

***South Florida Bible College  
& Theological Seminary***

***2016-2020 Catalog*  
*Volume I***

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## 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 thirtieth 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."](#)<sup>TM</sup>

In Christ,

Mary Drabik, Ed. D.  
President

## **Vision Statement**

SFBC&TS' thirty year vision has been to provide a quality Christian education under the Christian tenets provided by the Holy Bible. SFBC&TS embraces opportunities that offer improvements to its programs, services, and institutional effectiveness. SFBC&TS remains committed to the utilization of techniques, methodologies, and measurement systems designed to analyze strengths, weaknesses, and opportunities for improvement, and to implement appropriate processes to effect successful change based on sound formulaic results.

## **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.

## **Institutional Goals & Objectives**

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

1. The College and Seminary encourages an actively engaged and inclusive learning community based upon Christian tenets, the Holy Bible, trust, integrity, respect, and diversity in a safe, welcoming physical environment.
2. The College and Seminary will help to prepare students for careers in ministry and for life-long learning by providing a clearly defined general education program, focused undergraduate and graduate programs, and by providing support through information literacy.
3. The College and Seminary will continue to strengthen its role as a provider of graduate education, offering scholarly and/or professional graduate programs including collaborations with other learning institutes and professionals, culminating in student expertise at professional levels.
4. The College and Seminary will offer advising, support services, and learning experiences that aid students in helping to identify life and ministry goals, planning academic careers, and achieving timely graduation.
5. The College and Seminary will promote professional development of all members of its academic community in order to achieve excellence in learning through teaching and ministry.
6. The College and Seminary, as a whole and in all of its parts, will continue to establish thorough priorities and assessment policies that anticipate our needs and focus our efforts and resources in support of our mission, vision, and goals.

## **Educational Philosophy**

South Florida Bible College & Theological Seminary is committed to the ideals of Christian education: the development of the whole person (i.e., spirit, soul, and body). This requires knowledge of God's Word, development of Christian character, specialized training for service, application of biblical principles, and the promotion of Christian love and unity. SFBC&TS believes that God's Word alone is sufficient to develop the whole person. All faculty members accept the Bible as the inerrant and final authority in life, faith, and practice.

## **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 prophesized 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.

### **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.

#### **APA**

SFBC&TS is approved by the American Psychological Association to offer CE credit for psychologists. SFBC&TS maintains responsibility for the program.

#### **STATE OF**

SFBC&TS is licensed by the Commission for

**FLORIDA** 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.

**ACSI** SFBC&TS is on the list of Recognized College programs with the Association of Christian Schools International (ACSI).

**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 a non-denominational institution of higher learning where men and women could fulfill the call of God upon their lives. SFBC&TS began as a Bible Institute in 1985, evolving into a Bible College and Seminary in 1988. The first graduating class was in June 1990, with eighty (80) graduates.

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

According to Florida Smart, the State of Florida has:

- Ten State Universities
- Twenty-eight Community Colleges
- Sixty-eight private Colleges & Universities
- Only fifteen of the sixty-eight private Colleges and Universities are Bible Colleges
- Only two of the fifteen Bible Colleges are in Broward County
- Only one of the Bible colleges in Broward County, South Florida Bible College & Theological Seminary, offers all this:
  - Non-denominational focus
  - Undergraduate programs in Theology
  - Graduate programs in Theology
  - Programs in Theology for international students
  - Programs in Theology taught in Portuguese
  - Programs in Theology on campus or by Distance Learning A growing international presence

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

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

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

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

Through many miraculous interventions from God, South Florida Bible College & Theological Seminary began. SFBC&TS continues to experience miracles and tremendous growth. Please feel free to contact us should you have questions or if you'd 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 Federal Highway 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 10,000 sq. ft. including classrooms, bookstore, the newly renovated student center, and the Steven R. Sylvester Library: The library houses the college's collection of books, journals, periodicals, as well as learning and computer resources for student use. SFBC&TS also has private study cubicles with computers and wireless Internet access available for students.

## **The SFBC&TS College Experience**

SFBC 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. South Florida is known as the *“Venice of America,”* public transportation readily available to take students to attractions, parks and gardens, and the ocean.

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 of individuals from diverse backgrounds.
- ✓ An institution where a student discovers 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 a non-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 for Competition**

The excitement of competition is obvious in a variety of sports settings. Competition defined in a Christian setting is possible through activities such as intramural settings or through competitive settings in smaller settings than large universities and colleges.

### **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: 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.

### **An Opportunity for Ministry . . . Leadership**

The higher education experience provides many opportunities to be a leader. Degree programs at SFBC&TS about leadership in the church setting and an education experience that puts students into learning situations as soon as possible provide motivation as well as experience for students.

### **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.



## **Admissions Requirements**

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

1. Degree Seeking students (undergraduate and graduate)
2. Auditors
3. Dual Enrollment students
4. CEU students (may or may not have a degree classification)
5. Transfer Students

### **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*

### **PLACEMENT TESTING POLICY**

South Florida Bible College uses placement tests to assess skills in reading, writing and mathematics for Undergraduate Students. South Florida Theological Seminary uses placement tests to assess graduate students in reading, writing, and critical thinking. The results are used to place students into courses and/or academic support groups in order to provide them with the best opportunity to succeed. Academic support groups may be integrated into subsequent coursework/classes or required in addition to enrollment requirements for a given semester. Courses are available for students who need developmental work as determined by placement testing. These courses do not count toward degree requirements.

All students are required to take Placement exams upon entering SFBC&TS. All non-traditional students, including transfer students, and distance learners, should contact the college to discuss placement exams and how they are administered.

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

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

- Students auditing courses.
- Students who do not intend to register in a degree program but do intend to take courses other than courses with math and English placement prerequisites (e.g., non-degree seeking students.)
- Students who have at least an earned Associates Degree from another accredited institution

### **Placement for English as a Second Language**

Students whose first language is not English and who need English as a Second Language courses may be referred to take the TOEFL exam or may be required to take the Oxford English Test.

Students are exempt from taking the TOEFL exam if they meet the following criteria:

- Students who have taken over 30 credits at a regionally-accredited post-secondary institution in the U.S. or another English speaking country
- Students who have attended a high school in the U.S. for more than three years and have not taken ESL courses to fulfill their core English requirements
- Students who have attended a foreign secondary or post-secondary school whose primary language of instruction is English

## **Accommodations**

Accommodations for students with special needs will be made with the approval of the college. Please contact the Department of Admissions for more information.

## **English for Academic Purposes (EAP) Placement (International Students)**

Before being accepted into the program, international students who apply for admission into a degree program are placed into either College Writing or the EAP Program. Students who place in Level 1 and 2 are required to enter the EAP Program, Levels 3 and 4 may enroll in College Writing.

## **English Placement (Undergraduate)**

Before registering for courses, students who apply for admission into a degree program are placed into English I (ENG 101) and ENG II (ENG 102) unless exempt from the course in the following ways.

- Completed college level courses (with a grade C or higher) comparable to ENG 101 and ENG 102. Student must provide transcripts to support this claim.

Student may not be exempt from ENG 101.

Proficiency for the English Placement Test is 70%. If students need remedial work before being eligible for ENG 101, they must begin their developmental courses in their first year at the college and complete the developmental sequence as determined by the test before enrolling in ENG 101. **NOTE:** Students who score well on the ACT, SAT, or the English placement exams are not exempt from taking ENG 102.

## **Mathematics Placement (Undergraduate)**

For initial mathematics placement, all students who will need a mathematics course for the completion of their A.A. degree or General Studies requirements must take the Mathematics Placement Test before enrolling in their first semester (unless they meet noted exemptions). The SFBC A.A./General Studies program requires that all SFBC students complete College Algebra (MAC 101) unless exempt from both courses in the following ways.

- Completed college level courses (with a grade C or higher) comparable to MAC 101. Student must provide transcripts to support this claim.

Proficiency for the Math Placement Test is 70%. If students need remedial mathematics coursework, they must begin the developmental sequence in their first year at the college. **NOTE:** Students who score well on the ACT, SAT, or the Math placement exams are not exempt from taking MAC 101.

## **English Placement (Graduate)**

Before registering for any courses, students who apply for admission into a graduate program must take the English Placement exam. There are no exemptions for graduate students.

Proficiency for the English Placement Test is 80%. If students need developmental work before being eligible for graduate school, they must begin their developmental courses in their first year at the college and complete the developmental sequence as determined by the English test.

## **Critical Thinking Placement (Graduate)**

Before registering for any courses, students who apply for admission into a graduate program must take the Critical Thinking Placement exam. There are no exemptions for graduate students.

Proficiency for the Critical Thinking Placement Test is 70%. If students need developmental work before being eligible for graduate school, they must begin their developmental courses in their first year at the college and complete the developmental sequence as determined by the Critical Thinking test.

### **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.

### **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.

### **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 and Graduate)**

1. Complete the Application Form and return it to the Admissions Office.
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.
5. Recent Digital Photo.
6. Letter of recommendation from your pastor.
7. Interview
8. Register for Placement Exams
9. Register for Freshman Orientation (if applicable)

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's Degree 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 Masters 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.

### **Master's Degree Candidates: Graduate Requirement(s)**

1. All M.Div. students are required to write a Thesis. The Thesis must be typewritten, double spaced, and not less than fifty (50) pages, covering a topic in the student's field of study. It must cite twenty (20) different sources. The Thesis is in addition to the program requirements. The Thesis is six (6) credit hours. There is a one (1) year time limit for the Thesis. After completion of their course of study, one professionally bound copy is to be provided to SFBC&TS.
2. 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.**

### **Correspondence Program**

#### **1. 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' distance learning program permits students to pursue a degree program or courses for personal enrichment in the comfort of their own home and based on their own schedules. Correspondence Education is based upon academic terms already established at the college.

#### **2. Policy**

Correspondence is an extension of the parent institution. All SFBC&TS goals, objectives, missions, statements of faith, program criteria, etc., are the same. As students complete degree requirements, evaluations of progress and future work will occur. Correspondence students must fulfill the same forty (40) hours per year Christian service requirement (usually performed weekly) as commuter students. Although convenient, correspondence education is not a short cut. All programs utilize rigorous curricula and courses that require dedication and research.

### **3. Criteria**

Degree Program students must maintain at least twelve (12) credits per year to remain active. Non-degree students must maintain at least six (6) credits per year to remain active.

All courses are available via distance learning or external studies to anyone, anywhere. Requirements include the following:

- Computer
- E-mail (Ability to send and receive attachments)
- Ability to meet financial requirements
- Ability to obtain required textbooks via SFBC&TS or other vendors from USA.

### **4. Graduation**

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

Many pastors, ministers, missionaries, church workers, and other professionals often desire a quality Christian education but are unable to meet attendance requirements at traditional colleges due to their busy work schedules and personal constraints. SFBC&TS' correspondence program permits students to pursue a degree or complete a course for personal enrichment in the comfort of their own home.

### **5. Correspondence Education**

Unlike students who take courses on campus at SFBC&TS, students enrolled in the correspondence education program are able to complete classes from the comfort of their own home or office. SFBC&TS defines correspondence students as students who need or prefer to work independently or electronically, due to time, job, family constraints, or location. Through the Correspondence Education program at SFBC&TS students have the ability to earn a degree and gain personal enrichment from the convenience of their homes and at their own pace. We are confident that students will be able to meet their academic goals and become effective spiritual leaders in both secular and Christian settings.

#### *Delivery System*

SFBC&TS classes are offered traditionally for local students and creatively for correspondence students. CD-ROM based instructional media, non-Internet delivery, such as intensive weekend seminars, or in some combination of these methods, based upon the needs and the requirements of the individual academic program developed for the student. External courses must be completed within ninety days.

### **The REACH Adult Degree Completion Program (Relevant Education for Adult Christians)**

The REACH Adult Degree Completion Program at SFBC&TS is a unique alternative to the traditional method of earning a college degree. The program is designed to provide adult students a non-traditional opportunity to complete a baccalaureate degree for the advancement of their professional careers and for personal achievement.

#### **Purpose:**

The REACH Program is designed to equip students with a basic knowledge of the Word of God in order to prepare them for success in the global, professional, and Christian world.

As a student in the REACH Program you can finish your bachelors degree in a traditional classroom at an accelerated pace. Courses are offered to students once a week for a five (5) week period. Transfer credit from accredited community colleges and other post secondary schools can be used toward your four-year degree. Additionally, you may be able to receive academic credit for military credits or other certifications you have earned. Academic credit may be awarded for continuing education courses and other training, from CLEP, or challenge exams. To find out if these qualifications apply to you please contact the Admissions Department.

