

**General Catalog
Current through 2011-2012**

**Southern Baptist School
for Biblical Studies
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A WORD FROM THE PRESIDENT

Most schools focus on teaching; we focus on learning. Teaching centers on the education, knowledge, skill and experience of the teacher. Learning centers on the needs of the student. The difference between these two approaches is indicated by the Greek terms **exegesis** and **hodegesis**. By definition, learning is change. When you have changed (intellectually, emotionally, spiritually), for better or for worse, you have learned.

You have a primary learning type. You are primarily either an auditory learner, visual learner or tactile learner, though you doubtless learn in all three ways.

You have a primary learning style. You are primarily an explorer, analyzer, mediator or applier, though you probably use all styles to some extent.

You have a basic temperament that motivates you to learn in certain ways. You have a primary tendency to be direct, enthusiastic, patient or diplomatic, though you doubtless function in each of these tendencies when situations demand it.

You have a basic motivational approach. You are essentially active, passive or proactive.

You hold to a certain set of values. You hold to traditional values, or you're moving away from traditional values; or you're challenging traditional values; or you're trying to integrate new beliefs into your traditional values.

You have a certain leadership style that impacts on how you learn. You may lead with your brainpower, your emotions or your "heart" level feelings.

You have a unique past. Your age, education and experience provide the lens through which you view the process of learning.

You have certain needs that you strive to meet. These may be security, social or spiritual needs.

All of the above factors, plus others not mentioned, show that you are a unique person. This means that the individual program of learning you are taking with us has the capability of personal adaptation to and by you.

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SCHOOL LOCATION

The Southern Baptist School offices and operations center are located in Jacksonville, Florida. Jacksonville covers a larger area than any other U.S. city except Juneau, Alaska. With a metro population of over one million, Jacksonville is the financial and insurance capital of Florida. It covers 840 square miles, including 74 square miles of inland water. The St. Johns River divides the city into two sections linked by seven bridges. Jacksonville has one of the Southeast's leading distribution and transportation centers; it ranks as Florida's second busiest port, behind Tampa. It has a large medical community, including a Mayo Clinic, and is home to Jacksonville University, the University of North Florida, Florida Community College at Jacksonville, Edward Waters College, Trinity Baptist College and the Southern Baptist School.

AUTHORITY TO OPERATE

The State of Georgia granted a charter in March 1981. The State of Florida, Department of State, authorized the school to transact business within the state on December 13, 1982.

The U.S. Internal Revenue Service exempted the school from income tax under section 501(c)(3) of the Internal Revenue Code, effective on the date of the school's inception. This means that donors may deduct contributions as provided in section 170 of the code.

Southern Baptist School for Biblical Studies is a member in good standing with the:

Florida Council of Private Colleges, Inc.
Tallahassee, FL 32308
Dr. Earle E. Lee, President
Web: <http://www.fcpcamerica.org>
Email: fcpc@fcpcamerica.org
Telephone: 863-422-7650 Fax: 863-421-1941

The FCPC is an educational association that provides certification of its member institutions through quality peer review, onsite visits, and verifying data to FCPC standards, which exceed the minimum standards of the State of Florida.

The Southern Baptist School is a non-profit private school. It is not owned, funded, controlled by, or affiliated with the Southern Baptist Convention or any of its boards, agencies or institutions. Likewise, the school is not owned, funded, controlled or licensed by the Department of Education of the State of Florida or the U.S. Department of Education. Additionally, the school is not accredited by an accrediting association approved by the U.S. Department of Education, or by an accrediting association not approved by the U.S. Department of Education.

Charles A. Williams, President

B.D. (1965), Th.M. (1966), Th.D. (1968) Luther Rice Seminary
B.A. (1975) Southwestern College
M.A. (1976) Pepperdine University
Ed.D. (1978) Nova Southeastern University
D.Min. (2002) Southern Baptist Theological Seminary

Georgia L. Gantt, Vice President

B.A. (1976) Southwestern College
M.Div. (1977), D.Min. (1979) Luther Rice Seminary
M.S. (1980) Nova Southeastern University
Ph.D. (1990) Southern Baptist School

Paul H. Hahn, Korean Director

B.A. (1962) Kae-Myung University
B.D. (M.Div.) (1965) Korea Theological College and Seminary
Th.M. (1970) Knox Theological Seminary
D.D. (1986) Immanuel Baptist Seminary
D.R.E. (1988) Trinity Baptist Seminary
Ph.D. (1990) Trinity Bible College and Seminary

Brenda Crutcher, Administrative Assistant

Charis Williams, Website Designer

PRESIDENTIAL ADVISORS

Alexander W. Render, Sr.

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Larry P. Brignac

David I. Guinn

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Ronald Brookshire

Ray E. Harrison

Luther Rowland, Jr.

Edsel M. Bone

Tommy W. Jordan

Walter L. Campbell

Jack Stolte

Daniel Lanier

Larry E. Wallace

Michael D. Oaks

Howell Upchurch

Bobby Cobb

Larry Padgett

Marvin L. Cox

Dennis B. Deese

John K. Beckett

Paul Blanchard

Sharber Wayne Smith

Stephen R. Yuhasz

GENERAL POLICIES

The Southern Baptist School respects and protects the individual dignity, integrity, and reputation of its students. Students must comply with the conventions and regulations of the School.

PRIVACY OF STUDENT RECORDS

Southern Baptist School complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act, with which the School complies fully, protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

INTERACTIVE DISTANCE EDUCATION

The Southern Baptist School delivers its services primarily through distance education. Distance education is defined as organized learning that takes place between faculty advisors and students who are geographically separated. The School has developed learning strategies that bring students into personal, one-to-one contact with School personnel.

EDUCATIONAL PHILOSOPHY

All programs of study are designed for ministers, whether full-time, bi-professional, or lay. Furthermore, all study experiences are intended to enable the student to relate to and manipulate the variables in the environment in which the Lord has placed him.

We believe that good education (plus credible degree recognition) is of great value in the churches today. We affirm that if this value is to be appropriated for most Christian servants, it must be made available to them through distance educational delivery systems. We believe that today's ministers need education in the ministry, not merely for the ministry. Accordingly, we insist that one's study be completed within the actual laboratory of ministry sphere. It is prudent to pay attention to the entire person, including his environment, when involving him in a formal educative process.

The school is not merely a theological seminary. We perceive of our mission as focusing on the development, in the student, of the entire range of learning domains. This means that the best of accepted learning theory is built into the curricula. Cognitive (intellectual), affective (theological), and conative (usable) learning activities are completed by students.

EDUCATIONAL DISTINCTIVES

Courses provide a combination of learning experiences in an integrated sequence, so that each learning activity complements the other. The emphasis is on learning, not teaching.

The role of the advisor is one of friend, counselor, facilitator, and resource person. This provides a non-adversarial relationship between student and advisor.

Learning activities are designed to assist the student in reaching ministry objectives.

Different levels of intensity of the learning strategies are used for the various degree programs.

Each student studies in generally accepted learning styles.

The student learns by doing, and actually uses what is learned in the real world of the church.

The student learns at the time best suited for him. For some this is early, for others it is late.

INSTITUTIONAL MISSION STATEMENT

The MISSION of the Southern Baptist School For Biblical Studies is to provide high quality Christian education services to those who serve Christ in and through Baptist churches. The degree programs of this school are designed solely for Baptist church vocations.

INSTITUTIONAL PURPOSE STATEMENT

The PURPOSE of the Southern Baptist School for Biblical Studies is to provide post-secondary educational services for ministers, focusing on the development and/or demonstration of cognitive, affective and conative competencies required for effective service in various types of Baptist church vocations.

INSTITUTIONAL EDUCATIONAL-SPIRITUAL GOALS

The following institutional educational-spiritual goals have been identified because they refer to the work the learner does, and will continue doing, throughout his ministry. These goals serve as the school's standard for equipping persons in Baptist church vocations, thereby fulfilling the mission and purpose of the school. Not every student is expected to achieve all the educational-spiritual goals; rather students achieve that portion commensurate with and considered by the school to be appropriate to the degree level and program in which they are enrolled.

Learners demonstrate basic, average, above average or expert knowledge relative to course content, the use of study methodology and skill in applying, utilizing and communicating what is learned in the real world of the church at associate, bachelor, master and doctoral levels respectively.

Cognitive Domain

The Cognitive Learning Domain relates to the student's intellectual perception of that which is to be learned. Specifically, the cognitive learning domain deals with four levels: knowledge, comprehension, analysis and synthesis.

The learner demonstrates cognitive skill in:

1. The nature of divine revelation and authority
2. The essential doctrines of evangelical theology
3. The broad outline of the history of Christianity
4. The background, history, contents and major teachings of the Bible
5. The method of inductive study leading to proper interpretation and application of biblical truth
6. The employment of exegetical tools for practical understanding of the ministry and mission of the New Testament Church
7. The principles and processes involved in the preparation and presentation of Christian communications

Affective Domain

The Affective Learning Domain relates to the student's feelings, emotions and desires as factors in determining thought and behavior. Specifically, the affective learning domain deals with four levels: basic predispositions (attitudes), what is accepted as true (beliefs), the convictions which are held so strongly that they control life (values) and the evaluation of the importance of what the student has learned.

