

**SOUTH FLORIDA BIBLE COLLEGE AND  
THEOLOGICAL SEMINARY**



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

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

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

In Christ,

Refik Ozbay  
Dean of Student Services



*Administrative Phone Numbers*  
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## STUDENT MANUAL

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

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

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

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

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

### **Mission Statement**

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

### **Our History**

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

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

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.

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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.

### **Goals and Objectives**

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

The College and Seminary:

1. Encourage 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. 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. 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. 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. Will promote professional development of all members of its academic community in order to achieve excellence in learning through teaching and ministry.
6. 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 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 the final authority in life, faith, and practice.

## **Accreditation**

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

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

## **Tuition, Fees, and Financial Aid**

### 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

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:

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**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.

### Undergraduate & Graduate Tuition Fees:

\$250.00 per credit hour (On campus or Correspondence coursework)

### International Student Tuition Fees:

\$250.00 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.

### Online Course Fee:

\$150.00 per online course

### Student Fees: (Per Semester)

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

### Graduation Fee:

Associate Degree	\$200.00
Baccalaureate Degree	\$200.00
Graduate Degree	\$285.00

### Transfer Credits:

These are based on the following:

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

### 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.



## STUDENT HANDBOOK

### Thesis Fees:

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

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

### Photo Copies/Printing:

Fee: \$0.10 per page (First 400 pages are free per semester)

### 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

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

## **Cancellation/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:

## STUDENT HANDBOOK

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.
5. If the student withdraws after the drop/add week, their refund will follow the following schedule:
  1. 2<sup>nd</sup> Week of class 75%
  2. 3<sup>rd</sup> Week of class 50%
  3. 4<sup>th</sup> Week of class 25%
  4. 5<sup>th</sup> Week of class and later No refund
6. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
7. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
8. Refunds will be made within 30 days of termination or receipt of cancellation notice.
9. 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.*

### Financial Aid Requirements

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

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

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

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

#### Required Applications and Forms:

- FAFSA
- Acceptance Letter from SFBC

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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 954-545-8325 or [financialaid@sfbcc.edu](mailto:financialaid@sfbcc.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 954-719-3780, Office of Admissions.

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

### State of Florida Vocational Rehabilitation:

South Florida Bible College & Theological Seminary is listed as a Vocational Rehabilitation Vendor (that is, approved to provide educational and training services) under the authority of the [Florida Department of Education](http://www.floridadepartmentofeducation.com). 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.

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### Institutional Scholarships:

The Light bearer'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.

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

## College Policies

### 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

#### 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-

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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](#) online.
2. Submit your Personal Testimony with your application.
  - a. **NOTE:** Writing skills are evaluated based upon this document.
3. Submit the Non-refundable Application Fee of \$75.00 and Non-Refundable Registration Fee of \$75.00 (\$150.00 Total)
4. Submit all official transcripts of high school, college and/or graduate work. Use the enclosed form and duplicate if necessary.
5. Letter of recommendation from your pastor.
6. Interview

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

International students and students for whom 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.

## **Transfer 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.

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To request transcripts to be sent to or from SFBC&TS, please see Appendix A or contact the registrar at [registrar@sfbc.edu](mailto:registrar@sfbc.edu).

### Conditions of Transfer:

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

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

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

### 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.

## **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.

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### 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 highly encouraged.* On chapel nights, attendance will be taken by the chaplain as part of the students' Christian service requirement. Below are the classifications used by SFBC&TS to determine attendance.

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1. **Unexcused Absence** – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three **(3) unexcused absences in the 12-week summer** semester or two (2) in the 6-week summer term, it will result in automatic 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 or reduction of final score.

### 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.



## Grading System

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

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

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

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

### Incomplete Grading:

Students are required to make up incomplete work within one (1) semester of receiving their incomplete grade. If not, the “Incomplete” becomes an “F.”

