models of therapy, using a Christian worldview, students learn to devise and implement their model for counseling marriages and families. Students also prepare for clinical application of the knowledge gained in this course. A Christian-Systemic view of marriage and family counseling is the core tenant of this course.

**MHS5482 Human Growth and Development****Credits: 3**

This course examines the biological, social, cultural and spiritual needs of individuals and families throughout the human lifespan cycle and development. Theories of human development and scripture are used to explore individual and family resilience throughout the lifespan-cycle. In this course, students assess psychopathology or resiliency through scaling strengths and resources in events such as, crisis, socio-economical, spiritual, emotional, physiological, or life-cycle changes.

**MHS6020 Counseling in Community Settings****Credits: 3**

This course prepares students for fieldwork in the community. Community counseling encompasses an awareness of the different dynamics that are most likely at work in the community. These dynamics include, socioeconomic, cultural, political, and diversity factors. This course also emphasizes the ethical, legal and professional importance of working in a community agency; students are to apply the knowledge gained in this course to work in a community setting.

**MHS6222 Individual Evaluation and Assessment****Credits: 3**

This course prepares students to gain and apply knowledge of psychological assessment tools to conceptualized cases. In this course, students integrate client assessment and observational data. Students explore the spiritual, legal and ethical consideration of evaluation tools as wells as their interpretation for multicultural groups. Methods and theories of psychological assessments are studied in this course.

**MHS6427 Diagnosis and Treatment of Psychopathology****Credits: 3**

This course serves as an introduction to the DSM 5. In this course, students gain a thorough understanding of the DSM-5 and psychological disorder index needed for diagnosis and treatment of psychopathology. In this course, students identify various psychopathologies and conceptualize treatment plans.

**MHS6442 Couples Counseling****Credits: 3**

This course prepares students to utilize and apply the systemic counseling theories in couples' relationships. Students learn to identify precipitating problems or symptoms occurring in relationships presented in counseling. Students also learn to develop and apply couples' inventions in counseling.

**MHS6450 Psychotherapy and Substance Abuse****Credits: 3**

This course offers a Christian and systemic approach to counseling those with an addiction. Proper assessment tools and ethical considerations are explored in this course as students develop substance abuse counseling competencies.

**MHS6470 Human Sexuality****Credits: 3**

This course prepares students to work with clients who may bring concerns of gender and/or sexuality to a session. A comprehensive analysis of Scriptural, biological, physiological, psychological, cultural and societal considerations is used to gain understanding of under-served and underreported populations.

**MHS6511 Group Theories and Practices****Credits: 3**

This course explores theories, dynamics, ethics and leadership styles in group counseling. The purpose of this course is to prepare students to conduct competent group counseling sessions. Students learn about the pitfalls to avoid in group counseling.

**MHS6700 Legal, Ethical, and Professional Issues in Counseling****Credits: 3**

This course prepares students to avoid major professional pitfalls regarding legal, ethical and professional issues. This course examines important laws, counseling codes of ethics, and scripture. Students also learn develop professional competency by practicing critical thinking in legal, ethical and professional dilemmas.

**MHS6800 Practicum****Credits: 3**

This course is arranged for students to gain on-campus practical experiences in implementing learned counseling theories from a biblical perspective. Students are expected to perform the activities associated with counseling in a community setting under supervision. Activities include, but are not limited to, completing intake forms, conducting assessments, counseling clients, take on-going progress notes, and following counseling termination procedures. Students are required to commit to a practicum schedule, as well as participate in online course activities. The course combines the use of mini-lectures, group discussions, readings, videos, and/or other assignments. Students are required to complete 200-direct-client-contact hours.

\*Membership to The American Association of Christian Counselors – AACC with liability insurance is required before registering for Practicum.

\***200 direct** client services are required for this course.

**MHS6802 Christian Counseling Theories****Credits: 3**

This course analyzes the theological basis and foundation of counseling through a scriptural lens. It offers a Biblical perspective on counseling models and theories. Students explore and analyze the



literature on Christian worldviews and psychology. The counselor/client relationship and roles are examined from Christian perspectives.

**MHS6850 MAPC Seminar****Credits: 3**

This course is a graduation requirement of this program. The purpose of the MAPC Seminar is to afford students an opportunity for academic inquiry and research contribution to the body of existing literature pertaining to the field of study counseling. Students will complete a 20–30-page research paper. The paper shall identify a social problem, address the theological and historical underpinnings of counseling as it relates to a subject area studied in the program from a biblical perspective and make the case for Christian counseling in the selected subject area. Subject areas include but are not limited to, counseling marriages and families, psychological disorders, human growth and development, community counseling, etc. This course prepares students for proposing a research topic, scholarly writing, and defending a research stance.

**MHS6881 Internship I****Credits: 3**

This course provides the opportunity for students to perform all the activities that a regularly employed staff member in a particular setting would be expected to perform under supervision. Activities may include, completing intake forms, conducting assessments, counseling clients, take on-going progress notes, group counseling, and following counseling termination procedures. Students are expected to observe the schedule of the internship site, including vacation and break schedules. Students are expected to remain on site during any university breaks that may occur during the semester in which the site remains open unless prior arrangements have been made to the satisfaction of the site. The course combines the use of mini-lectures, group discussions, readings, videos, and/or other assignments.

\*On-campus internship is available to students.

\*Membership to The American Association of Christian Counselors – AACC with liability insurance is required before registering for Internship I.

\* **250** hours are required for this course, **40 of which must be direct client services.**

**MHS6882 Internship II****Credits: 3**

This course is a continuation of Internship I. This course provides the opportunity for students to perform all the activities that a regularly employed staff member in a particular setting would be expected to perform under supervision. Activities may include, completing intake forms, conducting assessments, counseling clients, take on-going progress notes, group counseling, and following counseling termination procedures. Students are expected to observe the schedule of the internship site, including vacation and break schedules. Students are expected to remain on site during any university breaks that may occur during the semester in which the site remains open unless prior arrangements have been made to the satisfaction of the site. The course combines the use of mini-lectures, group discussions, readings, videos, and/or other assignments.

\*On-campus internship is available to students during the coronavirus pandemic.

\*Membership to The American Association of Christian Counselors – AACC with liability insurance is required before registering for Internship II.

\* **250** hours are required for this course, **40 of which must be direct client services.**

**MHS6890 CPCE Preparation****Credits: 3**

This course prepares students to sit for the National Counselor Examination. Students will be required to complete the curriculum for counselor preparation and comprehensive examination. Passing the comprehensive exam with a 75% or higher is requirement for graduation from the Master of Arts in Mental Health Counseling program. The course combines the use of mini-lectures, group discussions, readings, videos, and/or other assignments.

**MIN 5401 Racism and Reconciliation****Credits: 3**

This course will guide students in examining the issues of racism and reconciliation in the US context through a biblical lens. Students will engage with the works of Howard Thurman and Martin Luther King, Jr., as well as more contemporary material by Richard Rothstein and David Leong. Rothstein and Leong offer an examination of societal ideas about space and exclusion that sets the stage for theological discussion about solutions to the geographic barriers that prevent belonging.

**MIN 5501 Homiletics****Credits: 3**

This course is a study in homiletics, the preparing of sermons and teachings. Examines the fundamentals of various subject treatments, organization of material, and delivery.

**MIN 5520 Evangelism and Community Outreach****Credits: 3**

An introduction to the history and potential of the World Christian Movement for the future pastor or layman.

**MIN 6520 Global Christianity and Missiology****Credits: 3**

This course begins with a survey of Christian history and transmission across five continents. Students are then led into an exploration of the enduring elements of Christian identity reflected across cultures in our globalized life experience. A close look at diverse expressions of Christian faith, theology, and practice embedded in a broad spectrum of cultural contexts follows. In the closing weeks, a discussion about the characteristics of the North American church today, its challenges, and its present-day role in Christian missions for a global context is explored. Students will draw from these and other resources for developing a global perspective on the worldwide Christian movement.

**MIN 6602 Inter-Cultural Relationship****Credits: 3**

This course gives students an in-depth look at the theory and practice of intercultural ministry and communication. The themes of the course include cultural patterns and contextualization in the Bible; intercultural dynamics and communication; and the practical ministry application in an intercultural setting.