The learner demonstrates:

1. A positive attitude toward his own personhood
2. A positive attitude toward new ideas and concepts
3. A positive attitude toward his calling to vocational ministry.
4. A positive attitude manifesting itself in faithfulness and fruitfulness
5. A dependability in the exercise of spiritual gifts and assigned ministry task
6. A belief in the integrity, worth and uniqueness of every individual
7. A belief in and his submission to God's leadership and to the leadership of spiritual authorities
8. A belief in the biblical model of servant leadership
9. A belief in ministry to the whole person
10. A belief in the church of Jesus Christ and the importance of building healthy, reproducing congregations
11. The value of personal wholeness: spiritually, physically, intellectually, emotionally and socially
12. The value of personal responsibility to the universal mission of the church
13. The value of proactive, intentional ministry including both long and short-range goals
14. The value of assuming personal responsibility for the salvation and nurturing of those of his own family
15. The value of performing genuine acts of Christian love and compassion for others, in the name of the Lord Jesus Christ

Conative Domain

The Conative Learning Domain focuses on doing, or attempting to do. Specifically the conative-learning domain deals with four levels.

The learner demonstrates conative skill by:

1. The application of biblical truth to the world in general, to the church of Jesus Christ, to his own ministry and to himself and his own family
2. The ability to produce brief integral outlines of biblical communications

3. The skill in the production of expanded complete homiletical outlines of biblical communications
4. The production of complete manuscripts of biblical communications according to the generally accepted principles of homiletics
5. The actual evaluation of his biblical communications according to formal criteria dealing with structure, nomenclature, biblical integrity and usage

Summary

This list of goals, in conjunction with the other directional statements of the school, represents what the school does and seeks to accomplish. The school believes that the educational goals lay the necessary foundation for integration of all the educational processes, which leads to the fulfillment of the Mission Statement: “The MISSION of the Southern Baptist School for Biblical Studies is to provide high quality Christian education services to those who serve Christ in and through Baptist churches.”

STUDY METHODOLOGY

Our study methodology is different from any other you’ve ever encountered. In many resident schools the methodology could be described as “jam it in, cram it in and then test it out.” Most people know about this system of education because they are a product of it.

On the other hand, in most schools that claim to deliver their educational services through distance education methodologies, there is simply an adaptation of the resident methodologies. It is still classroom lectures delivered through videotapes, audiotapes, computer link-ups, satellite-television link-ups and other means of electronic media. You still must listen to someone else tell you what he learned through his learning – with the expectation that you will learn from him what he learned from others.

Our study methodology focuses on the study patterns of practicing ministers. We asked, “How do Baptist ministers study, in order to preach, teach, counsel, lead and administer their organizations?” Our study methodology is a result of the answer to this question.

TRANSFERABILITY OF CREDITS

The Southern Baptist School makes no claim or guarantee that credits earned at this school will transfer to other schools, or that credits earned at other schools will be accepted at this school.

STATEMENT OF FAITH

The officers and faculty subscribe to the following statement of biblical doctrines, thus identifying Southern Baptist School with the evangelical movement within Christianity. The statement of faith is traditional and stems from the foundation of the school.

Southern Baptist School is committed to propagate and defend the historic and basic doctrines of evangelical Christianity:

1. The verbal inspiration of the Holy Scriptures as originally given
2. The existence and manifestation of one God in three persons, Father, Son and Holy Spirit
3. The incarnation and virgin birth of Jesus Christ
4. The redemption of man by the vicarious death of Jesus Christ on the cross
5. The bodily resurrection from the grave
6. The fact that all men have sinned and consequently must be regenerated by the working of God's grace
7. The fact of justification by faith
8. The sanctifying work of the Holy Spirit in the believer producing holiness of life and power for service
9. Practical faith in the sufficiency of Jesus Christ for spiritual, temporal, and physical needs
10. The purifying hope of the imminent return of Jesus Christ
11. The urgency of preaching the gospel to all mankind that men may be saved from eternal judgment

DISCLOSURE STATEMENT

Credits and/or degrees earned from Southern Baptist School do not automatically qualify the holder for a teaching certificate in his state, or automatically qualify one to participate in professional licensing examination in his state. Individuals interested in entering regulated professions should contact their local and state licensing boards for complete information. The Baptist ministry, on the other hand, is a non-regulated profession.

PLACEMENT

The Southern Baptist School does not provide placement services for students and graduates. It is our view that the Lord calls Baptist ministers and places them where He wills.

OUR STUDENTS' BILL OF RIGHTS

1. Our students have the right to be treated like we exist for them, because we do.
2. Our students expect top quality services delivered on time and at a fair price, and they have the right to have those expectations met every time.
3. Our students have the right to be served by well-trained, courteous professionals in every department.
4. Our students have the right to accurate and timely information about events, services, benefits and products offered by the School.
5. Our students have the right to raise questions – and to have their questions acted upon promptly and fairly and resolved on their merit.
6. Our students have the right to expect extra effort by all our personnel in every transaction, regardless of their degree level.
7. Our students have the right to expect never to hear the four words we cannot tolerate in other service institutions. “It’s not my department.”
8. Our students have the right to expect honesty and integrity at all levels of our organization, to expect us to maintain the highest standards of professional ethics at all times.
9. Our students have the right to expect from everybody in our organization sincere appreciation for courses already taken as well as courses yet to take – and to be treated in a manner that makes our appreciation obvious.
10. Our students have the right to find us easy to work with – to find us easily accessible to them and intent on finding a way to say “Yes” to them.

This Bill of Students’ Rights has been adopted as
Management Policy by
THE SOUTHERN BAPTIST SCHOOL
FOR BIBLICAL STUDIES

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ANNUAL CALENDAR

The school calendar is divided into two semesters of four calendar months each. January through April is the spring semester, and September through December constitutes the fall semester.

A **full-time** student completes 12 credits during the most recent semester.

A **half-time** student completes 6 credits during the most recent semester and a total of 12 credits in a year.

A **quarter-time** student completes 3 credits during the most recent semester and a total of 6 credits in a year.

A student is considered “active” if he completes 3 credits during the most recent semester.

A student is considered “inactive” if he completes no credits during the most recent semester. In order to become active, an inactive student must re-apply and will come under the conditions of the current catalog.

TIME RESTRICTIONS

Each degree program should be completed within five years. Given the variables of transfer of credit, level of ability, degree of interest, and available study time, five years is a rather generous allowance. In cases of providential hindrances, the school may extend the time frame upon student request. A minimum of one course must be completed during a semester for a student to be considered active. A student failing to complete at least one course during a semester will be placed on inactive status and will be required to re-apply before continuing. A reactivating student will be subject to policies and procedures in force at the time of re-application.

RESIDENCY REQUIREMENTS

Each student is in residency in his/her ministry sphere. There is no requirement that students must spend time on campus. Mail services, the telephone, e-mail, audio/video tapes and computer disks may be used to effect communication between students and the school. It has been the experience of school leadership that highly motivated, mature students appreciate self-study learning activities and individual approaches to education.

LIBRARY RESOURCES

The school library holdings include more than 1,300 manuscripts plus other resources.

The school helps you build your personal library by requiring you to secure resources that will have both present and continuing value to you.

The Bible is the primary textbook for every course offered by the school, though all courses include additional resource materials.

COURSE WORK DONE IN ENGLISH

As a rule, only work done in the English language may be submitted to the school. Exceptions to this rule may be made when the school can identify and enlist the assistance of a field supervisor or faculty person with both academic and ministry expertise. Students intending to complete their program in a language other than English are invited to recommend a qualified field supervisor when making inquiry to the school. Foreign missionaries make ideal field supervisors.

WORK SUBMISSIONS

After the school receives a completed course, the student submitting it will receive a grade within 30 days.

Course work should be a copy of the original. Students should retain original work in the unlikely event that a course is lost or damaged in the mail.

TRANSFER OF CREDITS

Until fairly recently there were no schools in America offering credible education through distance education. Today distance education is being widely accepted; though there are schools, nearly all of them religious in nature, offering degrees that are highly suspect. This problem notwithstanding, many traditional accredited schools will accept credits from other learning systems after the student has succeeded during a period of probation. Increasingly, it is accepted among educators that learning, not the method or means through which it was acquired, is what counts.

We obviously cannot speak for other schools regarding their policies of accepting credit. We also have no way of knowing which schools have accepted our credits because receiver schools rarely publish or provide such information.

Any student intending to transfer credits from one school to another should check with the officials at the potential receiving school, before applying, to make sure the credits will be received in transfer. During these days of student numerical decline at many schools, officials are eager to find ways to accept students. All applicants are seriously considered in most schools, regardless of the nature of their previous educational experiences.

TRANSCRIPTS

1. No transcript may be issued until all school fees are paid.
2. Official transcripts are sent only to other institutions. Unofficial transcripts are issued to students and graduates requesting them.
3. Transcripts are issued only when requested in writing by the student or graduate.
4. Each transcript, whether official or unofficial, costs \$15.00, which must be paid in advance.