### Course Grades:

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

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### Withdraw Passing/Failing:

Anytime a student withdraws from a class, there is an impact and not just financial. Ensure you discover the impact of a “WP” or a “WF” by discussing it with your academic advisor or the Registrar. To request withdrawal from courses SFBC&TS, please see Appendix B or contact the registrar at [registrar@sfbc.edu](mailto:registrar@sfbc.edu).

### **Graduation**

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

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

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

Students may also be eligible to graduate “cum laude”. A GPA of 3.50 or higher constitutes “cum laude”. Students may also be eligible to graduate “magna cum laude”. A GPA of 3.75 or higher constitutes “magna cum laude”. Students may also be eligible to graduate “summa cum laude”. A GPA of 3.75 or higher and assignment by the faculty senate constitutes “summa cum laude”.

**NOTE:** Grade Point Average Requirements:

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

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

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

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

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

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

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

### 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 Registrar, or any staff member in the front office (See Appendix C). 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 Vice President and or President. In this situation, the Vice President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The Vice President will determine the punitive measures the student will receive, which may include suspension and/or expulsion. In the event a student is expelled, no monetary refunds will be made under any circumstances.
  - b. **Note:** If the offender is a member of SFBC&TS' administration, faculty, or staff, the problem should be documented and given in written form to the Vice President for evaluation. If the situation cannot be resolved by the Vice President, 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 Vice President and/or President of SFBC&TS. The Vice President and President, after reviewing all documents and interview records, may elect to

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

5. SFBC&TS will retain all documentation on-file in accordance with all applicable rules and regulations.

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

### **Reinstatement Policy**

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

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

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

#### SWD Classifications:

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

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

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

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

### Student Responsibilities:

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

Here is a list of the appropriate tests:

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

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

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

### Faculty Responsibilities:

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

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

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### **Health and Safety Procedures**

#### Safety:

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

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

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

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

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

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning an ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are borne by the student.

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

#### Hurricane Plan:

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

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

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the decision to close the college is made, and employees should maintain awareness of closure decision by following media announcements and/or calling supervisors.

### Fire Drill Regulations:

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

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

### Natural Disasters:

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

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

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

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### Civil Disorder:

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

### Bomb Threat:

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

When a telephone call is received:

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

Be suspicious of a package if:

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

If a suspected bomb is found:

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

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

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

### Evacuation Plan:

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



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

### Incident Weather Policy:

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

### **Student Personnel Policy**

#### General:

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

#### Student Code of Conduct:

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

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

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

Members of the South Florida Bible College and Theological Seminary community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, "Whether you eat or drink or whatever you

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do, do all to the glory of God.” All activities and relationships should seek to accomplish this ultimate objective.

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

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

1. The Lord’s Day (Sunday) is set apart primarily for worship, fellowship, ministry and rest of God’s people. College programs and athletic events are not sanctioned or encouraged.
2. Scripture specifically prohibits stealing, sexual immorality, lying, cheating, gossiping, evil speaking against one another, profane language, occult practices, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. These prohibitions are clearly understood to be biblical commands that are binding upon every believer.
3. Since there is great danger to one’s physical and psychological well-being with the use of certain elements, students are to refrain from the use of hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. The use of tobacco in any of its forms on or off campus. The use or possession of alcoholic beverages on campus. Attendance at nightclubs, bars, and similar places should be avoided.
4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on or off campus. Students should not attend places where gambling is the source of business or entertainment.
5. Pornographic materials are destructive and immoral and are not to be used, possessed, or distributed on or away from campus.
6. The College expects its members to be sensitive regarding the Christian testimony of their personal lives in representing the Church of Jesus Christ and South Florida Bible College. Students are to be highly selective in choices of entertainment and recreation including television, videocassettes, motion pictures, theater, sports, reading materials, and music. Biblical standards, especially those in reference to immorality, worldly values, violence, profanity, sexuality, and nudity should serve as guidelines in making personal decisions in these areas. In addition, personal responsibilities in the areas of academics, employment, and finances should also influence decisions concerning entertainment.
7. Any kind of demeaning gesture or threats of violence or physical attack directed toward another person will not be tolerated. Vandalism, and stealing of property, services, or goods are also unacceptable. Any conduct that could lead to physical injury or property damage.