**MIN 6604 Christian Leadership and Ministry****Credits: 3**

Christian leaders often manage workers based on their theological training which often excludes training in management. This course will examine practices and models that are adopted from the secular business world and culture. The theology and practice of the model, formation and function of leadership and ministry will be explored.

**MIN 6650 Presbyterian Church History, Worship, and Polity****Credits: 3**

This course is designed for students preparing for ministry within the Presbyterian Church (U.S.A.) as they prepare to take their ordination examinations in Polity and Worship.

**MIN 6680 Practicum****Credits: 3****MIN 6685 Internship****Credits: 3****MIN 6690 Thesis****Credits: 3**

This course is to be used as an independent study for master level students to work on their degree termination project.

**MIN 7100 Leadership for Spiritual Direction****Credits: 3**



This course is designed to guide leaders toward developing an understanding of the biblical and theological foundations for spiritual formation. Students will do a critical evaluation of their inner world as it is reflected in their daily lives. They will also explore and evaluate different historic traditions and their unique contributions to God's Kingdom formation. Students will develop an understanding of the socio-psychological aspects of spiritual formation to formulate a contextualized plan for leading and guiding others in personal and collective spiritual formation.

#### **MIN 7200 Revitalization of Church and Ministry**

**Credits: 3**

This course investigates the history of revivals in the church and explores the topic of revitalization as a missiological and ecclesiological discipline. Students will assess the values, beliefs, and practices demonstrated throughout church history, and formulate a revitalization strategy for the local churches in their context and the wider North American church and ministries.

#### **MIN 7400 Cross-Cultural Leadership and Administration**

**Credits: 3**

In this course, students appraise through a biblical lens the concept of promoting a thriving culture within an institution, ministry, or other organization. The topics include 1) the intentional creation of a dynamic organizational culture where members can flourish, 2) what can be learned from the challenges faced by Latinos and women in Christian institutions for higher learning in the US, 3) understanding cultural navigation in the American context through the lens of Nigerian clergy, and 4) a discussion of the value of developing a paradigm for multicultural team leadership.

#### **MIN 7500 Missiological Implications of Technology**

**Credits: 3**

This course investigates the theological and missiological implications of the use of technology in the twenty-first century. Students are encouraged to reflect on the growing significance of technology in our modern-day society, particularly when it comes to innovations like artificial intelligence (AI), social media, and genetic engineering. Students will learn to critically evaluate these developments, assessing both the potential promise and peril of technology and formulating a response on how we as Christians should interact with these technologies.

#### **MIN 7600 Racism and Reconciliation**

**Credits: 3**

This course provides a survey of selected books and articles that give an informed, biblical and theological perspective on the issue of racism in the US context. It offers a window into the socio-historical phenomenon of residential segregation as well as a contemporary Christian critique of its practice, along with a pathway to reconciliation.

#### **MIN 8200 The Missional Pastor**

**Credits: 3**

This course investigates the biblical basis for the missional stewardship of grace while evaluating the current societal trends. Students will analyze case studies of different church models and their impact on their communities. They will create a governmental and administrative infrastructure that will motivate and mobilize their church to care for their communities.

#### **MIN 8250 Third Millennium Discipleship**

**Credits: 3**

This course investigates the uniqueness of Jesus' disciples in the ancient Judaic and Greco-Roman world, the role of discipleship and salvation, and Christ's mandate for the missional church. Class instruction will lay the groundwork for developing innovative discipleship models designed to develop disciples in the churches, parachurch, and mission organizations who live out authentic Christian witness.

#### **MIN 8600 Cross-Cultural Directed Study**

**Credits: 3**

This course requires the student to engage with a cross-cultural community under the supervision of a faculty member or approved on-site proctor. Students will cross international borders and



engage with a people group with a specific research focus in mind. This area must be pre-approved by the professor before the semester begins.

### **MIS 8230 Reverse Missions and the Migrating Church**

**Credits: 3**

This course investigates Christianity as a migratory religion postured for global Christian expansion according to Jesus' mandate for the Church. Students explore the history of Christian migration across geographic locations and the contextualization of the gospel by diverse cultures and ethnicities. Students will analyze and evaluate the immigrant church paradigm and its relationship to the future church landscape of North America.

### **MIS 8310 Global Christianity and Ministry**

**Credits: 3**

This course investigates the broader theological landscape and current missiological and ecclesiological trends. It locates the shift in the center of gravity of Christianity over the past five hundred years and the implications for western and non-western believers. Students will assess the evangelical evaluation of contextual hermeneutics and assess the call to local and global engagement with the worldwide Church (the Christian family), and the world (the human family), including those of other faiths.

### **MIS 8315 Hybridity and Third Millennium Missions**

**Credits: 3**

This course investigates the reality of hybrid identities and the link to the innovative church on mission today. It examines the development of new avenues for mission, in light of the closure of and/or inefficacy of prior means and methods. Students will also assess the unique situatedness of the hybrid missionary, along with the challenges and opportunities hybridity presents for personal spiritual formation.

### **MIS 8320 Engaging Worldviews**

**Credits: 3**

This course leads students in a comparative analysis of the following major worldviews: Theism (Christianity, Islam, Judaism), Pantheism (Hinduism, Buddhism, Taoism, New Age), Polytheism (Hinduism, Mormonism, Neo-paganism, Wicca), and Naturalism (Atheism, Agnosticism, Secular humanism, Nihilism, Marxism). Students will evaluate the assumptions behind each and synthesize it with the search for truth. Students will propose a methodology for Christian engagement with religious worldviews.

### **MIS 8330 Engaging Social Justice Issues**

**Credits: 3**

This course investigates Christian spirituality as expressed through just practices and social responsibility. Class instruction engages the issues of systemic racism, poverty, global violence against women, and other topics which conflict with biblical values. Scholarship is analyzed for the theological appraisal of how disciples of Christ should respond to the needs of the oppressed in our local and global contexts.

### **NTS 5501 New Testament Survey**

**Credits: 3**

A general book-by-book overview, introduction, and survey of the New Testament, giving historical and social surroundings during New Testament times. Develops a good understanding of the social and political setting during the time of Jesus' ministry. In addition to exploring introductory and background issues pertaining to the books of the New Testament, certain theological themes NTS 5501 New Testament: Literature and Theology will be explored for their implications for present-day theological discourse and practice.

### **NTS 5507 Wealth and Poverty in the Bible**

**Credits: 3**

This course gives students an in-depth look at the themes of wealth and poverty in the Biblical canon. The emphasis is on the way various OT and NT books treat accumulation and distribution



of possessions in their respective socio-historical and theological context. Some of the important themes covered include the obligations to care for the poor and the weak in the ancient Israel, ministry of Jesus, and the early church; production and accumulation of wealth; Biblical views of wealth and poverty; Biblical economics and stewardship. There will also be continuous reflection on the present-day implications of the issues in US and globally.

### **NTS 5523 Pastoral Epistles**

**Credits: 3**

This course is a thorough study of the epistles to Timothy and Titus, with a view towards pastoral ministry.

### **NTS 5557 Various Topics in the New Testament**

**Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

### **NTS 5560 New Testament Background**

**Credits: 3**

This course provides an in-depth look at the biblical backgrounds of the New Testament and the Early Christianity. This includes a survey of cultural, social, geographical, and historical circumstances of the New Testament and other literature of the time. Some of the specific topics include the following: Jewish and Greco-Roman religion and religious practices; everyday life and social context of the Jews, Greeks, and Romans, including social classes, economics, slavery, family life, healthcare, and healing etc.; non-canonical literature of the Jews and Christians, such as the Dead Sea Scrolls, Pseudepigrapha, and non-canonical gospels. The focus is on gaining an in-depth understanding of the world of the New Testament and the Early Christianity with a view to understanding NT texts better.

### **NTS 5565 Jesus and the Gospels**

**Credits: 3**

This course is an in-depth study of the canonical gospels in their socio-historical context. The topics covered include the Semitic and Greco-Roman context of the gospels; the relationship between gospels and the synoptic problem; historical reliability of the gospels and the modern historical Jesus research; the theological message of each gospel including the implications for the present-day Christians.