GRADUATION REQUIREMENTS AND PROCEDURES

Annual commencement activities are held in Jacksonville the last Thursday and Friday of July. Candidates for graduation may be required to attend seminars earlier in the week to sit for orals and/or MARP defenses.

Requirements:

1. Satisfactory completion of required credits in both degree content areas and in total credits.
2. Satisfactory GPA of 2.0 for Associate and Bachelor degrees and 3.0 for Master's and Doctoral degrees.

Procedures:

1. The student is responsible for submitting the Application for Graduation form in a timely manner. A form is included in this catalog.

2. The student is responsible for demonstrating his eligibility for graduation.
3. The deadline for submission of the Application for Graduation form is May 1.
4. The deadline for the completion of all academic and financial requirements is June 1.
5. An applicant for graduation living and serving in the contiguous 48 states must “march” in formal commencement exercises in order to receive his diploma, unless excused by the administration. Commencement exercises may be held in the church of the graduate if he is unable to participate in the regularly scheduled commencement exercise.
6. Graduation fees are not refundable or transferable. If an applicant for graduation fails to do so at the appointed time, he must re-apply for graduation at a later date, and is subject to another graduation fee.

BASIC ASSUMPTIONS

The administration of the school makes several basic assumptions about our students and graduates in reference to both student life and Christian service.

1. It is assumed that students and graduates will support the school through prayer, fellowship, promotion and finances.
2. It is assumed that students and graduates will consider themselves to be an integral part of the school.
3. It is assumed that students and graduates will conduct themselves with maturity and high standards of morality.
4. It is assumed that students and graduates will be involved in some form of Christian ministry.
5. It is assumed that students and graduates will worship God at appointed times and selected places.
6. It is assumed that students and graduates will have need for guidance and counseling, and will feel free to call on school personnel for advice.

STUDENT AFFIRMATION

1. As a minister of the Gospel, I recognize that I must be personally committed to Jesus Christ.
2. As a Christian, I understand that I am to live a life separated from sin.
3. As a student, I am aware that I represent the school as well as the Lord and His church.
4. As a believer, I am aware that the Bible prohibits worldly living, including lying, cheating, stealing, gossiping, backbiting, profanity, drunkenness, the use of illegal drugs, sexual immorality, lust, pride, bitterness, discrimination and jealousy, and many other sins.
5. As an example for Christ, I realize that there are many activities not specifically named by the Bible that are nonetheless questionable that I must avoid.
6. In light of the fact that I am a minister, a Christian, a student, a believer and an example, I pledge my best efforts in the power of the Holy Spirit:
 - a. To do the best academic work I am capable of doing
 - b. To reflect the grace of the Lord Jesus Christ in deportment
 - c. To refrain from behavior that would cause a weaker brother to stumble
 - d. To submit to the Bible as God's authority over my life, and to the Holy Spirit as my divine guide
 - e. To cooperate with all members of the school family
 - f. To actively seek to promote the cause of Christ
 - g. To involve myself in winning others to the Lord
 - h. To keep myself clean by avoiding sins mentioned in the Bible, and those that aren't
7. I understand that the Bible is my only rule of faith and practice, and that these standards are articulated simply to guide me in my daily walk, wherever it may take me.
8. I accept responsibility to God and the school for my actions.
9. I am aware that Christian maturity grows out of Christian discipline and that I must conduct myself in ways that foster the integrity of the school and edify other believers.

ETHICAL STANDARDS

The Bible is the only rule of faith and practice. Living in a time, as we do, when relativism reigns and few individuals or groups hold to moral absolutes, it is imperative that Baptist ministers draw both their beliefs and their lifestyles from the Scriptures. The values of the world change, but the Bible is God's unchanging standard for human conduct. The Ethical Standards of the school are sourced in, and based upon, the Word of God.

This school focuses on distance education, and therefore has no standard residence program. While we recognize the impossibility and impracticality of enforcing Ethical Standards on students who are geographically dispersed, we still affirm that our students should conduct themselves according to the highest biblical standards.

Every member of the Board of Directors, every administrator and every faculty and staff member is dedicated to personal behavior patterns that manifest the spirit of Christ and the precepts of the Bible. Accordingly, we have every right to expect the same high standards of all students. All students will affirm on the Application for Admission that he will adhere to the Ethical Standards of the school.

ACADEMIC PROBATION, SUSPENSION, DISMISSAL

1. **PROBATION:** Failure of an associate or bachelor student to maintain a 2.0 (C) GPA will result in probation. He will be allowed to continue on a semester-by-semester basis, as long as a 2.0 (C) average is maintained, until a cumulative 2.0 (C) level is achieved, whereupon probation will be removed. Failure of a master or doctoral student to maintain a 3.0 (B) GPA will result in probation. He will be allowed to continue on a semester-by-semester basis, as long as a 3.0 (B) average is maintained, until a cumulative 3.0 (B) level is achieved, whereupon probation will be removed.
2. **SUSPENSION:** If a student fails to reach the GPA specified above after one additional semester, he will be suspended for one semester. After the suspension has been lifted, he may re-apply under the rules for probation listed above.
3. **DISMISSAL:** If a student is suspended the second time during a degree program, he will be dismissed from the school. After one year he may re-apply under the conditions of the current catalog.

If a student is found to be guilty of cheating or plagiarism in any form, he will be dismissed permanently.

STUDENT DISCIPLINE

The breaking of the Ethical Standards of the school, or of federal, state and local laws will result in disciplinary action. This action may range from temporary probation to permanent expulsion from the school.

The director of the program of which the student is a part will be responsible for the initiation of action against a student against whom formal charges have been made. Student appeals must be made in writing to the president.

WITHDRAWAL FROM SCHOOL

If a student decides to withdraw, he must notify the Registrar's office in writing and settle all financial obligations with the Business office. Failure to do so may prohibit or delay reactivation.

DROPPING COURSES

1. If a student officially drops a course within 30 days after ordering it, no grade will be transcribed.
2. If a student fails to drop a course within 30 days after ordering it, but does officially drop it within 1 year, a "WP" grade will be transcribed.
3. If a student fails to complete a course within 1 year after ordering it, an "F" grade will be transcribed.

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THE CURRICULUM

The curriculum of the school is a unified and integrated group of subjects that reflects the nature of the vocational Baptist ministry. It allows for, but is not built on, the somewhat arbitrary and artificial divisions and levels of traditional educational structures.

The school uses a scaffolding approach to determine required courses in the four content areas of Bible, Theology, Practical Theology and Major. This means that courses, which are obviously foundational to other courses, must be taken first, regardless of the student's degree level. It also means that any student, at any degree level, may (with school approval) take any course that meets his personal and ministry needs.

REQUIRED COURSES

Each student of the school works out a proposed course of study, within the general guidelines of the school, which must then be submitted to the school for approval. Due to the individual nature of the study methodology, courses on virtually any subject of interest to ministers can be constructed if appropriate resource materials are available.

DEGREE PROGRAM REQUIREMENTS

The school uses the term "credit" to indicate semester credits, i.e., at least 15 academic clock hours or equivalent.

The Associate of Christian Ministry (A.Min.) is a 66-credit program. It includes an initial assessment (3 credits), 24 credits in Bible, 18 credits in Theology, and 21 credits in Practical Theology.

The applicant for this degree should be a high school graduate, or be able to demonstrate the spiritual, intellectual and emotional maturity required for a rigorous post-high school individual learning program.

Associate level work should demonstrate that the student has attained at least basic knowledge relative to course content, at least basic ability in the use of the study methodology, and at least basic skill in applying, utilizing, and communicating what is learned in the real world of the church.

Course work should further reflect the basic ability of the student to work effectively under relatively close supervision and specified conditions, and at least basic

ability to follow explicit guidelines. There should also be evidence that the student is beginning to develop the ability to analyze information.

The Bachelor of Christian Ministry (B.Min.) is a 66-credit program. It includes an initial assessment (3 credits), 24 credits in Bible, 18 credits in Theology, and 21 credits in Practical Theology. The applicant for this degree should have the A.Min. degree or its equivalent (66 credits).

Bachelor level work should demonstrate that the student has attained at least average knowledge relative to course content, at least average ability in the use of the study methodology, and at least average skill in applying, utilizing, and communicating what is learned in the real world of the church.

Course work should further reflect the ability of the student to work effectively without close supervision and independent of others. There should also be evidence that the student is able to analyze information effectively.

The Master of Christian Ministry (M.Min.) is a 42-credit program. It includes an initial assessment (3 credits), 9 credits in Bible, and 30 credits in Basic Ministry Functions.

The applicant for this degree should have a Bachelor's degree, including at least 66 credits in "religion" at undergraduate level.

Master's level work should demonstrate that the student has attained above average knowledge relative to course content, above average ability in the use of the study methodology, and above average skill in applying, utilizing, and communicating what is learned in the real world of the church.

Course work should further reflect that the student is an above average performer of ministry tasks and works entirely independent of others. There should also be evidence that the student is able to synthesize information effectively.

The Master of Divinity (M.Div.) is a 48-credit program. It includes an initial assessment (3 credits), 12 credits in Bible, and 33 credits in Advanced Ministry Functions.