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8. Because of the biblical teaching concerning the dignity and worth of every person, discrimination against others on the basis of race, color, national or ethnical origin, sex, age, or handicap is not acceptable.
9. The failure to act with financial responsibility for bills, including rent of house or apartment.
10. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)
11. Students are also to acknowledge the following:
  - I. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity, adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.) and homosexual acts. Students who demonstrate an attitude of disdain or disrespect toward these standards may be subject to disciplinary action.
  - II. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

### Academic Integrity:

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:

### 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.

### 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.

### 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.

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

### Discipline:

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

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

### Christian Service:

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

### Convocation:

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

### Website:

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

### Populi:

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

### Audits:

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

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### Career and/or Education Advancement:

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

### Ordination:

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

### Room care:

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

### Office Guidelines:

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

### Class Notes:

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

### Taping of Class Sessions:

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

### Classroom Discussion:

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

## **Miscellaneous Policies**

### Class Standing:

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

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

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### 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.

### Student Disclosure Form:

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

### Student ID Cards:

Students (external and internal students) will need to purchase a Student ID Card at the time of registration. Internal students must show this card each week in order to enter the classrooms and to access the library. External and Internal students must use their Student ID to access Student Login and Library resources. If a student loses his/her ID card, they must purchase another one for a fee of \$15.

### Student Records:

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

### Title IX Policies

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

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

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

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

## STUDENT HANDBOOK

### CONTACT INFORMATION FOR TITLE IX COORDINATOR:

Josiah Stephan, M.S.  
Executive Vice President  
954-545-8330  
[jstephan@sfbc.edu](mailto:jstephan@sfbc.edu)

\*More detailed policies are available on request

#### Campus SaVE Act

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

SFBC values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows."* Galatians 6:12 *"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."* NIV)

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

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

#### Resources

- Student Chaplain 954-545-8337
- Dean of Student Services 954-545-8328
- Community Christian Counseling 954-989-1444
- Broward County Police Department 954-480-4300

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

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

## STUDENT HANDBOOK

### Bystander Intervention

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

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

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

### Drug-Free Schools and Campuses Amendment:

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

### Student Consumer Information:

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

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

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

#### Drug-Free Schools and Campuses Act:

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

Anyone may request a full copy of the reports listed above. 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.

### The President's Award:

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



## Academic Programs

### General:

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

### **Core Curriculum**

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

### **Programs**

South Florida Bible College and Theological Seminary offers eight (8) degree programs as follows:

Program	Degree	General	Biblical	Professional	Other	Total
Associate	A.A.	33	27	0	0	60
Religious Education	B.A.	33	34	59	3	129
Biblical Studies	B.A.	33	72	9	6	120
Christian Management	B.A.	33	39	42	6	120
Pastoral Ministry	B.A.	33	39	39	9	120
Christian Counseling	B.A.	33	27	51	9	120
Biblical Studies	M.A.	0	30	6	0	36
Divinity	MDiv.	0	48	42	0	90

### **Program Objectives**

#### 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.

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

## STUDENT HANDBOOK

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.) - Biblical Studies

On 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.) - Christian Business Management

The Bachelor of Arts degree in Christian Business Management is designed with the following measurable objectives:

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.) - Pastoral Ministry

On 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.) - Christian Counseling

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

## STUDENT HANDBOOK

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.

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

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

1. Interpret and analyze the history, content, and background of the Bible;
2. Evaluate Christian doctrine and theology and articulate their ethical and theological system(s);
3. Design and defend scholarly research papers;
4. Apply Biblical hermeneutics to an advanced exegetical research project; and
5. Demonstrate the importance of the Biblical worldview in Biblical Studies.

