TRI-STATE BIBLE COLLEGE

Fulfill Your Ministry

2024–2025 Catalog/Handbook

South Point Campus
506 Margaret Street
P.O. Box 445
South Point, OH 45680
Phone: 740-377-2520, ext. 10

registrar@tsbc.edu
Website: www.tsbc.edu

Revisions Approved by Board of Directors on July 20, 2024

Page is intentionally blank.

Welcome from President Rex J. Howe

PhD Student in Biblical Studies at King's College at the University of Aberdeen
Th.M. from Dallas Theological Seminary in 2011
B.A. in Bible/Theology from TSBC in 2006
Presenter for the Society of Biblical Literature and the Evangelical Theological Society
Center for the Study of New Testament Manuscripts expedition at the National Library in Athens, Greece in 2016
Pastoral Ministry from 2003–2020 in Ohio, Texas, and Illinois

Welcome to Tri-State Bible College. Our mission is to *offer access* to a community of believing, biblical scholarship so that shepherds, servants, stewards, and scholars *fulfill their ministries*. You'll find our campus situated in the rolling river region of southern Ohio in the city of South Point—in the heart of north central Appalachia. We are a commuter college, which means our students drive to the college to take classes. We offer resident, live online, and distance education online courses. The curriculum of Tri-State Bible College is designed to prepare students for lives that glorify God through *theological discernment, biblical and contextual intelligence, spiritual maturity and vitality, and ministry competence*. Prominent in the undergraduate curriculum are theology courses, surveys of the books of the Old Testament and New Testament, biblical language studies, apologetics, and Appalachian ministry courses. We also offer general education classes (e.g., English, Math, Science, Psychology, and Philosophy) that you'll find in all accredited colleges or universities.

TSBC is accredited by the Association for Biblical Higher Education (ABHE) and is authorized by the Ohio Department of Higher Education (ODHE) to offer the following programs:

Associate of Arts in Bible/Theology (66 hours)

Bachelor of Arts in Bible/Theology (126 hours)

•Appalachian Ministry •Christian Apologetics •Christian Education
•Counseling •General Studies •Greek Language Studies
•Hebrew Language Studies •Ministry Studies •Missions

Master of Arts in Bible/Theology (36 hours)

Pell grants, Federal student loans, state funds, and various other financial assistance programs, including scholarships, are available for qualifying undergraduate and graduate students. The college is a VA-friendly college that encourages our men and women of the Armed Forces to consider an education at TSBC. For further information and financial aid counseling, please contact the Financial Aid Office.

In 2020, Tri-State Bible College started the Appalachian Ministry Institute, a unique ministry designed to encourage, affirm, and equip people fulfilling their ministries in Appalachia. The institute hosts the Level Paths Podcast, an annual Appalachian Ministry Conference, gives guidance and research to the Appalachian Ministry Studies curriculum at Tri-State Bible College, and offers access to variety of for-

credit and for-audit Customizable Certificate progressions to meet the varied needs of today's shepherds, servants, stewards, and scholars.

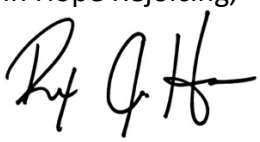
Customizable Certificates (21 hours)

•Appalachian Ministry •Biblical Studies •Christian Apologetics •Christian Counseling
•Christian Education •Greek New Testament Studies •Hebrew Old Testament Studies
•Ministry Studies •Missiological Studies •Preaching & Teaching •Theological Studies

When taken for-credit, all courses in the Customizable Certificates transfer up to our degree programs. If you have questions about cost and available aid for the certificate program, please contact us at 740-377–2520.

Nothing gives us greater joy than helping you *fulfill your ministry*. The completion of the work that God has called you to do is our ministry vision at Tri-State Bible College. Let's imagine together what the Almighty may do! Gain access to our community of believing, biblical scholarship today by applying at https://tsbc.edu/apply-today.

In Hope Rejoicing,



Rex J. Howe
Sixth President
Tri-State Bible College

Note

This catalog/handbook contains current information regarding Tri-State Bible College (TSBC) and is subject to change after the official date of publication. It is not an irrevocable contract between the college and the student. When deemed necessary, the college reserves the right to make changes in these and other matters described therein without prior notice.

Attendance at Tri-State Bible College is a privilege – not a right. This privilege may be revoked when a student does not observe the established regulations, standards of conduct, and educational goals established by the college. The college may insist on the withdrawal of a noncompliant student at any time.

Tri-State Bible College does not discriminate or deny admission based on race, color, sex, sexual orientation, age, physical handicap, religion, nationality, marital status, cultural, racial, or ethnic backgrounds. TSBC is fully committed to affirmative action and promotes equal opportunity for all segments of the college with regard to race, color, sex, sexual orientation, age, physical handicap, religion, nationality, marital status, cultural, racial, or ethnic backgrounds. Such diversity enriches the atmosphere of the campus and fosters understanding among faculty, staff, students, friends, and other constituents. Additionally, sexual harassment perpetrated by faculty, staff, student, friend, or other constituent of TSBC against any of the aforementioned groups is strictly prohibited at TSBC.

Page is intentionally blank.

Table of Contents

Welcome from President Rex J. Howe iii
Note v
Accreditations and Recognitions 1
Affiliations 1
Distinctions 1
Graduation Rate 2
Mission, Vision, Core Values, and Learning Environment 3
Doctrinal Statement 4
Educational Philosophy 5
Institutional Goals 6
Student Learning Outcomes (SLO) 7
Location and Facilities 9
Local Health and Wellness 10
History 10
Calendar 2024-2025 13
Admissions Policies 14
- Application for Admission 14
- Application Procedures – Undergraduate and Graduate Students 14
- Admissions Requirements for Undergraduate Level 15
- Admissions Requirements for Graduate Level 15
- Additional Admissions Requirements 15
- Registration 16
- Distance Education Online 16
- Catalog/Handbook of Record 16
- Family Educational Rights and Privacy Act (FERPA) 16
- Semester Load 17
- Auditing 17
- Orientation 17
- Emergency Contact 17
- Doctrinal Statement 18
- Written Testimony 18
- Placement Exam 18
- ADA Statement for Students with Disabilities: 18
- Transfer Students 18
  - Residency Requirements for Transfer Students 19
  - Transfer Credits 19
- Readmission 19

Student Learning Assessments 20
- Learning Assessment and Outcome #1: 20
- Learning Assessment and Outcome #2: 21
- Learning Assessment and Outcome #3: 22
- Learning Assessment and Outcome #4: 23

Ministry Formation 27
Ministry Formation Projects 28
Financial Services 29
Tuition and Fees for 2024-2025 Academic Award Year 29
Explanation of Fees 30
Payment Policies 30
Student Accounts 30
Tuition Refund Policy 31
Payment of Accounts for Pending Graduates 31
Financial Aid Policies 31
Right-To-Appeal Procedures 32
Return of Title IV (R2T4) Funds When a Student Withdraws 33
High School Completion Status 35
Incarceration Status 35
Parent Borrower Eligibility 35
Veterans Educational Benefits 35
Scholarships 36
Work Study 36
Academic Programs 37
Undergraduate Certificates/Degrees 37
Certificates 37
Associate of Arts in Bible/Theology 37
Bachelor of Arts in Bible/Theology 37
Graduate Degree 38
Master of Arts in Bible/Theology 38
Objectives 38
Academic Courses 40
Abbreviations 40
Numbering System 40
Academic Course Progression for Undergraduate Students 42
Certificates Programs 42
Certificate of Appalachian Ministry 42
Certificate of Biblical Studies 43
Certificate of Christian Apologetics 44
Certificate of Christian Counseling 45
Certificate of Christian Education 46
Certificate of Greek New Testament Studies 47
Certificate of Hebrew Old Testament Studies 48
Certificate of Ministry Studies 49
Certificate of Missiological Studies 50
Certificate of Preaching & Teaching 51
Certificate of Theological Studies 52
Associate of Arts in Bible/Theology 53
Bachelor of Arts in Bible/Theology 54
Core Requirements for BA Degree 54
General Studies Courses Completion Requirements 55

Minor Programs 56
Appalachian Ministry 56
Christian Apologetics 57
Christian Counseling 58
Christian Education 59
General Studies 60
Greek Language Studies 61
Hebrew Language Studies 62
Ministry Studies 63
Missions 64
Academic Course Progression for Graduate Students 65
Master of Arts in Bible/Theology 65
Year One 65
Year Two 65
Year Three 65
Undergraduate Course Descriptions 66
Appalachian Ministry Division 66
Auxiliary Bible Study Division 67
Bible Study Division 68
Christian Apologetics Division 69
Christian Counseling Division 71
Christian Education Division 72
Communication Division 74
English Division 74
General Studies Division 75
Greek Division 75
Hebrew Division 76
History Division 77
Humanities Division 77
Mathematics Division 77
Ministry Studies Division 77
Missions Division 79
Philosophy Studies Division 81
Practical Theology Division 81
Psychology Studies Division 81
Science Division 81
Theology Division 82
Graduate Course Descriptions 84
Appalachian Ministry Division 84
Bible Study Division 84
Christian Apologetics Division 84
Christian Education Division 84
General Studies Division 85
Ministry Studies Division 85
Philosophy Division 86
Theology Division 86

Academic Policies 87
Classification of Students 87
High-School-to-College Transition Initiative 87
Undergraduate Program 87
Graduate Program 88
Grading System 89
Credit Hours 89
Grade Point Average (GPA) 89
Satisfactory Academic Progress (SAP) Policy 90
Financial Aid 90
Probation Progress 90
Appeals Process 91
Interruption for Unsatisfactory Grades (i.e., dismissal) 93
Incomplete Grade and Coursework Guidelines 93
Independent Studies 94
Academic Honors 95
Academic Records 96
Family Educational Rights and Privacy Act (FERPA) 96
Permanent Records 96
Transcripts 96
Graduation Requirements 97
Undergraduate Program 97
Graduate Program 97
Class Policies 98
Class Attendance 98
Cancellation of Classes 98
Absence of Professor 98
Classroom Visitors 98
Recording of Class Sessions 98
Examinations 98
Repeat Rule 98
Schedule Changes 98
Withdrawal 99
Textbooks 99
Student Services 100
Academic Advising 100
Job Placement 100
Health Services 100
Marquardt Learning Center/Henderson Library 100
Student Council 100
Alumni 100
Food Service 101
Marquardt Learning Center/Henderson Library Handbook 102
Computer Use Policy, Network Privacy, and Acceptable Use Policy 103
Student Council 105
Student Life 106

Spiritual Discipline and Dismissal Policy 108
Philosophy of Discipline 108
Basis for the Discipline and Dismissal Policy 108
Student Conduct 109
Procedure for Reporting Improper Conduct 109
Disciplinary Appeal Process 110
Student Complaints 111
Student Appeal Procedures for Main Campus 111
Student Appeal for Additional Support 112
Board of Directors 113
Administration 114
Undergraduate Faculty 115
Graduate Faculty 119
Appendix A Student Appeal Form 120
Appendix B Appeal Form Procedures 121
Appendix C Emergency Medical Record 122
Appendix D Release of Student Information and FERPA 123
Appendix E Add/Drop Withdrawal Form 124
Appendix F Financial Aid Policies 125
Return of Title IV (R2T4) Funds When a Student Withdraws 125
Appendix G Admissions Policies 129
Application for Admission 129
Application Procedures – Undergraduate and Graduate Students 129
Admissions Requirements for Undergraduate Level 130
Admissions Requirements for Graduate Level 131
Additional Admissions Requirements 132
Registration 132
Distance Education Online 132
Catalog/Handbook of Record 133
Family Educational Rights and Privacy Act (FERPA) 133
Semester Load 133
Auditing 133
Orientation 134
Emergency Contact 134
Doctrinal Statement 134
Written Testimony 134
Placement Exam 134
ADA Statement for Students with Disabilities: 134
Transfer Students 135
Residency Requirements for Transfer Students 135
Transfer Credits 135
Readmission 135
Appendix H Satisfactory Academic Progress (SAP) Policy 137
Probation Progress 138
Appeals Process 139
Interruption for Unsatisfactory Grades (i.e., dismissal) 141

Appendix I Independent Study Application Form 142
Appendix J Incomplete Course Application Form 144

Page is intentionally blank.

Accreditations and Recognitions

Tri-State Bible College is

- accredited by The Association for Biblical Higher Education (ABHE).
- authorized by the Ohio Department of Higher Education (ODHE) to grant the Master of Arts in Bible/Theology, the Bachelor of Arts in Bible/Theology, the Associate of Arts in Bible/Theology, and the eleven Customizable Certificates approved by the State of Ohio as an incorporated non-profit organization and recognized as such by the Internal Revenue Service.
- approved for Veterans Administration educational benefits for qualified students.
- a member of the Council for Higher Education Accreditation (CHEA).
- a member of the Evangelical Council for Financial Accountability (ECFA). The ECFA seal is tangible evidence to donors that the college adheres to the highest standards of Christian ethics in financial accounting and reporting.
- a member of The National Council for State Authorization Reciprocity Agreements (NC-SARA)
- a member of the Greater Lawrence County Chamber of Commerce.

Affiliations

TSBC is a nondenominational, independent, and self-governing institution. As such, it has no affiliation with any specifically organized religious body.

The college seeks to work closely with local churches that teach and preach the Word of God. The college provides speakers for pulpit supply and other support as requested by the local churches.

Distinctions

Tri-State Bible College is the only privately accredited higher educational institution in the Tri-State area. It is fully accredited by the Association for Biblical Higher Education (ABHE) and is authorized by the Ohio Department of Higher Education (ODHE) to offer eleven Certificates (21 hours), an Associate of Arts in Bible/Theology (66 hours), a Bachelor of Arts in Bible/Theology (126 hours), and a Master of Arts in Bible/Theology (36 hours).

Since TSBC is a Bible college, all students major in Bible/Theology. Further, the undergraduate program offers a variety of minor degrees—Appalachian Ministry, Christian Apologetics, Christian Education, Counseling, General Studies, Greek Language Studies, Hebrew Language Studies, Ministry Studies, and Missions.

Those individuals interested in fulfilling a divine calling to full-time or part-time Christian service will find that Tri-State Bible College effectively meets their needs for training.

Graduation Rate

The graduation rate for TSBC undergraduate students can be obtained through the following website:

https://nces.ed.gov/collegenavigator/?q=Tri-State+Bible+College&s=all&id=206154

Mission, Vision, Core Values, and Learning Environment

TSBC ***offers access*** to a community of believing, biblical scholarship for shepherds, servants, stewards, and scholars to ***fulfill their ministries*** in Christ's commission through theological discernment, biblical & contextual intelligence, spiritual devotion, and ministry competence to the glory of God. We imagine a vision for those in the TSBC community to "fulfill your ministry" (2 Tim. 4:5).

- The Core Values guiding our curriculum are as follows:

    - a theological discernment capable of distinguishing Christian doctrinal essentials, local community convictions, personal convictions, and opinions or desiderata.
    - a biblical and contextual intelligence exhibited in biblical literacy, biblical backgrounds, and the contemporary cultural milieu.
    - a spiritual devotion that approaches scholarship and academics as a worshiper of the one, true God who exists eternally as Father, Son, and Holy Spirit.
    - a ministry competence founded upon humble and confident Christian scholarship resulting in shepherding, serving, and stewarding ministry responsibilities, administrations, and leadership for God's glory and the church's mission.

- We endeavor to create a dynamic Christian learning environment that:

    - Responds to each student's purpose in pursuing a concentrated program of biblical study.
    - Realizes the individual differences of each student in educational background, learning ability, and Christian maturity.
    - Reaches an understanding of human identity through the biblical motifs of the imago Dei and the missio Dei in creation, in redemption of the gospel of Christ and by the Spirit's power, and in the new creation.
    - Resolves to assist students to understand how to accept himself/herself and others as individuals before God, who sovereignly and lovingly bestowed each believer with specific spiritual gifts which are developed and used to the glory of God.
    - Raises the scholarship and spiritual life of each student by providing a library, a community, chapel services, Bible-centered programs, ministry formation, and special events (e.g., seminars, lecture series, focus weeks, mission experiences, etc.).
    - Rejoices in the intellectual, aesthetic, cultural, and ethical values and contributions of each student consistent with the Christian tradition of orthodoxy and orthopraxy.
    - Recognizes the need for both the timeless and relevant dynamics of biblical higher education regarding learning approaches, methods, technological advancements, and opportunities in cultural moments.