The applicant for this degree should have the M.Min. degree or its equivalent. The M.Div. represents a total of at least 90 credits of "religion" at graduate (post-bachelor) level. A college graduate may elect to enroll in a 90-credit M.Div. program without first earning the M.Min. degree.

Master's level work should demonstrate that the student has attained above average knowledge relative to course content, above average ability in the use of the study

methodology, and above average skill in applying, utilizing, and communicating what is learned in the real world of the church.

Course work should further reflect that the student is an above average performer of ministry tasks and works entirely independent of others. There should also be evidence that the student is able to synthesize information effectively.

The Doctor of Christian Ministry (D.Min.) is a 42-credit program. It includes an initial assessment (3 credits), 9 credits in foundations, 9 credits in church functions, 12 credits in church analysis, and 9 credits in the Major Applied Research Project.

The applicant for this degree should have a Master of Divinity (M.Div.) degree, including at least 90 credits in “religion” at graduate (post bachelor) level, or a Master of Christian Ministry degree (or equivalent) representing at least 90 credits of “religion,” of which at least 42 credits must be at graduate (post-bachelor) level.

“D.Min. level work should demonstrate that the student has attained expert knowledge relative to course content and study methodology, and expert skill in applying, utilizing, and communicating what is learned in the real world of the church.”

Course work should further reflect that the student is expert in the performance of ministry tasks and works entirely independent of others. There should be extensive evidence of the student’s ability to synthesize information effectively.

COURSE EXPLANATION

Students at all degree levels study only subjects needed for church-related ministries. All courses offered by the school are in the areas of Bible, theology, and practical theology, though numerous options exist in each area.

Associate degree students take courses at the one and two hundred levels. **Bachelor** students take courses at the three and four hundred levels. **Master** students take courses at the five, six and seven hundred levels. **Doctoral** students take courses at the eight hundred level.

Associate degree work is perceived as basic or primary in depth. **Bachelor** level work is perceived as general or secondary in depth. **Master’s** work is perceived as concentrated or tertiary in depth. **Doctoral** work is perceived as advanced or quaternary in depth. Faculty members reserve the right to alter assignments to accommodate the needs of students capable of deeper level work than what is indicated by their degree level.

When ordering courses, students may do so by a subject area. A faculty member then reviews the student's background, ministry, academic level, experience, and demonstrated competency and assigns a specific course with appropriate resources.

All courses carry three credits.

OPTIONS FOR COURSE COMPLETION

- 1. Standard Procedure:** You will complete and submit units 1, 2, and 3 plus the course examination prepared by the school. In this option the course grade is determined by the 3 units (80%) and the course examination (20%).
- 2. "Testing Out" Procedure:** You will complete and submit only the course examination prepared by the school for 100% of the course grade.
- 3. Complete Units – Construct Examination Procedure:** You will complete and submit units 1, 2, and 3 according to course requirements (80%). You will also construct a course examination according to school guidelines (20%).
- 4. Omit Units – Construct Examination Procedure:** You will construct a course examination only, according to school guidelines (100%).

COURSE METHODOLOGY FACTORS

Unit 1: Cognitive Domain		A	B	M	D
A.	Knowledge	X	X	X	X
B.	Comprehension		X	X	X
C.	Analysis			X	X
D.	Synthesis				X
Unit 2: Affective Domain					
A.	Attitudes	X	X	X	X
B.	Beliefs		X	X	X
C.	Values			X	X
D.	Evaluation				X
Unit 3: Conative Domain					
A.	Application	X	X	X	X
B.	Usage		X	X	X
C.	Manuscript			X	X
D.	Test				X
Unit 4: Examination					
A.	True-False	5	10	15	20
B.	Multiple Choice	5	10	15	20
C.	Matching	5	10	15	20
D.	Fill-in-blank	5	10	15	20
E.	Essay	5	10	15	20
		25	50	75	100

UNDERGRADUATE LEVEL

Associate of Christian Ministry (66 Credits)

Prerequisite: High School or equivalent

YEAR 1

First Semester

1. Assessment/Testing	3
2. Intro. to Old Testament	3
3. Intro. to New Testament	3
4. Theology: Survey	3
5. Basic Preaching	<u>3</u>
	15

Second Semester

1. Survey of Old Testament	3
2. Survey of New Testament	3
3. Theology: Bibliology	3
4. Basic Teaching	3
5. Basic Evangelism	<u>3</u>
	15

YEAR 2

First Semester

1. The Pentateuch	3
2. The Gospels	3
3. Theology Proper (God)	3
4. Basic Counseling	3
5. Basic Church Growth	3
6. Theology (elective)	<u>3</u>
	18

Second Semester

1. Old Testament Historical Books	3
2. Intensive: Acts	3
3. Christology	3
4. Basic Leadership	3
5. Basic Ministry	3
6. Theology (elective)	<u>3</u>
	18

Summary of A.Min. Requirements:

1. Assessment/Testing	3
2. 8 Courses in Bible (4 O.T., 4 N.T.)	24
3. 6 Courses in Theology	18
4. 7 Courses in Practical Theology	<u>21</u>
	66

COURSE DESCRIPTIONS

ASSOCIATE OF CHRISTIAN MINISTRY

Introduction to Old Testament (OT-101) 3 Credits

An introduction to the Old Testament in the English Bible, Genesis through Malachi, using inductive study methods.

Introduction to New Testament (NT-101) 3 Credits

An introduction to the New Testament in the English Bible, Matthew through Revelation, using inductive study methods.

Theology: Survey (TH-101) 3 Credits

A survey of and introduction to the discipline of Christian theology, using inductive study methods.

Basic Preaching (PT-101) 3 Credits

A study of homiletical methods required for preaching on different types of biblical texts, with special attention to the hermeneutic task, using inductive study methods.

Survey of Old Testament (OT-102) 3 Credits

A survey of the Old Testament in the English Bible, Genesis through Malachi, using inductive study methods.

Survey of New Testament (NT-102) 3 Credits

A survey of the New Testament in the English Bible, Matthew through Revelation, using inductive study methods.

Theology: Bibliology (TH-102) 3 Credits

A biblical, historical and systematic study of the doctrine of bibliography (the Bible), using inductive study methods

Basic Teaching (PT-102) 3 Credits

This course is designed to help students develop the art and skill of communicating Bible truth in a classroom setting, using inductive study methods.

Basic Evangelism (PT-103) 3 Credits

A study of evangelism designed to equip the minister to train others in a variety of skills related to personal evangelism, using inductive study methods.

The Pentateuch (OT-201) 3 Credits

An introduction to the Pentateuch of the Old Testament in the English Bible, using inductive study methods.

The Gospels (NT-201) 3 Credits

A survey of the four gospels, with particular attention to the life of Christ, using inductive study methods.

Theology Proper (God) (TH-201) 3 Credits

A study of the doctrine of God, using inductive study methods.

Basic Counseling (PT-201) 3 Credits

An introduction to the principles of biblical counseling as it is currently practiced, using inductive study methods.

Basic Church Growth (PT-203) 3 Credits

A study of church growth principles and strategies, using inductive study methods.

Old Testament Historical Books (OT-202) 3 Credits

An introduction to the historical books of the Old Testament, in the English Bible, Genesis through Esther, using inductive study methods.

Christology (TH-202) 3 Credits

A study of the doctrine of Christ (biblically, theologically, and historically) using inductive study methods.

Basic Leadership (PT-203) 3 Credits

A study of contemporary issues in Christian ministry leadership, using inductive study methods.

Basic Ministry (PT-204) 3 Credits

A study of various designs for developing a biblically based, intentional ministry in a church, using inductive study methods.

Bible Electives (100-200) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a Bible book or a Bible subject.

Theology Electives (100-200) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on any of the doctrines normally included in the discipline of systematic theology.

Practical Theology Electives (100-200) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a subject normally included in the practice of Christian ministry.

UNDERGRADUATE LEVEL

Bachelor of Christian Ministry (66 Credits)

Prerequisite: A.Min. or equivalent

YEAR 3

First Semester

1. Assessment/Testing	3
2. Wisdom Literature	3
3. Jewish/Christian Epistles	3
4. Theology: Pneumatology	3
5. Advanced Preaching	<u>3</u>
	15

Second Semester

1. Major Prophets	3
2. General Epistles	3
3. Theology: Ecclesiology	3
4. Advanced Teaching	3
5. Advanced Evangelism	<u>3</u>
	15

YEAR 4

First Semester

1. Minor Prophets	3
2. Pastoral Epistles	3
3. Theology: Anthropology	3
4. Advanced Counseling	3
5. Advanced Church Growth	3
6. Theology (elective)	<u>3</u>
	18

Second Semester

1. Intertestamental Period	3
2. Intensive: Book of Revelation	3
3. Theology: Eschatology	3
4. Advanced Leadership	3
5. Advanced Ministry	3
6. Theology (elective)	<u>3</u>
	18

Summary of B.Min. Requirements:

1. Assessment/Testing	3
2. 8 Courses in Bible	24
3. 6 Courses in Theology	18
4. 7 Courses in Practical Theology	<u>21</u>
	66

COURSE DESCRIPTIONS

BACHELOR OF CHRISTIAN MINISTRY

Wisdom Literature (OT-301) 3 Credits

Expositional study of the books of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon, using inductive study methods.