### **NTS 5566 Theology of Paul**

**Credits: 3**

This course is an in-depth study of Paul's theology. The topics covered include the thought patterns and theology of first century Judaism and Greco-Roman world and how Paul's theology is similar and distinct from these; recent approaches and views of understanding Paul's theology; review and analysis of the New Perspective on Paul; and review and analysis of distinct Pauline doctrines, such as justification by faith; spiritual gifts; eschatology, etc.

### **NTS 5567 Revelation**

**Credits: 3**

This course is an in-depth study of the book of Revelation in its historical context. Special attention is given to the hermeneutical issues surrounding Revelation, especially the way the reader's pre-understanding influences the interpretation. Revelation is interpreted primarily in its first century context with a view to its theological message.

### **NTS 5568 Acts of the Apostles**

**Credits: 3**

This course is an in-depth study of the Acts in its socio-historical setting. Special attention is given to understanding Acts as part of Luke's two-volume theological work. Acts is read in its historical setting within the Greco-Roman socio-political and religious world. Some of the important topics include the historical reliability of Acts; the life of the early church in the context of Greco-Roman



social and religious customs; the power of the Spirit and God's sovereignty as catalysts for the advance of the gospel despite persecution, internal disputes, theological disputes, etc.

### **NTS 6601 New Testament Backgrounds Trip**

**Credits: 3**

This class will study the geography, history, archaeology, and culture of the cultures that were found in Greece and Turkey with a view to better understand the setting against which the New Testament was written and the early history of the church. The class will include a two-week trip to Greece and Turkey in order to gain a first-hand perspective of these lands that served as a backdrop for a majority of the New Testament.

### **NTS 7100 Theology of Paul**

**Credits: 3**

This course is an in-depth study of Paul's theology. Paul's theology is interpreted within the thought patterns of first century Judaism and Greco-Roman world. Pauline doctrines are contextualized within the socio-historical context and his calling to be the apostle to the gentiles. Students will also explore various interpretations of Paul's theology, including the New Perspective, missional paradigm, and cross-cultural readings. Finally, students will evaluate how Paul's theology is relevant to present-day readers in churches and society at large.

### **OTS 5501 Old Testament Survey**

**Credits: 3**

Provides a general overview, introduction, and survey of the Old Testament, giving a historical purpose, a doctrinal purpose, and a Christological purpose for each book.

### **OTS 5511 Pentateuch**

**Credits: 3**

This course consists of an in-depth examination of the first five books of the Bible: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. These books lay the foundation of God's written revelation of Himself and His purpose for mankind.

### **OTS 5557 Various Topics in the Old Testament**

**Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

### **OTS 6601 Old Testament Backgrounds Trip**

**Credits: 3**

This class will study the geography, history, archaeology, and culture of ancient Israel with a view to better understand the setting against which the Old Testament was written. The class will include a two-week trip to Israel in order to gain a first-hand perspective of the lands of the Bible.

### **PHH 6501 The History of Philosophy I**

**Credits: 3**

This course takes a historical approach to the study of philosophy. It introduces the student to the genesis of the "Great Conversation" by tracing the development of ideas from pre-Socratic thinkers to the Renaissance.

### **PHH 6502 The History of Philosophy II**

**Credits: 3**

This course continues the exploration of the "Great Conversation" through an examination of modern philosophical thought beginning with the Enlightenment and culminating with Postmodernity.

### **PHI 5100 Introduction to Logic**

**Credits: 3**

This course engages students in the advanced study of both informal and formal logic. It includes discussions on arguments, inferences, common fallacies, and proof methods in propositional logic.



Additionally, this course explores logic both as a discipline, and as a tool in biblical interpretation, theology, and apologetics.

### **PHI 5120 Symbolic Logic**

**Credits: 3**

This course equips students to recognize arguments, to translate arguments from English into a formal language, and to construct proofs and correct derivations. This course will cover the validity and soundness of arguments, and truth-functions.

### **PHI 6506 Philosophy of Religion**

**Credits: 3**

This course is an introduction to the philosophy of religion and aims at helping students to evaluate arguments surrounding the concept of God, religious language, religious experience, near-death experiences, conversion, theodicy, and secularism.

### **PHI 6607 Epistemological & Metaphysical Foundations of Christianity**

**Credits: 3**

This course introduces the student the history of philosophical developments in Metaphysics and Epistemology. Additionally, it explores the metaphysical and epistemic underpinnings of theistic traditions in general, and Christianity more specifically.

### **PHI 6707 Science and Apologetics**

**Credits: 3**

This course is an introduction to the history of human understanding of the non-living world, and the supposed conflict between science and faith. It deals with topics such as evolutionism and creationism, Genesis flood accounts, and aims to help the learner look at the various questions raised by science regarding Christian beliefs.

### **REL 5300 World Religions**

**Credits: 3**

This course critically examines the major world religions, with special consideration paid to the overall viability these systems. In addition, this course seeks to set forth a evangelistic prescription to each of the examined religions.

### **RHT 5505 Rhetoric: Apologetic Communication**

**Credits: 3**

This course is designed to help students learn how to identify and analyze issues amid different points of view and craft arguments and counter-arguments. It introduces the learner to theories, models, and the practice of communication through persuasive public speaking, intercultural communication, trans-generational communication, and visual apologetics. It aims at developing verbal, non-verbal, and global communication skills.

### **SDS6411 Psychotherapy with Children and Adolescents**

**Credits: 3**

This course explores theories and models of working with children and adolescents using a variety of techniques such as play therapy. This course also examines the stages of the lifespan-cycle for working with children and adolescents. The psycho, social, spiritual, cognitive as well as the physical needs of this population are explored through psychology and Christian literature.

### **THE5406 Pastoral Counseling Theories**

**Credits: 3**

This course analyzes the theological basis and foundation of counseling through a scriptural lens. It offers a Biblical perspective on counseling models and theories. Students explore and analyze the literature on Christian worldviews and psychology. The counselor/client relationship and roles are examined from Christian perspectives.

### **THE 5511 New Testament Theology**

**Credits: 3**

An examination of the theological patterns of thought in the New Testament. Special emphasis given to the development of theological dogmas in the various writings of the Apostles.

**THE 5512 Old Testament Theology****Credits: 3**

A progressive journey through the Old Testament, from the Pentateuch to prophecy, and from hymns of praise to words for wise living. Examines the books for their theological content and emphasis.

**THE 5517 Specialty Topic in the Bible/Theology****Credits: 3**

This is an elective course on a topic that is related to SFBC&TS professor's or visiting professor's area of specialty or research interest. The course is offered based on availability of professors/topics, scheduling priorities, and student interest.

**THE 5561 Systematic Theology I****Credits: 3**

This course explores salvation, the Holy Spirit, and Christian living, with all related doctrines examined in detail.

**THE 5562 Systematic Theology II****Credits: 3**

This course is an examination of the doctrine of the church, its power, purpose, offices, ministry, and sacraments, and the Doctrine of Last Things.

**THE 5571 Christian Apologetics****Credits: 3**

This course is designed to help the layperson defend his Christian faith effectively. Supplies answers to the many questions with which the layperson is regularly confronted. A study on historical defenses for the validity of the Christian faith.

**THE 6300 Global Hermeneutics****Credits: 3**

The 21<sup>st</sup> century is a world characterized by interconnectedness and integration between global and local. This introductory course will investigate the sufficiency of existing western interpretative methodologies to address the global reader. Students will evaluate the hermeneutical approaches and interpretative paradigms of Asian, Euro-American, Latin American, and African Bible readers with a view to formulate renewed frames for Biblical interpretation.

**THE 6612 Christian Ethics****Credits: 3**

A survey of the major Christian answers to ethical questions confronting the Christian from biblical times to the present. Includes the proper use of Biblical Law and an intensive study into the current problems of society, together with their historical background. Emphasis also given to the study of Christian reconstruction.

**THE 6651 Biblical Hermeneutics****Credits: 3**

This course develops an understanding of the principles and strategies for the historico-grammatical interpretation, that is, the "literal" interpretation of Scripture.