The Department of Continuing Education currently offers two B.A. tracks for students (1) a B.A. in Business Administration and Management and (2) a B.A. in Leadership and Ministry. For specific course details and information please review the Adult Degree Completion tracks listed in the “*Undergraduate Programs*” section of this catalog.

NOTE: Students will not be granted an A.A. degree from this program. Student unable to complete the REACH Program should contact the Department of Admissions for withdrawal procedures.

### **Requirements**

1. Students in the REACH Program must meet the requirements for admissions into SFBC&TS degree-seeking B.A. programs (see sections above and below for details.)
  - a. Complete Application and fees apply
2. Student must have completed 48-60 credits (with a grade “C” or higher) prior to entry into this program.
3. Student must complete a minimum of 50% of their degree at SFBC&TS.
4. Student must complete 120 credit hours in order to graduate from SFBC&TS.
5. In both programs, student in the REACH track will need to complete additional Credits to obtain their degree. (Check with the Department of Adult Degree Completion for more details.)
  - a. Students may take classes through the Distance Education Program or on-campus in order to complete additional credits towards their degrees.
  - b. SFBC&TS may consider life learning, CEU, and CLEP credits for course credit.
6. Students accepted into this track must meet the admissions requirements listed above and below for “traditional, degree seeking students” prior to entry into this program. (Please contact the Department of Admissions for details.)
7. Students should be a minimum of 23 years of age to enter this program

### **Dual Enrollment Program**

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 print an application at [www.sfbc.edu](http://www.sfbc.edu).
4. There is a \$75 Application processing fee.
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 Unit (CEU) Students**

1. Complete the CEU Application Form and return it to the Admissions Office.

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 Office of International Students for more information.

### **Student Records**

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

### **Academic Advising**

All new students may request an advisor or counselor upon admission to the college. Academic advisors and counselors are available to provide information on skill prerequisites, help students plan class schedules, discuss curriculum choices, and provide academic personal support. Students are encouraged to meet with an advisor or counselor prior to their first semester and at least annually thereafter. As students' progress in their program of study, advisors or counselors can identify courses that are yet to be completed.

### **General Equivalency Diploma (GED)**

Persons with a General Equivalency Diploma (GED) from any state must achieve a minimum total SAT score of 960 (reading and math) or an ACT score of 20. Applicants with a GED should also submit high school transcripts from any school attended for review by the Office of Admissions.

### **Non-traditional High School Program**

Persons applying for admission who are participating in a non-traditional high school program must present credentials equivalent to those listed above for GED students.

### **Auditors**

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.

### **Transfer Admissions Requirements**

#### **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 or the 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. Prerequisites 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.

### **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.

### **Graduate:**

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.

If the Masters 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 criteria will be considered provisionally admitted until the completion of the remedial course(s) in question.

### **Additional Student Requirements**

#### **General**

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

#### **Christian Service**

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

#### **Christian Ethics**

SFBC&TS believes every aspect of a Christian's lifestyle must reflect an awareness of God's Kingdom. It is the special responsibility of those serving as leaders in the body of Christ to live exemplary lives and to encourage excellence in



others. These areas include recognition of the authority of God’s Word, service to the Lord, Christian character, modesty in dress and language, and sensitivity toward the needs of others.

## **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.

## **Students**

Two types of students avail themselves of a quality education at SFBC&TS: commuters and distance learners. Commuters are students who attend one or more days per week, or on weekends, to complete degree requirements in a classroom environment. Performance is evaluated from attendance, class participation, examinations, and written papers. Commuters experience special camaraderie with classmates as they proceed through their programs and interact regularly.

Distance learners are students who need or prefer independent study, due to time, job, family constraints, or location. They either earn a degree or gain personal enrichment from the convenience of their homes, and at their own pace. Independent study courses utilize the same curricula commuters follow, but distance learners are required to perform additional reading and research. Distance learners must complete their coursework within three months.

## **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.

## **Privacy Rights**

The *Family Educational Rights and Privacy Act* (FERPA), established by Congress in 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading data. This right includes the distribution of official and unofficial transcripts [Please review Student Record section listed above.]

## **Grades Policy**

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

## **Class Standing**

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

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

## **Housing**

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

## **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. It is, therefore, necessary all students be dressed and groomed modestly and in good taste.

1. Muscle shirts are not permitted.
2. Hair must be neatly groomed.
3. All extreme or faddish modes of dress, grooming, and/or decorative ornamentation are to be avoided.

## **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.

## **Christian Standards of Living**

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.

## **Student Services**

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

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

Personnel in the Office of Student Services goal is to assist with the transition to college life by helping students gain the most from their college experience. While placement assistance is offered at SFBC&TS, employment cannot be guaranteed upon completion of programs. Detailed information is available about the various programs from the Student 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.

## **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.

## **Crime Data**

Annual crime statistics can be seen on our web site at: <http://sfbc.edu/wp-content/uploads/2015/10/campus-safety-report.pdf> . All students have a right to know their on-campus safety here at South Florida Bible College & Theological Seminary.

## **Organizations/Clubs**

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

## **Social Life**

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

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

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

## **Graduation Rates**

Students have a right to know the yearly graduation rates here at the college and seminary. These annual rates can be seen on our website at: <http://sfbc.edu/wp-content/uploads/2015/10/Graduation-rates.pdf>

## **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.

## **Standards 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.*

Guidelines for student conduct at South Florida Bible College & Theological Seminary are few but important. Failure to live up to these guidelines may result in discipline, suspension, or dismissal. The guidelines of conduct are enforced.

1. Any conduct that could lead to physical injury or property damage.
2. The use of obscene or profane language.
3. The failure to act with financial responsibility for bills, including rent of house or apartment.
4. The use of tobacco in any of its forms on or off campus.
5. The use or possession of alcoholic beverages, narcotics, addictive or hallucinatory drugs on or off campus.

6. The use of pornographic materials in any form, including the use of college computers to access pornographic sites on the Internet.
7. Untruthfulness, dishonesty in any relationships.
8. 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.)

Students are also to acknowledge the following:

9. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.) and homosexual acts. Students who demonstrate an attitude of disdain or disrespect toward these standards may be subject to disciplinary action.
10. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

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

### **Discipline**

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

1. Consultation with the Dean of Student Services.
2. A required appearance before the student services committee composed of the Dean of Student Services, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Dismissal from college.

### **Due Process**

Student rights to due process in disciplinary procedures are specified in the current *Student Handbook*.

### **Drug-Free Schools and Campuses Amendment**

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

### **Student Consumer Information**

Prospective and enrolled students may obtain complete consumer information concerning financial assistance costs, eligibility, and programs by contacting the financial aid office at the college address.

### **Campus Crime Awareness**

Reports of criminal or campus violations are to be made to the business office. A complete record of campus crime and/or violation is kept on record for both campus security authorities and local police agencies.

### **Privacy Act (FERPA)**

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

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

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.

### **Academic Probation: Undergraduate and Graduate Students**

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

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

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

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

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

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

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

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

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

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

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.* On chapel nights, attendance will be taken by the students' teachers as part of the students' grades. Below are the classifications used by SFBC&TS to determine attendance.

1. **Unexcused Absence** – When a student does not provide a formal excuse. 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 withdrawal from that course, which may result in failure of that course.
2. **Excused Absence** – To qualify as an "excused absence", your absence must have a formal excuse and be approved by your instructor prior to the particular class absence in question. Excused absences are not cause for automatic withdrawal; however, they may adversely impact overall performance.
3. **Tardiness** – Classes start promptly at the scheduled time. "Tardy" is defined as arriving at least five (5) minutes after the official start time of a particular class. Three (3) "tardies" will be counted as one (1) unexcused absence

### **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.

**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.

### **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 Dean of Admissions within two (2) working days of the denial.

#### Step 2: The Board of Appeals

The Dean of Admissions shall convene the Board of Appeals within three (3) 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 three (3) 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:

Dean of Student Life  
Academic Dean  
Member of the Faculty  
Dean of Admissions

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.

### **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.

### **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 "Grievance Form" may be obtained from the Dean of Student Life, the Provost, the Registrar, or any staff member in the front office. The following provides the next steps required of the student or faculty member who is reporting an offense. **Note:** more details about Faculty Grievance procedures are provided in the Faculty Manual.

1. **Students:** Complete the entire "Grievance Form" and give it to the Dean of Student Life. The student will be asked to meet with the Dean of Student Life in order to discuss the problem and the circumstances involving the incident(s).
2. **Faculty:** Complete the entire "Grievance Form" and give it to the Dean of Faculty. The faculty member will be asked to meet with the Dean of Faculty in order to discuss the problem and the circumstances involving the incident(s).
3. **Dean of Student Life:** The Dean of Student Life will undertake the first level of response. The Dean of Student Life 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 a 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 Dean of Student Life, the Situation will be escalated to the Provost and or President. In this situation, the Provost will counsel the student offender and provide them with a warning which will be placed in their permanent record. The Provost 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 Provost for evaluation. If the situation cannot be resolved by the Provost, the President should be involved with the process.
4. **Appeal Clause:** Any student or faculty member deemed culpable of inappropriate actions may make a formal appeal to the Provost and/or President of SFBC&TS. The Provost and President, after reviewing all documents

and interview records, may elect to review the determination and speak with the appellant. If the President or Provost feel the process has been adjudicated appropriately, the president will uphold the decision. If the President or Provost determine the action or process biased they reserve the right to overturn the decision without further consultation.

- 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.

### 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 may be placed on a sixty-day probationary period, which affords ample time for reform.

### The President’s Award

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

Transcripts	Letter	Points	Grade Points	
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.	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	
Grading System	C+	77.00 – 79.99	2.50	
	C	73.00 – 76.99	2.00	Bible College & Seminary employs on a four point scaled as follows:
	C-	70.00 – 72.99	1.75	
	D+	67.00 – 69.99	1.50	
	D	63.00 – 66.99	1.00	
	D-	60.00 – 62.99	0.50	
	F	0.00 – 59.99	0.00	



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

## Academic Integrity

It is the desire of SFBC&TS to create an environment of scholarly inquiry within the bounds of integrity. Christian witness demands scholars present their research in truth and originality. Consequently, SFBC&TS' administration and faculty take very seriously the issue of academic integrity.

Academic integrity includes a wide range of activities such as writing, testing, etc. The integrity of a student's work is violated when he/she has been involved in one or more of the following acts:

1. **Cheating:** Because of SFBC&TS' commitment to truth and moral behavior, any form of cheating will not be tolerated. A student who is suspected of cheating will be confronted, and if found in violation, will be disciplined.
2. **Plagiarism:** "To take ideas, writing, etc., from another and pass them off as one's own" (*Webster's New World Dictionary*, 1980, p. 1087). In order to avoid plagiarism, the student must cite completely and accurately all sources from which an idea or phrase originates. Plagiarism also encompasses the misuse of another's ideas and is not isolated to words or phrases.

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.

## Graduation

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

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

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

Students may also be eligible to graduate "with honors." A GPA of 3.75 or higher constitutes "with honors."

**NOTE:** Grade Point Average Requirements

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

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

## Student 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**

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

Anyone may request a full copy of the reports listed above. Please contact the Student Services Office (954-545-8328 or [studentservices@sfbc.edu](mailto:studentservices@sfbc.edu)) for a full copy of the Annual Security Report, and Financial Support Data, or information on the college's alcohol and drug abuse awareness program.

Please contact the Registrar's Office (954-545-4500) or [registrar@sfbc.edu](mailto:registrar@sfbc.edu) for the Completion or Graduation Rates.

# **Financial Aid Requirements**

## **Financial Aid**

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

## **How to Apply for Financial Aid**

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

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

## **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 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**

F E D E R A L  A I D	<u>Source</u>	<u>Eligibility</u>	<u>Amount</u>	<u>Deadline</u>
	Federal Pell Grant	High need on FAFSA	Varies	Varies
	Federal Supplemental Educational Opportunity (FSEOG)	High need on FAFSA	Varies	Varies
	Subsidized Federal Stafford Loans	Undergraduate 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

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 954-571-7730 or [financialaid@sfbc.edu](mailto:financialaid@sfbc.edu).

### Student Loans

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

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

### Military Benefits

SFBC&TS is proud of the courageous men and women who actively serve our country. Active Duty, Reservists, National Guard all branches, Veterans, and military dependents have 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 954-480-9755, Office of Admissions.

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

## State of Florida Vocational Rehabilitation

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

## Institutional Scholarships

The Lightbearer's Alumni Association of SFBC&TS offers one partial scholarship for students who meet certain academic criteria. Please contact our financial aid office for further details.