Tri-State Bible College
Doctrinal Statement

We believe in the verbal plenary inspiration of the Old and New Testaments. The entire Bible is inerrant, complete, and authoritative.
2 Timothy 3:16; 2 Peter 1:21

We believe that the one God eternally exists in three equal persons: the Father, the Son, and the Holy Spirit.
Matthew 28:18-19; John 1:1, 14; Acts 5:3-4; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6

We believe that God directly created the universe as literally set forth in the book of Genesis.
Genesis 1-2

We believe that Jesus Christ eternally possesses all the attributes of deity, became incarnate by being born of the virgin Mary, lived a sinless life, shed His blood on the cross to satisfy the righteous demands of the Holy God as an unlimited provision for sin, arose bodily from the grave, ascended into heaven to become our High Priest, and will return.
Micah 5:2; John 1:1, 14; Matthew 1:16; 2 Corinthians 5:21; 1 Peter 3:18; 2 Peter 2:1; Luke 24:36-43; Acts 1:9-11

We believe that God created man in His own image and through disobedience man fell into sin. Man is a sinner by nature and by choice.
Genesis 1:26; Romans 5:12; Romans 3:23

We believe that salvation is by grace through faith in the Lord Jesus Christ who substitutionally sacrificed His life at Calvary to satisfy the justice of God and to provide a righteousness that enables sinners who believe in the Savior to be accepted by God.
Ephesians 2:8-9; 1 Peter 3:18; Ephesians 1:6; 2 Corinthians 5:21

We believe that the Holy Spirit regenerates, indwells, and seals all believers. He baptizes all believers into the Church, the body of Christ. The Holy Spirit controls believers who yield their lives to God in obedience to the Word of God. The Spirit of God restrains evil and reproves the world of sin, righteousness, and judgment.
Titus 3:5; 1 Corinthians 6:19; Acts 1:5; 11:15-16; 1 Corinthians 12:13; Ephesians 1:13; 5:18; John 16:8-11; Galatians 5:16

We believe that a local church is a self-governing body of believers, having been baptized on a creditable basis of faith, having New Testament officers, maintaining the ordinances of believer's baptism and the Lord's Supper, voluntarily banded together for worship, edification, and evangelism.
1 Corinthians 1:2; Acts 2:41; Philippians 1:1; 1 Corinthians 11:23-26; Matthew 28:19; Acts 1:8; 2:42

We believe that "God's saints are preserved forever" (Psalm 37:28). We believe in the priesthood of all believers, the separation of church and state, the believer's obligation to be a responsible citizen, individual and ecclesiastical separation from apostasy, and the responsibility of all believers to live a dedicated Christian life.
John 10:28-30; Jude 24; Ephesians 1:13; 1 Corinthians 12:13; Romans 8:28-29

We believe in the imminent, personal, and pretribulational return of Jesus Christ. We believe the just will have part in the resurrection of life and enjoy eternal fellowship with God; the ungodly will come forth unto the resurrection of damnation. After judgment, the ungodly will abide in conscious existence in the torments of eternal hell.
Acts 1:11; 1 Thessalonians 1:10; Revelation 3:10; 2 Thessalonians 2:1; 1 Thessalonians 4:16; Revelation 20:11-15; John 5:28-29

We believe in the literal, grammatical, historical, premillennial, dispensational method of Biblical interpretation. We believe that the eternal purpose of God is to glorify Himself.
1 Corinthians 10:31

Educational Philosophy

Christian education stands upon the truth revealed in the written Word of God. We believe that at the heart of a person's activities is a relationship with God. Tri-State Bible College offers comprehensive programs of Bible-centered training for Bible-centered living. The biblically oriented programs provide a thorough knowledge of the Bible and an ability to use effectively the Word of God in Christian service.

Christian living is basic to all Christian activities. The college expects each student not only to achieve academic excellence but also to maintain a genuine Christian testimony in obedience to God. Christian living encompasses spiritual maturity, successful family living, church loyalty, and effective citizenship.

Christian service necessitates the finest Christian education. When God calls a person to serve him in some special way, God calls that person to prepare faithfully in order to learn the skills essential for the development of Christian character and the communication of biblical truths.

At TSBC a spiritual environment in the classroom provides the setting for academically and spiritually qualified professors to guide students into meaningful learning experiences under the administration of the Holy Spirit.

TSBC functions independently in its organization, and the college adheres to the fundamental Bible doctrines of the Christian faith.

All persons associated with Tri-State Bible College desire to glorify God by exalting the Lord Jesus Christ through the faithful ministry of the Word of God.

Institutional Goals

Tri-State Bible College seeks to fulfill its mission in the next decade through these six goals:

Student Learning Outcomes (SLO)

Tri-State Bible College endeavors to train students with disciplined minds who are equipped to understand and confront a changing society and who are committed to using their talents to act as servants of God in our present society.

As is demonstrated in our mission statement, TSBC equips stewards, shepherds, servants, and scholars in Christ's commission to *fulfill their ministries* by *offering access* to a community of believing, biblical scholarship resulting in lives that glorify God through theological discernment, biblical and contextual intelligence, sustainable spiritual devotion, and ministry competence. Our mission motivates students to continually seek and serve our Lord throughout their lives. Thus, TSBC focuses on these principles for our Institutional and Programmatic (Undergraduate and Graduate) Student Learning Outcomes (SLOs), keeping in mind that there are specific learning objectives and goals on the programmatic and course levels. All SLOs reference the Mission Statement and the cycle of assessment.

Graduates (Undergraduate and Graduate programs) of Tri-State Bible College will exemplify our S.P.A.C.E.S.:

- ***Strengthen*** **Core Curriculum**

The graduate of TSBC will have benefited from a continuous process of review and improvement of our academic standards and coursework for programmatic continuity and cohesion.

- ***Prove*** **Theological Discernment**

The theologically discerning graduate of TSBC has the ability and agility to navigate the degrees of doctrinal taxonomy: Christian Essentials, Community Convictions, Personal Convictions, and Opinions/Questions. The exercise of theological discernment leads to the cultivation of Christian values. Graduates will use critical thinking while engaging in the ongoing dialogue between faith and learning. They will identify, gather, and use relevant information in an ethical, legal, and godly manner. They will understand the tenets of Christianity as they relate to other religious traditions. They will pursue spiritual maturity, maintain intellectual curiosity, and cultivate a healthy lifestyle to present a model of Christ-like behavior.

- ***Acquire*** **Biblical & Contextual Intelligence**

The intelligence and literacy of a TSBC graduate extend to a thorough knowledge of the Bible and its context as well as to the mission field and its context. Our graduates communicate the inspired text in its context to and for people in contemporary contexts. The breadth of their biblical and contextual knowledge expresses confidence that the Bible is the standard of truth, faith, and conduct as stated in the TSBC Doctrinal Statement. Our graduates have knowledge of apologetics and argumentation to address biblical issues in and of today's society. They understand the significance of major religious, intellectual, and societal landmarks as they relate to church history. While at TSBC, they develop an awareness of the cultural diversity of people and societies.

- ***Cultivate*** **Sustainable Spiritual Devotion**

The TSBC graduates experience research and scholarship in a believing community devoted to the worship of God and the enjoyment of his glory. They glorify God as stewards, shepherds, servants, and scholars who meet the needs of their homes, their communities, their churches, and the world. They are experienced in personal spiritual disciplines, and they value the pursuit of God in the Christian community. TSBC graduates know that rigorous academic study of Scripture and deeply authentic worship are integrated pursuits.

- ***Exercise*** **Ministry Competence**

TSBC graduates are equipped to offer effective fellowship and leadership to the communities in which they serve in Christ's commission. We provide our students with an opportunity for rigorous study and service-based application so that they might grow in wisdom and knowledge and be prepared for whatever vocation God may call them. Students will apply leadership skills on personal and organizational levels to demonstrate biblical principles in serving others in a real-world context while integrating into their service the characteristics that are inherent in a Christian worldview. Students will demonstrate proficiency in the judgment of the value of materials and methodologies to address societal problems from a biblical perspective in preparation for church-related vocations or the pursuit of further education.

- ***Send*** **Students**

TSBC graduates are sent out into their local congregations and communities to fulfill their ministries for God's glory and to advance the Kingdom of our Lord Jesus Christ.

Location and Facilities

The main campus of Tri-State Bible College is located at 506 Margaret Street, South Point, OH 45680. South Point is Ohio's most southerly point—hence, the name. The village is situated on the Ohio River between Huntington, West Virginia and Ashland, Kentucky. Together with Ironton, Ohio this region is referred to as the Tri-State area. The Ohio River is to the south; Huntington, West Virginia is to the east; and Ashland, Kentucky and Ironton, Ohio are to the west.

The South Point campus has three buildings – the Broomhall Bible Research Center that has six classrooms, chapel, student center, conference room, and student services offices; the Staten Administrative Building; and the Marquardt Learning Center, where the Marquardt Learning Center/Henderson Library is located.

The geographical area has several major transportation systems. An airport is located in Huntington, West Virginia. Main traffic arteries I-64 and US 52 and a number of railway and bus lines also serve the Tri-State area. The region has many reputable and well-known hotels, dining establishments, and historic landmarks.

All four seasons are well represented in our weather patterns that allow for a number of recreational activities such as skiing, boating, fishing, hiking, skating, biking, and many other activities. Major college football, basketball, and other collegiate sports activities are available in the immediate area. Only a few hours away are white water rafting, professional baseball, and professional football.

Tri-State Bible College partners with The Chapel located at 135 Fir Hill, Akron, OH 44304 to offer an extension site, where a limited number of courses are offered. All extension site students are able to access main campus courses through our live online modality.

Local Health and Wellness

TSBC aims to provide a safe and secure campus experience for all students. The health and safety of students, faculty, staff, and campus visitors is always our number one priority. Our institution will move cautiously and carefully to ensure that the standards and best practices—from the U.S. Centers for Disease Control and Prevention (CDC), Ohio Department of Health, and local health departments—are faithfully executed. For further information, use the following links:

Center for Disease Control - Coronavirus (COVID-19)
https://www.cdc.gov/coronavirus/2019-ncov/index.html

Ohio Department of Health - Coronavirus (COVID-19)
https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home

Lawrence County Health Department
http://www.lawcohd.org/

History

Tri-State Bible College was founded through the work of Walter E. Staten, who had long had the dream of such a training institution in the Tri-State area of West Virginia, Kentucky, and Ohio. Mr. Staten, upon graduation from Dallas Theological Seminary in 1955, had discussed with some of his classmates the need for a Bible college in southern Ohio; and he fervently prayed to that end. Even so, it was many years before Tri-State Bible College became a reality.

In November 1969, the first steps to the accomplishment of Mr. Staten's dream came in the form of a phone call from a local pastor upon whom the Lord had placed a similar burden. The pastor presented the proposal to his church, which unanimously voted to invite Mr. Staten to South Point for the establishment of a Bible college organizationally independent of their local church. The local church pledged its cooperation, its financial support, and the use of its physical properties.

It would be the mission of Tri-State Bible College to provide professional, college-level training for Christian workers, who then would minister within the local churches. Representatives of supporting churches became board members, giving the college a direct relationship with the community.

Tri-State Bible College first opened its doors to students on August 28, 1970. The initial enrollment of fifty-five students exceeded expectations and served as an encouragement to the efforts of Mr. Staten and the college leadership.

A small building, located 1.5 miles from the church, was donated and moved to the church property. This building was remodeled to contain two offices, two restrooms, and a larger room that served as the college bookstore and classroom. The college also conducted classes in the fellowship hall and other parts of the church facilities when needed.

In 1974 TSBC had grown to the point that it became necessary for the college to purchase its own facilities. After much prayer God provided such a facility, and the college moved there during Christmas

of 1974. This large building provided three classrooms, a library, offices, kitchen facilities, and a bookstore. Another classroom building was erected in 1975.

In 1988 President Staten went to be with our Lord, but his labors toward the work of Tri-State Bible College have continued to bear fruit from that time to the present.

In 1989 Dewey E. Griffith accepted the position as president of the college. Mr. Griffith was a graduate of Dallas Theological Seminary, a former professor at TSBC, and a church pastor. Under the direction of Mr. Griffith and the TSBC Board of Directors, the college continued to be a valuable work of faith and love as the college ministered to students preparing them to become better educated and scripturally trained servants of God.

In 1995 Dr. Clifford Marquardt was appointed to lead the college, serving as the third president. Under his guidance, TSBC was granted and/or recognized by several national organizations. In 2000 TSBC received the Certificate of Institutional Authorization from the Ohio Board of Regents to grant the degrees of Bachelor of Arts in Bible/Theology, Associate of Arts in Bible/Theology, and a one-year Certificate of Biblical Studies. In 2004 Tri-State Bible College was granted full accreditation by The Accrediting Association of Bible Colleges (AABC), now known as The Association for Biblical Higher Education (ABHE). In addition, TSBC is also recognized by the Commission for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE).

In 2009 Dr. Marquardt retired as president and was appointed the first TSBC chancellor. He went to be with our Lord in 2017. He had been affiliated with TSBC since 1973 when he began teaching classes. His contributions were invaluable, and his heart and dedicated leadership for the college are sorely missed.

In 2009 Jack Finch became the fourth president. During his tenure, the construction of Broomhall Bible Research Center (BBRC) was completed.

In 2015 the Ohio Board of Higher Education authorized TSBC to grant a Master of Arts in Bible/Theology. The program is now active and 2019 was our first Master of Arts graduating class.

Dr. Kevin Bloomfield accepted the role as interim president and became president in 2018. He is a graduate of Nova Southeastern University, Dallas Theological Seminary, and Marshall University. He has been a faithful supporter since 1973—as a student, professor, and president. Dr. Bloomfield resigned as president in 2019 due to health reasons.

Rex J. Howe, by a unanimous vote by the Board of Directors, was named the sixth president of TSBC in July of 2020. Howe is currently pursuing a Doctor of Philosophy in the School of Divinity at the University of Aberdeen in Scotland. He previously earned a Th.M. from Dallas Theological Seminary in 2011 and a B.A. in Bible/Theology from TSBC in 2006. Howe has presented for the Society of Biblical Literature and the Evangelical Theological Society. In 2016 he served on an expedition team from the Center for the Study of New Testament Manuscripts, working on digitizing the collection at the National Library in Athens, Greece. Howe worked previously as Pastor of Youth and Outreach at Scofield Memorial Church in Dallas, Texas. While a student at TSBC, Howe was Youth Pastor at Fairview Baptist Church in Lucasville, Ohio.

TSBC was reaccredited by The Association for Biblical Higher Education (ABHE) in 2019 for a ten-year period.

Tri-State Bible College continues in service to the Lord and remains dedicated to its mission—*offering access to a community of believing, biblical scholarship* so that shepherds, servants, stewards, and scholars can *fulfill their ministries.*

TRI-STATE BIBLE COLLEGE

Fulfill Your Ministry

Calendar 2024-2025

Dates may vary according to location and may be modified if necessary.