### 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.

## Advisors

### General:

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

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

### Advisors

## STUDENT HANDBOOK



**Esa Autero, Th. D., Full-Time Professor**  
*Program Advisor – Masters Programs*  
(954-545-8324, [academics@sfbcc.edu](mailto:academics@sfbcc.edu))



**Thomas Drabik, Ed. D., Full-Time Professor**  
*Program Advisor – Religious Education and Biblical Studies Programs*  
(954-545-8325, [financialaid@sfbcc.edu](mailto:financialaid@sfbcc.edu))



**Beth Hall, B.A., Director EAP Program**  
*Program Advisor – EAP Program*  
(954-545-4500, [bhall@sfbcc.edu](mailto:bhall@sfbcc.edu))

## STUDENT HANDBOOK



**Becky Emerson, DMin, Part-Time Professor**  
*Program Advisor – Pastoral Ministry Program*  
*Student Chaplain*  
(954-545-4500, [bemerson@sfbc.edu](mailto:bemerson@sfbc.edu))



**Jodyann Reid, DMin (Candidate), Full-Time Professor**  
*Program Advisor – Online and General Education Programs*  
(954-545-8326, [jreid@sfbc.edu](mailto:jreid@sfbc.edu))



**Daniel Drabik, M. S., Full-Time Professor**  
*Program Advisor – Christian Counseling Program*  
(954-545-4500, [ddrabik@sfbc.edu](mailto:ddrabik@sfbc.edu))



**Joshua Drabik, M.A., Full-Time Professor**

*Program Advisor – Christian Business Management Program*  
(954-545-8329, [webmaster@sfbcs.edu](mailto:webmaster@sfbcs.edu))

## Student Services

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

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

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

### 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.

## STUDENT HANDBOOK

### **Social Life**

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

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

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

### **Counseling**

There may be times you require spiritual, not just academic counsel. Due to this, SFBC&TS has a student chaplain on staff for these very needs. Results of these sessions are kept in strictest confidence. At South Florida Bible College our goal is not only the academic and physical development of students, it is also their spiritual development. Please seek us out.

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

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

To contact our student chaplain, contact [bprasad@sfbc.edu](mailto:bprasad@sfbc.edu) or 954-545-8337.

### **Career Services**

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

### **Writing Center**

SFBC&TS provides free consultation on writing papers in our writing center. To make an appointment, please contact Carol Midkiff at 954-545-8326 or [facultysupport@sfbc.edu](mailto:facultysupport@sfbc.edu).

### **Computer Classes**

SFBC&TS provides free computer classes to those in need of extra help in learning and understanding the different aspects of computers. To find out the days and times of the classes, please contact Carol Richardson at 954-545-8328 or [crichardson@sfbc.edu](mailto:crichardson@sfbc.edu).

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

## STUDENT HANDBOOK

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

### **Alumni Association**

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

### **Feedback**

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



***South Florida Bible College & Theological Seminary***  
1100 South Federal Highway, Deerfield Beach, Florida 33441  
[www.sfbc.edu](http://www.sfbc.edu)

**STUDENT TRANSCRIPT REQUEST FORM**

**The Price for transcripts is \$10.00**

I, \_\_\_\_\_ request that my transcripts be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official     Unofficial

Card type:  Visa    Mastercard    Amex    Other: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please include \$10.00 in cash or check if you are not paying by credit card. All checks can be made out to SFBC.

***South Florida Bible College & Theological Seminary***  
1100 South Federal Highway, Deerfield Beach, Florida 33441  
[www.sfbc.edu](http://www.sfbc.edu)

**STUDENT TRANSCRIPT REQUEST FORM**

Dear Student:

Please complete the following form for each college (university) attended, and send to all your previous college(s) as soon as possible. No official placement can be made until transcripts are received. In the event that you did not formally complete high school, but have passed the High School Level G.E.D. test and were awarded a High School Equivalency Diploma, you must send us a copy of your Diploma, and have your G.E.D. scores forwarded to us as well.