## 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 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 meet with the Financial Aid Office to establish a relationship and begin the process.
2. The student will be instructed to go to the college website ([www.sfbc.edu](http://www.sfbc.edu)) and follow the instructions on the Financial Aid page found in the "Prospective Students" tab. The student first will be asked to complete a Free Application for Federal Student Aid (FAFSA); once this is successfully completed, he/she will be asked to complete a Student Interview on the college's Virtual Financial Aid Office (VFAO) website. *NOTE: It is imperative the student completes the FAFSA first; he/she will receive a score called an "EFC" rating that must be recorded on the Student Interview. Failure to do so will result in an inaccurate Student Interview, which could delay a student's financial aid.*
3. Once both applications are finished, the School will notify the student of the progress of his/her Financial Aid application. In general, it can take anywhere from 5 days to two weeks (depending on the time of year) for the School to get word on the success of the application and the amount of money being given to the student. When a student's Financial Aid actually arrives at SFBC, 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).

## **WHEN TO EXPECT FINANCIAL AID FUNDS**

The time of excess 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;
- 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 third semester at SFBC 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 for two semesters or less, 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 "anticipated" or "estimated" cannot be credited to student bills.

## **FINANCIAL AID STATUS APPEALS**

Financial aid policies and procedures are established to insure 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 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.

### **OUTSIDE AWARDS**

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

Outside award checks should be sent to: Business Office, South Florida Bible College, 1100 South Federal Highway, Deerfield Beach, FL 33441.

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 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 graduation index at the end of any semester is less than that required for a student with his/her classification as shown in Table A. 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 graduation indexes equal to or greater than those required for a student with his/her classification as shown in Table A.

**TABLE A: Index Levels for Probation**

<u>Year Classification</u>	<u>Semester Index</u>	<u>Graduation Index</u>
0 & 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2.0
7	1.7	2.0
8 & up	1.7	2.0

**Drop Status:**

A student on scholastic probation shall be dropped from the college if, at the close of any regular semester, his/her graduation index is less than that required of a student as shown in Table B 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.

**TABLE B: Index Levels for Dropping**

<u>Year Classification</u>	<u>Graduation Index Less Than</u>
0 & 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 & up	2.0

**Credit Completion Requirement**

All SFBC 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-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-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

### 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**

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. In addition, each student is charged a \$50 Return of Title IV funding fee.

### **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 School 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 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 (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 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 students called to active duty.
- The business office maintains information regarding tuition, fees, and financial aid refund policies for SFBC 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 if he/she defaults on any student loan.

## **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.

### **International Enrollment Deposit**

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

- EAP Enrollment Deposit: \$550
- Undergraduate Enrollment Deposit: \$640
- Graduate Enrollment Deposit: \$480

**Graduation Fee**

<b>Associate Degree</b>	\$185.00
<b>Baccalaureate Degree</b>	\$185.00
<b>Graduate Degree</b>	\$185.00

**Transfer Credits**

These are based on the following:

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

**Assessed Credits**

Review <i>Life Learning Portfolio</i> Fee	\$75.00
Assessing Life Learning Credit Fee	\$70.00 per credit hour

**Audit Fee US-\$300.00 per course**

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

**Undergraduate & Graduate Tuition Fees:**

\$265.00 per credit hour (On campus or Correspondence coursework)  
\$265.00 per credit hour

**Online Fees:**

\$150.00 per course

**International Student Tuition Fees:**

\$265.00 per credit hour

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

**Thesis Fees**

To cover administrative and review expenses: **US-\$500.00 fee.**

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

**Student Fees**

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

### **Library Fees**

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

### **Return of Title IV Funds Fee**

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

### **Change of Status Fee**

If an International Student seeks their visa through a change of status process, regardless of the reason, they will be charged a \$250 Change of Status Fee.

### **Transcript Fee**

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

\***Express deliveries** of transcripts will vary in cost. Please inquire with the Registrar's Office for more details.

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

### **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 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.  
The college will refund:

3. 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. There will be no refund after the drop/add week.
5. 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.
6. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
7. Refunds will be made within 30 days of termination or receipt of cancellation notice.
8. 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 on Page 28).

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:

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**. Contact the Registrar’s Office to withdraw from a course. NOTE: All withdrawals must be in writing 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
  - 50.00 flat fee
- 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 July 31  
20.00% of invoice

- Payment #2 Aug 31  
20.00% of invoice
- Payment #3 Sep 30  
20.00% of invoice
- Payment #4 Oct 31  
20.00% of invoice
- Balance Due Nov 30

### **Spring Semester Payment Plan**

- Cost
  - 50.00 flat fee
- 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 Dec 31  
20.00% of invoice
- Payment #2 Jan 31  
20.00% of invoice
- Payment #3 Feb 28  
20.00% of invoice
- Payment #4 Mar 31  
20.00% of invoice
- Balance Due Apr 30

### **Summer 12 weeks Payment Plan**

- Cost
  - 50.00 flat fee
- 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 30  
25.00% of invoice
- Payment #2 May 31  
25.00% of invoice

- Payment #3 Jun 30  
25.00% of invoice
- Balance Due Jul 31

### **Summer 6 weeks Payment Plan**

- Cost
  - 50.00 flat fee
- 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 May 1  
50.00% of invoice
- Balance Due Jul 1

### **Card Declined Fee**

If any student's payment is declined for any reason, the student's account will be charged a \$50 fee. This fee is known as a returned payment fee.

### **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 either a Withdrawal or an Incomplete. All Incomplete courses are at the discretion of the Registrar and Faculty member overseeing the course. (See Refund Policy page 25).

### **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:

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

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



# **UNDERGRADUATE**

## 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 nine undergraduate degree programs, as follows:

*Associate of Arts* 60 Credit hours

Biblical Studies 60 Credit hours

*Bachelor of Arts* in:

Religious Education:  
Elementary Teacher Education 129 Credit hours

Biblical Studies 120 Credit hours

Christian Business Management 120 Credit hours

Pastoral Ministry 120 Credit hours

Christian Counseling 120 Credit hours

Christian Clinical Counseling 120 Credit hours

Business Administration & Mgmt. 120 Credit hours

Leadership & Ministry 120 Credit hours

## Undergraduate Programs

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

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

1. Demonstrate skills in critical thinking;
2. Identify and understand basic biblical doctrines and history;
3. Exhibit proficiency and competency in GE/AA courses and coursework;
4. Utilize personal and academic feedback;
5. Demonstrate basic communication skills and readiness for upper division courses;
6. Demonstrate involvement in local ministries, spiritual disciplines, and devotional practices; and
7. Demonstrate the importance of the Biblical worldview in general studies.

### 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 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 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
	Total	24 Credits

#### General Education Requirements:

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits
MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	(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 as follows:

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

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

1. Identify the history, content, and background of the Bible;
2. Demonstrate an understanding of fundamentals of Christian doctrine and theology;

3. Apply Biblical hermeneutics to an exegetical research project; and
4. Demonstrate the importance of the Biblical worldview in Biblical Studies.

### **Bachelor of Arts (B.A.) degree in Biblical 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 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
	<b>Total</b>	<b>24 Credits</b>

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

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits
MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	<b>(A.A. Degree) Total Credits</b>	<b>60 Credits</b>

#### **Core Curriculum:**

BBL 370	Hermeneutics	3 Credits
BBL 230	Paul’s Prison Epistles	3 Credits
BBL 232	Old Testament Historical Books	3 Credits
BBL 301	Pentateuch I	3 Credits
BBL 307	Old Testament Poetry	3 Credits
BBL 309	Old Testament Prophets	3 Credits
BBL 300	Christian Ethics	3 Credits
BBL 333	General Epistles	3 Credits
BBL 466	Romans	3 Credits
BBL 450	New Testament Biblical Backgrounds	3 Credits
BBL 280	Gospels: The Life of Christ	3 Credits
THE 401	Christian Apologetics	3 Credits
THE 331	Systematic Theology I	3 Credits
THE 332	Systematic Theology II	3 Credits
BBL 460	Senior Seminar	3 Credits
LANXXX	Language (LAN 401-405)	6 Credits
HIS312	Church History	3 Credits
	Electives	<u>6 Credits</u>
	<b>Total</b>	<b>120 Credits</b>

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

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

1. Recognize and interpret general business ethics, values, and principles;
2. Develop and apply biblical leadership in business practices;
3. Formulate business strategies and apply them to a practical project; and
4. Demonstrate the importance of the Biblical worldview in Christian Business management.

## Bachelor of Arts (B.A.) degree in Christian Business Management

The Bachelor of Arts degree in Christian Business 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 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
	Total	24 Credits

### General Education Requirements:

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits
MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	(A.A. Degree) Total Credits	60 Credits

### Core Curriculum:

ACG 303	Accounting	3 Credits
BBL 131	Christian Character of Leaders	3 Credits
BUS 212	Principles of Management	3 Credits
BUS 241	Business Communication	3 Credits
BUS 261	Business Leadership	3 Credits
BUS 305	Business Ethics	3 Credits
BUS 405	Business Law	3 Credits
BUS 410	Business Statistics	3 Credits
BUS 411	Marketing Management	3 Credits
ECO 301	Economics	3 Credits
HRM 402	Human Resource Mgmt.	3 Credits
MIN 205	Leadership: Team Ministry	3 Credits
BUS 310	Christian Business Management	3 Credits
BUS 450	Internship	3 Credits
BUS 460	Senior Seminar	3 Credits

Bible Electives	9 Credits
Electives	<u>6 Credits</u>
Total	120 Credits

### **Bachelor of Arts (B.A.) – Pastoral Ministry**

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

1. Apply pastoral counseling to individual and small group ministries;
2. Formulate a pastoral philosophy of ministry that is consistent with the Biblical Worldview and applicable to a practical project;
3. Define the historical and theological foundations of pastoral ministry;
4. Illustrate the relation of business and church practices to pastoral ministry; and
5. Develop leadership skills, ministerial practices, and Christian character that reflect an understanding of principles of sermon preparation and discipleship.

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

The Bachelor of Arts degree in Pastoral Ministry 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 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
Total		24 Credits

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

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits
MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	(A.A. Degree) Total Credits	60 Credits

#### **Core Curriculum:**

MIN 110	Spiritual Formation	3 Credits
MIN 102	World Missions	3 Credits
MIN 206	Ministerial Ethics	3 Credits
MIN 209	Leadership of Practical Theology I	3 Credits

MIN 210	Leadership of Practical Theology II	3 Credits
MIN 202	Homiletics	3 Credits
MIN 203	Pastoral Leadership	3 Credits
MIN 214	Discipleship	3 Credits
MIN 303	Multi-staff Ministry	3 Credits
CCO 322	Counseling Marriage and Families	3 Credits
CCO 420	Pastoral Counseling	3 Credits
HIS 312	Church History	3 Credits
BBL 370	Hermeneutics	3 Credits
THE 401	Christian Apologetics	3 Credits
THE 331	Systematic Theology I	3 Credits
MIN 450	Pastoral Mentoring/Internship	3 Credits
MIN 460	Senior Seminar	3 Credit
	Electives	<u>9 Credits</u>
	Total	120 Credits

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

**Requirements:**

1. Must have completed all A.A./General Education Requirements at SFBC
2. Must be enrolled in a B.A. program at SFBC
3. Must declare a specialization in Missions with SFBC prior to the enrollment in missions courses (MIS 105-MIS305)

**Core Curriculum:**

MIN 102	World Missions	3 Credits
MIS 105	History of Missions	3 Credits
MIS 201	Missionary Life and Work	3 Credits
MIS 205	Global Trends in Missions	3 Credits
MIS 310	Intercultural Communication	3 Credits
MIS 305	Cross-Cultural Internship	<u>3 Credits</u>
	Total	18 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. Synthesize biblical knowledge and the Biblical Worldview with psychological methodology;
2. Identify psychological approaches, both Christian and secular, including theoretical and applied principles of counseling;
3. Employ interviewing skills and psychological techniques with counseling methods;
4. Formulate counseling strategies and apply them to a practical project; and
5. Demonstrate familiarity psychological research and field methods.

**Bachelor of Arts (B.A.) degree in Christian Counseling**

The Bachelor of Arts degree in Christian Counseling will prepare the student to integrate biblical knowledge with counseling methodology so as to function as an efficient counselor.