Fall Semester 2024 (All Students)	(15 Week Semester)
Registration	July 1, 2024 – August 26, 2024
Classes Begin	August 26, 2024
Labor Day (Closed)	September 2, 2024
Last Day to Add/Drop a Class	September 8, 2024 at 11:59 pm
Thanksgiving Recess (Closed)	November 28, 2024 – December 1, 2024
Semester Final Examinations	December 2, 2024 – December 6, 2024
Classes End	December 6, 2024
Christmas/New Year's Break (Closed)	December 23, 2024 – January 1, 2025
Spring Semester 2025 (All Students)	(15 Week Semester)
Registration	November 1, 2024 – January 6, 2025
Classes Begin	January 6, 2025
Last Day to Add/Drop a Class	January 19, 2025 at 11:59 pm
Martin Luther King Jr. (Closed)	January 20, 2025
Reading Week Break (No classes for students)	Monday, March 31 – Friday, April 4, 2025
Good Friday – Resurrection Sunday (Closed)	Friday, April 18 – Sunday, April 20, 2025
Semester Final Examinations	April 21, 2025 – April 25, 2025
Classes End	April 25, 2025
Graduation 2025	May 3, 2025 – 2 pm
Summer Semester 2025	
Undergraduate (8 week Module)	
Registration	March 17, 2025 – May 19, 2025
Classes Begin	May 19, 2025
Last Day to Add/Drop a Class	June 1, 2025 at 11:59 pm
Semester Final Examinations	July 7, 2025 – July 11, 2025
Classes End	July 11, 2025
Graduate and Undergraduate (15 Week Semester)	
Registration	March 17, 2025 – May 5, 2025
Classes Begin	May 5, 2025
Last Day to Add/Drop a Class	May 18, 2025 at 11:59 pm
Independence Day (Closed)	July 4, 2025
Semester Final Examinations	August 11, 2025 – August 15, 2025
Classes End	August 15, 2025

Admissions Policies[1]

The TSBC application for admission is available from the Admissions Office or online at www.tsbc.edu. The Admissions Office personnel will assist students with the admissions policies and answer questions relating to the TSBC curriculum and career objectives.

Application for Admission

A completed application must be submitted to the Admissions Office prior to the semester for which a student enrolls. A non-refundable application fee must be submitted with the application. All requested admission documents must be submitted in sufficient time to act upon the registration. Provision may be available for a student to receive tentative acceptance prior to the receipt of all completed documents.

TSBC does not discriminate on the basis of race, color, gender, age, national origin, disability, socio-economic background, or veteran status in educational policies, admission policies, scholarship and loan programs, or in other school-administered programs.

Application Procedures – Undergraduate and Graduate Students

1. Applicant (as indicated by his/her signature) must agree with the "ABHE Tenets of Faith."
   - We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
   - We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
   - We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
   - We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
   - We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
   - We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
2. Applicant must submit two letters of recommendation—one from the applicant's pastor and one from a separate faith-based non-profit organization/leader. A specific form available from the Admissions Office should be used for all recommendations.
3. Applicant must submit a written account of his/her salvation experience to be reviewed by the Admission Office.
4. An interview may or may not be required.
5. All documentation must be submitted two weeks prior to the first day of classes.

[1] See Appendix G for Revisions Approved by BOD on October 23, 2023.

Admissions Requirements for Undergraduate Level

Admission to the college requires a high school diploma or its equivalent (GED, etc.) except for qualifying high school students.

To be admitted to Tri-State Bible College, a person must

- submit a completed application and pay the application fee.
- submit proof of high school graduation, GED, or the equivalent.
- arrange for OFFICIAL transcripts from **all** previously attended colleges be sent to the Admissions Office. Transcripts issued to student are NOT acceptable.
- complete the required assessment tests.

Please contact the Admissions Office if you have questions about academic requirements for admission to TSBC.

Admissions Requirements for Graduate Level

Admission to the graduate program requires a Bachelor degree from an accredited institution. During the undergraduate education, a prospective student must have earned a minimum cumulative 2.5 GPA.

The graduate student must

- submit a completed application and pay the application fee.
- arrange for OFFICIAL transcripts from all previously attended colleges be sent to the Admissions Office. Transcripts issued to student are NOT acceptable.
- successfully complete the following classes or equivalents.
  AB104 Principles of Bible Study
  HB361 Hebrew I
  GR301 Greek I
- submit an autobiographical statement (maximum 1,000 words) that includes a personal doctrinal statement and reasons the applicant wants to earn an MA in Bible/Theology.
- possess computer/internet competency.
- submit two letters of recommendation sent directly to the Admissions Office from two faith-based, non-profit organizations.
- submit a writing sample.

The TSBC Master's Commission will review the application/documentation and has sole authority for approval for admission to the Master of Arts program.

Additional Admissions Requirements

All students must

- submit a valid state approved photo identification.
- complete an interview with a TSBC admissions representative to determine a suitable program of study for the ability and commitment of the student.
- review the college catalog/handbook. A student has the responsibility to read the college catalog/handbook and is responsible for obedience to the policies and procedures contained in it.

- review, complete, and sign the orientation document.
- complete additional tasks as required by the college.

Though it is not required, students may complete the emergency medical form to disclose medical and prescription drug information. This form is available in Appendix C of this catalog/handbook.

Registration

Pre-registration for each semester is open from the time the schedule is finalized until the beginning of registration week. Registration week is prior to the first week of classes and is open to new students or previously admitted students in good standing. New students must receive at least a tentative acceptance before being allowed to enroll in classes.

Students who are Armed Forces Veterans will receive priority registration status upon receipt of VA eligibility certification. TSBC will allow GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility or valid VAF 28-1905. This allows a student to attend the course until the VA provides payment to the institution.

Distance Education Online

TSBC offers a significant number of classes through an online modality. Online classes are only available to TSBC students who reside in a state in which TSBC has received a State Authorization Reciprocity Agreement (NC-SARA). To enroll in online classes, a student must apply and be admitted to a regular certificate/degree program. A student must complete the standard Application for Admission form and then request approval from the Registrar. Requests should be made as early as possible prior to the start of the semester. Online classes are not normally available to first and second semester freshmen. A 3.0 GPA is suggested for upper-class students. The Vice President of Academics and the Registrar will determine the availability of classes on a semester-by-semester basis.

Catalog/Handbook of Record

Throughout a student's TSBC enrollment, he/she will be governed by the catalog/handbook in effect at the time of enrollment. If a student is making satisfactory academic progress toward a certificate/degree and has no period of more than two consecutive semesters of non-enrollment, the catalog/handbook under which he/she initially enrolled will be the catalog/handbook of record concerning graduation requirements. Should a student choose not to return for more than the equivalent of an academic year (two consecutive semesters), he/she will be required to comply with the catalog/handbook of the returning semester. Should a student replace the catalog/handbook of record, he/she must contact the Registrar and sign a form stating his/her decision to change.

Family Educational Rights and Privacy Act (FERPA)

Tri-State Bible College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The purpose of this act is to protect the privacy of student records, to ensure the personal right to

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill .

inspect one's own student records, and to ensure procedures are established whereby incorrect records may be changed. Specific questions regarding college policies should be addressed to the Registrar.

The college considers certain personal information to be directory information and thus may be used in college publications or social media sites without a student's permission. This information includes name, address, telephone number, denomination, sex, marital status, dates of enrollment, classification, degrees, diplomas, certificates, awards and honors, program of study, previous institutions attended, date of birth, place of birth, participation in college activities, class schedule, and photograph. If a student does not want this information released, he/she must fill out the Release of Student Information and FERPA form. This form must be filled out each semester by the end of the second week of classes directing the college to withhold this information. This form is available in the appendix of this catalog/handbook *(Appendix D).*

Other information from a student's educational record will not be disclosed to a third party unless a student gives written consent. If legal authorities request information about a student, TSBC must release the information without consent from a student.

Semester Load

It is recommended that a student seriously consider his/her work schedule in planning the course load. The normal semester load for a full-time undergraduate student is 15 credit hours. A full-time semester load for a graduate student is 6 credit hours.

It is important to note that for Federal financial aid purposes, full time is considered 12 credit hours per semester.

Auditing

Undergraduate Program: A student may register to audit a class for which he/she has the appropriate prerequisites and/or approval of the professor(s). Once a student has registered to audit a class, he/she may not change that class from an audit class to a for-credit class. However, a student who has registered in a for-credit class may change to an audit class during the add/drop period.

Graduate Program: Auditing is currently not available in the graduate program.

Orientation

Upon enrollment, a student is required to attend Orientation to get familiar with the campus and college rules and regulations. Orientation is normally during the first week of each semester. Additional sessions may be held at the direction of the Vice President of Academics. Other documents may be completed during the orientation.

Emergency Contact

An emergency contact should be on file with TSBC. If a student desires TSBC to have medical information such as prescription drugs and/or doctors, the emergency medical form must be completed. This form is available in *Appendix C* of this catalog/handbook.

Doctrinal Statement

A student entering Tri-State Bible College must acknowledge that he/she has reviewed the TSBC Doctrinal Statement to indicate awareness that all courses will be taught within the framework of this statement.

Written Testimony

An applicant for admission to the undergraduate or graduate program must submit a written personal testimony revealing his/her sincere desire to study the Word of God.

Placement Exam

An English placement exam may be required upon undergraduate admission.

ADA Statement for Students with Disabilities:

In accord with Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Tri-State Bible College (TSBC) will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities.

After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the VP of Academics. Documentation of disability may be required in order to receive appropriate modifications. Requests for auxiliary aids should be made at least one month prior to the beginning of the semester. TSBC does its best to honor these requests but cannot guarantee that they will be met. In light of the accommodations granted, students are responsible to work with individual professors at the beginning and throughout the semester. If additional time beyond the end of the semester will be needed, the student must file a written request to the VP of Academics for an extension. This must be filed before the semester ends. TSBC is unable to grant retroactive accommodations once the semester is completed.

TSBC will not make substantial adjustments beyond those necessary to eliminate discrimination against otherwise qualified students and will not modify classes and/or programs to the extent it places financial or administrative burden on the college. TSBC assumes no responsibility for personal-care attendants, health-care providers, personal devices, individually prescribed devices, readers for personal use or study, or private tutors.

Transfer Students

A transfer student must submit official transcripts to TSBC and complete the standard application process. Transcripts must provide evidence of good standing.

A transfer student must

- be in good standing academically **(2.0 GPA or above for undergraduate students and 2.5 GPA or above for graduate students)** with all previous institutions. A student who does not meet the required GPA transfer status will be given the opportunity to enroll with self-pay status for a probationary period. After completing a probationary period at TSBC, a student with good academic standing will be evaluated for admittance into a qualifying degree program and may be eligible for financial aid.

- be in good standing financially with all previous institutions. In the event of an outstanding debt, the debt must be paid to be considered in good standing. A student not admitted into a degree program is not eligible for Title IV financial aid.
- The Vice President of Academics and Financial Aid Director may make exceptions on a case-by-case basis to this policy where applicable.

Residency Requirements for Transfer Students

An undergraduate transfer student is required to complete in residence at TSBC 33 credit hours for a BA degree, 18 credit hours for the AA degree, and 9 credit hours for the Certificates. In the BA and AA degree programs, a minimum of 6 credit hours must be taken in both Bible (BI) courses and in Theology (TH) courses.

For a graduate transfer student a minimum of 24 credit hours must be completed at Tri-State Bible College. Transfer credits from accredited institutions may be accepted at TSBC if they meet the program requirements and at least a 2.5 GPA has been earned.

Transfer Credits

The Registrar and the Vice President of Academics will evaluate the transcripts of the transfer student. The following guidelines are used in the evaluation.

- No transfer credit is given for a class unless a student earned at least a grade of "**C**."
- Credits from college-level institutions accredited by a regional accrediting association and/or nationally by the Association for Biblical Higher Education (ABHE) or the U.S. Department of Education may be accepted by TSBC. Credits may be accepted on a case-by-case basis.
- Transfer of credits from non-accredited colleges will not be accepted unless specifically approved by the Registrar and Vice President of Academics.
- Transfer credits in the areas of Bible and theology will be accepted only from colleges of like faith and doctrine.
- When computing the grade point average for transfer students, only the coursework completed at TSBC is included.

Readmission

A student who withdrew from TSBC **in good standing** will be readmitted. A new application may be required; however, the application fee will be waived. If college-level work has been completed elsewhere during the withdrawal period, a student must request an official transcript of credits be sent to TSBC Admissions Office. Please contact the Registrar for additional information.

A student who withdrew from TSBC **not in good standing** can reapply. However, he/she may be readmitted on a probationary status.

Student Learning Assessments

Learning Assessment and Outcome #1:
TSBC Theological Discernment Taxonomies and Methods

Students' theological discernment will be measured by the completion of individual theological taxonomies in every undergraduate and graduate theology course. The taxonomies develop theological discernment by requiring students to identify (1) Christian theological essentials, (2) local or denominational community convictions, (3) personal/individual convictions, and (4) matters of opinion or desiderata (remaining questions). For the undergraduate student, TH402 Doctrinal Summarization will serve as the culminating and final summative taxonomy. For the graduate student, TH504 and TH505 contain formative assignments that cascade into the mastering of the theology of the entire Bible.

1. Formative and Summative Undergraduate Breakdown
    a. Formative Undergraduate Courses
        i. TH120 — Introduction to Theological Approaches & Methods. Students' theological discernment will be measured by their demonstrable ability to navigate comparative approaches to theological methods that have surfaced throughout church history (e.g., Biblical Theology, Creedal Theology, Systematic Theology, Canonical Theology, and Sacramental Theology). Students will also learn to distinguish and integrate ways of knowing theology such as (1) Revelation, (2) Tradition, (3) Reason, (4) Experience, and (5) Illumination.
        ii. TH201 — Prolegomena, Bibliology, & Theology Proper. TH201 continues the topic of theological methods as part of its "first things" curriculum. Bibliology introduces the Bible to students as a specific revelation from God through the instrumentality of the Holy Spirit's ministry of inspiration through human subjects. The doctrine of God, including trinitarianism and the attributes of God will introduce the student to the God of the Bible.
        iii. TH202 — Christology & Pneumatology, TH301 — Angelology & Anthropology, TH302 — Hamartiology & Soteriology, TH401 — Ecclesiology & Eschatology, and TH204 — Dispensationalism. These courses cultivate the practice of theological methods in community through groupings. Each semester student grouping is required to decide on a methodological approach and to write a one-paragraph statement regarding the topic (e.g., Christology) at hand. The goal is for students to discern the intersectional continuity and/or discontinuity of (1) doing theology in community and (2) approaching theology with different methodologies.
    b. Summative Undergraduate Course
        i. TH402 — Doctrinal Summarization. Students' theological discernment will be measured by the completion of a summative theological taxonomy and accompanying personal doctrinal statement in TH402 Doctrinal Summarization. This cumulative and culminating work by students will serve them in the future as they seek ministry placement, ordination, and participate in the discipleship of their churches and families. This senior-level assignment will also equip students to make the teachings of Christianity clear to those outside the church. One more layer of intersectionality will be added to the TH402 course. Students are required to make one visit to the worship service of a denomination that is not their own, and they

are required to interview the worship leader(s) of that gathering (i.e., the pastor, the priest, the bishop, etc.). The interview should focus on the leader and denomination's approach to theology method. Communication with the church and the leader will need to precede the visit so that the hosts may prepare for the student's visit and post-visit conversation. Students may organize groups to share the experience together. Each student is responsible for a response paper that summarizes the student's observations about the worship event and evaluates the interview experience. Taking notes is encouraged. Showing respect in these settings is expected as the students represent the name of TSBC during these visits.

2. Formative and Summative Graduate Breakdown
    a. TH504 — Old Testament Theology. This course is an examination of the theological teachings of the Old Testament. It emphasizes the progressive, chronological development of these teachings as they surface throughout the Old Testament text. It is a comprehensive integration of the theology of the Old Testament writings of the Bible.
    b. TH505 — New Testament Theology. This course is an examination of the theological teachings of the New Testament. It emphasizes the progressive, chronological development of these teachings as they surface throughout the New Testament text. It is a comprehensive integration of the theology of the New Testament writings of the Bible. The student will generate a theological taxonomy from the New Testament use of the Old Testament, which aims to provide the student with a comprehensive resource for a theology of the Bible.

Learning Assessment and Outcome #2:
TSBC Biblical and Contextual Intelligence Measurement

The biblical intelligence of students will be measured by a diagnostic assessment provided through the ABHE Bible Knowledge Exam upon entering studies at TSBC. This pre-program assessment must be taken prior to the completion of the students' first semester of classes.