**THE 6670 Research Methods****Credits: 3**

This course is designed to help graduate students understand methodology based on teaching theory and how to interpret research findings, and current practices used in the field. This class is also meant to familiarize students with research methods used in education at the graduate level. It is a hands-on class in which students develop a research proposal in an area of their choice. As such it will be valuable for those in the early stages of research. This course will teach students how practical research is done in the field of ministry.

**THE 6680 MA Seminar****Credits: 3**



This course aims to help students write their final MA research paper. Assignments will be geared toward refining research practices as well as writing and argumentation skills. Students will define, refine, and peer-review their MA research project topic with the aim of producing a high-quality scholarly paper.

**THE 6690 Thesis/Practical Project**

**Credits: 6**

This course is to be used as an independent study for master level students to work on their degree termination project.

**THE 8300 Global Hermeneutics**

**Credits: 3**

The 21<sup>st</sup> century is a world characterized by interconnectedness and integration between global and local. This course investigates the sufficiency of existing western interpretative methodologies to address the global reader. Students will evaluate the hermeneutical approaches and interpretative paradigms of Asian, Euro-American, Latin American, and African Bible readers with a view to formulate renewed frames for Biblical interpretation.

## ***Section Eight – College & Seminary Administration***



***Dr. Mary Drabik***  
*President*

Dr. Mary Drabik has been at South Florida Bible College & Theological Seminary since 1989. Her early tenure at SFBC&TS began as Registrar and in 1989 and was promoted to Dean of Admissions. In 2006, she was promoted to Provost of South Florida Bible College & Theological Seminary, in 2013 became the Senior Vice President, and in 2016 she was inaugurated as the Institutions 2nd President. Dr. Drabik has a B.A. in Biblical Studies, M.R.E., in Religious Education, South Florida Theological Seminary, M.B.A. in Postsecondary Education Management, Whitfield Theological Seminary, and an Honorary Doctorate Degree in Christian Education from Cohen Theological Seminary.

### **Board of Directors**

South Florida Bible College & Theological Seminary, Inc., is a non-profit corporation registered in the State of Florida. The Board of Directors formulates policy for the College and hire administrators to execute that policy. The members of the Board of Directors are successful in their professions and are fruitful in their service for Christ.



***Mr. Marvin Wilson***  
*Chairman of the Board*

Mr. Wilson is the *Graphic Arts Coordinator* for the City of Coconut Creek, and the *Forensic Artist* for the Coconut Creek Police Department. He is owner and president of Advantage Graphics Services, which specializes in logos and line art. Mr. Wilson has won many awards for logo designs among which are the logo and government seal for the City of Aventura, and the Coconut Creek Police patch. He is a certified volunteer firefighter for the City of Coconut Creek and also serves as a volunteer for Florida's Special Olympics. Mr. Wilson earned a Graphic and Commercial Art Advertising degree from Oakland Community College in Detroit, Michigan, and a B.A. in Christian Counseling from South Florida Bible College. He is currently pursuing a Master's degree in Counseling from South Florida Theological Seminary. Prior to his civilian activities, Mr. Wilson served in Viet Nam.



***Joseph H. Roberts***  
*Treasurer*

Mr. Joseph H Roberts is retired from the Internal Revenue Service after thirty-one years. He is the owner of JR Accounting and Tax Service, LLC specializing in non-profit entities. He is a graduate of Olivet Nazarene University in Kankakee, Illinois where he received his Bachelor of Arts in Business. He has served as Treasurer at different churches and non-profit organizations. He presently serves on the Board of Air Force Association, Faith 2 Action, Inc., and works with a number of military organizations. Mr. Roberts joined the United States Air Force in 1961 and retired in 2001.



***Robert E. Boutwell, Esquire***  
*Director*

Attorney Boutwell holds a B.A. degree from the University of Hartford, and a *Juris Doctor* law degree from the University of Notre Dame. In 2005, he received an honorary *Doctor of Divinity* degree from South Florida Bible College & Theological Seminary (SFBC&TS) for his outstanding and generous contributions to the college and seminary. Attorney Boutwell was admitted to the Connecticut Bar in 1974 and the Florida Bar in 1977. He is a full-time general practice attorney in the City of Deerfield Beach with a practice concentration in real estate, estate planning, and probate and small business representation. In addition, Attorney Boutwell has taught at SFBC&TS in the course areas of business and law. He has served as a guest preacher at a number of Deerfield Beach area churches. Attorney Boutwell has provided extensive pro bono representation for local area churches as well as having served as a volunteer with Habitat for Humanity, Broward Lawyer's Care, and Guardian Ad Litem. Position appointed annually in January of each calendar year.



***Josephine L. Branch***  
***Director***

Josephine Branch has been employed by the School Board of Broward County for over fourteen years. She is a respected member of the South Florida Community and is involved in various capacities including Hospital and Nursing Home visitations throughout Broward County. Josephine Branch has been a licensed minister for Mount Bethel Ministries since 2000 and has been a member of the ministry for over twenty years. Josephine is currently enrolled in a Master of Divinity Program.



***Philbert Hilliman***  
***Director***

Philbert graduated from Pace University in 1994 with a Bachelor of Arts Degree in Accounting. He also has a Masters of Arts degree in Biblical Studies from South Florida Bible College & Theological Seminary. He is the President of Phil's Accounting & Business Services, Inc. which was formed in September of 2001. Phil's Accounting is specialized in helping small and medium-sized businesses with accounting and taxes. Philbert has been an Enrolled Agent (EA) with the IRS since 2004. An EA is certified to represent clients before the IRS. He has been an Ordained Minister with the Church of God since 2008. At present, he is an Associate Pastor at New Life Fellowship Center (COG), a Church board member, and the treasurer of the Church. He is also the treasurer for Caribbean Americas Soccer Association, an organization that helps youth develop their soccer skills in South Florida. Since 2010, Philbert and his wife travel to Guyana several times a year to distribute school supplies to over 300 needy children. He has been married to his wife for 20 years, and they have 5 children and 9 grandchildren.



***Lee Ann Mancini***  
Director

Lee Ann is an adjunct professor for Romans, Apologetics, Ministerial Ethics, Bride of Christ, and Prison Epistles. She is an awarding-winning children's author and publisher of the *Adventures of the Sea Kids Series* that creates products to help parents raise children ages seven and under to have a strong foundation in Jesus. Lee Ann is a board member of the Alexandrian Forum under the tutelage of Dr. Warren Gage Th.M., J.D., Ph.D., an organization seeking to bring a greater understanding of the Bible by hosting annual Typology Conferences in South Florida dedicated to the theme of Christ as the center of Scripture. In addition, Lee Ann speaks to women groups regarding the redemptive power of the gospel represented through the types of brides of the Church.

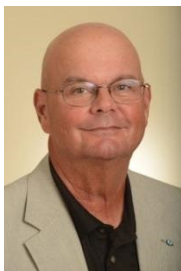
Her lifelong dedication to helping others includes organizational volunteer work:

- Florida Palm Beach County Guardian ad Litem 1988 – 1991.
- Palm Beach County Alzheimer's Association, Chair for Auction Dinner Dance, 1990 & 1991, Golf Tournament Committee 1990-1991.
- Director, and Public Affairs Education Chair, "The Deboer Committee for Children's Rights, 1992-1995.
- Fundraising Committee for Boca Ballet 1999, 2000.
- Joan of Arc Council of Catholic Women: International Affairs Commission Chair, Co-Chair for the 1996 Luncheon Fashion Show, 400 in attendance at the Boca Raton Hotel, 1996.
- Rainbow of Love Preschool, Fundraising Committee, 1994, 1995.
- Boca Christian School: Sunshine Committee, Auction Co-Chair, 1995, 1996, 1997.
- Andrews School Auction Committee, 2004 – 2006.
- Junior League of Boca Raton, Community Support Chair, 2000 – 2003.
- Joan of Arc, Religious Education 7<sup>th</sup> grade teacher, 2003 – 2007.
- Boca Raton High School, Initiated and chaired the Auction 2005-2011.
- Boca Raton High School, Initiated and chaired the PTA/PTSA President 2009-2011.
- Boca Bath & Tennis Architectural Review Board Member, 2008 – 2010.
- Board member The Alexandrian Forum, 2014 – current.
- Board member Florida Authors & Publisher's Association, 2015 – current.