**Bible Requirements:**

BBL 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
	Total	24 Credits

**General Education Requirements:**

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits
MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	(A.A. Degree) Total Credits	60 Credits

**Core Curriculum:**

CCO 250	Counseling Skills & Techniques	3 Credits
DEP 305	Developmental Psychology	3 Credits
CLP 414	Abnormal Psychology	3 Credits
PPE 403	Personality Theories	3 Credits
CCO 302	Christian Counseling Ethics	3 Credits
CCO 310	Counseling Children & Adolescents	3 Credits
CCO 320	Crisis Counseling	3 Credits
CCO 322	Counseling Marriage and Families	3 Credits
CCO 415	Counseling Multicultural Populations	3 Credits
CCO 450	Behavioral Science Practicum	3 Credits
CCO 460	Senior Seminar	3 Credits
	Specialization Electives	18 Credits
	Electives	<u>9 Credits</u>
	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

**Core Curriculum:**

CCO 323	Counseling Marriages and Families II	3 Credits
CCO 330	Spirituality Counseling	3 Credits
CCO 420	Pastoral Counseling	3 Credits
CCO 454	Substance Abuse Counseling	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

**Core Curriculum:**

STA 202	Statistics	3 Credits
CCO 350	Group Counseling	3 Credits
CCO 435	Psychopathology	3 Credits
CCO 454	Substance Abuse Counseling	3 Credits
	Counseling Electives	<u>6 Credits</u>
	<b>Total</b>	<b>18 Credits</b>

**Bachelor of Arts (B.A.) degree in Christian Clinical Counseling**

The Bachelor of Arts degree in Christian Clinical Counseling will prepare the student to display a basic competence in interviewing skills and psychological techniques. The student will utilize the knowledge of how diverse personalities respond differently to psychology and evangelism.

**Pre-Requisite:**

GED 101	College Orientation	<u>1 Credit</u>
	<b>TOTAL:</b>	<b>1 Credit</b>

**Bible Requirements:**

BBL 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>11 Credits</u>
	<b>TOTAL:</b>	<b>23 Credits</b>

**General Education Requirements:**

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
<i>HIS 101</i>	<i>History of Civilization I</i>	<i>OR</i>
<i>HIS 212</i>	<i>United States History I</i>	<i>3 Credits</i>
MAC301	College Algebra I	3 Credits
MAC 302	College Algebra II	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SCI 201	Biology	3 Credits
SPH 101	Speech	3 Credits
PHS 210	Philosophy	3 Credits
<i>PSY 102</i>	<i>Psychology</i>	<i>OR</i>
<i>SOC102</i>	<i>Sociology</i>	<u>3 Credits</u>
	<b>(A.A. Degree) Total Credits</b>	<b>60 Credits</b>

**Core Curriculum:**

PSY 104	Psychology & Counseling	3 Credits
PSY 160	Human Sexuality	3 Credits
PSY 180	Organizational Psychology	3 Credits
PSY 228	Social Psychology	3 Credits
PSY 330	History & Systems of Psychology	3 Credits

PSY 380	Personality	3 Credits
PSY 312	Tests & Measurements	3 Credits
PSY 204	Psychology of Childhood	3 Credits
PSY 208	Psychology of Adolescence	3 Credits
PSY 212	Psychology of Adulthood	3 Credits
CCO 302	Christian Counseling Ethics	3 Credits
PSY 408	Abnormal Psychology	3 Credits
PSY 430	Educational Psychology	3 Credits
CCO 410	Theories in Counseling and Psychotherapy	3 Credits
PSY 350	Group Dynamics	3 Credits
CCO 450	Behavioral Science Practicum	3 Credits
CCO 461	Senior Project in Behavioral Science	3 Credits
	Bible Electives	<u>9 Credits</u>
	<b>Total</b>	<b>120 Credits</b>

### **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. Develop the core competencies of a Christian educator;
2. Define the history and relevancy of Christian Education as a discipline;
3. Construct strategies and techniques suitable for Christian education;
4. Apply teaching experiences, learned methods, paradigms, and practical teaching experience to a classroom context; and
5. 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 151	New Testament Survey	3 Credits
BBL 101	Old Testament Survey	3 Credits
BBL 201	Bible Doctrines Survey	3 Credits
BBL 111	Biblical Covenants	3 Credits
BBL XXX	Bible Electives	<u>12 Credits</u>
	<b>Total</b>	<b>24 Credits</b>

### **General Education Requirements:**

ENG 101	English Composition I	3 Credits
ENG 102	English Composition II	3 Credits
ENL 211	Literature	3 Credits
HIS 101	History of Civilization I	3 Credits

MAC101	College Algebra I	3 Credits
MIN101	Intro to Evangelism	3 Credits
MIW 201	World Religions	3 Credits
SCI 125	Earth Science	3 Credits
SPH 101	Speech	3 Credits
PHS 201	Introduction to Logic	3 Credits
PHS 210	Philosophy	3 Credits
PSY 102	Psychology	<u>3 Credits</u>
	(A.A. Degree) Total Credits	60 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	129 Credits

### REACH (Relevant Education for Adult Christians)

#### Adult Degree Completion Tracks

As previously mentioned, the REACH programs are meant to provide adults students with a unique opportunity to complete B.A. degree in order to advance their current or future careers. Below are the descriptions of the two B.A. programs (B.A. in Business Administration and B.A. in Leadership and Ministry) offered by SFBC&TS for its adult learners. NOTE: All courses listed in each semester grouping must be completed before moving on to the next grouping of courses. **Student must complete a total of 120 credits to complete a B.A. degree.** Please contact the Department of Admissions for more details about degree requirements.

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

The following outcomes or program objectives are stated as follows:

1. Recognize and interpret general business ethics, values, and principles;
2. Develop and apply biblical leadership in business practices;
3. Formulate business strategies and apply them to a practical project; and
4. Demonstrate the importance of the Biblical worldview in Christian Business management.

The degree program requirements for the Business Administration and Management degree will require 120 semester hours for graduation. There will be a total of 18 hours in Bible and theology and \*45 hours in general education for graduation. The remaining 57 credits will be comprised of 36 hours in the professional core area, and 21 general elective hours. A total of 54 credits will be offered in the adult degree completion program. The following courses are needed in order to complete this degree:

**Semester One:**

GED 2001	Goals, Priorities and Attitudes	3 Credits
BBL 2101	Biblical Worldview	3 Credits
BUS 2201	Essentials of Management	3 Credits
BBL 2301	How to Study, Understand and Apply the Bible	3 Credits

**Semester Two:**

BUS 3001	Communication Concepts	3 Credits
BBL 3101	Life of Christ/Gospels	3 Credits
BUS 3201	Cutting Issues in Management	3 Credits
BBL 3301	Biblical Concepts of Leadership	3 Credits
BUS 3401	Organizational Behavior	3 Credits

Semester Three:

BBL 3501	Foundation of Ethics:	3 Credits
BBL 3701	Christian Ethics	3 Credits
BUS 3801	Accounting for Managers	3 Credits
BUS 4301	Case Studies in Leadership	3 Credits

Semester Four:

BUS 4001	Organizational Marketing and Sales	3 Credits
BBL 4101	The Epistle to the Romans	3 Credits
ECO 4201	Economics and the Manager	3 Credits
THE 4401	Christian Theology	3 Credits
BUS 4501	Case Studies in Ethics	<u>3 Credits</u>
		Total: 54 Credits

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

The following outcomes or program objectives are stated as follows:

1. Apply ministry counseling to individual and small group ministries;
2. Formulate a ministerial philosophy that is consistent with the Biblical Worldview and applicable to a practical project;
3. Define the historical and theological foundations of ministry;
4. Illustrate the relation of business and church practices to ministry; and
5. Develop leadership skills, ministerial practices, and Christian character that reflect an understanding of principles of sermon preparation and discipleship.

The degree program requirements for the Leadership and Ministry degree will require 120 semester hours for graduation. There will be a total of 30 hours in Bible and theology and \*42 hours in general education for graduation. The remaining 42 credits will be comprised of 30 hours in the professional core area, and 12 general electives hours. A total of 48 credits will be offered in the adult degree completion program. The following classes are needed in order to complete this degree:

**Semester One:**

GED 2001	Goals, Priorities and Attitudes	3 Credits
BBL 2102	History of the Israelite Kingdom	3 Credits
BBL 2201	Christian Ethics	3 Credits
BBL 2301	How to Study, Understand and Apply the Bible	3 Credits

**Semester Two:**

BUS 2201	Essentials of Management	3 Credits
BUS 3001	Communication Concepts	3 Credits
BBL 3201	Biblical Concepts of Leadership	3 Credits
BBL 3401	Evangelism and Discipleship	3 Credits

**Semester Three:**

BBL 2101	Biblical Worldview	3 Credits
BBL 3601	Acts: The Early Church	3 Credits
BBL 3801	Paul’s New Testament Letters	3 Credits
BBL 3901	O.T.: Prophets	3 Credits

**Semester Four:**

MIN 4001	Foundations of Teaching & Preaching	3 Credits
CCO 4101	Dynamics of Christian Counseling	3 Credits
BBL 4201	Small Groups in the Church	3 Credits
BUS 4301	Case Studies in Leadership	3 Credits
		Total: 48 Credits

**Undergraduate Course Descriptions**

**Course Numbering System**

Courses are numbered 100, 200, 300, and 400, indicating those usually taken during the first, second, third, and fourth year, respectively. The 300 and 400 level courses are considered upper division courses.

**ACG 303 Accounting** **Credits: 3**  
 A complete foundation in general financial accounting.

**BBL 101 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 110 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 111 Biblical Covenants****Credits: 3**

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 131 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 151 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 201 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 view points.

**BBL 230 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 231 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 232 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 280 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 300 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 301 Pentateuch I****Credits: 3**

The Pentateuch consists of the first five books of the Bible. This course concentrates on Genesis and Exodus. These books lay the foundation of God's written revelation of Himself and His purpose for mankind. The first of two courses.

**BBL 302 Pentateuch II****Credits: 3**

Concentrates on Exodus, Leviticus, Numbers, and Deuteronomy. These books lay the foundation of God's written revelation of Himself and His purpose for mankind. The second of two courses. Prerequisite: BBL 301.

**BBL 303 Early Israeli History****Credits: 3**

The Historical Books consist of the narrative from Joshua, Judges, I Samuel, and II Samuel. These books describe the early history of Israel as a nation and the anointing of the first kings of Israel.

**BBL 304 Kingdom Period****Credits: 3**

The Kingdom Period consists of the books I Kings, II Kings, I Chronicles, and II Chronicles. These books describe the conditions and changes within the Israeli Nation during the years of different kings of both the Northern and the Southern Kingdoms.

**BBL 305 The Postexilic Period****Credits: 3**

The Postexilic Period consists of the books Ezra, Nehemiah, and Esther. These books cover the period after Israel's exile, and the conditions of the Israeli nation during that period.

**BBL 307 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 309 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 333 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 351 The Gospels****Credits: 3**

A study of the four books of the Gospel: Matthew, Mark, Luke, and John.

**BBL 352 Acts – II Corinthians****Credits: 3**

A study of the books of Acts, Romans, I Corinthians, and II Corinthians.

**BBL 353 Galatians – Revelation****Credits 3**

A study of the books of Galatians through Revelation.

**BBL 370 Hermeneutics****Credits: 3**

Presents principles and strategies for the historical-grammatical, or "literal" interpretation of scripture.

**BBL 373 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

**BBL 377 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 400 The Church In The New Testament****Credits: 3**

A study of the church, what it is, and what it is not, in the New Testament.

**BBL 419 Ruth****Credits: 2**

A study in the book of Ruth and its relevance to the historic and modern world.

**BBL 430 Daniel****Credits: 3**

The Book of Daniel is presented in constant reference to the prophetic statements of our Lord, the New Testament apostolic writings, and the prophets of the Old Testament. Daniel is the great apocalyptic book of the Old Testament and unquestionably the key to all biblical prophecy.

**BBL 450 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 460 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.

**BBL 465 Acts of the Apostles****Credits: 3**

A detailed study of the history of the development of the early church.

**BBL 466 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 477 Revelation****Credits: 3**

Explores the only prophetic book of the New Testament, Revelation.

**BBL 2101Biblical Worldview (REACH)****Credits: 3**

This modular course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

**BBL 2102 History of the Israelite Kingdom (REACH) Credits: 3**

This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

**BBL 2201 Christian Ethics (REACH)****Credits: 3**

A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

**BBL 2301 How to Study, Understand (REACH)  
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 3101 Life of Christ/Gospels (REACH) Credits: 3**

This modular course will be a study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

**BBL 3201 Biblical Concepts of Leadership (REACH) Credits: 3**

This modular course includes a study of the various characteristics and connotations that Scripture teaches are part of the biblical concept of leadership. It also includes an application of these concepts to both personal and career goals.

**BBL 3401 Evangelism and Discipleship (REACH) Credits: 3**

This course will include a study of the nature, purpose and process of biblical evangelism and its application to various ministries. There will also be an introduction to the literature, skills and philosophy for planting a new congregation while using a case study to illustrate the process and decision-making.