The biblical intelligence of graduating students will be measured by the ABHE Bible Knowledge Exam as they complete their studies at TSBC. This post-program benchmark assessment must be taken by either the final week in November (based on a fall semester completion date) or the final week of April (based on a spring or summer semester completion date).

The biblical and contextual intelligence of students will be measured in each undergraduate BI course by formative assessments. Two options are given here and can be utilized at the faculty member's discretion. The first is a paragraphic evaluation the book of the Bible exposited in the course. The goal of the paragraphic evaluation is devotional mastery of the content of the book of the Bible and to be able to think one's way through the book from memory. By way of integrating devotional mastery into devotional practice, faculty must require students to use the material they have created in a devotional activity (e.g., prayer calendar, solitude and silence retreat, approach to a fasting schedule, etc.). The second option is an argument paper on the book of the Bible exposited in the course. An argument paper must include key introductory features relating to the book of the Bible and a running commentary. Credible sources must be used throughout the argument paper. The goal of the argument paper is to understand the content considering the reception context of the revelatory activity of God.

Faculty members may submit an alternative formative assessment to the Academics Office, which must be reviewed and approved prior to the start of the semester.

Graduate students take two BI courses: BI501 Advanced Principles of Bible Study and BI506 Biblical Exegesis & Interpretation. Both courses focus on the technical skills required to master the exegesis and interpretation of Scripture that is foundational for the task of theology and the practice of one's faith. The skills learned will also expand students' knowledge of the context of the biblical world.

For both undergraduate and graduate students, there are several courses in TSBC's curriculum that cultivate contemporary contextual intelligence for those who minister using God's Word (e.g., Appalachian Ministry courses, Missions courses, Apologetics courses, Homiletics, Expository Preaching, Christian Education courses, and Ministry Studies courses). TSBC funnels these contemporary contextualizing courses into an assessment of intelligence in three areas: (1) Contemporary Biblical Leadership (character, strategy, and administration), (2) Contemporary Biblical Communication (research, writing, and speaking), and (3) Contemporary Biblical Worldview (faith, apologetics, evangelism, and discipleship).

The biblical and contextual intelligence of students will be measured by the integration of the Bible and culture through AB Courses and culminating in the undergraduate course GS402 Senior Seminar. In GS402, students integrate biblical and general studies and examine the philosophical foundations of various worldviews. Each student is assisted with developing and articulating a comprehensive biblical worldview that causes their cumulative knowledge of the Bible gained at TSBC to engage with the culture and world around them. For graduate students, MI605 Capstone Project integrates biblical and contextual intelligence and demonstrated the students' mastery of the biblical worldview in the contemporary context. The capstone project is designed to give the student appropriate application of all the courses included in the Master of Bible/Theology program. The student will select a project and have it approved by the instructor. Applicable research will provide the data to create a final authentic learning project. The capstone project will be facilitated by the instructor. Students who do not successfully complete the capstone project can register an appeal through the Graduate Appeals Form.

Learning Assessment and Outcome #3:
TSBC Spiritual Devotion Academic Integration Assessment

Every class at TSBC presents an opportunity for the professor to develop and integrate biblical spiritual disciplines into the lives of his/her students. Dr. Don Whitney teaches biblical spirituality at The Southern Baptist Theological Seminary in Louisville, KY. Prof. Whitney is the author of the 1997 work entitled *Spiritual Disciplines for the Christian Life, Praying the Bible, and Family Worship*. In an article available at DesiringGod.com,[2] Dr. Whitney identifies sixth truths about the nature of biblical spiritual disciplines:

1. The Bible prescribes both personal and interpersonal spiritual disciplines.
2. They are activities (1 Tim. 4:7). They are not attitudes. Disciplines are practices.
3. We are talking about things that are practices taught or modeled in the Bible.

[2] Don Whitney, "What Are Spiritual Disciplines?," *Desiring God*, last modified December 31, 2015, accessed May 14, 2021, https://www.desiringgod.org/interviews/what-are-spiritual-disciplines.

4. Those found in Scripture are sufficient for knowing and experiencing God and for growing in Christlikeness (2 Tim. 3:16–17).
5. They are derived from the gospel, not divorced from the gospel.
6. They are means and not ends. The end, that is, the purpose of practicing the disciplines is godliness.

In David Mathis' book entitled *Habits of Grace: Enjoying Jesus through the Spiritual Disciplines,* we learn that the primary biblical, spiritual disciplines are threefold: (1) hear his voice (word), (2) have his ear (prayer), and (3) belong to his body (fellowship). Mathis also adds supplemental disciplines to this basic, primary structure: (1) the great commission to disciple the nations, (2) the discipline of generosity, (3) the discipline of time management, and (4) creating margin for communion with Christ.

1. SpiritPulse Spiritual Inventory Assessment
    a. Every Spring semester Certificate and Degree seeking students are required to complete the SpiritPulse Spiritual Inventory Assessment. The assessment measures areas of spiritual maturity and vitality that inform the classroom and campus life experiences of students.
    b. Following the assessment, students are encouraged to reach out to their professors or staff members if they desire mentoring in particular areas of spiritual growth and discipline.
2. TSBC Ministry Formation
    a. Ministry Formation serves as an institutional opportunity instrumental in uniting academics with spirituality and devotion. The details concerning Ministry Formation are available in the designated section in this catalog.

Learning Assessment and Outcome #4:
TSBC Ministry Competency Map (Self-Assessment and Faculty and Ministry Formation Assessment)

TSBC has created the course ASMT 200 – Ministry Competency Map. Every semester students will be enrolled in this course and must complete it by the end of the semester. There is no charge, no grade, and no credit for the class. It is an assessment of the student's calling and feeling of competency in that calling as he/she completes studies at TSBC. Further instructions for completing the assessment are explained in the Populi course.

The Student Self-Assessment
As a result of learning in the TSBC community, the student will describe the calling of God in his/her life. Would you describe his calling as a ministry of stewardship, a ministry of shepherding, a ministry of service, or a ministry of scholarship (please do your best to select only one)?

What is a steward? OT stewards fulfilled their callings in three ways: as managers, missionaries, and mentors. Stewards in the teachings of Jesus and in the letters of Paul fulfilled their callings by faithfulness to the Master in managing assigned responsibilities with an eternal perspective. The language of stewardship is not utilized in the book of Acts or in the letter to the Hebrews. Peter (1 Peter 4:10–11) highlights the passive and active nature of stewardship as that which is received from God and must be employed for serving others. The resource entrusted to these stewards is "God's diversified, tangible, exceptional effect(s) produced in the church by his generosity" (BDAG). While not exhaustive, ministries of speaking and serving are emphasized here. The goal of stewardship is the glory of God through Jesus Christ. The body of Christ is a receiving community, called to steward God's generous grace in tangible ministry to others in word and deed for God's glory.

What is a shepherd? According to Ephesians 4:11–16, the ascended Christ gave gifts to persons to equip the body for maturity. Among these persons is the pastor. In his work on exegetical syntax of the Greek NT, Dr. Daniel Wallace writes, "All pastors are teachers, but not all teachers are pastors" (Wallace, 284). The term "pastor" is used interchangeably with two other New Testament terms: elders and overseers. Elders/Overseers/Pastors guard and shepherd the flock in doctrine, discipline, direction, and distinction. While many references are available, Paul's farewell to the leaders at Ephesus in Acts 20:17–28 demonstrated the interchangeability of the three terms. In their book *Elders in the Life of the Church*, Newton and Schmucker describe the three contributions that the three terms make in describing the one office: (1) Elder highlights the spiritual maturity of the office; (2) Overseer emphasizes leadership and direction for the church; and (3) Pastor focuses on feeding, nurturing, and protecting the flock. In closing, the nature of the shepherd can be further understood in the trajectory of the New Testament's development of the leadership for Christ's church. The Apostolic Office was foundational and temporary. The Missionary or Church Planter is the "closest" office in function to an apostle in our day (a sent one) but still not the same office. A local plurality of Elders/Pastors/Overseers within the congregation becomes the aim of the apostles in each church for leadership.

What is a servant? Just as the plurality of Deacons served the people to free the Apostles for the ministry of the word and prayer in Acts 6, so they function in the same way today in relation, not with Apostles, but with the Elders/Shepherds/Overseers. God has given the servant keen insight into the tangible needs of the people in their congregation. They have the skill, knowledge, resources, and/or capacity to meet those needs and carry out the task to completion. They are often gifted with mercy, hospitality, generosity, and administrative abilities. They share the heart of our Lord Jesus Christ, who said, "For even the Son of Man did not come to be served but to serve, and to give his life as a ransom for many" (Mark 10:45 NET).

What is a scholar? Beginning with Ezra and continuing through the New Testament period, a group of teachers/experts/scribes emerged, whose basic task has been described for us in Nehemiah 8:8, "They read from the book, from the Law of God, clearly, and they gave the sense, so that the people understood the reading." These "Scripture scholars" (BDAG) taught the Scriptures to the entirety of the people of God with a special focus on the next generation. They are faithful disciple-makers. They discern and value truth. They study hard with great attention to the smallest of details. Their work is pristine and sharp. Our Lord Jesus was called "teacher" (Matt. 8:19). Nicodemus was a "teacher" (John 3:1–10). Paul called himself a "teacher" (2 Tim. 1:11). Sometimes the scribes/experts of the law were skeptical and hostile toward Jesus (Matt. 5:20; 9:3; Lk. 23:10) and other times, they affirmed his teachings (Mk. 12:28; Lk. 20:39). The teachers/experts/scribes had received advanced training to precisely copy and clearly communicate the word of God, so that both its text and meaning continued to the next generation.

The Scriptures are clear: there have been good and evil stewards, shepherds, servants, and scholars throughout salvation history. Our mission at TSBC is to equip stewards, shepherds, servants, and scholars to fulfill their ministries in Christ's commission by offering access to a community of believing, biblical scholarship resulting in lives that glorify God through theological discernment, biblical and contextual intelligence, spiritual devotion, and ministry competence. Access believing, biblical scholarship. Fulfill your ministry.

Whatever calling God is placing on your life, we want your experience at TSBC to contribute to your faithfulness to that calling. Having read the above descriptions, **what is God confirming to you this semester? Is he calling you to a life primarily of stewardship, shepherding, servanthood, or scholarship?**

1. If you are a Steward:
    a. Describe what or who you feel God has entrusted into your care and management as a steward?
    b. Describe what it looks like to faithfully manage that which God has entrusted to your stewardship.
    c. Is your stewardship's primary location in the church, the marketplace, or some other place?
    d. Explain the various responsibilities of your stewardship.
    e. Articulate the visionary aspects of your stewardship that will be important to the sustainability and longevity of that which you have been entrusted (e.g., a multi-year plan or strategy).
    f. In what ways do you feel (1) most competent as a steward and (2) least competent as a steward?
    g. Present one way this semester that TSBC has helped you mature in ministry competency as a steward.
2. If you are a Shepherd:
    a. Describe the people to whom God has called you to shepherd.
    b. Describe what it means to love and nurture this flock to whom God has called you.
    c. Assess and articulate the vehicles that you may create, sustain, develop, or change to feed truth to the flock God has called you to shepherd. Also, clearly articulate how you have witnessed the Scripture's effectiveness as the source of truth for your shepherding ministry.
    d. Shepherding requires leaders to practice discernment in the flock—be examples of grace and mercy and of discipline and seriousness. Benevolence and discipline are instruments in the shepherd's hand—much like the "rod and the staff" (Ps. 23). Describe how you utilize both goodness and discipline as a shepherd to create and sustain a healthy and sound environment for the sheep entrusted to your care.
    e. In what ways do you feel (1) most competent as a shepherd and (2) least competent as a shepherd?
    f. Present one way this semester that TSBC has helped you mature in ministry competency as a shepherd.
3. If you are a Servant:
    a. Describe the people to whom God has called you to serve.
    b. What kinds of needs do you typically see as you fulfill your ministry calling?
    c. What kinds of needs do you typically sense or feel as you fulfill your ministry calling?
    d. What kinds of needs do you find yourself able, willing, and eager to meet as you fulfill your ministry calling?
    e. In what ways do you feel (1) most competent as a servant and (2) least competent as a servant?
    f. Present one way this semester that TSBC has helped you mature in ministry competency as a servant.
4. If you are a Scholar:

a. Describe the area of study and research that you feel God's Spirit has illuminated to you and caused a deep hunger for knowing God more.
b. Describe how you imagine your pursuit of this research will benefit the body of Christ.
c. Assess and articulate how your calling as a scholar differs from a calling as a shepherd.
d. Believing, biblical scholarship is the aim of our TSBC community. Describe how you deal with the tension that faith and scholarship sometimes brings into the spiritual life and experience.
e. Describe how you feel (1) most competent as a scholar and (2) most incompetent as a scholar.
f. Present one way this semester that TSBC has helped you mature in ministry competency as a scholar.

The Faculty Assessment

As a result of your experience with the student in the classroom during ministry formation and after reading his/her own self-assessment, please provide a mentor's point of view that develops the student's evaluation of God's calling on his/her life.

1. Please evaluate the student's assessment of his/her calling as a steward, shepherd, servant, or scholar.
2. Having considered the student's self-assessment, constructively identify key areas that exemplify ministry competence.
3. Please offer counsel to the student on how TSBC provides access to a community where he/she can fulfill the ministry to which God has called him/her. For example, does the student appear to be pursuing a degree and a minor that is consistent with his/her calling? Are there resources on campus that may cause his/her ministry calling to grow and flourish? Are there placement opportunities or ministry formation opportunities that may provide the student with an experience for further assessing his/her ministry calling?

Ministry Formation

Ministry formation is an integral part of the educational programs at TSBC. It is designed to enable a student to improve his/her skills in the art of ministry by applying a hands-on approach of using what he/she has learned in the classroom through serving in the local community. While completing the various projects in the local community, a student is encouraged to discern his/her spiritual gift(s) and to increase skill in using the gift(s).

Ministry formation requirements for undergraduate students include:

- Students pursuing the Certificate must complete one semester-long ministry formation project to complete the program.
- Students pursuing the Associate of Arts in Bible/Theology must complete three semester-long ministry formation projects to complete an AA degree.
- Students pursuing the Bachelor of Arts in Bible/Theology must complete six semester-long ministry formation projects to complete a BA degree.
- Ministry formation projects are not required in the MA program.

One semester of ministry formation is one hour per week of service for thirteen (13) of the fifteen (15) weeks of a semester. A student must commit to one area of service per semester.

A student must locate a church or Christian organization supervisor who will instruct him/her and will complete the mid-term and final critique forms confirming that the student has successfully completed the project. The forms must be uploaded or forwarded to TSBC. Those in existing ministries do not have to leave their current church or organization. Students will work with a ministry supervisor or mentor to accomplish their projects in their current context to fulfill their ministry formation requirements.

The TSBC Campus Life Coordinator is available to assist all students in the fulfillment of their ministry formation obligations.

If a student falls behind in ministry formation projects, the Ministry Formation Director will notify him/her.

On the next page, ministry formation projects are arranged in several categories. Each category promotes the development of effective witness and servants in the church and the world at large.

Ministry Formation Projects
ABHE Standards

EVANGELISM – CSR1

- Personal
- Door-to-door
- Distribution of approved tracts*****
- Ethnic groups
- International students
- University students
- Coffee house
- Open air campaigns

INSTITUTIONAL SERVICE – CSR2

- Prison meetings
- Nursing home visitation
- Rest home visitation
- Shut-in visitation
- AWANA Club leader or teacher*
- Rehabilitation center visitation
- Juvenile home visitation
- Hospital pastoral care

CHRISTIAN EDUCATION – CSR3

- Sunday school teacher
- Children's church or youth worker
- CE workshops and clinics
- Sunday school administration
- Training teachers

GOSPEL TEAM SERVICE – CSR4

- Mission meeting
- Athletic team
- Missionary team

MUSIC SERVICE – CSR5

- Song leader*
- Soloist
- Small musical group, instrumental and vocal

PARACHURCH – CSR6

- Child evangelism*
- Good News Club teacher*
- Weekday Bible classes
- Teen-centers
- Young Life*

PREACHING AND PASTORAL – CSR7

- Student pastorate
- Assistant pastor with responsibilities
- Interim pastor
- Mission-meeting preaching
- Gospel-team preaching

***** *Projects followed by an asterisk are only for freshmen and sophomores; therefore, juniors and seniors may not use these projects.*

- Under normal circumstances, one ministry formation project will be completed per semester until all project requirements are satisfied.
- Under extenuating circumstances, additional projects may be allowed during a semester on approval from the Vice President of Academics and/or the Registrar.
- A maximum of two semesters may be dedicated to a specific assignment.
- Projects require approval from the Ministry Formation Director.
- Juniors and seniors in the Ministry minor must choose at least one assignment from each of the following: Evangelism, Institutional Service, and Preaching and Pastoral Work.
- Juniors and seniors in the Christian Education minor must choose at least one assignment from Evangelism and two assignments from Christian Education.