Jewish/Christian Epistles (NT-301) 3 Credits

Expositional study of the books of Hebrews, James, I Peter and II Peter, using inductive study methods.

Theology: Pneumatology (TH-301) 3 Credits

A biblical and historical study of the doctrine of the Holy Spirit, using inductive study methods.

Advanced Preaching (PT-301) 3 Credits

An examination of the methods and skills of preaching from the Bible. Attention will be focused on preparation and communication, using inductive study methods.

Major Prophets (OT-302) 3 Credits

An expositional study of the books of Isaiah, Jeremiah, Lamentations, Ezekiel and Daniel, using inductive study methods.

General Epistles (NT-302) 3 Credits

An expositional study of the books of Romans, I & II Corinthians, Galatians, Ephesians, Philippians, Colossians and I & II Thessalonians, using inductive study methods.

Theology: Ecclesiology (TH-302) 3 Credits

A study of the doctrine of the church, including contemporary Baptist ecclesiology, using inductive study methods.

Advanced Teaching (PT-302) 3 Credits

This course is designed to provide the student with instructional designs and teaching resources for effective and creative Bible teaching in the local church, using inductive study methods.

Advanced Evangelism (PT-303) 3 Credits

Advanced studies in evangelism, with particular emphasis on the development of an evangelistic strategy in the local church, using inductive study methods.

Minor Prophets (OT-401) 3 Credits

An expositional study of the twelve Old Testament Minor Prophets, beginning with Hosea and going through Malachi, using inductive study methods.

Pastoral Epistles (NT-401) 3 Credits

An expositional study of the New Testament books of I & II Timothy, Titus and Philemon, using inductive study methods.

Theology: Anthropology (TH-401) 3 Credits

Biblical and historical studies on the origin, nature and destiny of humanity, using inductive study methods.

Advanced Counseling (PT-401) 3 Credits

This is an advanced course dealing with principles of biblical counseling as it is presently practiced, using inductive study methods.

Advanced Church Growth (PT-402) 3 Credits

This course examines the church growth movement and its historical emphasis on strategy development in the local church, using inductive study methods.

Intertestamental Period (OT-402) 3 Credits

A study of the events, times and people between the Old Testament and the New Testament, using inductive study methods.

Book of Revelation (NT-402) 3 Credits

An introduction and exposition of the text against the background of apocalyptic literature and the life situation in which it was written, using inductive study methods.

Theology: Eschatology (TH-402) 3 Credits

This course provides the student with an overview of historical and contemporary perspectives on the doctrine of last things, using inductive study methods.

Advanced Leadership (PT-403) 3 Credits

An advanced study of leadership qualities and skills needed in contemporary Baptist church life, using inductive study methods.

Advanced Ministry (PT-404) 3 Credits

An integrative approach to Christian ministry emphasizing the biblical, theological, social, spiritual, psychological and functional aspects, using inductive study methods.

Bible Electives (300-400) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a Bible book or a Bible subject.

Theology Electives (300-400) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on any of the doctrines normally included in the discipline of systematic theology.

Practical Theology Electives (300-400) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a subject normally included in the practice of Christian ministry.

GRADUATE LEVEL

Master of Christian Ministry (42 Credits)

Prerequisite: B.Min. or equivalent

YEAR 1

First Semester

1. Assessment/Testing	3
2. Bible Intensive	3
3. Hermeneutics/Apologetics	3
4. Worship/Prayer	3
5. Proclamation	<u>3</u>
	15

Second Semester

1. Bible Intensive	3
2. Church Administration	3
3. Evangelism	3
4. Christian Missions	3
5. Christian Ministry	<u>3</u>
	15

YEAR 2

First Semester

1. Bible Intensive	3
2. Christian Education	3
3. Christian Counseling	3
4. Pastoral Care	<u>3</u>
	12
	18

18

Summary of M.Min. Requirements:

1. Assessment/Testing	3
2. 3 Courses in Bible	9
3. 10 Courses in Basic Ministry Functions	<u>30</u>
	42

COURSE DESCRIPTIONS

MASTER OF CHRISTIAN MINISTRY

Hermeneutics/Apologetics (TH-501) 3 Credits

Various approaches to the tasks of hermeneutics and apologetics will be considered, with the practical application of each, using inductive study methods.

Worship/Prayer (PT-501) 3 Credits

An examination of worship and prayer in the Bible with special attention to appropriate application for the church today, using inductive study methods.

Proclamation (PT-502) 3 Credits

This course addresses the principles of preaching, including content, context, structure, application, style and delivery, using inductive study methods.

Church Administration (PT-503) 3 Credits

An analysis of current approaches to effective church administration in reference to leadership and management theory, using inductive study methods.

Evangelism (PT-504) 3 Credits

This course examines the theology of evangelism and the practical implications of evangelistic methodologies, using inductive study methods.

Christian Missions (PT-505) 3 Credits

This course examines the worldwide expansion of Christian missions from Bible times to the present, using inductive study methods.

Christian Ministry (PT-506) 3 Credits

A study of the theology and practice of a local church ministering to its membership and community, using inductive study methods.

Christian Education (PT-507) 3 Credits

An introduction to the field of Christian education, leadership and discipleship, using inductive study methods.

Christian Counseling (PT-508) 3 Credits

Basic theories of counseling are combined with cognitive development of effective communication appropriate for pastoral counseling, using inductive study methods.

Pastoral Care (PT-509) 3 Credits

A practical investigation of how biblical information and guidance shapes the daily life and work of a pastor, using inductive study methods.

Bible Electives (500) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a Bible book or a Bible subject.

Theology Electives (500) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on any of the doctrines normally included in the discipline of systematic theology.

Practical Theology Electives (500) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a subject normally included in the practice of Christian ministry.

GRADUATE LEVEL

Master of Divinity (48 Credits)

Prerequisite: M.Min. or equivalent

YEAR 1

First Semester

1. Assessment/Testing	3
2. Bible Intensive	3
3. Christian Worship	3
4. Expository Preaching	<u>3</u>
	12

Second Semester

1. Bible Intensive	3
2. Church Growth/Health	3
3. Church Evangelism	3
4. World Missions	<u>3</u>
	12

YEAR 2

First Semester

1. Bible Intensive	3
2. Pastoral Ministry	3
3. Pastor as Educator	3
4. Pastoral Counseling	<u>3</u>
	12

Second Semester

1. Bible Intensive	3
2. Pastoral Development	3
3. Pastoral Leadership	3
4. Discipleship/Leadership	<u>3</u>
	12

Summary of M.Div. Requirements:

1. Assessment/Testing	3
2. 4 Courses in Bible	12
3. 11 Courses in Advanced Ministry Functions	<u>33</u>
	48

COURSE DESCRIPTIONS MASTER OF DIVINITY

Christian Worship (PT-601) 3 Credits

This course examines the biblical roots and historical development of Christian worship, using inductive study methods.

Expository Preaching (PT-602) 3 Credits

An examination of the history, theology and practice of expository preaching, using inductive study methods.

Church Growth/Health (PT-603) 3 Credits

This course examines the relationship of church health to church growth, using inductive study methods.

Church Evangelism (PT-604) 3 Credits

A study of the relationship of evangelism to church growth, using inductive study methods.

World Missions (PT-605) 3 Credits

An evaluation of missiological thought with a view to developing a contemporary theology of missions.

Pastoral Ministry (PT-701) 3 Credits

A study of the role of a pastor of a Baptist church in contemporary society, using inductive study methods.

Pastor as Educator (PT-702) 3 Credits

A study of the pastor's role of educator in a single-staff Baptist church, using inductive study methods.

Pastoral Counseling (PT-703) 3 Credits

This course studies the major authors in the field of biblical counseling, how they differ, and how to evaluate them, using inductive study methods.

Pastoral Development (PT-704) 3 Credits

This course guides a pastor to determine his ministry cycle in reference to his life cycle and the life cycle of his church, using inductive study methods.

Pastoral Leadership (PT-705) 3 Credits

An examination of the axiom that everything in a church rises and falls on leadership.

Discipleship/Fellowship (PT-706) 3 Credits

A study of discipleship and fellowship, the two inward functions of a church, using inductive study methods.

Bible Electives (600-700) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a Bible book or a Bible subject.

Theology Electives (600-700) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on any of the doctrines normally included in the discipline of systematic theology.

Practical Theology Electives (600-700) 3 Credits

Electives may be chosen by the student and approved or assigned by a faculty advisor. An elective may be on a subject normally included in the practice of Christian ministry.