**BBL 3501 Foundation of Ethics:**

**Hebrew Wisdom Literature (REACH) Credits: 3**

A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

**BBL 3601 Acts: The Early Church (REACH) Credits: 3**

A study of the history of the beginnings of the Christian church as described in the New Testament book of Acts, is the subject of this study. The faith, practices and teaching of the first churches will be the focus of this study, as they are born in Judea, and then expand beyond Judaism across the Greco-Roman world. Special attention will be made of the historical contexts, the key players, and the strategies employed in the missionary expansion of these new communities.

**BBL 3801 Paul's New Testament Letters (REAC Credits: 3**

A study of the letters written by the Apostle Paul (not including Acts) with special emphasis given to the student's use of correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

**BBL 3901 O.T. Prophets (REACH) Credits: 3**

A study of the prophetic books (Isaiah-Malachi) including a chronology of the prophets with special attention given to the religious, social, and political message of the prophets.

**BBL 4101 The Epistle to the Romans (REACH) Credits: 3**

This modular course is an exegetical and historical study of Paul's Epistle to the Romans with exposition and application of the book's leading themes.

**BBL 4201 Small Groups in the Church (REACH) Credits: 3**

This course is a study of New Testament discipleship principles and their application, with special emphasis upon building discipling relationships and small group ministry. Small groups are becoming an increasingly important component of church-based ministry. Leaders must understand groups because group process directly affects creativity, problem solving, decision-making and productivity.

**BUS 131 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.

**BUS 212 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.

**BUS 261 Business Leadership Credits: 3**

This course explores theories and practice of business leadership, how leaders are made and leadership is developed.

- BUS 305 Business Ethics** **Credits: 3**  
Promotes an understanding of business ethics, attention given to moral principles and standards that guide behavior in the world of business.
- BUS 306 Case Studies in Business Ethics** **Credits: 3**  
Case studies that deal not only with ethical failures, but also with ethical successes. Each case presents the same complex value trade-offs that characterize real-life business decision-making.
- BUS 310 Christian Business Management** **Credits: 3**  
Policy is the study of the functions and responsibilities of senior management, the crucial problems that affect success in the total enterprise, and the decisions that determine the direction of the organization, shape its future, and when well-implemented, secure its achievement.
- BUS 320 Business Communications** **Credits: 3**  
An introductory course in information communications for business and information management students.
- BUS 330 Entrepreneurship** **Credits: 3**  
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.
- BUS 340 Sound Mind Investing** **Credits: 3**  
A Biblical view of investing, plus financial steps to take before investing in mutual funds, and many other investing issues.
- BUS 345 Cases in Small Business Management** **Credits: 3**  
Practical examples of starting or buying a franchise, solving marketing problems, financing methods and problems, and management challenges.
- BUS 405 Business Law** **Credits: 3**  
Facilitates understanding of the complex and constantly changing legal environment in which today's businesses operate.
- BUS 410 Business Statistics** **Credits: 3**  
Statistics in Business Management
- BUS 411 Marketing Management** **Credits: 3**  
Emphasizes marketing's role in key functions as customer loyalty, new product development, distribution channels, joint ventures, and alliances.
- BUS 450 Internship** **Credits:3**  
Students will gain supervised field experience in the practice of business.
- BUS 460 Business Senior Seminar** **Credits: 3**  
This seminar provides senior-level business students the opportunity to develop research and writing skills regarding the field of business.
- BUS 2201 Essentials of Management (REACH)** **Credits: 3**  
A study of the five parts of managing organizations-planning, organizing, staffing, leading, and controlling/evaluating-with the study of principles for application of both not-for-profit and for-profit organizations and applications with references to Scripture.
- BUS 3001 Communication Concepts (REACH)** **Credits: 3**  
An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

**BUS 3201 Cutting Issues in Management (REACH) Credits: 3**

This modular course is intended to introduce students to the field of management. The concepts and vocabulary of the business environment are explored. The roles and tasks of managers are reviewed. One primary goal is to increase the self-awareness of each student in a number of areas. Through various self-reporting instruments, students are led to reflect on their attitude toward change, their learning style, their values, and their interpersonal relations orientation. Finally, students are helped to increase their skill

**BUS 3401 Organizational Behavior (REACH) Credits: 3**

Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention will be given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

**BUS 3801 Accounting for Managers (REACH) Credits: 3**

The acquisition, analysis and reporting of financial information is important to the individual manager and the organization will be studied. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

**BUS 4001 Organizational Marketing and Sales (REACH) Credits: 3**

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

**BUS 4301 Case Studies in Leadership (REACH) Credits: 3**

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

**BUS 4501 Case Studies in Ethics (REACH) Credits: 3**

This modular course includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

**CCO 250 Counseling Skills & Techniques Credits: 3**

Skills and techniques in counseling, competencies in relationship building, interviewing, role-playing, simulation, and micro counseling.

**CCO 302 Christian Counseling Ethics Credits: 3**

Introduces the basics of Christian counseling ethics by covering a variety of issues. The course includes the APA Code of Conduct.

**CCO 310 Counseling Children & Adolescents Credits: 3**

The developmental and psychological needs and problems of children are examined 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 320 Counseling in Times of Crisis Credits: 3**

Techniques used during times in which a crisis might arise in the life of the counselee. Includes counseling for unplanned pregnancy and counseling the sick and terminally ill.

**CCO 322 Counseling Marriage and Families I Credits: 3**

Develops the principles of family living and includes Counseling and Children and Counseling Families of Children with Disabilities. Teaches the basic conflicts often arising in the modern family and how to resolve those conflicts.

**CCO 323 Counseling Marriages and Families II****Credits: 3**

Teaches the basic Christian principles of marriage and techniques in marital conflict resolution. Topics include pre-marital and post-marital counseling.

**CCO 330 Spirituality Counseling****Credits: 3**

Provides an experiential and academic investigation of one's own spirituality and its manifestation in daily life—personally and professionally. Includes models of spiritual development, spiritual dimensions of common presenting problems in counseling, and ethics employed in work with diverse spiritual and religious beliefs. This course will address the person and work of the Holy Spirit, as well as the Spirit's power, gifts, and fruit as these things relate to Christian counseling.

**CCO 350 Group Counseling****Credits: 3**

Group Dynamics 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 ending 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 one group meeting of an ongoing secular group in the community and one group meeting of an ongoing Christian group in the community.

**CCO 415 Counseling Multicultural Populations****Credits: 3**

Concepts and skills involved in counseling clients with backgrounds different from the majority culture.

**CCO 420 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 430 Counseling For Family Violence And Abuse****Credits: 3**

An introduction to the modern problems of family violence and abuse. Attention given to childhood sexual abuse and how to counsel the abused.

**CCO 435 Psychopathology****Credits 3**

This course exposes students to various mental disorders and provides them with the skills to deal with and facilitate clients with these various ailments.

**CCO 440 Counseling the Depressed****Credits: 3**

Approaches the subject of depression from a Christian perspective with a study of the causes and effects of depression.

**CCO 445 Counseling for Substance Abuse and Addiction****Credits: 3**

Teaches the process for understanding and dealing constructively with persons suffering from alcoholism and other drug addictions.

**CCO 450 Behavioral Science Practicum****Credits: 3**

This practicum provides senior-level behavioral science students with the opportunity to develop research and writing skills regarding the field of behavioral science.

**CCO 460 Senior Seminar in Behavioral Science****Credits: 3**

This seminar provides senior-level students with the skills to develop, research, and write an in depth research project within their specific field of study.

**CCO 4101 Dynamics of Christian Counseling (REACH)****Credits: 3**

The purpose of this course is to provide an introduction to the counseling profession from a Christian perspective. It will explore how biblical and psychological principles may be integrated and applied to counseling issues. It will also

describe the counseling process and the nature and role of the counselor as a person and as a professional.

**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 pre-schoolers 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 paper on a topic of their choosing in religion and education in consultation with the instructor and education practitioners.

**CLP 414 Abnormal Psychology****Credits: 3**

A study of mental disorders and how environment, sound and cultural factors are interrelated with them.

**DEP 305 Developmental Psychology****Credits: 3**

The study of the relationship of the physical, behavioral, emotional, mental factors, and social changes that accompany growth and development from conception through childhood, adolescence, and adulthood. Explains the processes that underlie developmental change. Promotes a firm understanding of the causes and complexities of human development.

- ECO 301 Economics Credits: 3**  
A study of economic systems. Capitalism, free market, and communism will be studied and contrasted.
- ECO 4201 Economics and the Manager (REACH) Credits: 3**  
This modular course is focused on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included.
- ENG 101 English Composition I Credits: 3**  
A review and a strengthening of the rules of grammar.
- ENG 102 English Composition II Credits: 3**  
Rules for writing reports, theses, dissertations, and writing practice.
- ENL 211 Literature Credits: 3**  
This course surveys the writings of those Christian authors who have made the greatest impact on Christian devotional life from ancient to modern times. Emphasis is placed on the differing perspectives of the authors, their relation to time and space, and their impact and influence on both Christian and secular writings.
- GED 101 College Orientation Credits 3**  
This course prepares incoming students with the skills to succeed in a college setting. Emphasis in this course is placed on the development of individual skills including: note taking, writing, reading, and creating a Biblical Worldview.
- GED 2001 Goals, Priorities and Attitudes (REACH) Credits: 3**  
The setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities related to the realities and aspirations of life will be studied. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities is also covered. There is an emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.
- HIS 101 History of Civilization I Credits: 3**  
The first of courses covering world history from creation to the Reformation.
- HIS 211 New World History Credits: 3**  
A study of the Christian founding of America. The recent secularization of society will also be examined.
- HIS 212 United States History I Credits: 3**  
Examines American history. The first of two courses.
- HIS 311 American Government Credits: 3**  
A study of the founding principles of American government as reflected in the Bible, the Constitution, and Declaration of Independence. Examination of the fundamental principles of the American economic system will also be studied.
- HIS 312 Church History Credits: 3**  
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.
- HIS 314 Latin American and Caribbean Church History Credits: 3**  
This course discusses the implementation of Christianity in Latin America and the Caribbean.
- HRM 402 Human Resource Management Credits: 3**  
A practical specific study of human resource management. How to manage people efficiently and effectively in a business or ministry.
- JUD 402 Judaism and the Church Credits: 3**  
A look at the Jewish roots of the Church and how the Church has historically related to the Jewish people.

- LAN 401 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.
- LAN 402 Beginning Greek II** **Credits: 3**  
The second course in Greek grammar. Pre-requisite: LAN 401.
- LAN 404 Beginning Hebrew I** **Credits: 3**  
The first course in Hebrew.
- LAN 405 Beginning Hebrew II** **Credits: 3**  
The second course in Hebrew. Pre-requisite: LAN 404.
- MAC 301 College Algebra I** **Credits: 3**  
The basic principles of algebra on a college level. The first of two courses.
- MAC 302 College Algebra II** **Credits: 3**  
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 101 Evangelism** **Credits: 3**  
A study of evangelism and its practical applications
- MIN 102 World Missions** **Credits: 3**  
This course will give students an overview of missions. Topics covered include biblical foundations of missions, history of missions, the role of God's call in missions, and the problems of cross-cultural ministry and communications. This course will help students understand missions as the heartbeat of God and prepares students for further studies in the fields of missions, missiology and cross-cultural ministry.
- MIN 110 Spiritual Formation** **Credits 3**  
This course will equip you to shepherd the church. A philosophy of pastoral care and the skills required for the practical application of this philosophy will be addressed. The role of the shepherd will be examined, as well as the spiritual foundations for pastoral care.
- MIN 202 Homiletics** **Credits: 3**  
A study of the preparation of sermons and teachings. Examines the fundamentals of various subject treatments, organization of material, and delivery.
- MIN 203 Pastoral Leadership** **Credits: 3**  
Theological foundations and techniques for effective clergy leadership.
- MIN 205 Leadership: Team Ministry** **Credits: 3**  
This leadership course focuses on how to function effectively as a team leader. The dynamics, communication patterns, organization, and motivation of teams are explored in light of biblical principles. Theoretical aspects are supplemented with practical applications and group leadership activities.
- MIN 206 Ministerial Ethics** **Credits: 3**  
Presents the moral role of the minister and his ethical responsibilities. Provides an understanding of the ethical obligations contemporary clergy should assume in their personal and professional life.
- MIN 209 Leadership of Practical Theology I** **Credits: 3**  
Provides practical wisdom on preaching, worship, music, the sacraments, weddings, and funerals. Deals with various types of evangelism and missions, church planting, targeting age and social groups, service ministries to special needs groups, counseling, Christian education, and chaplaincies.
- MIN 210 Leadership of Practical Theology II** **Credits: 3**



Leadership and administration. Includes personal management, ministry transitions, enabling leadership, staff supervision management, and financial matters.