Financial Services

Tuition and Fees for 2024-2025 Academic Award Year

Undergraduate Program

Application Fee
- One time only for regular and audit students $25.00

Registration Fee
- Regular (per semester) $350.00
- Audit (per semester) $50.00

Tuition
- Regular (per credit hour) $350.00
- Audit (per credit hour) $50.00

Miscellaneous and Special
- Graduation Fee $200.00
- Transcript Fee (each) $5.00

Graduate Program

Application Fee
- One time only $50.00

Registration Fee
- Per semester $400.00

Tuition
- Per credit hour $400.00

Miscellaneous and Special
- Graduation Fee $200.00
- Transcript Fee (each) $5.00

All students who graduate from the TSBC undergraduate program in good standing and then complete the MA program will receive a full scholarship for tuition for **MI605RM:** Capstone Project.

Explanation of Fees

A chart of financial costs is found on the preceding page of this catalog/handbook. For more information about financial costs, consult the Financial Aid Office at TSBC.

Application Fee

A one-time application fee is required for an undergraduate program—regular and audit students. Likewise, a one-time application fee is required for a graduate program. This fee covers the costs associated with the admissions process. It is not refundable.

Registration Fee

The registration fee is collected each semester. It covers expenses associated with registration and library services.

Tuition

Tuition is the cost a student pays for instruction in TSBC classes.

Audit Fee

If a student chooses to enroll in a class for audit, rather than for credit, the audit fee is the cost for instruction at TSBC.

Graduation Fee

The graduation fee covers the cost of cap and gown, diploma, reception, and/or other graduation expenses. The graduation fee is mandatory, regardless of student attendance at graduation. If a student does not participate in graduation, regalia will not be supplied to the student.

Transcript Fee

The transcript fee is $5 each. Upon request, graduates receive one free official transcript. All fees and tuition owed must be paid prior to releasing the transcript.

Textbooks and Supplies

The costs of textbooks and supplies are the responsibility of a student and will vary greatly according to the class undertaken.

Payment Policies

Student Accounts

Completing the registration process signifies that a student has made a personal commitment to fulfill his/her financial obligations to the college. Tuition and other fees are payable at the time of registration or first day of classes, unless other arrangements have been made with the Registrar and the Director of Financial Aid (e.g., payment plans, federal aid, scholarship awards, etc.). Nevertheless, all accounts must be cleared by the end of each semester. A student who fails to pay all financial obligations is not permitted to register for the next semester without administrative approval.

Tuition Refund Policy

The Tuition Refund Policy of the college is fair, equitable, and uniformly enforced. Refunds are based on the official date of the withdrawal as determined by the Registrar's Office and will be processed within three weeks of notification. The official date of withdrawal is the date that the college is first notified in writing by a student. No refund will be made until a student follows the proper withdrawal procedures. An Add/Drop/Complete Withdrawal form is found in *Appendix E* of this catalog/handbook. Audit tuition and fees are not refundable.

The refund percent plan for undergraduate fall and spring semesters (15 weeks) and year-round for graduate students (all semesters are 15 weeks) is as follows:

- Before classes begin, the refund is 100%.
- During two-week add/drop period, the refund is 100%.
- During the first week (week 3) after the add/drop period, the refund is 50%.
- During the second week (week 4) after the add/drop period, the refund is 25%.
- After the third week (week 5) following add/drop period, the refund is 0%.

The refund percent plan for undergraduate summer semester (8 weeks) will be as follows:

- Before classes begin, the refund is 100%.
- During the one-week add/drop period, the refund is 100%.
- During the first week (week 2) after the add/drop period, the refund is 50%.
- During the second week (week 3) after the add/drop period, the refund is 25%.
- After the third week (week 4) following add/drop period, the refund is 0%.

Payment of Accounts for Pending Graduates

All financial obligations to TSBC for the impending graduate must be met before any/all degrees are awarded and/or transcripts are released.

Financial Aid Policies

As an accredited college, Tri-State Bible College is able to process applicable Federal Title IV grants and loans and Ohio grants for eligible students. If you are interested in applying for financial aid, contact the Financial Aid Director for more information.

A student must comply with all applicable federal and state regulations to receive financial aid. Applications for federal and state financial aid must be submitted annually within set guidelines provided by the governing agency. TSBC uses the Free Application for Federal Student Aid (FAFSA). The FAFSA application should be completed and submitted at www.fafsa.ed.gov. Once the application is analyzed by the U.S. Department of Education, the Student Aid Report (SAR) is sent to a student within 4-6 weeks. A student should not wait until acceptance at TSBC is assured before applying for financial aid; therefore, it is advisable to file early.

When financial aid funds are received by the college, the funds will be credited to the student's account. If there is a balance remaining after the financial aid has been credited, the student will be expected to remit the balance at registration. However, the student will not be expected to self-pay

the balance due if there is a late disbursement of financial aid. In extenuating circumstances and with the approval of Financial Aid Office, a specific deferred payment schedule may be available. All students are expected to provide documentation for other financial aid received from outside sources. If a student receives financial assistance from sources outside TSBC, these monies will be used first to retire a student's account. The remaining payments will follow the same installment schedule used by non-aid students.

Some applicants will be asked to provide verification data. The purpose of this review is to confirm a student's financial aid eligibility and to verify the accuracy of submitted FAFSA information. This process is usually done on a random basis and can be instigated by the U.S. Department of Education and/or Financial Aid Director at any time. The procedure used by the Financial Aid Director to identify and resolve discrepancies for financial aid involves the usage of IRS tax information (parents/student), verification worksheets, child support documents, Social Security benefits, welfare payments, and/or other documents as appropriate. Verification documentation is only collected for the verification process.

A student is required to maintain Satisfactory Academic Progress (SAP). Financial aid may be jeopardized in the event that SAP is not maintained. The Financial Aid Director and/or Vice President of Academics will notify a student each semester when the GPA status is not satisfactory. Mitigating circumstances may cause a student to fail to achieve SAP. Mitigating circumstances include the following: death in the family, separation or divorce of a student, severe accident or illness of a student, extended hospitalization of a student, or other extreme circumstances as determined by the Financial Aid Director. Documentation of any mitigating circumstance is required at the time of appeal. Please see SAP details under Satisfactory Academic Progress in the Academic Policies section in this catalog/handbook for more information.

If a student withdraws from TSBC and has received a direct disbursement of federal funds in excess of his/her cost of attendance (COA), then a portion of the disbursement was not earned and must be returned by a student to the financial aid program. The Financial Aid Director uses a special formula to determine this amount. Any refunds to a student will be made within 45 days of the last date of attendance as determined by the records of the college.

Right-To-Appeal Procedures

If financial aid is suspended, all Title IV recipients have the right to appeal the decision by submitting a Student Appeal Form *(*see the Financial Aid director or *Appendix A)* no later than the tenth day of classes of the semester for which the appeal is requested. A student must submit a written explanation on the form relating to how an error may have occurred or how mitigating circumstances beyond a student's control affected his/her academic performance.

Other financial appeals should be filed no later than the 21st day of classes of the semester for which the appeal is sought. Appeals that are submitted after the 21st day of classes will be held over for processing to the next semester. A student will be notified of a decision within two weeks of the appeal. If the appeal is denied, a final appeal may be made to the Financial Aid Director within two weeks of the date of the denial letter. A student may appeal his/her ineligible status only two times during his/her undergraduate academic career at Tri-State Bible College.

A student may be reinstated for federal financial aid after one or both of the following have been completed: approval of an appeal and/or successful completion of the scholastic deficiency—at a student's expense. In cases of suspension and/or denial of appeal, a student will be required to notify the Financial Aid Director with proper documentation showing his/her eligibility for reinstatement. After eligibility has been established, the granting of financial funds will depend upon the availability of funds.

Return of Title IV (R2T4) Funds When a Student Withdraws[3]

Tri-State Bible College returns unearned funds received from Federal assistance program accounts or lenders in accordance with current Federal Title IV student assistance regulations. When a student withdraws from school, Tri-State Bible College is required by law to determine the amount of Title IV program assistance that was earned. The Title IV programs utilized at TSBC that are covered by this law are:

- Federal Pell Grants
- Stafford Loans (subsidized/unsubsidized)
- PLUS Loans
- Federals Supplemental Education Opportunity Grants (FSEOG)

If a student enrolls but never begins classes, all aid will be refunded to the source. If the student begins attending classes but leaves before completing the term, some aid may be able to be retained, based on the refund calculation set forth by the Department of Education.

If a student receives federal student aid and withdraws from school, some of that money may have to be returned to the source. Even if the student does not complete the coursework, he/she will have to repay any loan funds received, minus any loan funds that the school returns to the lender. The student will also be responsible for paying any charges that were previously paid by aid and have now become a debit because of aid returned.

When a student withdraws from the college, it is necessary to review his/her account in order to post any necessary tuition reductions, calculate necessary Title IV refunds, and clear any remaining credit or debit balance. In addition, NSLDS must be updated and loan exit paperwork must be completed.

When a student withdraws during a payment period (semester), the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. If a student received (or parent received on the student's behalf) less assistance than the amount that was earned by the student, he/she may be able to receive additional funds. If a student received (or parent received on the student's behalf) more assistance than earned, the excess must be returned by the school and/or student.

The process of withdrawing from TSBC begins with the Registrar's Office. The student must obtain a withdrawal form from the Registrar's Office or college catalog/handbook in *Appendix E*, complete

[3] See Appendix F for Revisions Approved by BOD on October 25, 2023.

his/her portion of the form, have it signed by his/her professor(s), and submit the signed form to the Registrar's Office. Any credit or refunds will be based on the date the official written withdrawal is received in the Registrar's Office. The official withdrawal date for a student who unofficially withdraws is determined by the last date of class attendance. The Registrar's Office will work with the faculty to determine the last date of class attendance.

The amount of assistance that a student has earned is determined on a prorated basis. For example, if a student completed 30% of the payment period, he/she will earn 30% of the assistance originally scheduled to receive. If a student completes more than 60% of the payment period, he/she earns all of the assistance for that period. The percentage earned is calculated by dividing the number of days that have lapsed from the first day of the semester to the last day of attendance by the total number of days in the payment period. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

If a student did not receive all of the funds earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Tri-State Bible College must get a student's permission before Federal Student Loan funds can be disbursed. The student may choose to decline some or all of the loan funds so that he/she does not incur additional debt. TSBC may automatically use all or a portion of the post-withdrawal disbursement (including loans) for tuition and fees owed by the student. For all other school charges, TSBC needs the student permission to use the post-withdrawal disbursement.

In the event a student is not able to complete the program of study, TSBC must collect all excess funds from the student and return funds back to the Title IV program account. It is the student's responsibility to return any excess funds requested by TSBC within 7 days of receiving notice from TSBC.

TSBC must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

Funds are returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. FSEOG

If TSBC is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds must be returned or repaid by the student (or parent for a PLUS Loan) in accordance with the terms of the promissory note. This refers to a student making payments to the holder of the loan over a period of time.

An overpayment is any amount of grant funds that a student must return to the grantor. The amount that the student must repay is half of the grant funds received or scheduled to be received by the

student. The student must make arrangements with TSBC or the Department of Education to return the unearned grant funds.

The policy of returning Title IV funds is different from the refund policy for TSBC. A student may still owe funds to TSBC to cover unpaid institutional charges. Additionally, TSBC may charge a student for any Title IV program funds that were required to be returned. If a student is not familiar with TSBC's refund policy, a copy may be obtained from the Financial Aid Office. This office can also provide information on how to withdraw formally from school.

TSBC must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that a student withdrew.

For any questions about Title IV program funds, please call the Federal Student Aid information center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on the Student Aid website at www.studentaid.ed.gov.

High School Completion Status

TSBC requires a high school diploma or equivalent for admission of degree-seeking students. Proof of high school completion will be established by the applicant/student submitting a high school diploma, official high school transcript, or GED documentation. Completion of high school may be waived for current high school students who apply and begin taking TSBC classes simultaneously with high school classes. Federal aid is not available to degree-seeking students who have not yet completed high school.

Incarceration Status

Many federal financial aid programs will not award aid to a student who is incarcerated. A valid unexpired state driver's license, a state approved identification card, or federal photo identification card with a current address may be submitted as proof that a student is not incarcerated. Additional documentation may be requested.

Parent Borrower Eligibility

Some federal aid programs require parent and/or stepparent information. Proof that an individual is the student's biological, adoptive, or stepparent may be requested. If parents are listed on the FAFSA without any resolution required, no additional documentation is normally needed. For parents not listed on the FAFSA, a copy of the student's birth certificate, a signed statement from the parent(s) or other documentation may be requested.

Veterans Educational Benefits

Educational benefits for veterans are available to qualified students. A student should make the arrangements by contacting the Veterans Administration (www.benefits.va.gov/gibill/apply.asp) and complete the applicable forms to begin the application process. The TSBC Financial Aid Director must also be consulted. TSBC will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to meet his/her financial obligations due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Scholarships

For the 2022–2023 Academic Year, TSBC is pleased to announce that four scholarships are available for students: (1) The TSBC Staten Scholarship, (2) the Bi-Vocational Households Scholarship, (3) the Philemon Scholarship for Loan Relief, and (4) the Koinonia Matching Funds Scholarship. Students should contact the Financial Aid Office for further details.

Work Study

Various work-study positions may be available for students. Contact the Financial Aid Director for more information.

Academic Programs

Undergraduate Certificates/Degrees

Certificates

•Appalachian Ministry •Biblical Studies •Christian Apologetics •Christian Counseling
•Christian Education •Greek New Testament Studies •Hebrew Old Testament Studies
•Ministry Studies •Missiological Studies •Preaching & Teaching •Theological Studies

Associate of Arts in Bible/Theology

Bachelor of Arts in Bible/Theology

•Appalachian Ministry •Christian Apologetics •Christian Education
•Counseling •General Studies •Greek Language Studies
•Hebrew Language Studies •Ministry Studies •Missions

The curriculum at Tri-State Bible College is designed to offer access to a community of believing, biblical scholarship resulting in lives that glorify God through theological discernment, biblical and contextual intelligence, sustainable spiritual devotion, and ministry competence. We promote a biblical worldview and equip students to become skilled in the study of the Bible and theology, in the speaking of truth in love, and in servant leadership in contemporary contexts.

The Certificate is presented to students who satisfactorily complete the required 21 credit hours that are included in the certificate progression. The Associate of Arts degree is conferred upon those who satisfactorily complete the prescribed 66 credit hours. The Bachelor of Arts in Bible/Theology degree is conferred upon those who satisfactorily complete the required 126 credit hours. Prominent in the BA curriculum is a comprehensive systematic theology, a complete survey of the books of the Old and New Testaments, and both Greek and Hebrew languages.

TSBC programs will help you develop a solid biblical foundation for *fulfilling your ministry* while stewarding, shepherding, and serving in the places and among the people to whom God has called you in Christ's Great Commission.

You will benefit from small classes that feature a dynamic curriculum and one-on-one time with professors that share over 1,000 years of combined ministry experience. You will learn from highly qualified professors with real-world ministry experience as pastors, missionaries, authors, and seminar speakers.