GRADUATE LEVEL

Doctor of Christian Ministry (42 Credits)

Prerequisite: M.Min., M.Div. or equivalent

YEAR 1

First Semester

1. Assessment/Testing	3
2. Bible Foundations of Specialty	3
3. Theological Foundations of Specialty	3
4. Theoretical Foundations Specialty	3
5. Major Applied Research Project (1)	<u>3</u>
	15

Second Semester

1. Church Functions (Worship, Prayer)	3
2. Church Functions (Fellowship, Discipleship)	3
3. Church Functions . (Ministry, Evangelism)	3
4. Major Applied Research Project (2)	<u>3</u>
	12

YEAR 2

First Semester

1. Church Analysis: Past	3
2. Church Analysis: Present	3
3. Church Analysis: Future	3
4. Church Analysis: Programs	3
5. Major Applied Research Project (3)	<u>3</u>
	15

18

Summary of D.Min. Requirements:

1. Assessment/Testing	3
2. 3 Courses in Foundations	9
3. 3 Courses in Church Functions	9
4. 4 Courses in Church Analysis	12
5. 3 Courses in Major Applied Research Project	<u>9</u>
	42

COURSE DESCRIPTIONS

DOCTOR OF CHRISTIAN MINISTRY

Biblical Foundations of Specialty (PT-801) 3 Credits

The student will examine the biblical foundations of his ministry specialty area, using inductive study methods.

Theological Foundations of Specialty (PT-805) 3 Credits

The student will examine the theological foundation of his ministry specialty area, using inductive study methods.

Theoretical Foundations of Specialty (PT-808) 3 Credits

The student will examine the theoretical foundation of his ministry specialty area, using inductive study methods.

Major Applied Research Project (Initial) (MARP-8301) 3 Credits

This course produces the preliminary components of your MARP, including but not limited to: (1) the subject, (2) a preliminary bibliography, (3) a thesis statement, (4) a tentative outline, (5) a prospectus.

Church Functions: Worship, Prayer (PT-802) 3 Credits

The student will evaluate the functions of worship and prayer in his church as they relate to his ministry specialty area, using inductive study methods.

Church Functions: Fellowship, Discipleship (PT-806) 3 Credits

The student will evaluate the functions of fellowship and discipleship in his church as they relate to his ministry specialty area, using inductive study methods.

Church Functions: Ministry, Evangelism (PT-809) 3 Credits

The student will evaluate the functions of ministry and evangelism, as they relate to his ministry specialty area, using inductive study methods.

Major Applied Research Project (Interim) (MARP-8302) 3 Credits

This course requires you to produce the rough draft, and then the first draft of your MARP. You will also write a 2,000-word synopsis and a 250-word abstract of your MARP.

Church Analysis: Past (PT-803) 3 Credits

The student will analyze the past of his church in reference to the functions of the church, using inductive study methods.

Church Analysis: Present (PT-804) 3 Credits

The student will analyze the present of his church in reference to the functions of the church, using inductive study methods.

Church Analysis: Future (PT-807) 3 Credits

The student will analyze the future of his church relative to the will of God in reference to the functions of the church, using inductive study methods.

Church Analysis: Programs (PT-810) 3 Credits

The student will analyze the future of his church relative to programs needed to fulfill the will of God in reference to the functions of the church, using inductive study methods.

Major Applied Research Project (Final) (MARP-8303) 3 Credits

This course requires you to produce and submit your final copies of the MARP, the synopsis and the abstract for approval by the school.

MAJOR APPLIED RESEARCH PAPER

(MARP)

Doctoral degrees may include a Major Applied Research (MARP) Paper. The process of development of the paper is a 3-step (3 course) procedure.

Pre-doctoral degrees may, with school approval, include a Major Applied Research Paper (MARP).

While some students begin on the MARP after completion of the required courses, the school recommends that the student take the first step (MARP-8301) as soon as possible in the academic process. In this way, course content, one's preaching and teaching program, devotional and scholarly reading and even personal experiences feed information into the MARP subject.

Major Applied Research Paper, Initial Submission (MARP-8301) This course produces the preliminary components of your MARP including but not limited to: (1) the subject, (2) a preliminary bibliography, (3) a thesis statement, (4) a tentative outline, (5) a prospectus.

Major Applied Research Paper, Interim Submission (MARP-8302) This course requires you to produce the rough draft, and then the first draft of your MARP. You will also write a 2,000-word synopsis and a 250-word abstract of your MARP.

Major Applied Research Paper, Final Submission (MARP-8303) This course requires you to produce and submit your final copies of the MARP, the synopsis and the abstract for approval by the school.

Doctor of Christian Ministry (D.Min.) students may, with faculty approval, elect to take nine additional credits (three 3-credit courses), making a total of 51, rather than completing the Major Applied Research Project (MARP). The courses chosen must have written faculty approval. Standard course fees (\$179.00 for each three-credit course) apply when this option is used.

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METHODS OF EARNING CREDIT

1. COURSE WORK

Requirements are completed through individual study, usually one course at a time. Each standard course carries three credits.

Unit 1 is cognitive (intellectual) in scope.

Unit 2 is affective (value oriented) in scope.

Unit 3 is a conative (used or usable) in scope.

Unit 4 is the examination. Exams may be taken or constructed, as determined by the school.

2. EVANGELISTIC OUTREACH REPORTS (EOR-3)

The School encourages all students to witness consistently. As an incentive, the School will award three credits per quarter to students who complete and submit three Evangelistic Outreach Reports with the required tuition fee (\$179.00). The three forms and fee should all be submitted at one time. The maximum amount of credit that can be earned through this procedure is twelve credits per year. Retroactive credits for the past twelve months may be accepted by the School when accurate and complete Evangelistic Outreach Reports are submitted and appropriate fees are paid. Students interested in this procedure should contact the academic vice president.

3. BIBLE TESTING

A. Bible Content Test (BCT-5000): This course is designed to test your knowledge of Bible facts and, on that basis, award appropriate credit toward the completion of your degree.

B. Christian Literacy Test (CLT-5000): This course is designed to test your knowledge of Bible facts and post-biblical events, people and movements and, on that basis, award appropriate credit toward the completion of our degree.

C. Bible Knowledge Tests (BKT-5000): These seven courses are designed to test your Bible knowledge in any or all of the following areas, and on that basis, award you appropriate credit toward the completion of your degree. Each course is to be ordered individually.

F. Genesis-Deuteronomy

G. Joshua-Esther

H. Job-Song of Solomon

I. Isaiah-Malachi

J. Matthew-John

- K. Acts-II Corinthians
- L. Galatians-Revelation

D. Bible Facts Test (BFT-5000): This course is designed to test your knowledge of Bible facts and, on that basis, award you appropriate credit toward the completion of your degree.

4. ASSESSMENT OF EXPERIENTIAL LEARNING (AEL-5000)

This course is designed to assess your level of ministry competency and, on that basis, award you appropriate credit toward the completion of your degree. A growing number of institutions of higher learning promote programs designed to result in degree credit for experiential learning, i.e., learning acquired informally. This learning may result from activities such as work experience, volunteer work, community service, in-service training, military service, ministry, and self-directed individual study.

The RATIONALE for the assessment of experiential learning is quite clear and simple. Many ministers have felt for a long time that some of their non-classroom experiences are equivalent to what is taught in the classroom, and that they should receive credit for those experiences toward a credible degree. The school is willing to recognize and award appropriate credit for what a person knows and can do as a result of non-classroom experience.

The CRITERIA for earning credit in this way should be clearly understood. Credit will not be awarded simply for years of experience. Rather, the student will be requested to demonstrate what important knowledge, skills, and competencies he has attained as a result of his experiences. In order to award such credit, learning must meet certain criteria. These criteria include, but are not limited to the following:

- (1) The learning should be publicly verifiable. The student should be able to demonstrate to an expert in the field that he possesses the learning, which he claims. The expert should be able to measure and evaluate the learning, which has occurred.
- (2) The learning should be equivalent to degree work in terms of quality. It is required that the prior experiential learning be related directly to courses in the school catalog, or in catalogs of other acceptable institutions.
- (3) The learning should have a subject matter or knowledge base. One should not expect credit for a manual skill narrowly prescribed routine or procedure. One should understand why he is able to do what he does.
- (4) The learning should have a general applicability outside the specific situation in which it was acquired.

- (5) The learning should be able to demonstrate that he knows the relationship between what he has learned and other related subject fields.
- (6) Documentation of experiential learning may or may not be facilitated by an on-site assessment, depending on the nature of the course for which credit is sought and the kind of documentation required.

5. CREDIT LIMITATIONS THROUGH BIBLE TESTING AND ASSESSMENT

In theory, anything that may be learned about the ministry in a synthetic classroom setting may be learned in the real world of the church. So, no arbitrary limits are placed on the number of credits that may be earned through Bible Testing and Assessment.

In practical terms, there are limits because the school must protect the integrity of its academic content and methodology. This is accomplished by a student taking at least one course in each of the content areas of his curriculum, regardless of the number of credits earned through alternate means.

6. FEES FOR CREDITS EARNED THROUGH ALTERNATE METHODS

There are no testing or assessment tuition surcharges or prepayment fees. When ordering a Bible Test or the Assessment of Experiential Learning, the tuition and materials fees for one three-credit course are sent. Tuition fees for extra credits earned (if any) are billed at standard rates.

GRADING SYSTEM

Our grading system conforms to the generally accepted standard of recognized academic associations and institutions.

Raw Score	Letter Grade	Course Quality	Grade Points
96-100	A	Excellent	4.0
90-95	B	Good	3.0
80-89	C	Satisfactory	2.0
70-79	D	Needs Improvement	1.0
0-69	F	Failure	0.0
	WP	Withdrawn Passing	0.0
	WF	Withdrawn Failing	0.0

BASIS FOR COURSE GRADES

Course grades are determined by academic quality. Generally, course work is evaluated on the basis of completeness, grammar, biblical content, and theological correctness. Evaluations and grades are presented to students through various means including (but not limited to) marginal notes, written responses, audiotapes, and over the telephone.