**MIN 214 Discipleship**

**Credits: 3**

Christian education is one of the building blocks of the church. In its broadest sense, educational ministry is an integral part of every aspect of church life. This course will focus on direct instruction related to the formal teaching of scripture in various times and circumstances to transform lives. This course will help students grasp the theory and concepts that undergird Christian education and apply them to their personal ministry.

**MIN 303 Multi-staff Ministry**

**Credits: 3**

This course deals with power, leadership and collaboration in ministry as it relates to church and Christian administrative positions. This course will explore various approaches to employer/employee relationships, theological underpinnings of those relationships, and help students develop practical strategies for becoming effective justice-oriented leaders in religious institutions and in civil society.

**MIN 307 Community Outreach**

**Credits: 3**

This course gives students an in-depth and practical look at the various methods and ways of reaching out to their local communities. The emphasis is on looking at the theological foundations and the practical implications of the church's outreach to the communities with spiritual and practical help. Some of the questions tackled in the course are what is church's responsibility to the wider community and how is that related to the Great Commission and Great Commandment? To what extent should the church be separated from the 'world' and the implications for community outreach? What are some practical approaches and methods of doing community outreach and how that should be incorporated into the church's mission, vision, and budget?

**MIN 350 Church Growth & Planting**

**Credits: 3**

A survey of the crucial factors in church growth, including an analysis of the theological, sociological, and psychological elements; case studies illustrating the dynamics of expansion as well as causes for stagnation; a working methodology for involvement by the student.

**MIN 450 Pastoral Mentoring/Internship**

**Credits: 3**

Facilitates training through the acquisition of knowledge, coupled with "hands-on" experience, guided by an experienced adult leader/teacher. Based on the example of all Biblical characters that were mentored and the fact that Jesus spent more time developing a few teachable people than He did dazzling the crowds with words.

**MIN 460 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.

**MIN 4001 Foundations of Teaching and Preaching (REACH)**

**Credits: 3**

This cross-training module introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. This course allows for the development and application of skills learned.

**MIS 105 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 201 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 205 Global Trends in Missions****Credits: 3**

The focus of this course is 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 305 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.

**MIS 310 Intercultural Communication****Credits: 3**

The key aspect of this course is to introduce 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.

**MIW 201 World Religions****Credits: 3**

This course surveys the major world religions with written scriptures. These religions will be examined in relation to doctrine, history, and practice. Students will compare these religions and present a strategy to share the gospel of Jesus Christ with adherents of other religions.

**NTS 420 Pastoral Epistles****Credits: 3**

A thorough study of the epistles to Timothy and Titus, with a view to pastoral ministry.

**NTS 421 Life and Times of Jesus****Credits: 3**

An in-depth look at the life of Jesus, complete with a thorough examination of historical and social settings.

**NTS 422 Life and Epistles of Paul****Credits: 3**

A study of Paul's life and his epistles.

**NTS 424 General Epistles****Credits: 3**

A study in the general epistles of the New Testament

**PHS 201 Introduction to Logic****Credits: 3**

This is an introductory course in formal logic. Study of correct reasoning, including the recognition, analysis, and criticism of arguments; relevant topics include informal fallacies and systems of deduction.

**PHS 210 Introduction to Philosophy :****A Christian World View****Credits: 3**

This course will introduce the student to philosophy through a consideration of various theistic and non-theistic worldviews, giving attention to the historical departure from Christian Theism in Western civilization and focusing on current thinking with respect to worldview options. The student will be introduced to the concepts of secular humanism, mystical humanism, modernism, and post modernism, with a special emphasis on how to compare and contrast to Christian Theism. Attention will be given to how the underlying presuppositions of these ways of viewing reality affect one's ability to think and evaluate his or her world and to how presuppositions relate to morality and ethics.

**PPE 403 Personality Theories****Credits: 3**

Focuses on defining personality, research methods, the psychoanalytic approach and other approaches, theories, applications, and assessments.

**PSY 102 Psychology****Credits: 3**

Refines psychology and discusses biological psychology, sensation and perception, altered states, development, memory, motivation, personality, and treatment of psychologically troubled people.

**PSY 104 Psychology & Counseling****Credits: 3**

An introduction to Christian Counseling and its practical applications for pastors, missionaries, and educators as well as counselors.

**PSY 160 Human Sexuality****Credits: 3**

Gives insight into the personal, philosophical, and ethical issues in people's lives and the significant medical and research data.

**PSY 180 Organizational Psychology****Credits: 3**

Clarifies how industrial and organizational psychology contributes to and meshes with our society. Topics include: Occupational stress and its management, work/family conflict, mental health, group goal setting, charismatic leadership, mentoring, behavioral issues in collective bargaining, statistical quality control, analysis, and genetic basis of job satisfaction.

**PSY 204 Psychology of Childhood****Credits: 3**

The study of the relationship of the physical, behavioral, emotional, mental factors, and social changes that accompany growth and development from conception through childhood.

**PSY 208 Psychology of Adolescence****Credits: 3**

The study of the relationship of the physical, behavioral, emotional, mental factors, and social changes that accompany growth and development during the adolescent years.

**PSY 212 Psychology of Adulthood****Credits: 3**

The study of the relationship of the physical, behavioral, emotional, mental factors, and social changes that accompany growth and development as an adult.

**PSY 228 Social Psychology****Credits: 3**

Promotes an understanding of human interactions. Examines a wide range of issues relating to cultural and ethnic diversity. Creates a sensitivity to the fact that practices and behaviors accepted in one society may be viewed quite differently in another.

**PSY 312 Tests & Measurements****Credits: 3**

Presents the different psychological testing and the measurement of the tests. Emphasizes that these tests measure characteristics pertaining to all aspects of behavior in human beings.

**PSY 330 History & Systems of Psychology****Credits: 3**

A comprehensive overview of the history of psychology. Includes theories and systems of Psychology.

**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.

**SCI 125 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.

**SCI 201 Biology****Credits: 3**

An overview of Botany: Structure and Function of Plants; Human Anatomy and Physiology: Purpose and Design. Explores Life Sciences, Zoology, and Cellular and Molecular Biology.

**SPH 101 Speech****Credits: 3**

An introductory course into the types of speeches, speech styles, and body language.

**SOC 102 Sociology****Credits: 3**

This course explores some of the ways in which social scientists explain human behavior. This course will show social processes and structures and the collective experience of groups shape the way that people live, think, and believe.

**STA 202 Statistics****Credits: 3**

Elementary introduction to statistical reasoning, including sampling, elementary probability, statistical inference, and data analysis.

**THE 331 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 332 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. Pre-requisite: THE 331.

**THE 401 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.

**THE 4401 Christian Theology (REACH)****Credits: 3**

Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

# GRADUATE



**This is the breakdown of core curriculum for the Major in Biblical Studies:**

NTS 501	New Testament Literature	3 Credits
OTS 501	Old Testament Literature	3 Credits
THE 562	Systematic Theology I	3 Credits
THE 563	Systematic Theology II	3 Credits
THE 511	New Testament Theology	3 Credits
THE 661	Biblical Hermeneutics	3 Credits
THE 571	Christian Apologetics	3 Credits
HIS 502	Church History I	3 Credits
NTS 507	Wealth and Poverty in the Bible	3 Credits
CED 612	Writing Research Papers Across the Curriculum	3 Credits
*	<b>Theology Electives</b>	3 Credits
THE 680	MA Seminar	<u>3 Credits</u>
	Total	36 Credits

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

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

1. Develop a mastery of the Scriptures and Christian doctrine and apply this knowledge to ministries in the U.S. and abroad;
2. Apply professional ministry skills, counseling techniques, and effective leadership to one's specific concentration of study;
3. 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 ninety credit hours of specific and independent studies. Students are expected to be involved in a ministry of a local church on a regular basis

Pre-requisite: One year of beginning Greek. If a student has not taken beginning Greek, this class will be added to the degree program.

**This is the breakdown of core curriculum for the Master of Divinity:**

THE 511	New Testament Theology	3 Credits
THE 512	Old Testament Theology	3 Credits
NTS 501	New Testament Literature	3 Credits
OTS 501	Old Testament Literature	3 Credits
THE 562	Systematic Theology I	3 Credits
THE 563	Systematic Theology II	3 Credits
THE 571	Christian Apologetics	3 Credits
HIS 502	Church History I	3 Credits
HIS 503	Church History II	3 Credits
*LAN 504	<i>Biblical Greek Exegesis I</i>	3 Credits
*LAN 505	<i>Biblical Greek Exegesis II</i>	3 Credits
	-OR-	
* LAN 507	<i>Beginning Hebrew I</i>	3 Credits
*LAN 508	<i>Beginning Hebrew II</i>	3 Credits

MIN 501	Homiletics	3 Credits
NTS 523	Pastoral Epistles	3 Credits
OTS 511	Pentateuch	3 Credits
CED 612	Writing Research Papers Across the Curriculum	3 Credits
THE 612	Christian Ethics	3 Credits
THE 661	Biblical Hermeneutics	3 Credits
MIN 612	Pastoral Counseling	3 Credits
MIN 505	Pastoral Leadership and Theology	3 Credits
MIN 503	Missiology	3 Credits
MIN 601	Evangelism and Church Growth	3 Credits
NTS 507	Wealth and Poverty in the Bible	3 Credits
MIN 670	Graduate Research: Theory and Methods	3 Credits
*	<b>Specialization Electives</b>	15 Credits
MIN 680	Thesis/Practical Project	<u>6 Credits</u>
	Total	90 Credits

\*Language Requirement: Students can complete their language requirement in one of the following ways:

1. LAN 504 and LAN 505
2. LAN 504 and LAN 507
3. LAN 507 and LAN 508

\*Specialization Tracks: Students can complete degree specialization requirements with courses in one of the following tracks:

1. Ministry: (MIN 507, MIN 511, MIN 602, MIN 623, MIN 604)
2. Chaplaincy: (MIN 613, CCO 560, CCO 610, PSY 525, MIN 640)
3. New Testament Exegesis and Theology (NTS 565, NTS 566, NTS 567, NTS 568, LAN 509)

## Graduate Course Descriptions

### Course Numbering System

Courses are numbered 500 and 600, indicating the order that they are usually taken.

#### **CCO 510 Christian Counseling**

**Credits: 3**

A practical guide for Christian counselors, pastors, and lay counselors. Presents various cases and examines them in terms of what the Bible says about the problem. Practical, relevant, useful, and up-to-date information for counseling.

#### **CCO 560 Crisis and Intervention**

**Credits: 3**

This course will deal specifically with intervention strategies within a crisis situation. The student will investigate crisis situations, determining and observing how the counselor can utilize proper biblical intervention techniques that lead to biblical resolutions.

#### **CCO 610 Law for The Christian Counselor**

**Credits: 3**

Helps the Christian counselor to discern between wrong and right in the counseling ministry: To recognize boundaries and to avoid crossing them.

#### **CED 612 Writing Research Papers Across the Curriculum**

**Credits: 3**

Preparation for writing college papers at the graduate level.



**HIS 502 Church History I****Credits: 3**

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 503 Church History II****Credits: 3**

Examines the Reformation, its major personalities and doctrines and the time period from the Reformation until the present. Prerequisite: HIS 502.

**LAN 504 Biblical Greek Exegesis I****Credits: 3**

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. Pre-requisite: 1 year of Greek.

**LAN 505 Biblical Greek Exegesis II****Credits: 3**

The second course of Greek Exegesis. Pre-requisite: LAN 504.

**LAN 507 Beginning Hebrew I****Credits: 3**

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.

**LAN 508 Beginning Hebrew II****Credits: 3**

The second course in Hebrew grammar. Pre-requisite: LAN 507.

**LAN 509 Advanced Greek Exegesis****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 to 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.

**MIN 501 Homiletics****Credits: 3**

A study in homiletics, the preparing of sermons and teachings. Examines the fundamentals of various subject treatments, organization of material, and delivery.

**MIN 503 Missiology****Credits: 3**

An introduction to the history and potential of the World Christian Movement for the future pastor or layman.

**MIN 504 Personal Evangelism****Credits: 3**

Prepares for witnessing on a personal level. Includes practical aspects of evangelism.

**MIN 505 Pastoral Leadership****Credits: 3**

Challenges deep thinking on biblical mandates, parables, and principles. Leads to exciting new truths and spiritual insights.