Graduate Degree

Master of Arts in Bible/Theology

The Master of Arts in Bible/Theology degree is conferred upon those who satisfactorily complete the required 36 semester credit hours. It is designed to meet the needs of learners who seek further training in biblical and theological studies and who endeavor to enhance skill-sets used in their vocational ministries. This program advances the college's mission to *offer access to a community of believing, biblical scholarship resulting in lives that glorify God through theological discernment, biblical & contextual intelligence, sustainable spiritual devotion, and ministry competence* so that graduates may *fulfill their ministries.*

Our aim is to prepare students with the skills necessary to faithfully analyze, interpret, and apply biblical principles and truth in all spheres of life. We provide our students with the opportunity for rigorous study combined with service-based application in order that they might grow in wisdom and knowledge and be prepared for whatever vocation to which God may call them.

Objectives

As a graduate with a Master of Arts in Bible/Theology, a student will

- enhance skill in basic and advanced methods of Bible study by utilizing both Hebrew and Greek language skills and software comparable to Logos software.

  This objective will be operationalized by implementing the basic skills in the area of Bible study methods and by utilizing languages required for entrance to the graduate level. Logos will be required software for graduate work; see the Registrar or Vice President of Academics for the current software program revision. A student will be taken to advanced levels by means of specific assignments designed to challenge a student toward additional training, growth, and discovery. This objective will be primarily operationalized in the four-hour course BI501 Advanced Principles of Bible Study.

- articulate effective research principles applicable to any field of study.

  This objective will be operationalized in the course GS503 Theological Research & Writing for Ministry in which the opportunity for implementing research methods will be emphasized. The research methods learned can be utilized in any field of study.

- skillfully and effectively communicate in writing.

  This objective will be operationalized in all the courses that require research and writing, such as GS503 Theological Research & Writing for Ministry.

- defend a biblical worldview in a transcultural world of philosophies.

  This objective will be operationalized throughout the Master's program. Principles of biblical studies and research methods with skills in writing will prepare the student for accurate recordings of theological research. A biblical worldview will be developed upon this foundation as the student researches various philosophical positions that surround and infiltrate existing ministries and challenge pastors, missionaries, and leaders who are on the forefront of ministry in a diverse global society. Courses in Christian apologetics will assist the student to think critically and defend his/her biblical worldview.

- authenticate proficiency in missiology by increasing cognitive learning and hands-on examination of a mission agency.

  This objective will be operationalized by giving the student skills in principles of Bible study, research methods, writing, and apologetics in which a biblical worldview will be developed and defended. A mission project will then be pursued in which the student will study the theological basis of missions, evaluate the inner workings of a mission agency as it pertains to a specific endeavor, and culminating with a writing project based upon the student's critical thinking, research, apologetics, and biblical worldview.

- exhibit leadership skills by examining Scripture to discover leadership principles to be used in scaffolding a working leadership model for ministry.

  This objective will be operationalized in the courses BI501 Advanced Principles of Bible Study and CE603 Leadership in which the student will discover biblical principles of leadership to be utilized in developing a leadership model intended for use in ministry.

Academic Courses

Abbreviations

The division or subject designates abbreviations.

Bible Study and Theology

Auxiliary Bible Study .....AB
Bible Study.....BI
Christian Apologetics.....AP
Practical Theology .....PT
Theology .....TH

Professional Studies

Appalachian Ministries.....AM
Christian Education .....CE
Ministry Studies .....MS
Missions .....MI

General Studies

Christian Counseling.....CC
Communications.....CO
English .....EN
General Studies .....GS
Greek .....GR
Hebrew .....HB
History.....HS
Humanities .....HU
Mathematics .....MA
Philosophy.....PH
Psychology.....PS
Science .....SC

Numbering System

The numbering system consists of three numbers followed by an abbreviation indicating the delivery method. In most numbering situations for courses, the guidelines below are utilized.

First digit = year of study
1 = Courses primarily for Undergraduate Freshmen
2 = Courses primarily for Undergraduate Sophomores
3 = Courses primarily for Undergraduate Juniors
4 = Courses primarily for Undergraduate Seniors

5 = Courses for Master's Program
6 = Courses for Master's Program

Second digit = type of course
0-5 = Regular or required courses
6-9 = Elective

Third digit = Semester offered
Odd number = Fall Semester (normally) or Summer Semester
Even number = Spring Semester (normally) or Summer Semester

Instruction Modality Designation
Distance Education Online Courses = DEO
Resident Courses = R
Resident Modular Courses = RM
Extension Courses = E
Additional Location Courses = AL

Academic Course Progression for Undergraduate Students

Certificates Programs

Certificate of Appalachian Ministry

Program Coordinator: Appalachian Research Fellow and Vice President of Academics

The Certificate of Appalachian Ministry is presented to students who satisfactorily complete the 21 credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Appalachian Ministry, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local Appalachian community distinctives, personal Appalachian convictions, and common theological questions and opinions that Appalachian people share.
- Acquire *biblical and contextual intelligence* through an intensive focus on loving, knowing, and teaching the Word of God in an Appalachian ministry context.
- Cultivate *spiritual devotion* that matures from a knowledge of God to worship and an integration of traditional and contemporary Appalachian spiritual disciplines and community.
- Exercise *ministry competence* through projects designed for future use as the student seeks to *fulfill his/her ministry* calling in an Appalachian ministry context.

Course Progression

FALL SEMESTER

AM402 Survey of Ministry in Appalachia 3
AM211 Church History in Appalachia 3
Credit Hours **6**

SPRING SEMESTER

AM160 Survey of Preaching in Appalachia 3
AM220 Apologetics in Appalachia 3
Elective: 3
AM356 Contextualizing Missions for Appalachia OR
AM411 Pastoral Theology in Appalachia
Credit Hours **9**

SUMMER SEMESTER

AM345 Church Revitalization in Appalachia 3
AM407 Contemporary Issues in Appalachian Ministry 3
Credit Hours **6**

Certificate of Biblical Studies

Program Coordinator: Vice President of Academics

The Certificate of Biblical Studies is presented to students who satisfactorily complete 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Biblical Studies, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. The Certificate of Biblical Studies provides an opportunity for the practice of *biblical theology.*[1]
- Acquire *biblical and contextual intelligence* through a balanced integration of Auxiliary Bible courses and Bible Study courses requiring efficiency both in text and context.
- Cultivate sustainable *spiritual devotion* that develops from the centrality of the Word of God to the Christian spiritual experience of the Holy Spirit.
- Exercise *ministry competence* through projects designed to equip students to handle the Word of God resulting in the advancement of the student's ability to *fulfill his/her ministry* calling.

Course Progression

FALL SEMESTER

AB101 Bible Introduction 3
AB104 Principles of Bible Study 3
Credit Hours **6**

SPRING SEMESTER

BI101 Pentateuch 3
BI204 Major Prophets 3
Elective 3
AB102 Bible Geography OR
AB173 Bible Manners & Customs OR
Any BI course not already in the Progression
Credit Hours **9**

SUMMER SEMESTER

BI201 Gospels 3
BI303 Pauline Epistles 3
Credit Hours **6**

Certificate of Christian Apologetics

Program Coordinator: Vice President of Academics

The Certificate of Christian Apologetics is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Christian Apologetics, a student will

- Prove *theological and philosophical discernment* through the exercise of a theological taxonomy that distinguishes between cultural, biblical and early Christian essentials, local community distinctives, personal convictions, and questions.
- Acquire *biblical and contextual intelligence* through the study of both general and special revelation, featuring a systematic approach to theology, which displays the unified witness of Scripture on core themes, and the study of growing the intellect and developing the life of the mind.
- Cultivate sustainable *spiritual devotion* that matures from a knowledge of God to worship through traditional spiritual disciplines and community.
- Exercise *ministry competence* through ministry projects designed for future use as the student seeks to *fulfill his/her ministry* calling with a biblical worldview.

Course Progression

FALL SEMESTER

AP105	General Revelation & Natural Theology	3
AP225	History of Christian Thought	3
	Credit Hours	**6**

SPRING SEMESTER

AP205	Conversational Apologetics	3
AP368	Classical Apologetics	3
Elective:		3
HS206	Church History OR	
PH208	Introduction to Philosophy OR	
PS204	General Psychology OR	
MS480	Ministry Ethics OR	
AP480	New Testament Ethics	
	Credit Hours	**9**

SUMMER SEMESTER

AP305	Logical & Critical Thinking	3
AP405	Bibliological Apologetics	3
	Credit Hours	**6**

Certificate of Christian Counseling

Program Coordinator: Vice President of Academics

The Certificate of Christian Counseling is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Ministry Studies, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. The student will correlate levels of theological convictions with counseling approaches for the counselor and counselee.
- Acquire *biblical and contextual intelligence* through the implementation of a biblical worldview to engage contemporary issues and challenges to the spiritual life.
- Cultivate *spiritual devotion* by integrating biblical spiritual disciplines into counseling methods and practices, not as mere formula performed to achieve predetermined results, but as the genuine seeking of the power and presence of God in the counseling strategies and occasions.
- Exercise *ministry competence* through awareness, understanding, the practice of Christian ethics, proper reporting, risk assessment, preparation, organization, and professional discernment regarding the variety of resources the Christian counselor may need to help someone achieve wholeness and spiritual maturity.

Course Progression

FALL SEMESTER

CC303 Principles of Counseling I 3
CC304 Principles of Counseling II 3
Credit Hours **6**

SPRING SEMESTER

CC307 Counseling Independent Study (ACBC Track 1) 3
CC317 Counseling Independent Study (ACBC Track 2) 3
Elective: 3
CC309 Counseling Independent Study (Exchanged Life) OR
CC320 Addictions Counseling OR
CC402 Mental Health Counseling OR
PS204 General Psychology
Credit Hours **9**

SUMMER SEMESTER

CC305 Christian Counseling Practicum 3
CC325 Christian Counseling Ethics 3
Credit Hours **6**

Certificate of Christian Education

Program Coordinator: Vice President of Academics

The Certificate of Christian Education is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Christian Education, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. In Christian Education, the student must learn to practice *theological discernment* in a variety of environments—the broader Christian community, one's own local Christian community, in accordance with one's own doctrinal convictions, and how to manage one's own opinions and questions as well as those of others.
- Acquire *biblical and contextual intelligence* for the sake of integrity and consistency in leadership, peacemaking in relationships, strategy for mission and vision, and blessing in the community.
- Cultivate *spiritual devotion* cognizant of (faithful and unfaithful) biblical examples of leadership and the centrality of the life of the Spirit, prayer, and the practice of community to the ministries of Christian teaching and leadership.
- Exercise *ministry competence* through the practice and assessment of a student's calling as a steward, shepherd, or servant in the teaching and leadership needs of one's own local church or parachurch ministry setting.

Course Progression

FALL SEMESTER

CE102 Church Leadership & Administration 3
CE292 Pedagogy I 3
Credit Hours **6**

SPRING SEMESTER

CE293 Pedagogy II 3
CE201 Introduction to Christian Education 3
Elective: 3
CE301 Organization and Administration OR
CE302 Media
Credit Hours **9**

SUMMER SEMESTER

MS450 Local Church Discipleship: Strategies for the Local Church 3
CE185 Human Growth & Development 3
Credit Hours **6**

Certificate of Greek New Testament Studies

Program Coordinator: Vice President of Academics

The Certificate of Greek New Testament is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Greek New Testament Studies (GNTS), a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. The GNTS Certificate emphasizes textual critical, grammatical, syntactical, and exegetical disciplines as foundational to theological inquiry and discovery.
- Acquire *biblical and contextual intelligence* through a textual critical, grammatical, syntactical, and exegetical disciplines.
- Cultivate *spiritual devotion* that matures from a knowledge of God through His Word to worship through the traditional spiritual disciplines of Bible study and community.
- Exercise *ministry competence* through Greek language projects designed for future use as the student seeks to *fulfill his/her ministry* calling.

Course Progression

FALL SEMESTER

GR301	Greek I	3
GR302	Greek II	3
	Credit Hours	**6**

SPRING SEMESTER

GR401	Greek III	3
GR402	Greek IV	3
GR420	Introduction to New Testament Textual Criticism	3
	Credit Hours	**9**

SUMMER SEMESTER

GR465	Exegesis of Epistolary Literature	3
GR475	Exegesis of Gospel Narrative	3
	Credit Hours	**6**

Certificate of Hebrew Old Testament Studies

Program Coordinator: Vice President of Academics

The Certificate of Hebrew Old Testament is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Hebrew Old Testament Studies (HOTS), a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. The HOTS Certificate emphasizes textual critical, grammatical, syntactical, and exegetical disciplines as foundational to theological inquiry and discovery.
- Acquire *biblical and contextual intelligence* through a textual critical, grammatical, syntactical, and exegetical disciplines.
- Cultivate *spiritual devotion* that matures from a knowledge of God through His Word to worship through traditional spiritual disciplines of bible study and community.
- Exercise *ministry competence* through Hebrew language projects designed for future use as the student seeks to *fulfill his/her ministry* calling.

Course Progression

FALL SEMESTER

HB361	Hebrew I	3
HB362	Hebrew II	3
	Credit Hours	**6**

SPRING SEMESTER

HB461	Hebrew III	3
HB462	Hebrew IV	3
HB420	Introduction to Old Testament Textual Criticism	3
	Credit Hours	**9**

SUMMER SEMESTER

HB463	Exegesis of Prophetic Literature	3
HB475	Exegesis of Historical Narrative	3
	Credit Hours	**6**

Certificate of Ministry Studies

Program Coordinator: Vice President of Academics

The Certificate of Ministry Studies is presented to students who satisfactorily complete 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Ministry Studies, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions. Students will appreciate the unity of essentials and the variety of non-essentials by which the mission of God in the church advances.
- Acquire *biblical and contextual intelligence* for the development of biblical core values and timeless theological truths by which ministry environments may be evaluated and ministry goals and objectives obtained.
- Cultivate *spiritual devotion* that matures from a biblical and theological knowledge of God's love and plan for his people to fulfilling a ministry calling in a local Christian community.
- Exercise *ministry competence* through projects designed for future use as the student seeks to *fulfill his/her ministry* calling.

Course Progression

FALL SEMESTER

TH162 Spiritual Formation 3
PT101 Evangelism 3
Credit Hours **6**

SPRING SEMESTER

MS150 Local Church Controls: Security & Financial Practices 3
MS250 Local Church Rhythms: Administration, Officiating, & Congregational Care 3
Elective: 3
MS301 Homiletics OR
CE401 Local Church Ministry OR
TH401 Ecclesiology & Eschatology
Credit Hours **9**

SUMMER SEMESTER

MS350 Local Church Strategic Planning: Vision Process for Elders, Deacons, & Trustees 3
MS450 Local Church Discipleship: Strategies for the Local Church 3
Credit Hours **6**

Certificate of Missiological Studies

Program Coordinator: Vice President of Academics

The Certificate of Missiological Studies is presented to students who satisfactorily complete 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one which is an elective.

Objectives

As a graduate with a Certificate of Missiological Studies, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials that unite all Christians everywhere for all times, local community distinctives, personal convictions, and questions.
- Acquire *biblical and contextual intelligence* by developing a biblical theology of the themes of the imago Dei and the mission Dei and by developing correlations between New Testament missiological methods and contemporary missiological methods.
- Cultivate *spiritual devotion* capable of articulating key missiological relationships between worship and mission, between the Word and prayer, and between the church's commission to give, go, and send.
- Exercise *ministry competence* for fulfilling the missional call God has placed on the life of the student as a steward, shepherd, servant, or as one who is sent.

Course Progression

FALL SEMESTER

MI102 Survey of Missions 3
MI301 Urban Missions & Ministry OR 3
AM402 Survey of Ministry in Appalachia
Credit Hours **6**

SPRING SEMESTER

MI210 Comparative Religions 3
MI215 Church Planting OR
MI221 Web-Based Approaches to Evangelism & Planting 3
Elective: 3
BI202 Acts OR
PT101 Evangelism OR
MI201 Cross-Cultural Ministries OR
MI303 Liberation Theology OR
TH401 Ecclesiology & Eschatology
Credit Hours **9**

SUMMER SEMESTER

MI309 Biblical Theology of Missions 3
MI410 Integrating Vocation & Mission 3
Credit Hours **6**

Certificate of Preaching & Teaching

Program Coordinator: Vice President of Academics

The Certificate of Preaching & Teaching is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all.