***Jonathan Hall***  
***Director***

Having grown up in Brazil in a multi-cultural missionary family, Jonathan Hall served various missions ventures in different parts of the world with YWAM (Youth With A Mission) and then returned to Brazil in the early 1980's and began to serve the Foursquare church in that nation (a church family which now has close to 20,000 churches in Brazil). Jonathan and Elizabeth met in 1985 as they both served an interdenominational conference as translators, and were married the following year. Having initiated and led missions and business ventures in multiple countries, and serving as the South American Regional Coordinator and the Brazilian Foursquare missions director, in 2007 Jonathan and Beth were asked to move to Los Angeles as Global Vice-President and Foursquare Missions Director under President Dr. Jack Hayford. After several years in Los Angeles and a new President and leadership team in place, Jonathan and Elizabeth moved to Miami to better serve LATAM and Brazil. Jonathan currently serves multiple projects in LATAM, especially in Brazil and Cuba, and is the South Florida Regional Superintendent of Foursquare churches, and also leads the Foursquare BAM (Business As Mission) network. Jonathan holds a master's degree in Leadership Studies from Regent University, and he and Beth have three lovely daughters, Stephanie, Michelle and Natalie and a great son-in-law, Patrick.



***Mr. Tom Walker***  
***Director***

Mr. Tom Walker is Managing Director of Expressions of Joy! A Christian school for the performing arts in Deerfield Beach, Florida, an organization he co-founded in 2005. Mr. Walker has also served as a Financial Specialist at Wachovia Bank for the past fourteen years assisting individuals and organizations in managing assets and debt. His earlier career includes executive recruitment, financial and business equipment sales and youth services. Mr. Walker has served as Secretary for the American Chamber of Christians in Business; Vice-President and founder of the Gold Coast Medical Group Management Association; President of the Institute of Management Accountants, Broward County Chapter; and Director of the Florida Atlantic University Alumni Association. Mr. Walker has attended Camino Real Community Church where he has served as usher, treasurer, and

youth leader. He is currently a member of Boca Raton Community Church where he has served in the middle and high-school ministries. Mr. Walker holds a BA in Psychology from Florida Atlantic University and has participated in post-graduate programs at The University of Texas and Moody Bible Institute. Mr. Walker is a Registered Representative (Series 7) and a Florida Insurance Agent.



***Dr. Norman Wise***  
*Director*

Dr. Wise has dedicated his life to healing hearts and homes since 1972. He is trained in theology and gifted in providing guidance through counseling to both individuals and families. Coming out of a dysfunctional family himself has given him a real empathy for people suffering from abuse from others or addicted to self-destructive life patterns. The core of his counsel comes from developing a healthier life story based on the love of God through Christ Jesus. The goal is teaching people how to live sane, stable, and spiritual lives. Norman Wise has a B.S. in Education and a B.A. in Biblical Theology from Geneva College. He has a Master's of Divinity and a D.Min. from Knox Theological Seminary. His doctorate focused on "The Pastor and Pain," examining in-depth methods on how we explain pain and suffering in our lives and the process a pastor can take to provide caring counsel and practical help to emotionally and mentally suffering people. As Executive Director of Living Water Christian Counseling center in Tamarac, Florida, which Dr. Wise helped found in 1991, he has seen over 30,000 people helped by their services.

In addition to his work at the counseling center and his pastoral duties at First Church West, in Tamarac, Dr. Wise serves as an adjunct faculty member at South Florida Bible College. He also cohosts "Ask the Counselor," a weekly talk show on [GraceNetRadio.com](http://GraceNetRadio.com), every Tuesday at 1:00 p.m. To learn more about Dr. Norman Wise and the Living Water Christian Counseling center, you can go to [LivingWaterChristianCounseling.org](http://LivingWaterChristianCounseling.org). To read Dr. Wise's blog and more about First Church West, visit [FirstChurchWest.org](http://FirstChurchWest.org).



***Apostle Billy Thompson***  
*Director*

Apostle Billy Thompson is the Founder and Senior Pastor of Jesus People Proclaim International Church (JPPIC) for over 15 years, now residing in Deerfield Beach, FL. He is a profound revelator, teacher, and encourager whose heart is Kingdom-minded to see believers fulfill God's purpose in life, and Proclaim God's life changing power through the love of Jesus Christ. This understanding is what propels him as he travels locally and internationally, ministering a word of hope, healing, and deliverance through Apostolic/Prophetic revelation. JPPIC has a diverse and progressively growing membership where he and his wife, Cynthia Thompson, serve the communities that encompass Palm Beach, Broward and Miami-Dade. Most commonly known worldwide as one of only four players in Basketball History to win a NCAA Championship and a NBA Championship in consecutive years. As Louisville Cardinal (1986) and with the Los Angeles Lakers (1987, 1988). He concluded his NBA career as a member of the Miami Heat Inaugural team in 1989 and later playing in Europe settling in Israel playing for Hapoel Jerusalem 1992-1997 obtaining two State Cup Champion titles. Till this day, Billy Thompson is revered and loved as one of the top elite players of all time to play for Israel.

Immense in gifting his passion for people and his love for God, this has propelled him into full time ministry. After serving for 5 years as assistant Pastor under the tutelage the late Bishop Isaiah Williams Jr. Founder of Jesus People Ministries International Church. On February 18th, 2001, he was sent out along with his wife to inaugurate Jesus People Proclaim International Church.



***Gail Neer***  
*Director*

Gail Neer and her husband Jay have resided in Boca Raton for the past 45 years. Jay and Gail are both retirees of IBM where Gail held several administration positions with IBM for mid and senior level management. Prior to working for IBM, she was the administrator to the Dean of Students at the Ulster Campus of State University of New York.

Gail has an Associates Degree in Administration from State University of New York. She also has a Bachelors Degree in Biblical Studies and Masters Degree in Christian Counseling from Jacksonville Theological Seminary. Gail holds a PhD in Pastoral Clinical Counseling from National Christian Counselors Association.

For many years, she served on the Board of Directors for her community as well as the Boca Del Mar Board of Directors. Gail currently serves on the Academic Board and the Board of Directors for Faith Farm Ministries. She taught several courses and counseled for a number of years in the Eastham Home for Women at Faith Farm.

Gail and her husband continue to serve as International Christian Embassy Jerusalem liaisons in South Florida and have hosted several events on behalf of ICEJ. They have had the privilege of traveling to many parts of the world; much of that travel was ministry and mission outreach centered.



***Dr. Jason Jackson***  
*Director*

Forbes Finance Council member, U.S. Naval veteran, spiritual leader, and community organizer, Dr. Jason Jackson is a sought-after innovative theorist and transformational guide. Regularly covered by over 150 media outlets such as CNBC, TBN, and the Boston Globe, Dr. Jackson has earned a distinguished reputation as a social and economic pioneer. He is a devoted husband to his wife, Natalie, and father to Nalani, Jessica, Joshua, and Noah.

Dr. Jackson is internationally known for his position as the Founder and Chief Investment Officer of IBS Investment Bank, where he is responsible for oversight of the firm's investment portfolio. His peers frequently call upon him to serve as an expert speaker in national conferences for the Association of Corporate Growth, Crittenden Real Estate Finance, and Noble Capital Markets.

In addition to his business initiatives, Dr. Jackson has established a broad array of community-centric platforms, ranging from food salvage to youth risk reduction programs. Through his leadership mobilization organization, Jackson Global Initiative, he serves as an advisor to government, community, spiritual leaders, and a diverse group of entrepreneurs and corporate executives. He serves on a diverse group of boards and committees, including:

- [IBS Institutional Capital, an IBS Investment Bank sister company- Chairman;](#)
- [SCORE Palm Beach County powered by the U.S. SBA- Chairman;](#)
- [Broward Sheriff's Office Social Justice Task Force;](#)
- [The University of South Florida, Muma College of Business Steering Committee;](#)
- [United Nations Chaplains Association- Chairman;](#)
- [LifeNet4Families;](#)
- [Forbes Finance Council.](#)

**Note:** Board members may rotate on and off the Board of Directors as stipulated in the Board's *By-Laws*. For the most current listing of board members, visit *South Florida Bible College & Theological Seminary's* web site at [www.sfbc.edu](http://www.sfbc.edu).