1. An “A” paper shows originality of statement and observation. Its ideas are clear, logical, and even thought provoking. It contains all the positive qualities of good writing listed below:
 - A. Careful construction and organization of sentences and paragraphs
 - B. Careful choice of effective words and phrases
 - C. Adequate development of an idea, or inclusion of necessary details
 - D. Absence of mechanical errors
2. A “B” paper is logically and adequately developed. Its ideas are developed clearly because it contains some of the positive qualities of good writing. It is comparatively free of errors in the use of English. Although indicating competence, the “B” answer lacks the originality of thought and style that characterizes the “A” answer.
3. An average paper will receive a grade of “C”. It is fairly well organized and manages to convey its purpose to the reader. It avoids serious errors in the use of English. It may, in fact, need few corrections; but it lacks the vigor of thought and expression that would entitle it to a better grade.
4. The grade of “D” indicates below average achievement in expression and effectiveness. Most “D” answers contain serious errors in the use of English and fail to convey adequately, the purpose of response. With more careful proofreading and better development, many “D” answers could be worth at least a “C” rating.
5. A grade of “F” indicates the failure to avoid serious errors in spelling, grammar, punctuation and sentence structure. No matter how excellent the content of the paper may be, the grade of “F” is assigned if too many gross errors appear.

REQUIRED AVERAGES

In addition to the credits required for graduation for each degree program, an average grade point must be attained.

Degree Level	Required Grade Point Average	Required Letter Grade	Raw Score
Doctoral	3.0	B	90-95
Master	3.0	B	90-95
Bachelor	2.0	C	80-89
Associate	2.0	C	80-89

ADVANCED STANDING POLICY

Credits earned at other reputable schools may be accepted, allowing a student to receive advanced standing.

The following criteria apply:

1. Official transcripts from the former school are required.
2. The credits must relate to the requirements of the appropriate degree program at this school.
3. A minimum of 30 credits must be completed with Southern Baptist School.
4. Credits earned at schools accredited by nationally recognized accrediting associations are normally accepted at face value, as they relate to the curriculums of this school.
5. Credits earned at schools not accredited by nationally recognized accrediting associations may be accepted conditionally until the student has demonstrated that he can function successfully in the courses assigned to him. Normally, twelve credits must be earned before the conditional status is removed.
6. Credits earned at schools known to be inferior in quality generally are not accepted. The administration of this school reserves the right to determine the value, if any, of such degree and/or credits.

DEGREE MAJORS

A Major area of study may be included in any degree offered by the school. Majors include, but are not limited to, Bible, Old Testament, New Testament, Theology, and various areas of Practical Theology such as Christian counseling, evangelism/church growth/missions, preaching, teaching, Christian education, music/worship, and other functional areas of ministry.

KINDS OF DEGREES

No single objective describes the degrees offered by the school. There is a sense in which each degree may be described as theological, research, and professional. The intensity in each of the areas varies with degree levels and degree majors. They are theological degrees in that a broad mastery of theological knowledge is required. They are research degrees in that each student makes unique and original contributions to his field of knowledge. They are professional degrees in that each student develops professional skills while improving the effectiveness of the organization or institution in which he serves.

ASSESSMENT AND TESTING

The initial course in each degree program is an assessment or testing process. Faculty advisors determine which of the following listed instruments is appropriate for each newly-enrolled student.

I. Assessment Instruments

- A. Ministry Needs Assessment (MNA-5000)
- B. Professional Ministry Assessment (PMA-5000)
- C. Evaluation of Degree Readiness (EDR-5000)
- D. Spiritual Gifts Inventory (SGI-5000)
- E. Assessment of Experiential Learning (AEL-5000)

II. Testing Instruments

- A. Bible Content Tests (BCT-5000)
- B. Christian Literacy Test (CLT-5000)
- C. Bible Knowledge Tests (BKT-5000: F, G, H, I, J, K, L)
- D. Bible Facts Tests (BFT-5000)

INDIVIDUALIZED COURSES

Because of the individual and inductive nature of the study methodology of the school, courses on nearly every subject related to the Christian ministry may be approved and/or assigned by faculty advisors. The exception would be courses in languages and music, both of which may be taken in residence and transferred to Southern Baptist School.

PRE-ACCEPTANCE ASSESSMENT

The Educational Needs Assessment (ENA-1) is designed to assess a potential student (before his acceptance into his first degree program with Southern Baptist School) in reference to his ability to complete successfully the program of study for which he has applied.

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THE FEE SCHEDULE FOR DEGREE PROGRAMS

1. The application fee for each degree program is \$25.00. This is a non-refundable, non-transferable processing fee that is consumed upon receipt. This fee must accompany your completed Application for Admission form.
2. The matriculation fee is \$75.00. This is a non-refundable, non-transferable processing fee that is consumed upon receipt. This fee is due upon your acceptance as a student.
3. The annual registration fee is \$20.00. This is a non-refundable, non-transferable processing fee that is consumed upon receipt. This fee is due upon your acceptance as a student. An additional \$20.00 registration fee is due each January 1 until you complete your degree requirements.
4. The course fee for each three-credit course is \$179.00.
5. The cost of books and other required study materials are not included in the course fee. When we ship course materials to you, we inform you of required books and study materials and how you may secure them.
6. Normally, one course is ordered and paid for at a time. Course grades are not entered on student records until course fees are paid. Course fees for all credits, regardless of the option(s) through which they are earned, are payable at the regular course rate. This means that you don't pay more for credits earned through optional means, as is the case in most schools with such procedures. It also means that you don't pay less, because to do so would jeopardize the financial integrity of the school.
7. The graduation fee for each degree program is \$200.00. This is a non-refundable, non-transferable processing fee that is consumed upon receipt. If an applicant for graduation fails to do so at the appointed time, he must re-apply for graduation at a later date, and is subject to another graduation fee.
8. The diploma fee for each diploma is \$25.00.
9. Academic regalia is not provided by the school or included in any of the above fees. The school will provide information on available sources of caps and gowns upon request.
10. Individual monthly payment plans are available to approved students. Contact the business office for information.

FINANCIAL ASSISTANCE

The Southern Baptist School offers no direct financial assistance or loans to students.

It is not uncommon for students and prospective students to need financial assistance with educational fees. The following constitutes the policy of the school relative to this important matter.

I. LEVEL ONE: Personal Sources

- a. Use your existing funds.
 - 1. Savings Accounts.
 - 2. Borrow on your insurance policies.
- b. Borrow outright from your bank.
- c. Convert your unwanted possessions into cash.

II. LEVEL TWO: Family Sources

- a. Borrow your funds from your own relatives.
- b. Borrow needed funds from your spouse's relatives.
- c. Relatives and/or in-laws may be interested in giving you a financial gift – if they are made aware of your needs.

III. LEVEL THREE: Church Sources – Be sure to communicate to your church that they (the members) are the beneficiaries of all learning you acquire.

- a. Talk with the decision-makers in your church about the possibility of the church, or individuals in the church, helping you with your fees.
- b. Talk with the finance committee of your church about the possibility of some or all of your fees being covered by the church budget.

Rationale: Churches involved in financially supporting the education of their ministers tend to encourage, motivate and pray for them, while ministers receiving such support tend to be more accountable and productive.

IV. LEVEL FOUR: Scholarships

Champions for Christ, P.O. Box 786, Greenville, SC 29602-0786, (864) 220-0080, administers a scholarship fund for Southern Baptist ministers and those called to the ministry. Interested student must contact Champions directly and personally for information on eligibility and application procedures.

P.S. You may profit from tax advantages. According to IRS publication 508, “You may deduct the ordinary and necessary expenses you have for education, even though the education may lead to a degree. If the education: (1) meets the express requirements of law or regulations for keeping your salary status or job, if the requirements imposed serve a business purpose, or (2) maintains or improves skills required in doing your present work.”

Government funding through tuition grants or loans is not available. Our students remain in their income-producing vocation or profession, and hence do not depend on the government for assistance.

REFUND POLICY

The school has no desire to retain fees that rightfully belong to a student wishing to withdraw. The school must, however, guard its fiscal stability and cover expenses required to initiate and maintain administrative, clerical, and academic support for student services. Accordingly, the refund policy is set forth below.

1. Application fees, matriculation fees, registration fees, and graduation fees are not refundable.
2. Course fees are refundable according to the following schedule:
 - a. Within seven days of your receipt of our materials: 100%
 - b. Within fourteen days of our postmark date: 100% less a \$20.00 service charge.
 - c. Between seven and thirty days of our postmark date: 75% less a \$25.00 service charge.
 - d. Over thirty days of our postmark date: No refund.
3. Requests for refunds must be in written form.
4. All materials must be returned in reusable shape.

STANDARDS OF ACCOUNTABILITY (Giving and Receiving at Southern Baptist School)

The Southern Baptist School strives to follow the biblical mandate of being a good steward of the resources that the Lord provides through donors. The School endeavors to

receive gifts appropriately by expressing gratitude to the giver, fulfilling the giver's desire, and providing an account of how each gift is used.