Objectives

As a graduate with a Certificate of Preaching and Teaching, a student will

- Prove *theological discernment* in the process of preparation and delivery that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions/opinions.
- Acquire *biblical and contextual intelligence* in the process of preparation and delivery through faithful exegesis of the text, the world of the text, and the contemporary community receiving a fresh exposition of the text.
- Cultivate sustainable *spiritual devotion* in the process of preparation and delivery that matures from a knowledge of God in Scripture to personal and community worship of God and obedience to God's mission.
- Exercise *ministry competence* in the skills necessary to preach and teach through the word of God expositionally and topically and in accordance with a local church calendar and curriculum.

Course Progression

FALL SEMESTER

AB104	Principles of Bible Study	3
CE292	Pedagogy I	3
MS301	Homiletics	3
	Credit Hours	**9**

SPRING SEMESTER

AB102	Bible Geography	3
MS302	Expository Preaching	3
	Credit Hours	**6**

SUMMER SEMESTER

AB173	Bible Manners & Customs	3
CE293	Pedagogy II	3
	Credit Hours	**6**

Certificate of Theological Studies

Program Coordinator: Vice President of Academics

The Certificate of Theological Studies is presented to students who satisfactorily complete the 21 semester credit hours. Seven courses are required in all—six of which are pre-determined and one of which is an elective.

Objectives

As a graduate with a Certificate of Theological Studies, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local community distinctives, personal convictions, and questions.
- Acquire *biblical and contextual intelligence* through a systematic approach to theology, which displays the unified witness of Scripture on core themes.
- Cultivate *spiritual devotion* that matures from a knowledge of God to worship through traditional spiritual disciplines and community.
- Exercise *ministry competence* through projects designed for future use as the student seeks to *fulfill his/her ministry* calling.

Course Progression

FALL SEMESTER

TH162 Spiritual Formation 3
TH201 Prolegomena, Bibliology, & Theology Proper 3
Credit Hours..... **6**

SPRING SEMESTER

TH202 Christology & Pneumatology 3
TH301 Anthropology & Angelology..... 3
Elective 3
TH120 Introduction to Theological Approaches & Methods OR
TH204 Dispensationalism OR
TH402 Doctrinal Summarization
Credit Hours..... **9**

SUMMER SEMESTER

TH302 Hamartiology & Soteriology..... 3
TH401 Ecclesiology & Eschatology 3
Credit Hours..... **6**

Associate of Arts in Bible/Theology

Program Coordinator: Vice President of Academics

The Associate of Arts in Bible/Theology degree is conferred upon those who satisfactorily complete the prescribed 66 credit hours in the two-year biblical studies program.

Objectives

As a graduate with an Associate of Arts in Bible/Theology degree, a student will

- demonstrate competence in basic Bible interpretation and the use of various primary tools, such as concordances, dictionaries, and atlases.
- demonstrate a basic knowledge of Bible content and the main tenets of Bible doctrine.
- develop basic communication skills in sharing the Word of God more effectively.
- manifest an attitude of respect for and obedience to the Word of God in personal lifestyle.
- demonstrate a broad perspective that will enhance an understanding of people and a basic biblical worldview.
- use the knowledge gained as a basis for future study.

Course Progression

FALL SEMESTER

BI101	Pentateuch	3
EN101	English Grammar & Composition I	3
AB101	Bible Introduction	3
PT101	Evangelism	3
BI204	Major Prophets	3
		15

HS101	History of Western Civilization	3
BI201	Gospels	3
MA101	Mathematics & Elements of Algebra	3
BI303	Pauline Epistles	3
TH401	Ecclesiology & Eschatology	3
		15

SPRING SEMESTER

EN102	English Grammar & Composition II	3
TH202	Christology & Pneumatology	3
MI102	Survey of Missions	3
AB104	Principles of Bible Study	3
AB102	Bible Geography	3
TH102	Spiritual Life	3
		18

PS204	General Psychology	3
BI203	Old Testament Poetry Books	3
SC102	Physical Science & Scientific Reasoning	3
BI404	Revelation	3
TH302	Hamartiology & Soteriology	3
BI202	Acts	
OR		
BI302	Romans	3
		18

Bachelor of Arts in Bible/Theology

Program Coordinator: Vice President of Academics

The Bachelor of Arts in Bible/Theology is conferred upon those who satisfactorily complete the required 126-semester credit hours. The major of this program is Bible/Theology. This program is available with various minors including Christian Apologetics, Christian Education, Counseling, General Studies, Greek Language, Hebrew Language, Ministry Studies, and Missions.

Objectives

As a graduate with a Bachelor of Arts in Bible/Theology, a student will

- demonstrate evidence of Bible knowledge through interpretation and the use of various Bible study tools.
- develop various methods of communication as related to biblical truth.
- articulate knowledge and philosophy of a biblical worldview that integrates biblical, historical, professional, and contemporary concepts.
- exhibit critical thinking skills, a leadership mentality, and a maturity of his/her spiritual gift(s).

Core Requirements for BA Degree

Bible Study and Theology Courses

BI101	Pentateuch	3
BI102	Old Testament History Books	3
BI202	Acts	3
BI203	Old Testament Poetry Books	3
BI204	Major Prophets	3
BI301	Minor Prophets	3
BI302	Romans	3
BI303	Pauline Epistles	3
BI401	Book of Hebrews	3
BI404	Revelation	3
TH201	Prolegomena, Bibliology, & Theology Proper	3
TH202	Christology & Pneumatology	3
TH204	Dispensationalism	3
TH301	Anthropology & Angelology	3
TH302	Hamartiology & Soteriology	3
TH401	Ecclesiology & Eschatology	3
TH402	Doctrinal Summarization	3

General Studies Courses

CM203	Fundamentals of Speech	3
EN101	English Grammar & Composition I	3
EN102	English Grammar & Composition II	3
EN205	English Literature	3
GR301	Greek I	3
HB361	Hebrew I	3
GS402	Senior Seminar	3
HS101	History of Western Civilization	3
MA101	Mathematics & Elements of Algebra	3
SC102	Physical Science & Scientific Reasoning	3

Auxiliary Bible Study Courses

AB104	Principles of Bible Study	3
PT101	Evangelism	3
MI102	Survey of Missions	3

General Studies Courses Completion Requirements

Courses in General Studies are required in the Associate and Bachelor degrees. The courses include English Grammar & Composition I & II, English Literature I, Mathematics & Elements of Algebra, History of Western Civilization, and Physical Science & Scientific Reasoning, and General Psychology and/or Introduction to Philosophy. These courses have long been considered foundational to a well-rounded education and must be completed with a passing grade within a certain timeframe in a student's progression toward completion of his/her chosen degree.

Completion of English Grammar & Composition I and English Grammar & Composition II are essential to basic writing skills (used in such assignments as research papers, essays, sermons, and discussion boards) and must be completed within the first 30 credit hours of the student's course progression.

Minor Programs

Appalachian Ministry

Program Coordinator: Vice President of Academics

As a graduate with the Appalachian Ministry minor, a student will

- Prove *theological discernment* through the exercise of a theological taxonomy that distinguishes between biblical and early Christian essentials, local Appalachian community distinctives, personal Appalachian convictions, and common theological questions and opinions that Appalachian people share.
- Acquire *biblical and contextual intelligence* through an intensive focus on loving, knowing, and teaching the Word of God in an Appalachian ministry context.
- Cultivate *spiritual devotion* that matures from a knowledge of God to worship and integration of traditional and contemporary Appalachian spiritual disciplines and community.
- Exercise *ministry competence* through projects designed for future use as the student seeks to *fulfill his/her ministry* calling in an Appalachian ministry context.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	AM160	Survey of Preaching in Appalachia	3
PT101	Evangelism	3	AB104	Principles of Bible Study	3
AM211	Church History in Appalachia	3	BI102	Old Testament History Books	3
BI101	Pentateuch	3	TH102	Spiritual Life	3
HS101	History of Western Civilization	3			
		18			**15**
EN205	English Literature	3	AM220	Apologetics in Appalachia	3
BI201	Gospels	3	BI202	Acts	3
CM203	Fundamentals of Speech	3	BI204	Major Prophets	3
BI203	Old Testament Poetry Books	3	TH204	Dispensationalism	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH202	Christology & Pneumatology	3
			SC102	Physical Science & Scientific Reasoning	3
		15			**18**
BI301	Minor Prophets	3	BI302	Romans	3
BI303	Pauline Epistles	3	PS204	General Psychology OR	
MA101	Mathematics & Elements of Algebra	3	PH208	Introduction to Philosophy	3
AM345	Church Revitalization in Appalachia	3	AM356	Contextualizing Missions for Appalachia	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
			HB361	Hebrew I	3
		15			**15**
BI401	Book of Hebrews	3	BI402	General Epistles	3
GR301	Greek I	3	AM407	Contemporary Issues in Appal. Ministry	3
AM411	Pastoral Theology in Appalachia	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	BI404	Revelation	3
AM402	Survey of Ministry in Appalachia	3	TH402	Doctrinal Summarization	3
		15			**15**

Christian Apologetics

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Christian Apologetics minor, a student will

- articulate an understanding and a philosophy of Christian Apologetics.
- demonstrate the defense of the truth of Christianity in a skeptical culture.
- communicate a Christian worldview along with biblical and theological truths in communicating with others.
- exhibit basic skills in rhetorical dialogue, including biblical and historical truth-claims, logic, and philosophical ideals supporting the truth of Christianity.
- develop proficiency in becoming a resource for a local body of believers.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	HS101	History of Western Civilization	3
BI101	Pentateuch	3	AB104	Principles of Bible Study	3
BI302	Romans	3	BI102	Old Testament History Books	3
SC102	Physical Science & Scientific Reasoning	3	AP105	General Revelation & Natural Theology	3
		15			**15**
EN205	English Literature	3	BI202	Acts	3
BI201	Gospels	3	TH204	Dispensationalism	3
PT101	Evangelism	3	BI204	Major Prophets	3
BI203	Old Testament Poetry Books	3	TH202	Christology & Pneumatology	3
TH201	Prolegomena, Bibliology & Theology Proper	3	CM203	Fundamentals of Speech	3
AP225	History of Christian Thought	3	AP205	Conversational Apologetics	3
		18			**18**
BI301	Minor Prophets	3	HS206	Church History	3
BI303	Pauline Epistles	3	HB361	Hebrew I	3
MA101	Mathematics & Elements of Algebra	3	MI102	Survey of Missions	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
AP368	Classical Apologetics	3	AP305	Logic & Critical Thinking	3
GR301	Greek I	3			
		18			**15**
BI401	Book of Hebrews	3	BI402	General Epistles	3
TH401	Ecclesiology & Eschatology	3	GS402	Senior Seminar	3
PH401	Survey of Contemporary Philosophies	3	BI404	Revelation	3
AP405	Bibliological Apologetics	3	TH402	Doctrinal Summarization	3
AM402	Survey of Ministry in Appalachia	3			
		15			**12**

Christian Counseling

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Counseling minor, a student will

- articulate a biblical worldview and a biblical philosophy of counseling.
- demonstrate a knowledge of systematic theology and biblical truth.
- communicate biblical and theological truths through counseling and other appropriate means.
- implement ethically and legally informed counseling practices.
- serve with Christian character in his/her personal and professional life.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
PT101	Evangelism	3	HB361	Hebrew I	3
BI101	Pentateuch	3	MI102	Survey of Missions	3
HS101	History of Western Civilization OR		AB104	Principles of Bible Study	3
HS206	Church History	3/0	BI102	Old Testament History Books	3
BI201	Gospels	3	TH102	Spiritual Life	3
		15/12			**18**
EN205	English Literature	3	BI202	Acts	3
CM203	Fundamentals of Speech	3	TH204	Dispensationalism	3
GR301	Greek I	3	BI204	Major Prophets	3
BI203	Old Testament Poetry Books	3	PS204	General Psychology	3
CE201	Introduction to Christian Education	3	TH202	Christology & Pneumatology	3
TH201	Prolegomena, Bibliology & Theology Proper	3	HS206	Church History OR	
			HS101	History of Western Civilization	3/0
		18			**18/15**
BI301	Minor Prophets	3	BI302	Romans	3
BI303	Pauline Epistles	3	BI402	General Epistles	3
MA101	Mathematics & Elements of Algebra	3	SC102	Physical Science & Scientific Reasoning	3
CC303	Principles of Counseling I	3	CC304	Principles of Counseling II	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
		15			**15**
BI401	Book of Hebrews	3	GS402	Senior Seminar	3
HU263	Marriage & Family	3	BI404	Revelation	3
TH401	Ecclesiology & Eschatology	3	TH402	Doctrinal Summarization	3
MS480	Ministry Ethics	3	CC402	Mental Health Counseling	3
	Counseling Elective	3		Counseling Elective	3
		15			**15**

Christian Education

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Christian Education minor, a student will

- articulate an understanding and a philosophy of Christian Education.
- understand, analyze, and evaluate the components of curricular materials.
- understand, analyze, and evaluate the various methods, media, and agencies helpful in church administration and education.
- organize, coordinate, and administer an adequate total educational program for a local church.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
PT101	Evangelism	3	MI102	Survey of Missions	3
GR301	Greek I	3	AB104	Principles of Bible Study	3
BI101	Pentateuch	3	BI102	Old Testament History Books	3
HS101	History of Western Civilization	3	HS206	Church History	3
		15			**15**
EN205	English Literature	3	CE292	Pedagogy I	3
BI201	Gospels	3	BI202	Acts	3
CM203	Fundamentals of Speech	3	TH204	Dispensationalism	3
BI203	Old Testament Poetry Books	3	BI204	Major Prophets	3
CE201	Introduction to Christian Education	3	PS204	General Psychology	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH202	Christology & Pneumatology	3
		18			**18**
BI301	Minor Prophets	3	BI302	Romans	3
BI303	Pauline Epistles	3	PH208	Introduction to Philosophy	3
MA101	Mathematics & Elements of Algebra	3	SC102	Physical Science & Scientific Reasoning	3
CE293	Pedagogy II	3	CE302	Media	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
CC303	Principles of Counseling I	3	HB361	Hebrew I	3
		18			**18**
CE401	Local Church Ministries	3	BI402	General Epistles	3
BI401	Book of Hebrews	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	BI404	Revelation	3
CE301	Organization & Administration	3	TH402	Doctrinal Summarization	3
		12			**12**

General Studies

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the General Studies minor, a student will

- exhibit Christian character in attitude and conduct in an intellectually broad range of cultural values that are in harmony with biblical truth.
- demonstrate a greater breadth and depth of perception relating to the integration of general studies and the Word of God, as defined by his/her choice of electives.
- effectively enhance his/her ministry to the local church through a broader range of knowledge.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	AB102	Bible Geography	3
PT101	Evangelism	3	AB104	Principles of Bible Study	3
GR301	Greek I	3	BI102	Old Testament History Books	3
BI101	Pentateuch	3	TH102	Spiritual Life	3
		15			**15**
HS101	History of Western Civilization OR				
HS206	Church History	3	MI102	Survey of Missions	3
EN205	English Literature	3	HB361	Hebrew I	3
BI201	Gospels	3	BI202	Acts	3
CM203	Fundamentals of Speech	3	TH204	Dispensationalism	3
CE201	Introduction to Christian Education	3	PS204	General Psychology	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH202	Christology & Pneumatology	3
		18			**18**
BI203	Old Testament Poetry Books	3	BI204	Major Prophets	3
BI301	Minor Prophets	3	BI302	Romans	3
MA101	Mathematics & Elements of Algebra	3	PH208	Introduction to Philosophy	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
CC303	Principles of Counseling I	3	CC304	Principles of Counseling II	3
		15			**15**
BI303	Pauline Epistles	3	SC102	Physical Science & Scientific Reasoning	3
BI401	Book of Hebrews	3	BI402	General Epistles	3
GS220	Bible Language Tools	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	BI404	Revelation	3
CE401	Local Church Ministries	3	TH402	Doctrinal Summarization	3
		15			**15**