### Senior Administration

The administration, under the direction of the chief executive officer of the college, are responsible for the implementation of the policy of the Board of Directors.

***Mary A. Drabik, Ed. D.***  
*President*

***Joseph Guadagnino, Ph.D.***  
*Chancellor*

***Josiah Stephan, D.Min. (Candidate)***  
*Vice President for Academic Affairs*

***Phyllis Wright, M.A.***  
*Vice President for Student Life*

***Germil Agenor, B.A.***  
*Vice President for Enrollment Management*

***Wayne Richardson***  
*Vice President for Development*

***David Sayers, Ph.D. (Candidate)***  
*Vice President for Finance*

### Staff Members

The staff members are responsible for administrative and business operations of SFBC&TS.

#### Academic Office:

***Jodyann Reid, D.Min.***  
*Dean of College*

***Esa Autero, Th.D.***  
*Dean of Seminary*

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

***Thomas Drabik, DRE.***  
*Registrar*

***Paula Stevenson, MLIS***  
*Librarian*

#### Assessment Office:

***David Bakthaumar, M.A.***  
*Director of Institutional Effectiveness*



**Student Life Office:**

*David Bakthakumar, M.Div. (Candidate)*  
Director of Ministry Formation

*Andrea Santos, M.A.*  
Student Life Manager

*Maria Alice Da Silva, B.A.*  
International Student Life Coordinator

**Enrollment Office:**

*Aline Barbosa, M.A.*  
Admissions Manager

**Resource Office:**

*Lance McNeill, B.S.*  
Director of Information Technology

*Thomas Drabik, DRE.*  
Financial Aid Director

**Development Office:**

*Michael Jarvis, B.A.*  
Director of Donor Relations

*Casey Simmons-Palacious*  
Director of Alumni Relations

## Faculty

SFBC&TS are proud of their faculty. Every member of the faculty has been called by Christ to guide students both academically and spiritually. Listed below are the members of the faculty with their credentials. The year after each name indicates the beginning year of service at SFBC&TS.

### *Division of Undergraduate Biblical/Theological Studies*

***James Cater, M.A.***

**2020**

Adjunct Professor

Division of Biblical/Theological Studies

M.A., South Florida Bible College & Theological Seminary

***Barry Davis, M.A.***

**2015**

Assistant Professor

Division of Biblical/Theological Studies

B.A., Piedmont University

M.S., Capella University

M.A., Piedmont University

***Christopher De Giovanni, M.A.***

**2021**

Adjunct Instructor

Division of Biblical/Theological Studies

M.A., South Florida Bible College & Theological Seminary

***Thomas Drabik, Jr., D.R.E***

**1985**

Associate Professor

Division of Biblical/Theological Studies

B.A. in Religious Education, South Florida Bible College & Theological Seminary

M.A. in Religious and Biblical Education, South Florida Bible College & Theological Seminary

DRE. in Religious Education, South Florida Bible College & Theological Seminary

***Steven Carleo, M.Div.***

**2014**

Adjunct Professor

Division of General Studies

MBA., Liberty University

M.Div., Liberty University

***Gavin Felix, M.A.***

**2021**

Adjunct Professor

Division of Biblical/Theological Studies

B.A., New Orleans Baptist Theological Seminary

M.A., Reformed Theological Seminary

***Warren Kendrick, M.Div.***

**2022**

Adjunct Instructor  
Division of Biblical/Theological Studies  
B.A., South Florida Bible College & Theological Seminary  
M.Div., Knox Theological Seminary

*Lee Ann Mancini, M.A.*

**2014**

Adjunct Professor  
Division of Biblical/Theological Studies  
B.A. in Religious Studies, Regent University  
M.A. in Christian Studies, Trinity Evangelical Divinity School  
M.A. in Biblical Studies, Knox Theological Seminary

*Sky McNeill, M.A.*

**2022**

Instructor  
Division of Biblical/Theological Studies  
B.A., Columbia International University  
M.A., South Florida Bible College & Theological Seminary

*John Stevenson, D.Min.*

**2004**

Professor  
Chair, Division of Undergraduate Biblical/Theological Studies  
B.A. in Biblical Education & Theology, Florida Bible College  
M.Div. in Biblical Studies, Knox Theological Seminary  
D.Min. in Old Testament and Preaching, Reformed Theological Seminary

*Frank Trotta, M.Div.*

**2019**

Adjunct Professor  
Division of Biblical/Theological Studies  
M.A., Liberty University  
M.Div., Liberty University

*Cleverson Viera, M.A.*

**2020**

Adjunct Professor  
Division of Biblical/Theological Studies  
B.A., University Center of Caratinga  
M.A., South Florida Bible College & Theological Seminary

*Bruce Wagner, M.Div.*

**2010**

Distinguished Adjunct Professor  
Division of Biblical/Theological Studies  
B.A., Penn State University  
M.S., Florida State University  
M.Div., Luther Rice Seminary



***Norman Wise, D.Min.***

**2019**

Adjunct Professor  
Division of Biblical/Theological Studies  
B.A., Geneva College  
M.Div., Knox Theological Seminary  
D.Min., Knox Theological Seminary

***Division of Undergraduate General Studies***

***English Department***

***Diana Cox, M.A.***

**2017**

Adjunct Instructor  
Division of General Studies  
B.A., University of Florida  
M.A., University of Florida  
M.A., South Florida Bible College & Theological Seminary

***Thomas Pear, M.A.***

**2021**

Adjunct Professor  
Division of General Studies  
B.S., Florida State University  
M.A., Regent University

***Paula Stevenson, M.S.***

**2011**

Associate Professor  
Librarian  
B.A. in Elementary Education, Florida Atlantic University  
M.S. in Media and Information Science, Florida Atlantic University  
D.C.E. (Hon.), South Florida Bible College & Theological Seminary

***Margaret Wagner, M.A.***

**2021**

Adjunct Instructor  
Division of General Studies  
B.A.E., University of Florida

***Math & Science Department***

***Steven Carleo, M.Div.***

**2014**

Adjunct Professor  
Division of General Studies  
MBA., Liberty University  
M.Div., Liberty University

***Kevin Clarke, D.Min. (Candidate)***



**2016**

Assistant Professor  
Interim Chair, Division of General Studies  
B.S. in Information Technology, Northern Caribbean University  
M.S. in Information Technology, Nova Southeastern University  
M.Div., South Florida Bible College & Theological Seminary  
D.Min., South Florida Bible College & Theological Seminary (Candidate)

*Thomas De Rosa, M.Ed.*

**2014**

Adjunct Professor  
Division of General Studies  
M.Ed., Florida Atlantic University

*Chad Earwood, M.A.T.*

**2022**

Adjunct Professor  
Division of General Studies  
B.S., University of Phoenix  
M.A.T., The Citadel Graduate College

*Sorel Jacques, Ph.D.*

**2021**

Adjunct Professor  
Division of General Studies  
B.S., Faculte d'Agronomie et de Medecine Veterinaire  
M.S., Colegio de Postgraduados  
Ph.D., University of Arkansas

*Rose Wilson, M.S.T.*

**2020**

Adjunct Professor  
Division of General Studies  
B.A., Florida Atlantic University  
M.S.T., Florida Atlantic University

*Humanities Department*

*Paloma Herrera, Ph.D. (Candidate)*

**2022**

Adjunct Instructor  
Division of General Studies  
M.A., Biola University  
Ph.D., University of Aberdeen (Candidate)

*Rogério Jordao, M.A.*

**2022**

Adjunct Instructor  
Division of General Studies  
B.A., South Florida Bible College & Theological Seminary  
M.A., South Florida Bible College & Theological Seminary