Those who give to the Southern Baptist School do so voluntarily because they trust the School and believe in its mission. Operating with integrity, and thereby meriting this trust, is of paramount importance to the School, including its Board of Directors, officers of administration, faculty, staff, students, alumni and friends. Ensuring that trust involves the following measures.

1. Having the School's finances handled with integrity and honesty.
2. Maintaining the School's non-profit educational 501© (3) tax status with the Internal Revenue Service (IRS), assuring full deductibility of gifts.
3. Operating under an independent, self-perpetuating Board of Directors.
4. Using gifts only as designated by donors, when not designated, using them for the General Fund or other appropriate School priorities.
5. Issuing receipt promptly for every gift, including information necessary to satisfy all IRS requirements.
6. Conducting gift solicitation only by School officers, employees, or volunteers and never by external, professional fund-raisers.
7. Using only recognition items that express affiliation by, and appreciation for, donors and that do not compromise the full tax deductibility of gifts to the School.
8. Refusing to sell or rent mailing lists to any organization.
9. Answering all inquiries from donors promptly.
10. Ensuring approval of budgets, investments, reviews, audits, and salaries by the Board of Directors and its committees.
11. Providing reports of expenditures for examination by the School's approval and agencies to assure appropriate allocations for institutions of higher education.
12. Maintaining confidentiality of donor records to the extent provided by law.

ENDOWMENTS AND STEWARDSHIP OPPORTUNITIES

The School is a private institution. It is not owned, controlled or managed by a denomination, agency or association. It is entirely dependent upon gifts from friends and fees paid by and for students.

A number of Christian friends and interested churches provide regular financial support. If you would like to have a part in the development of the school or in the support of worthy students, please contact the president, Dr. Charles A. Williams, by phone or mail.

All donations and scholarships to the School by institutions, companies or individuals will be used for the purpose designated. If donations and scholarships cannot be credited to the student designated, due to his/her failure to complete the assigned program of study, then they will be credited to the general fund of the school.

No gifts or endowments, in money or goods, from institutions, companies, individuals or foundations will be returned to the donor. Such gifts or endowments will be used by the school for purposes consistent with the objectives of the institution.

Any questions or problems regarding refunds should be called to the attention of the president.

PRE-APPLICATION – REQUIREMENT

Before applying or sending any fees to the school, please request the Educational Needs Assessment (ENA-1). The ENA-1 helps assure the student and the school that the prospective student can benefit from a program of study with the school.

ADMISSIONS STEPS

The school holds that any minister capable of benefiting from a program of study may enroll. Moreover, the traditional entrance exams do not work well with the mature, highly motivated, above average students applying to the School.

A standard Application for Admission form is provided with this catalog. This form requests basis pertinent information on the applicant. All applications are acknowledged upon receipt. Listed below are the simple steps needed to get you underway with your studies.

STEP 1: Complete the standard Application for Admission form. Attach the \$25.00 application fee to this form and mail it to the Director of Admissions.

Also contact each school you attended previously and ask that an official transcript be sent to Southern Baptist School. You might also ask that an unofficial transcript be sent to you. When you receive your copy, you'll have assurance that the school has received the official copy.

School Response: Upon your acceptance, the Director of Admissions will notify you officially.

STEP 2: Send the \$75.00 matriculation fee, the \$20.00 annual registration fee and any other forms and information requested by the Director of Admissions.

School Response: The Director of Assessment and Testing will send you a form to use to order the Evaluation of Degree Readiness (EDR-3), or other initial assessment.

(NOTE: You may complete Steps 1 and 2 simultaneously.)

STEP 3: Complete the EDR-3 (or other assessment) and send it to the Director of Assessment and Testing within 30 days.

School Response: The Director of Assessment and Testing will evaluate your EDR-3, assign a grade, and send you guidance on course selection and Course Order forms.

STEP 4: Complete the listing of the courses you wish to take and the order in which you wish to take them. Also complete the Course Order Form for the first standard course of your choice, attach the course fee, and mail all this material to the Registrar.

School Response: The school will advise you of the acceptance of your course choices, with or without modifications, and your first standard course will be sent to you.

STEP 5: When you receive your first standard course, order your next course. This will eliminate a time lag between courses. Continue this procedure throughout your program of study.

**Southern Baptist School for Biblical Studies
4936 Ortega Blvd. Jacksonville, FL 32210**

If available, please enclose a color photograph of your church building and one of yourself.

APPLICATION FOR ADMISSION

1. Applicant Information:

Applicant's Name _____ (_____) _____ (_____) _____
Day Phone Fax (if available)

Address _____ City _____ State _____ Zip Code _____ E-Mail _____
(if available)

Date of Birth _____ Ethnic Origin (for educational statistics only) _____ If married: Spouse Name _____ Spouse Date of Birth _____

Anniversary Date _____

2. Church Information

Church Name _____ Address _____ City _____ State _____ Zip code _____

3. Ministry: On the back of this sheet, describe your ministry.

4. Previous Education: Please be specific. Indicate whether credits are on semester or quarter credit basis. Have official copies of transcripts sent to us.

<u>Institution</u>	<u>Degrees Earned</u>	<u>Credit Hrs.</u>	<u>Yrs. Attended</u>	<u>Institution</u>	<u>Degrees Earned</u>	<u>Credit Hrs.</u>	<u>Yrs. Attended</u>

5. Degree: Indicate the degree program for which you are applying. (See "Degree Program Requirements" in this catalog).

- A. Undergraduate Level: Associate of Christian Ministry Bachelor of Christian Ministry
 B. Graduate Level: Master of Christian Ministry Master of Divinity Doctor of Christian Ministry

6. Major: On the back of this sheet, list your major area of interest.

7. Rationale: On a separate sheet, write and tell us why you desire to pursue this degree. Also tell us about your salvation experience and Christian service.

8. Affirmation: I have read the current catalog and agree to adhere to the conditions stated therein, including academic, financial and doctrinal matters. I further testify that everything in this Application for Admission is true, to the best of my knowledge.

Signature _____ Date _____ Social Security No. _____

The \$25.00 Application Fee must accompany this form.
Please send the latest book of minutes of your local Baptist Association.

SOUTHERN BAPTIST SCHOOL
4936 Ortega Blvd. Jacksonville, FL 32210

STUDENT MATRICULATION FORM

To be completed and returned to the School with the appropriate fee.

Dear Registrar: Attached please find a check in the amount of \$75.00 for my matriculation fee.

_____	_____	_____	_____	_____
Degree Level	Name			Date
_____	_____	_____	_____	()
Address	City	State	Zip Code	Telephone

SOUTHERN BAPTIST SCHOOL
4936 Ortega Blvd. Jacksonville, FL 32210

STUDENT REGISTRATION FORM

To be completed and returned to the School with the appropriate fee.

Dear Registrar: Attached please find a \$20.00 check for the registration fee for the fall, spring (circle one) semester of the year ____.

_____	_____	_____	_____	_____
Degree Level	Name			Date
_____	_____	_____	_____	()
Hours required	Hours completed	Hours remaining		
_____	_____	_____	_____	_____
Address	City	State	Zip Code	Telephone

GRADUATION APPLICATION FORM

(For All Graduation Applicants)

Please complete this form, even if you have already furnished part or all of the information requested. This form and fee **must** be in our hands on or before **May 1**, if you plan to graduate the last Friday in July.

1

Your Name (as it will be on the diploma)

Spouse's first name

2

Address

City

State

Zip Code

Telephone

3. The degree(s) you will receive _____
4. Are all fees paid? _____ All fees obviously must be paid before a diploma is issued. The \$200.00 graduation fee must be submitted with this form (unless already paid).
5. The diploma fee is \$25.00.

NOTE: The graduation fee and diploma fee apply for those not attending, as well as for those attending.

NOTE: Upon receipt of this completed Graduation Application Form, the school will send information and forms for you to use to order academic regalia directly from the supplier. You may purchase the quality that suits your tastes and budget.

6. Do you plan to march in the procession (10:00 a.m.) on the last Friday in July? _____
If "no", has your absence been approved? _____ By whom? _____
7. Do you plan to attend the Annual Banquet on Thursday evening before the Friday commencement service? _____
*Each Banquet Ticket costs only \$20.00 (adults and children).

Number of tickets _____ \$ _____ enclosed

Please list the names below:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

With the form please submit the graduation fee (\$200.00), the diploma fee (\$25.00) and \$20.00 for each banquet ticket desired.

TRANSCRIPT REQUEST FORM

MAIL TO: The Registrar, Southern Baptist School, 4936 Ortega Blvd. Jacksonville, FL 32210

Dear Registrar:

_____ Please send _ copy (copies) of my official transcript to the persons and/or institutions listed below.

_____ Enclosed please find the required \$15.00 for each transcript ordered.

Send Transcripts to:

1. _____
Name Address City State Zip

2. _____
Name Address City State Zip

Print Your Name Your Current Address City State Zip

(_____) _____
Telephone Degree(s) Rec'd. from SBS-BS / Yr. Your Signature Date