**MIN 507 Community Outreach****Credits: 3**

This course gives students an in-depth and practical look at the various methods and ways of reaching out to their local communities. The emphasis is on looking at the theological foundations and the practical implications of the church's outreach to the communities with spiritual and practical help. Some of the questions tackled in the course are what is church's responsibility to the wider community and how is that related to the Great Commission and Great Commandment? To what extent should the church be separated from the 'world' and the implications for community outreach? What are some practical approaches and methods of doing community outreach and how that should be incorporated into the church's mission, vision, and budget?

- MIN 511 Team Leadership in Christian Ministry**                      **Credits: 3**  
Explores Biblical philosophy of church education, qualities of leadership, roles and responsibilities of church leaders, church administration and personnel, human relations and communication, and training leaders.
- MIN 601 Evangelism and Church Growth**                              **Credits: 3**  
Prepares for practicing evangelism in the Church setting. Includes the introduction to various denominational evangelism courses.
- MIN 602 Inter-Cultural Relationship**                                      **Credits: 3**  
An introduction to the various ways people interact with other cultures and how to apply their interactions to a ministry.
- MIN 604 Management: A Biblical Approach**                              **Credits: 3**  
Christian leaders often manage workers based on their extensive training in theology, but have little training in management, or they have adopted practices from the secular business world, despite its inconsistency with the Word of God. Neither approach will do.
- MIN 611 Pastoral Leadership and Theology**                              **Credits: 3**  
Studies those theologies unique and important in the fulfilling of the pastoral office.
- MIN 612 Pastoral Counseling**    **Credits: 3**  
Deals with universal human experiences and offers counseling techniques and methods in order to guide pastoral facilitators in areas dealing with national, ethnic, and cultural issues.
- MIN 613 The Supervision of Pastoral Care**                              **Credits: 3**  
Clinical supervision in pastoral care and all aspects of supervision in the ministry.
- MIN 623 Youth Ministry**    **Credits: 3**  
Deals with how to minister to today's youth.
- MIN 640 Chaplaincy: Conduct and Ethics**                              **Credits: 3**  
This course provides general ethical and conduct guidelines for chaplains.
- NTS 501 New Testament Literature**                                      **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.
- NTS 507 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 523 Pastoral Epistles**    **Credits: 3**  
A thorough study of the epistles to Timothy and Titus, with a view to pastoral ministry.
- NTS 565 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 566 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 567 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 568 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 601 New Testament Backgrounds Trip  
(Greece & Turkey)****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 understanding 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/OTS/THE 557 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.

**OTS 501 Old Testament Literature****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 511 Pentateuch****Credits: 3**

The Pentateuch consists 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. The first of two courses.

**OTS 601 Old Testament Backgrounds Trip (Israel): Credits: 3**

This class will study the geography, history, archaeology, and culture of ancient Israel with a view to better understanding 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.

**PSY 525 Counseling Theories and Practice****Credits: 3**

Shows the basic knowledge regarding a wide range of strategies, techniques, and/or approaches that must be considered a necessary component for resolving individual and family problems.

**THE 511 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 512 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 551 Reformation History and Theology****Credits: 3**

A study of the history and theology of the Reformation.

**THE 562 Systematic Theology I****Credits: 3**

Explores salvation, the Holy Spirit, and Christian living, with all related doctrines examined in detail.

**THE 563 Systematic Theology II****Credits: 3**

An examination of the doctrine of the church, its power, purpose, offices, ministry, and sacraments, and the Doctrine of Last Things.

**THE 571 Christian Apologetics****Credits: 3**

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 612 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 661 Biblical Hermeneutics****Credits: 3**

Develops an understanding of the principles and strategies for the historico-grammatical interpretation, that is, the “literal” interpretation of Scripture.

**THE 680 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.

**MIN 680 Thesis****Credits: 3**

This course is to be used as an independent study for master level students to work on their degree termination project.

## **South Florida Bible College & Theological Seminary President**



**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, 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.



**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.



**Mrs. Dolores King-St. George**  
*Secretary*

Dolores King-St. George is General Manager of GraceFM Radio in Fort Lauderdale, Florida. She has over 30 years experience in business management, primarily in media for newsprint, television, and radio, along with private business, marketing, and advertising consulting. Mrs. King-St. George has served on numerous committees and boards for secular Chambers of Commerce and non-profit organizations, as well as the American Chamber of Christians in Business. She served on the Diaconate board for Plantation Community Church, on the curriculum committee at Weston Christian Academy and was a founding officer of the PTF (Parent Teacher Fellowship) at WCA. She is a member of National Religious Broadcasters, Women in Christian Media, and the Florida Association of Broadcasters.



**Anne P. Sylvester**  
*Director*

Anne P. Sylvester is a retired Orthopedic Licensed Practical Nurse. Anne graduated from Columbia Preparatory School in Rochester, New York, while at the same time attending Eastman School of Music, where she taught ballet classes and won medals in swimming and diving. She then went on to continue her education at Sarah Lawrence College where she majored in Music Composition and Piano, with a minor in Psychology. At the age of thirty-nine she decided to go back to school and attended Rochester School of Practical Nursing where she became an Orthopedic Licensed Practical Nurse and worked in a hospital that dealt with long term illnesses.



**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.



**Pastor Eddie Rivero**  
*Director*

I am the Executive Director of The Rivero Group, a non-profit consulting firm. This organization was started in 2009 to focus on humanitarian work I was doing in Haiti. Later it developed to include other non-profit organizations with assistance in executive coaching, social media marketing, corporate fundraising, and community networking. This

consulting service grew out of my Pastor Eddie and his wife, Maria 30+ years of ministry in S. Florida with extensive experience in social services, community development, and humanitarian relief. In 2011, I returned to my home town of Miami. Aside from working directly with several non-profits, I presently serve as the City Coordinator for the DeVos Urban Leadership Initiative, a national leadership development initiative where I mentor a cohort of young emerging leaders.

On February 2012, I was asked to pastor New Beginning Church in Miami, FL. Maria and I are excited to pastor such a vibrant community of believers and our passion is to see people experience a personal relationship with God. I am an ordained minister with the General Council of the Assemblies of God headquartered in Springfield, MO. I speak English, Spanish, and Brazilian Portuguese. My community involvement includes being a past-member of City of Miami Mayor's Faith Based Advisory Board; member of the Hialeah Mayor's Faith Committee; President of Citizens for a Better Miami-Dade; and a Police Chaplain with the Miami-Dade Police Department.



**Mr. Tom Walker**  
*Director*

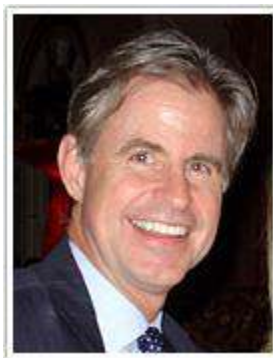
Mr. Tom Walker is Managing Director of Expressions of Joy! A Christian school for the performing arts in Deerfield Beach, Florida, an organization he co-founded in 2005. Mr. Walker has also served as a Financial Specialist at Wachovia Bank for the past fourteen years assisting individuals and organizations 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.





**Kenneth Librizzi**  
*Director*

After a very unstable home life and leaving high school in the ninth grade, Kenneth Garland Eastham-Librizzi (the grandnephew and name-sake of Garland “Pappy” Eastham, founder of Faith Farm Ministries), went back to school to earn his GED when he was 19. In 1984 Kenneth was accepted at Columbia International University and graduated with a B.A. degree in pre-seminary studies 3.5 years later. At this time Kenneth developed a keen and ongoing interest in Christian apologetics and enrolled at Westminster Theological Seminary studying for the M.Div. degree while working at an orphanage. Kenneth then earned a masters degree (M.A.), in intellectual history at Temple University, which included several doctoral seminars and a wide variety of graduate humanity courses including English, Philosophy, Sociology, Anthropology, Communications, History and Religion. This study culminated in a “thesis” in Epistemology. At one point Kenneth was pursuing both graduate degrees concurrently while teaching a Bible study and working full-time. Later Kenneth enrolled at the Community College of Philadelphia for two more years to brush up on math and science including anatomy and physiology, physics, chemistry, in order to attain his M.S. degree from the College of Civil Engineering from Temple. His major was industrial hygiene and his graduation project was on a proprietary poisonous gas release. For his livelihood, Kenneth earned a license in health care risk management from the State of Florida (LHRM), and is a Board Certified Safety Professional (C.S.P.) and a Board Certified Industrial Hygienist (C.I.H.), all by examination. Kenneth was awarded the City of Philadelphia’s highest civil service exam score in industrial hygiene among other awards. Kenneth has also obtained numerous professional certificates in a wide-range of disciplines from Harvard, Princeton, Drexel University, US Department of Labor, and others. He teaches many professional certificate courses, mentors others, and has several technical publications pending. Since 2009 he has been the Principal Consultant for G.E. Risk Management, LLC based in Pompano Beach, Florida.



**Rev. Dwight Stevens**  
*Director*

Rev. Dwight Stevens is Senior Pastor and Founder of The Paramount Church. He was ordained in 1991 and received a Doctorate Degree in Theology. He was called into the full time ministry in 1992 after 15 years of private practice of Dermatology with The Palm Beach Medical Group in West Palm Beach from 1977 to 1992. He received his education at Washington University in St. Louis, Missouri University Medical School and Internship & Residency at New York University. Upon retiring from the private practice of medicine, Dr. Stevens offered his medical services to the State of

Florida and attended a weekly public health clinic from 1992 to 2003 in Palm Beach County. He is also President of Missions of Mercy Inc, an international non-profit 501c3 outreach to the poor, making 24 overseas mission trips since 1989, bringing assistance to lesser advantaged people through medical teams, construction teams, orphanage assistance and educational projects and ministry teams. This international outreach has been with short - term mission teams traveling to South America, Central America and The Caribbean. Having assisted in the building of a medical clinic in Riobamba, in the Andes Mountains of Ecuador, South America, his vision is to build a hospital in Riobamba for the impoverished indigenous Quechuan Indians.



**Pastor John Glenn**  
*Director*

Pastor John Glenn is the Executive Director of Alpha Ministries, Inc. and Senior Pastor of Church in the Woods. Both organizations are located at Freedom Ranch in Okeechobee, Florida. John holds a Bachelor of Arts in Psychology from the University of Colorado, and a Master of Arts in Biblical Studies, from the Independent Baptist College in Dallas, Texas. John is an United States Army Veteran having served his country in Viet Nam. John has been pastoring churches for over forty years, and has authored the Alpha Series, The Relational Series, Power to Love and the Omega Series. He has been actively involved in Christian recovery since 1988 as a teacher, counselor, and consultant for a number of faith based recovery programs in Florida and around the nation. He is also on the Board of Faith Farm Ministries, a national free addiction regeneration ministry operating from three South Florida campuses. His personal ministry goal is focused upon the training mission mandated by the Apostle Paul in 2 Timothy 2:1,2; “Thou therefore my son be strong in the grace that is in Christ Jesus. And the things which thou has heard of me among many witnesses, the same commit thou to faithful men who shall be able to teach others also.” John, his wife of forty years, Sandi, live on Freedom Ranch in Okeechobee, Florida.



**Mr. Wayne Gregory Richardson**  
*Director*

Wayne is the Chief Operating Officer for Faith Farm Ministries' one of the largest Christian free long term drug and alcohol rescue missions in America. Wayne's background includes serving in leadership positions at the Billy Graham Evangelistic Association, Christian Broadcasting Network's Operation Blessing International, the United States Military Academy's West Point's Association of Graduates, Southeastern University, and Mountainside Management – his family's property management business. Wayne is a pro-bono fund raising consultant for Samaritan's Feet (supplies shoes to children in the US and around the world) in Charlotte, North Carolina. He is an Advisory Board Member for Fire International (missionary work) in Lima, Peru and for Help One Love One (supporting Cystic Fibrosis clients) in Byron, Minnesota. Service to his country comprises a 23 year Army active and Reserve career, which includes six years of command and leading multiple Army Engineer unit deployments to Korea and Panama. Education is highlighted by graduation from the United States Military Academy at West Point in 1983 having gained an appointment as an enlisted soldier. Wayne is a Certified Fund Raising Executive (CFRE).



**Pastor Silair Almeida**  
*Director*

Pastor Silair Almeida is married to Deborah Almeida and has two children - Rebecca and Luke. He holds a BA in Theology from the Baptist Seminary of Northern Brazil, affiliated with the Southern Baptist Convention. He worked for 5 years in a TV issuer. Pastor Silair has been the pastor of the First Brazilian Baptist Church in South Florida for 21 years. It was a congregation of 30 members in 1991 and now has over 2,000 members. For 10 years, Pastor Silair has been dedicated to being a pastor driven by purpose, leading the church during this transition period. Pastor Silair is a member of the Chamber of Commerce Brazil-United States, the Association of Evangelical Pastors of Florida, and was the General Coordinator of Fair Brazil 2006 and 2007.