***Rick Lyons, M.A.***

**2018**

Adjunct Professor  
Division of General Studies  
B.A. in History, Florida Atlantic University  
M.A. in Philosophy, California State University Dominguez Hills

***Jodyann Reid, D.Min.***

**2009**

Associate Professor  
Dean, College  
M.A. in Christianity and Culture, Knox Theological Seminary  
M.A. in Biblical and Theological Studies, Knox Theological Seminary  
D.Min., Knox Theological Seminary

***Rajesh Sebastian, Ph.D.***

**2022**

Adjunct Professor  
Division of General Studies  
B.Th., New Theological College  
M.A. in Philosophy and Religion, Madurai University  
M.Th., Dallas Theological Seminary  
Ph.D., Liberty University

*Psychology Department*

***Barry Davis, M.A.***

**2015**

Assistant Professor  
Division of General Studies  
B.A., Piedmont University  
M.S., Capella University  
M.A., Piedmont University

***Marie Labranche, Ph.D. (Candidate)***

**2018**

Adjunct Professor  
Division of General Studies  
B.S., New York Institute of Technology  
M.S., Palm Beach Atlantic University  
Ph.D., Northcentral University (Candidate)

***Daphney Lundi, Ph.D.***

**2018**

Assistant Professor  
Chair, Division of Graduate Behavioral Sciences  
B.A., DeVry University  
M.S., Nova Southeastern University  
Ph.D. in Marriage and Family Counseling, Nova Southeastern University

*Division of Undergraduate Professional Studies*

*Behavioral Sciences Department*

*Josias Da Silva, M.Ed.*

**2022**

Adjunct Instructor  
Division of Professional Studies  
B.A., Northwestern Baptist Theological Seminary  
M.A., Knox Theological Seminary  
M.Ed., Lamar University

*Nilce Moraes, M.S.*

**2015**

Assistant Professor  
Chair, Department of Undergraduate Behavioral Sciences  
B.A., Cairn University  
M.S., New Jersey State College

*Marie Labranche, Ph.D. (Candidate)*

**2018**

Adjunct Professor  
Division of Professional Studies  
B.S., New York Institute of Technology  
M.S., Palm Beach Atlantic University  
Ph.D., Northcentral University (Candidate)

*Daphney Lundi, Ph.D.*

**2018**

Assistant Professor  
Chair, Division of Graduate Behavioral Sciences  
B.A., DeVry University  
M.S., Nova Southeastern University  
Ph.D. in Marriage and Family Counseling, Nova Southeastern University

*Alda Sousa, M.A.*

**2022**

Adjunct Instructor  
Division of Professional Studies  
B.A., Paulista University  
M.A., South Florida Bible College & Theological Seminary

*Business & Administration Department*

*Frankie Bennett, Ph.D.*

**2019**

Adjunct Professor  
Division of Professional Studies  
M.M., Sullivan University  
Ph.D., Sullivan University



***Robert Boutwell, Esq.***

**1990**

Distinguished Adjunct Professor  
Division of Professional Studies  
B.A. in Psychology, Hartford University  
J.D. in Law, University of Notre Dame

***Mary Drabik, M.R.E., M.B.A.***

**1989**

Associate Professor  
President  
Division of Professional Studies  
B.A. in Biblical Studies, South Florida Bible College  
M.R.E., in Religious Education, South Florida Theological Seminary  
M.B.A. in Higher Education/Administration, Whitfield Theological Seminary  
D.C.E. (Hon.), Cohen Theological Seminary

***Michael Jarvis, B.S.,***

**2016**

Assistant Professor  
Division of Professional Studies  
B.S., Northeastern University

***Collin Lindsay, M.B.A.***

**2021**

Adjunct Instructor  
Division of Professional Studies  
B.S., Northern Caribbean University  
M.B.A., Nova Southeastern University

***Trecia Myrie-Reid, M.B.A.***

**2019**

Adjunct Professor  
Division of Professional Studies  
B.S.C. in Finance & International Business, The University of Technology  
M.B.A., Nova Southeastern University

***Karine Purchas, M.M.***

**2019**

Adjunct Professor  
Division of Professional Studies  
B.A., Trinity International University  
M.M., University of Phoenix

***Sharon Ritchie-Brown, Ed.D.***

**2018**

Assistant Professor  
Chair, Department of Business & Administration  
Division of Professional Studies  
B.S., Management Information Technology, Barry University  
M.B.A., University of Phoenix



Ed.D. Nova Southeastern University

*Ministry & Leadership Department*

***Fabiana Da Silva, M.A.***

**2021**

Adjunct Instructor

Division of Professional Studies

B.A., Universidade Paulista

M.A., South Florida Bible College & Theological Seminary

D.Min., South Florida Theological Seminary (Pursuing)

***Pedreto Graham-Brown, D.Min.***

**2018**

Adjunct Professor

Division of Professional Studies

B.S., Campbellsville University

M.Div., Southern Baptist Theological Seminary

D.Min., Liberty University

***Linda Hunt, Ph.D.***

**2020**

Adjunct Professor

Division of Professional Studies

B.A., Clark Atlanta University

M.Mus., Iowa University

M.Div., Alliance Theological Seminary

Ed.D., Liberty University

Ph.D., Walden University

***Hoffman Pereira, D.M.A.***

**2022**

Adjunct Professor

Division of Professional Studies

B.A., Universidade Federal de Pernambuco

M.A., Louisiana State University

D.M.A., Louisiana State University

***Michael Rackley, D.Min.***

**2015**

Assistant Professor

Chair, Division of Professional Studies

M.Div., South Florida Theological Seminary

Ph.D., Louisiana Baptist University

D.Min., Liberty University

***Josiah Stephan, D.Min. (Candidate)***

**2014**

Assistant Professor

Vice President for Academic Affairs

Division of Professional Studies

B.S. in Family, Youth and Community Science, University of Florida  
 M.S. in Mental Health Counseling, Florida International University  
 M.Div., South Florida Theological Seminary (Candidate)  
 D.Min., South Florida Theological Seminary (Candidate)

*Division of Graduate Biblical/Theological Studies*

*Esa Autero, Th.D.*

**2004**

Professor  
 Dean, Seminary  
 Chair, Division of Graduate Biblical Studies  
 Th.B., University of Helsinki  
 Th.M., University of Helsinki  
 Th.D., University of Helsinki

*David Arcay Escobar, Ph.D.*

**2018**

Adjunct Professor  
 Division of Biblical/Theological Studies  
 B.A., University of Rhode Island  
 M.A., Rhode Island College  
 M.A., Harvard University  
 Th.M., Puritan Reformed Theological Seminary  
 Th.M., Gordon-Conwell Theological Seminary  
 Ph.D., Boston College  
 Ph.D., Puritan Reformed Theological Seminary

*Wilson Chuchu, Ph.D.*

**2022**

Adjunct Professor  
 Division of Biblical/Theological Studies  
 BA., Pan Africa Christian University/Glad Tidings Bible College  
 M.Div., Asia LIFE University  
 Th.M., Emory University/Candler School of Theology  
 Ph.D., St. Thomas University

*Brian Wagner, Th.M.*

**2016**

Distinguished Adjunct Professor  
 Division of Biblical/Theological Studies  
 B.A. in Bible, Bob Jones University  
 M.Div. Biblical Theological Seminary  
 Th.M., Liberty University

*Division of Graduate Ministry*

*Ana Droll, Ph.D.*

**2019**

Instructor  
 Chair, Division of Graduate Ministry



M.Div., Fuller Theological Seminary  
Ph.D., Fuller Theological Seminary

***Becky Emerson, D.Min.***

**2014**

Associate Professor  
B.S. in Biology, University of Toronto  
M.Div. in Ministry, Asbury Theological Seminary  
D. Min in Pastoral Ministries, Trinity International University

***Karl Luff, D.Miss.***

**2021**

Adjunct Professor  
B.A., John Wesley College  
M.Div., Asbury Theological Seminary  
Th.M., Asbury Theological Seminary  
D.Missiology., Trinity Evangelical Divinity School