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**To the Student:** Please forward this form to each of your former colleges/universities.

I plan to attend South Florida Bible College { } (Undergraduate degree programs only)

I plan to attend South Florida Theological Seminary { } (Graduate degree programs only)

Please check which SFBC&TS program you are interested in:

{ } Correspondence                      { } On-Campus                      { } Online

**Name of:**

High School: \_\_\_\_\_

College: \_\_\_\_\_

Please send my transcripts to:

**South Florida Bible College & Theological Seminary, 1100 South Federal Highway, Deerfield Beach, Florida 33441** (Telephone: 954-545-4500)

My full name is \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date first enrolled \_\_\_\_\_

Social Security Number \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Date: \_\_\_\_\_

My records will be found under the name: \_\_\_\_\_

**THIS SIGNED FORM AUTHORIZES THE RELEASE OF A COPY OF MY TRANSCRIPTS TO THE OFFICE OF THE REGISTRAR, SOUTH FLORIDA BIBLE COLLEGE & THEOLOGICAL SEMINARY.**

**Student's Signature** \_\_\_\_\_

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

### Withdrawal Request Form

Date \_\_\_\_\_

Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Course Number and Name \_\_\_\_\_

Reason for Withdrawal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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\*Beneath this line to be completed by SFBC staff

{ } Approved                      { } Not approved

Registrar \_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Refund Policy for the Internal Student upon approved withdrawal:

1 <sup>st</sup> Week of class	100%
2 <sup>nd</sup> Week of class	75%
3 <sup>rd</sup> Week of class	50%
4 <sup>th</sup> Week of class	25%
5 <sup>th</sup> Week of class and later	No refund

**GRIEVANCE FORM**

Grievant: \_\_\_\_\_  
(Name of student reporting the offense)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Best Phone No. \_\_\_\_\_ Other Phone No. \_\_\_\_\_

State your grievance. State it as fully as possible. Include dates of acts or omissions. If you need more space, attach a separate piece of paper.

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Redress sought (What would you like to have done for you to rectify the problem?):

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Date the grievance was filed in the office of the Dean of Faculty \_\_\_\_\_.

Action taken. Check all that apply. Grievance was reviewed by  
 Dean of Faculty  Dean of Students  Provost  President of SFBC

Notes: \_\_\_\_\_

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Final resolution and date resolved.

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South Florida Bible College & Theological Seminary Community Service Form

Phone: (954) 545-8328

studentservices@sfbc.edu

Service Program Form

\*\*\*ATTENTION Pastoral Ministry Majors: You are required to complete 50% of community service hours at YOUR church.

Return or scan and send this form to: The Dean of Student Services studentservices@sfbc.edu

(FILL IN ALL INFORMATION)

HOURS NEEDED TO GRADUATE: 160 total hours for Bachelor's and Associates

Associates - 80 hours

Bachelor's - 80 hours

Graduate Program - 80 hours

You may put all your hours performed in one term on one form if the hours are from the same agency.

Students Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Church \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Hours performed: \_\_\_\_\_ Hours for Pastoral Ministry Majors only: \_\_\_\_\_

Agency/Org. receiving service: \_\_\_\_\_

Agency/Org. address \_\_\_\_\_

Contact if different than Pastor \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date(s) work was performed (Attach a separate sheet if necessary):

Services performed: \_\_\_\_\_

\*\*Signature Pastor or Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

By signature below, I affirm that I have completed the community service hours as noted above.

\*\*Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: All service projects must be pre-approved by SFBC Dean of Student Services.

Office Use Only:

Table with 2 columns and 2 rows: Received on, Received by, Data entry date, Data entry initial.