**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.



**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, is the S.Florida Regional Superintendent of Foursquare churches, and also leads the Foursquare BAM (Business As Mission) network. Jonathan holds a masters 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.

**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).

### **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, M.S.**  
*Executive Vice President*

## **Staff Members**

The staff members are responsible for administrative and business operations of SFBC&TS.

**D. Esa Autero, Th.D.**

*Dean of Faculty*

**Joshua Drabik**

*Director of Information Technology*

**Dr. Thomas Drabik, DRE.**

*Financial Aid Director*

**Breno Gomes**

*Director of Development*

**Beth Hall, B.A.**

*Director of EAP Studies*

**John Mezzacappa, B.A.**

*Admissions Director*

**Carol Midkiff**

*Faculty Support*

**Deanna Perez**

*Director of Alumni Relations*

**Dr. Becky Emerson, D.Min.**

*Registrar*

**Dr. Jodyann Reid, D.Min.**

*Director of Online Studies*

**Refik Ozbay**

*Dean of Student Life*

**Dr. John Stevenson, D.Min.**

*Dean of Academics*

**Paula Stevenson, MLS**

*Librarian*

**Zildenei Wenceslau**

*Finance Office*

## **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 Biblical Studies**

**Esa Autero, Th.D.**

**2004**

Dean of Faculty  
Chair, Division of Biblical Studies  
Full -Time Professor  
Th.B., University of Helsinki  
Th.M., University of Helsinki  
Th.D., University of Helsinki

Expertise: Bible, Theology, Biblical Languages, New Testament

**Andrew A. Vuksic, Ph.D.**

**2014**

Adjunct Professor  
Division of Biblical Studies  
Ph.D., Lynn University  
M.Div., Reformed Theological Seminary  
B.A., St. Thomas University  
Graduate Work, Dallas Theological Seminary  
Expertise: Greek, Apologetics, Spiritual Disciplines

**Tom Davis, M.Div.**

**2008**

Adjunct Instructor  
Division of Biblical Studies  
Th.B. in Biblical Greek, Florida Bible College  
M.Div. in Theology/Ministry, Luther Rice Seminary  
Expertise: Greek, Ministry, Theology

**Dr. George Fredericks**

**1995**

Visiting Professor  
Division of Biblical Studies  
B.S. in Humanities, Clearwater Christian College  
M.A. in Biblical Studies, Miami Christian College  
Th.M. in Biblical Languages,  
Southwestern Baptist Theological Seminary  
Th.D. in Semitic Languages and Archaeology,  
Tyndale Theological Seminary  
Expertise: Languages, Bible

**Lee Ann Mancini, M.A.**

**2014**

Adjunct Professor  
Division of Biblical 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  
Expertise: Biblical Studies

**Joshua Drabik, M.A.**

**2016**

Full-Time Professor

Division of Biblical Studies  
B.A., Florida Atlantic University  
M.A., South Florida Theological Seminary  
Expertise: Business, Bible, Theology

**Scott Schuleit, M.A.**

**2012**

Adjunct Professor  
Division of Biblical Studies  
B.A., University of Wisconsin Parkside  
M.A., Knox Theological Seminary  
Expertise: Bible, Theology, New Testament

**Dr. Jodyann Reid, D.Min.**

**2009**

Full-Time Professor  
Division of Biblical Studies  
M.A. in Christianity and Culture, Knox Theological Seminary  
M.A. in Biblical and Theological Studies, Knox Theological Seminary  
Expertise: Bible, Ministry, Theology

**Dr. John Stevenson**

**2004**

Full-Time Professor  
Division of Biblical 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  
Expertise: Bible, Ministry

**Dr. Jerry Newcombe, D.Min.**

**2012**

Visiting Professor  
Division of Biblical Studies  
B.A., Tulane University  
M.A., Wheaton Graduate School  
D.Min., Knox Theological Seminary  
Expertise: Bible, Theology, New Testament

**Charles Michelsen, M.Div.**

**2013**

Adjunct Professor  
Division of Biblical Studies  
M.Div., Liberty University  
Expertise: Bible, Church History

**Dr. James Chester**

**2014**

Adjunct Professor  
Division of Biblical Studies  
B.A. of Science, Barry University  
M.Div. in Theology, Knox Theological Seminary  
D.Min. in Theology, Knox Theology Seminary  
Expertise: Bible, Theology, Evangelism

**Dr. Roosevelt Liberty**

**2013**

Adjunct Professor

Division of Biblical Studies

M.Div. in Theology, Knox Theological Seminary

D.Min. in Theology, Knox Theological Seminary

Expertise: Bible, Theology, Missiology

**Division of Christian Education**

**Mary Drabik, M.R.E., M.B.A.**

**1989**

Provost

Chair, Division of Christian Education

Full-Time Professor

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

Expertise: Education, Administration

**Dr. Thomas Drabik, Jr.**

**1985**

Full-time Professor

Division of Christian Education

B.A. in Religious Education, South Florida Bible College

M.A. in Religious and Biblical Education,

South Florida Theological Seminary

DRE. in Religious Education, South Florida Theological Seminary

Expertise: Bible, Religious Education, Christian/Ministerial Ethics

**Dr. Robin Vickers**

**2015**

Adjunct Professor

Division of Christian Education

M. TESOL, Florida International University

D. Religious Education, South Florida Theological Seminary

Expertise: Education, English

**Dr. Victor Frias**

**2012**

Adjunct Professor

Division of Christian Education

B.S. in Elementary Education, St. John's University

M.S. in Special and Bilingual Education, Adelphi University

D.R.E. in Religious Education, South Florida Theological Seminary

Expertise: Education, Pre-Algebra

**Dr. Willam Valmyr**

**2008**

Adjunct Professor

Division of Christian Education



B.S. in Psychology, Nova Southeastern University  
M.S. in Education, Nova Southeastern University  
D.R.E. in Religious Education, South Florida Theological Seminary  
D.Min., Oral Roberts University  
Expertise: Education

**Bruce Wagner, M.Div.**  
**2010**

Adjunct Professor  
Division of Christian Education  
B.A. in Psychology, Penn State University  
M.S. in Library and Information Studies, Florida State University  
M.Div. in Christian Education, Luther Rice Seminary  
Expertise: Education

**Paula Stevenson, M.S.**  
**2004**

Adjunct Professor  
Division of Christian Education  
B.A. in Elementary Education, Florida Atlantic University  
M.S. in Media and Information Science, Florida Atlantic University  
D.C.E. (Hon.), South Florida Theological Seminary  
Expertise: Education

**Division of General Studies**

**Dr. Rhianna Rogers, Ph.D.**  
**2006**

Visiting Professor  
Division of General Studies  
R.P.A., Register of Professional Archaeology  
Certificate in Ethnic Studies, Florida Atlantic University  
B.A. in Social Sciences, Florida Atlantic University  
M.A. in History, Florida Atlantic University  
Ph.D. in Comparative Studies, Florida Atlantic University  
Expertise: History, Anthropology,  
New World Colonization, Christian Conversion

**Dr. Carol Eades, D.Ed.**  
**2008**

Adjunct Professor  
Division of General Studies  
B.A. in English and Political Science, University of Kentucky  
M.S. in Educational Counseling and Psychology, University of Kentucky  
D.Ed. in Curriculum and Education, University of Kentucky  
Expertise: General Education, English

**Robert Boutwell, Esq.**  
**1990**

Part-time Professor  
Division of General Studies  
B.A. in Psychology, Hartford University  
J.D. in Law, University of Notre Dame

Expertise: Bible, Law

**Beth Hall, B.A.**

**2012**

Full-Time Instructor  
Division of General Studies  
B.A., Anhanguera College  
Owner, Director of YES Language School  
Expertise: English, ESOL

**Russell Stevens, M.B.A.**

**2013**

Adjunct Professor  
Division of General Studies  
B.A. in Business Administration, California State University at Fullerton  
M.B.A. in Nonprofit Management, Hope International University  
Expertise: Business

**Donna Marrah, M.B.A.**

**2014**

Adjunct Professor  
Division of General Studies  
B.A. in Business Administration, Florida International University  
M.B.A. in Business Administration, Nova Southeastern University  
Expertise: Business Administration

**Mikelange Olbel, M.S.**

**2012**

Adjunct Professor  
Division of General Studies  
B.A., University of Dubuque  
M.S., Iowa State University  
Expertise: Business

**Steve Carleo, M.S., M.Div.**

**2015**

Adjunct Professor  
Division of General Studies  
B.S. in Biomedical Engineering, University of Miami  
M.S. in Biomedical Engineering, University of Miami  
M.Div. in Pastoral Studies Concentration, Liberty University Theological Seminary

**Division of Behavioral Sciences**

**Dr. Joseph A. Lewis**

**2014**

Adjunct Professor  
Division of Behavioral Sciences  
B.S. Organization Management, Nyack College  
M.A. in Psychology, California Southern University  
Doctoral in Christian Counseling Psychology, Carolina University of Theology  
Expertise: Christian Counseling, Psychology

**Hasshmad Aguiar, M.A.**

**2010**

Adjunct Professor  
Division of Behavioral Sciences  
B.S. Psychology, Univale University (Brazil)  
M.A. in Mental Health Counseling, Barry University  
Expertise: Counseling, Psychology

**Saul Thermidor, Esq.**

**2005**

Adjunct Professor  
LPC, Licensed Professional Counselor  
Division of Behavioral Sciences  
B.A. in Psychology, St. Leo University  
M.A. in Pastoral Counseling and Religion, Liberty University  
J.D. in Law, Nova Southeastern University  
Expertise: Law, Ministry, Counseling

**Josiah Stephan, M.S.**

**2014**

Full-Time Professor  
Chair, Division of Behavioral Sciences  
B.S. in Family, Youth and Community Science, University of Florida  
M.S. in Mental Health Counseling, Florida International University

**Wayne Jeffries, M.S.**

**2011**

Adjunct Professor  
Division of Behavioral Sciences  
B.S. in Christian Education, Hyles-Anderson College  
M.S. in Personal Services, Bob Jones University  
Expertise: Christian Counseling, Education

**Dr. Vernice Gibson**

**2013**

Adjunct Professor  
Division of Behavioral Sciences  
B.A. in Business Administration, Clark Atlanta University  
M.Div. in Pastoral Counseling, Interdenominational Theological Center  
D.Ed. in Pastoral Community Counseling, Argosy University

**David Brown, Ph.D.**

**2013**

Adjunct Professor  
Division of Behavioral Sciences  
B.A. in French and Theological Studies, Hanover College  
M.A. in Counseling, Cincinnati Christian University  
Ph.D. in Counselor Education and Supervision, Auburn University

**Daniel Drabik, M.S.**

**2016**

Full-Time Professor  
Division of Behavioral Sciences

M.S., Palm Beach Atlantic University  
B.A., Palm Beach Atlantic University  
Expertise: Counseling, Addiction

**Division of Pastoral Ministry**

**Dr. Mark Donnelly**

**2008**

Interim Chair, Division of Pastoral Ministry  
Adjunct Professor  
B.A. in Philosophy and Religion, Travecca Nazarene University  
M.Div. in Bible and Ministry, Nazarene Theological Seminary  
D. Min. in Ministry and Bible, Oral Roberts University  
Expertise: Ministry, Bible

**Dr. Becky Emerson**

**2014**

Full-Time Professor  
Division of Pastoral Ministry  
B.S. in Biology, University of Toronto  
M.Div. in Ministry, Asbury Theological Seminary  
D. Min in Pastoral Ministries, Trinity International University  
Expertise: Ministry

**David Rambarran, M.Div.**

**2008**

Adjunct Professor  
Division of Pastoral Ministry  
B.A., Interpersonal Group Communication, Trinity International University  
M.Div., Nazarene Theological Seminary  
Expertise: Ministry

**Jay Clason, M.A.**

**2013**

Adjunct Professor  
Division of Pastoral Ministry  
B.A., in Broadcasting and Journalism, Tennessee Temple University  
B.S., Secondary Education and Child Psychology, Faith Evangelistic Christian College  
M.A., Christian Ministry, Liberty University  
Expertise: Bible, Theology, Ministry

**Michael Rackley, D.Min.**

**2015**

Adjunct Professor  
M.Div., South Florida Theological Seminary  
Ph.D., Louisiana Baptist University  
D.Min., Liberty University  
Expertise: Ministry, Pastoral Leadership

**Visiting Lecturer**

**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

Expertise: Bible, History

**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