***Eric Sarwar, Ph.D.***

**2021**

Adjunct Professor  
M.A., Karachi University  
M.Div., Gujranwala Theological Seminary  
Th.M., Calvin Theological Seminary  
Ph.D., Fuller Theological Seminary

***Daniel Topf, Ph.D.***

**2021**

Adjunct Professor  
B.A., University of Applied Sciences  
M.A., Global University  
M.Div., TCA College  
Th.M., Fuller Theological Seminary  
Ph.D., Fuller Theological Seminary

***Division of Graduate Behavioral Sciences***

***Marie Labranche, Ph.D. (Candidate)***

**2018**

Adjunct Professor  
Division of Graduate Behavioral Sciences  
B.S., New York Institute of Technology  
M.S., Palm Beach Atlantic University  
Ph.D., Northcentral University (Candidate)

***Daphney Lundi, Ph.D.***

**2018**

Assistant Professor  
Chair, Division of Graduate Behavioral Sciences  
B.A., DeVry University  
M.S., Nova Southeastern University



Ph.D. in Marriage and Family Counseling, Nova Southeastern University

***Sophia Rose, Ph.D.***

**2021**

Adjunct Instructor  
Division of Graduate Behavioral Sciences  
B.A., Adelphi University  
M.A., Trinity International University  
Ph.D, Nova Southeastern University

***Visiting Lecturers***

***Dr. Gary Cohen***

Visiting Lecturer  
B.S. in Education, Temple University  
M.Div., Faith Theological Seminary  
STM in Theology, Faith Theological Seminary  
Th.D. in Biblical Studies, Grace Theological Seminary

***Dr. George Sharp***

Visiting Lecturer  
B.A. in Physical Education, Purdue University  
M.A. in Theological Studies, Logos Bible College  
M.A. in Education, University of Oklahoma  
Th.D., Cornerstone Theological Seminary  
Ph.D., South Florida Theological Seminary

## Academic Calendar

### Fall 2023 Semester

April 1 <sup>st</sup>	Registration begins
July 1 <sup>st</sup>	Priority Deadline – Domestic students are exempt from paying the \$50 orientation fee if they submit all application materials by this date. International students must submit all materials by this date to be considered for admission.
August 8 <sup>th</sup>	Application Deadline for Domestic Students
August 8 <sup>th</sup>	EAP New Student Orientation
August 9 <sup>th</sup>	College/College Academy New Student Orientation
August 10 <sup>th</sup>	Payment Plan Due Date: First installment due for students enrolled in the Tuition and Fees payment plan. (Late fee assessed if first payment is not met by this date).
August 14 <sup>th</sup>	<b>CLASSES BEGIN</b>
August 14 <sup>th</sup>	Convocation
August 18 <sup>th</sup>	Last day at 5pm to drop/add courses without incurring financial liability for tuition and fees; \$100 late registration fee after this date.
September 4 <sup>th</sup>	<b>Labor Day – No classes and offices are closed</b>
September 8 <sup>th</sup>	Last day to do a complete withdrawal and receive a 25% tuition adjustment
September 8 <sup>th</sup>	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, scholarship, or another award.
September 15 <sup>th</sup>	Last day to apply for graduation
September 21 <sup>st</sup>	Ministry and Career Fair
October 14 <sup>th</sup>	SFBC Annual BBQ Fellowship
November 10 <sup>th</sup>	Last day to withdraw from a course
November 10 <sup>th</sup>	<b>Veteran's Day (Observed) – No classes and offices are closed</b>
November 17 <sup>th</sup>	Last day to submit master's thesis or doctoral dissertation
November 22 <sup>nd</sup> – 26 <sup>th</sup>	<b>Thanksgiving Break – No classes and offices are closed</b>
December 1 <sup>st</sup>	<b>LAST DAY OF CLASSES</b>
December 8 <sup>th</sup>	Grades due in Registrar's Office, 9 a.m.
December 15 <sup>th</sup>	Grades available to students
December 18 <sup>th</sup> – January 1 <sup>st</sup>	<b>Winter Break – Offices are closed</b>

### Spring 2024 Semester

October 1 <sup>st</sup>	Registration begins
December 1 <sup>st</sup>	Priority Deadline – Domestic students are exempt from paying the \$50 orientation fee if they submit all application materials by this date. International students must submit all materials by this date to be considered for admission.
January 3 <sup>rd</sup>	Application Deadline for Domestic Students
January 3 <sup>rd</sup>	EAP New Student Orientation
January 4 <sup>th</sup>	College/College Academy New Student Orientation
January 8 <sup>th</sup>	<b>CLASSES BEGIN</b>
January 8 <sup>th</sup>	Convocation
January 10 <sup>th</sup>	Payment Plan Due Date: First installment due for students enrolled in the Tuition and Fees payment plan. (Late fee assessed if first payment is not met by this date).
January 12 <sup>th</sup>	Last day at 5pm to drop/add courses without incurring financial liability for tuition and fees; \$100 late registration fee after this date.
January 15 <sup>th</sup>	<b>Martin Luther King Jr. Day – No classes and offices are closed</b>
February 2 <sup>nd</sup>	Last day to do a complete withdrawal and receive a 25% tuition adjustment
February 2 <sup>nd</sup>	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, scholarship, or another award.
February 15 <sup>th</sup>	Last day to apply for graduation
March 4 <sup>th</sup> – 10 <sup>th</sup>	<b>Spring Break – No classes but offices are open</b>
March 28 <sup>th</sup> – 31 <sup>st</sup>	<b>Easter Break – No classes and offices are closed</b>
April 5 <sup>th</sup>	Last day to submit master's thesis or doctoral dissertation
April 5 <sup>th</sup>	Last day to withdraw from a course
April 26 <sup>th</sup>	<b>LAST DAY OF CLASSES</b>
May 3 <sup>rd</sup>	Grades due in Registrar's Office, 9 a.m.
May 11 <sup>th</sup>	Commencement Ceremonies
May 17 <sup>th</sup>	Grades available to students

### Summer 2024 Semester

March 1 <sup>st</sup>	Registration begins
April 1 <sup>st</sup>	Priority Deadline – Domestic students are exempt from paying the \$50 orientation fee if they submit all application materials by this date. International students must submit all materials by this date to be considered for admission.
May 7 <sup>th</sup>	Application Deadline for Domestic Students
May 7 <sup>th</sup>	New Student Orientation
May 10 <sup>th</sup>	Payment Plan Due Date: First installment due for students enrolled in the Tuition and Fees payment plan. (Late fee assessed if first payment is not met by this date).
May 13 <sup>th</sup>	<b>CLASSES BEGIN FOR SUMMER A AND SUMMER B</b>
May 17 <sup>th</sup>	Last day at 5pm to drop/add courses without incurring financial liability for tuition and fees for <u>summer A and B</u> ; \$100 late registration fee after this date.
May 27 <sup>th</sup>	<b>Memorial Day – No classes and offices are closed</b>
June 7 <sup>th</sup>	Last day to do a complete withdrawal and receive a 25% tuition adjustment for summer A.
June 7 <sup>th</sup>	Cancellation of Enrollment for unpaid Tuition and Fee balances not covered by Payment Plan, scholarship, or another award for summer A.
June 7 <sup>th</sup>	Last day to withdraw from a course for Summer B
June 21 <sup>st</sup>	<b>LAST DAY OF CLASSES FOR SUMMER B</b>
June 24 <sup>th</sup>	<b>CLASSES BEGIN FOR SUMMER C</b>
June 28 <sup>th</sup>	Last day at 5pm to drop/add courses without incurring financial liability for tuition and fees for <u>summer C</u> ; \$100 late registration fee after this date.
June 28 <sup>th</sup>	Grades due in Registrar's Office, 9 a.m. for Summer B
July 4 <sup>th</sup> – 5 <sup>th</sup>	<b>Independence Day Break – No classes and offices are closed</b>
July 19 <sup>th</sup>	Last day to withdraw from a course for Summer A and C
August 2 <sup>nd</sup>	<b>LAST DAY OF CLASSES FOR SUMMER A AND C</b>
August 8 <sup>th</sup>	Grades due in Registrar's Office, 9 a.m.
August 16 <sup>th</sup>	Grades available to students