Greek Language Studies

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Greek Language Studies minor, a student will

- exhibit basic skills in Greek grammar, vocabulary, translation, syntax, exegesis, and the use of the language tools indicative of professionally trained leaders or lay ministers who have a vision for worldwide evangelism and Christian service.
- demonstrate proficiency in biblical knowledge and theology, literal interpretation, and homiletical skills in the communication of God's Word thereby displaying a biblical worldview.
- exhibit the skills necessary for the proper administration, teaching, worship, and business activities of a local church.
- devise and administer a program of evangelism and world missions for the local church.
- display proficiency in using the expository method of preaching.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	AB104	Principles of Bible Study	3
HB361	Hebrew I	3	GR301	Greek I	3
BI101	Pentateuch	3	BI102	Old Testament History Books	3
HS101	History of Western Civilization	3	TH102	Spiritual Life	3
		15			**15**
PT101	Evangelism	3	MI102	Survey of Missions	3
GR302	Greek II	3	GR401	Greek III	3
CM203	Fundamentals of Speech	3	HS206	Church History	3
BI203	Old Testament Poetry Books	3	BI202	Acts	3
CE201	Introduction to Christian Education	3	BI204	Major Prophets	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH202	Christology & Pneumatology	3
		18			**18**
BI201	Gospels OR	3/0	SC102	Physical Science & Scientific Reasoning	3
BI402	General Epistles		PS204	General Psychology OR	
GR402	Greek IV	3	PH208	Introduction to Philosophy	3
BI303	Pauline Epistles	3	GR420	Intro. to New Testament Text. Criticism	3
MA101	Mathematics & Elements of Algebra	3	TH302	Hamartiology & Soteriology	3
TH301	Anthropology & Angelology	3	TH204	Dispensationalism	3
		15/12			**15**
EN205	English Literature	3	BI302	Romans	3
GR465	Greek Exegesis of Epistolary Literature	3	GR475	Greek Exegesis of Gospel Narrative	3
BI301	Minor Prophets	3	BI402	General Epistles OR	0/3
BI401	Book of Hebrews	3	BI201	Gospels	
TH401	Ecclesiology & Eschatology	3	GS402	Senior Seminar	3
			TH402	Doctrinal Summarization	3
			BI404	Revelation	3
		15			**15/18**

Hebrew Language Studies

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Hebrew Language Studies minor, a student will

- exhibit basic skills in Hebrew grammar, vocabulary, translation, syntax, exegesis, and the use of the language tools indicative of professionally trained leaders or lay ministers who have a vision for worldwide evangelism and Christian service.
- demonstrate proficiency in biblical knowledge and theology, literal interpretation, and homiletical skills in the communication of God's Word thereby displaying a biblical worldview.
- exhibit the skills necessary for the proper administration, teaching, worship, and business activities of a local church.
- devise and administer a program of evangelism and world missions for the local church.
- display proficiency in using the expository method of preaching.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	HB361	Hebrew I	3
GR301	Greek I	3	AB104	Principles of Bible Study	3
BI101	Pentateuch	3	BI102	Old Testament History Books	3
HS101	History of Western Civilization	3	TH102	Spiritual Life	3
		15			**15**
PT101	Evangelism	3	MI102	Survey of Missions	3
HB362	Hebrew II	3	HB461	Hebrew III	3
CM203	Fundamentals of Speech	3	BI202	Acts	3
BI203	Old Testament Poetry Books	3	BI204	Major Prophets	3
CE201	Introduction to Christian Education.	3	HS206	Church History	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH202	Christology & Pneumatology	3
		18			**18**
BI201	Gospels OR	3/0	PS204	General Psychology OR	
BI402	General Epistles		PH208	Introduction to Philosophy	3
HB462	Hebrew IV	3	SC102	Physical Science & Scientific Reasoning	3
BI303	Pauline Epistles	3	HB420	Intro. to Old Testament Text. Criticism	3
MA101	Mathematics & Elements of Algebra	3	TH302	Hamartiology & Soteriology	3
TH301	Anthropology & Angelology	3	TH204	Dispensationalism	3
		15/12			**15**
EN205	English Literature	3	BI302	Romans	3
HB463	Hebrew Exegesis of Prophetic Literature	3	BI402	General Epistles OR	0/3
BI301	Minor Prophets	3	BI201	Gospels	
BI401	Book of Hebrews	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	TH402	Doctrinal Summarization	3
			BI404	Revelation	3
			HB475	Hebrew Exegesis of Historical Narrative	3
		15			**15/18**

Ministry Studies

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Ministry Studies minor, a student will

- devise and administer a program of evangelism and world missions for the local church.
- evidence the skills necessary for the proper administration, teaching, worship, and business activities of a local church.
- demonstrate proficiency in using the expository method of preaching.
- demonstrate proficiency in biblical knowledge and theology, literal interpretation, and homiletical skills in the communication of God's Word.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	AB102	Bible Geography	3
PT101	Evangelism	3	MI102	Survey of Missions	3
GR301	Greek I	3	AB104	Principles of Bible Study	3
BI101	Pentateuch	3	BI102	Old Testament History Books	3
HS101	History of Western Civilization OR	3/0	TH102	Spiritual Life	3
HS206	Church History				
		18/15			**18**
EN205	English Literature	3	HS206	Church History OR	0/3
BI201	Gospels	3	HS101	History of Western Civ.	
CM203	Fundamentals of Speech	3	BI202	Acts	3
BI203	Old Testament Poetry Books	3	BI204	Major Prophets	3
TH201	Prolegomena, Bibliology & Theology Proper	3	TH204	Dispensationalism	3
			TH202	Christology & Pneumatology	3
			SC102	Physical Science & Scientific Reasoning	3
		15			**15/18**
BI301	Minor Prophets	3	BI302	Romans	3
BI303	Pauline Epistles	3	PS204	General Psychology OR	
MA101	Mathematics & Elements of Algebra	3	PH208	Introduction to Philosophy	3
CC303	Principles of Counseling I	3	CC304	Principles of Counseling II	3
TH301	Anthropology & Angelology	3	TH302	Hamartiology & Soteriology	3
			HB361	Hebrew I	3
		15			**15**
BI401	Book of Hebrews	3	BI402	General Epistles	3
MS301	Homiletics	3	MS302	Expository Preaching	3
MS401	Pastoral Theology	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	BI404	Revelation	3
CE401	Local Church Ministries	3	TH402	Doctrinal Summarization	3
		15			**15**

Missions

Program Coordinator: Vice President of Academics

Objectives

As a graduate with the Missions minor, a student will

- demonstrate knowledge of the biblical basis and the historical development of missions.
- demonstrate knowledge of the theological issues involved in world missions.
- demonstrate practical skills that will guide an individual in progressing from the local church to the mission field.
- organize, co-ordinate, and administer a missions program for the local church.

Course Progression

FALL SEMESTER			SPRING SEMESTER		
EN101	English Grammar & Composition I	3	EN102	English Grammar & Composition II	3
AB101	Bible Introduction	3	AB102	Bible Geography	3
PT101	Evangelism	3	MI102	Survey of Missions	3
GR301	Greek I	3	AB 104	Principles of Bible Study	3
BI101	Pentateuch	3	BI102	Old Testament History Books	3
HS101	History of Western Civilization OR	3/0	TH102	Spiritual Life	3
HS206	Church History				
		18/15			**18**
EN205	English Literature	3	HS206	Church History OR	0/3
BI201	Gospels	3	HS101	History of Western Civilization	
CM203	Fundamentals of Speech	3	BI202	Acts	3
BI203	Old Testament Poetry Books	3	TH204	Dispensationalism	3
TH201	Prolegomena, Bibliology & Theology Proper	3	SC102	Physical Science & Scientific Reasoning	3
			TH202	Christology & Pneumatology	3
		15			**12/15**
BI301	Minor Prophets	3	BI204	Major Prophets	3
BI303	Pauline Epistles	3	BI 302	Romans	3
MA101	Mathematics & Elements of Algebra	3	PS204	General Psychology OR	
MI201	Cross-Cultural Ministries	3	PH208	Introduction to Philosophy	3
TH301	Anthropology & Angelology	3	MI202	Introductory to World Christian Missions	3
MI303	Liberation Theology	3	TH302	Hamartiology & Soteriology	3
		18			**15**
BI401	Book of Hebrews	3	BI402	General Epistles	3
MI205	The History of Missions	3	GS402	Senior Seminar	3
TH401	Ecclesiology & Eschatology	3	BI404	Revelation	3
CE401	Local Church Ministries	3	TH402	Doctrinal Summarization	3
MI301	Urban Mission & Ministry	3	HB361	Hebrew I	3
		15			**15**

Academic Course Progression for Graduate Students

Master of Arts in Bible/Theology
Program Coordinator: Master's Commission Chair

Year One

BI501 Advanced Principles of Bible Study
4 credit hours

BI506 Biblical Exegesis & Interpretation
3 credit hours

GS503 Theological Research and Writing for Ministry
3 credit hours

Year Two

TH504 Old Testament Theology
3 credit hours

TH505 New Testament Theology
3 credit hours

PH601 Survey of Contemporary Philosophies
3 credit hours

AP602 Christian Apologetics
3 credit hours

Year Three

AM602 Ministry in Appalachia
3 credit hours

CE603 Theory & Practices of Church Leadership & Administration
3 credit hours

MI604 Application of Theology to Missions
4 credit hours

MI605 Capstone Project
4 credit hours

Undergraduate Course Descriptions

Appalachian Ministry Division

AM160 – SURVEY OF PREACHING IN APPALACHIA
3 hours credit
TBA

AM211 -- CHURCH HISTORY IN APPALACHIA
3 hours credit
Presents the study of the history of the church in America. Particular emphasis will be given to the Appalachian region of the U.S.A. The history of gospel movements, church planting, denominational efforts, and key denominational efforts and key Christian figures in North Central Appalachian receive attention in the course.

AM220 -- APOLOGETICS IN APPALACHIA
3 hours credit
Examines the intersection of apologetics, evangelism, and outreach within an Appalachian context. Included is a focus on cultural apologetics as it relates to conversations with both Christians and non-Christians within a framework of the history and current cultural climate impacting Appalachia, in order to engage in productive dialogue with those outside the church and strengthen believers within the church..

AM345 -- CHURCH REVITALIZATION IN APPALACHIA
3 hours credit
Churches across America are in deep decline and need knowledgeable intervention or face closure. The skills of revitalization are learned techniques and approaches to lead a church back to life. Appalachia presents unique challenges for Christian ministry. Appalachia is a unique context and requires a unique understanding to successfully lead a church back to health.

AM356 -- CONTEXTUALIZING MISSIONS FOR APPALACHIA
3 hours credit
Examines God's redemptive program and how the church in Appalachia can faithfully apply Christ's call to be witnesses locally, nationally, and internationally. Students will interact with the biblical, theological, and historical foundations of God's mission, evangelism, and discipleship in light of the unique culture of Appalachia.

AM402 – SURVEY OF MINISTRY IN APPALACHIA
3 hours credit
Presents an understanding of the universal foundation of biblical ministry. They will see the biblical basis for ministry contextualization and the need to adapt their ministry to their culture while maintaining a biblically faithful ministry. They will see the unique factors that comprise Appalachia and explore ways to minister within the Appalachian context.

AM407 – CONTEMPORARY ISSUES IN APPALACHIAN MINISTRY
3 hours credit
TBA

AM411 -- PASTORAL THEOLOGY IN APPALACHIA
3 hours credit
Explores the pastor's personal disciplines, administration, and services in the Appalachian culture. Areas of study include study habits, preparation for services, conducting different types of meetings, and the problems confronting the pastor serving in Appalachia.

Auxiliary Bible Study Division

AB101 – BIBLE INTRODUCTION
3 credit hours
Introduces both the Old and New Testaments including inspiration, manuscripts, textual criticism, documentary theory, culture, political/historical backgrounds, key problems, and purpose of the books.

AB102 – BIBLE GEOGRAPHY
3 credit hours
Correlates the major geographic locations of the Bible including the journeys of Abraham, Jacob, David, and Paul; Joshua's military campaigns; divisions of the land; the topography of Palestine; etc.

AB103 – HERMENEUTICS
3 credit hours
Focuses on the history of biblical interpretation, the discussion of certain non-literal methods used today, and an emphasis on the principles and practices of the literal, grammatical, and historical methods of interpretation.

AB104 – PRINCIPLES OF BIBLE STUDY
3 credit hours
Targets the inductive study of biblical text to identify the significance, purpose, and message employed by the biblical writers as viewed through the literary structure. The student engages in direct observation of selected passages.

AB142 – BIBLE GEOGRAPHY INDEPENDENT STUDY
3 credit hours
A study abroad in the land of Israel, experiencing first-hand the major landforms, geographic settings, and archeological sites of ancient Israel related to the Bible, including but not limited to: Joppa and the Coastal Plain, Mt. Carmel, Valley of Megiddo, Galilee, Northern Galilee and the ruins of Caesarea Philippi, the Jordan Rift Valley and Dead Sea, Old-City Jerusalem, the Temple Mount, and Bethlehem. Emphasis is placed upon evidence of biblical records and understanding how the topography of Palestine effected the nation's development and military campaigns of the nation..

AB173 – BIBLE MANNERS & CUSTOMS
3 hours credit
Examines the practices of everyday life in the ancient Near Eastern World that illuminates and explains the Bible.

Bible Study Division

BI101 – PENTATEUCH
3 credit hours
Surveys the first five books of the Bible as they relate to the human family. Attention is given to the following: creation, the Hebrew nation, the tabernacle, feasts, and offerings.

BI102 – OLD TESTAMENT HISTORY BOOKS
3 credit hours
Analyzes historically the books of Joshua through Esther by examining the settlement, kingdom, exile, and restoration of the Hebrew nation. Emphasis is given to political, social, and religious problems.

BI177 – SURVEY OF OLD TESTAMENT LITERATURE
3 credit hours
Surveys the 39 books of the Old Testament giving special attention to the authorship, themes, places, events, and literary genres as relating to a Hebrew understanding of God's plan for the ages. Special emphasis is given to the development of the nation of Israel and its interaction with the various people groups of the ancient Near East.

BI178 – SURVEY OF NEW TESTAMENT LITERATURE
3 credit hours
Explores the intertestamental period and the 27 books of the New Testament with special attention to the authorship, themes, places, people, events, and literacy genres, especially as they relate to the depiction of Jesus of Nazareth and the formation of the early church.

BI201 – GOSPELS
3 credit hours
Carefully examines the synoptic gospels and certain portions of John.

BI202 – ACTS
3 credit hours
Explores the book of Acts with emphasis on the challenging passages such as Acts 2, 8, 10, and 19.

BI203 – OLD TESTAMENT POETRY BOOKS
3 credit hours
Concentrates on the books of Job through Song of Solomon emphasizing the arguments of the books, as well as the unique characteristic of wisdom literature and poetry.

BI204 – MAJOR PROPHETS
3 credit hours
Interprets the books of the Major Prophets and builds a foundation for further in-depth study in the areas of eschatology, context, and socio-political issues of the times of the prophets.

BI301 – MINOR PROPHETS
3 credit hours
Explores each of the twelve Minor Prophets with emphasis on their thematic development.

BI302 – ROMANS
3 credit hours
Examines the great doctrines of the Christian faith with a practical emphasis upon the relationships of the believer and his/her Lord as set forth in the epistle to the Romans.

BI303 – PAULINE EPISTLES
3 credit hours
Incorporates the letters of Paul by considering the historical backgrounds and geographical settings of the letters.

BI401 – BOOK OF HEBREWS
3 credit hours
Interprets the book of Hebrews by emphasizing the overall argument of the book (the superiority of Christ), the warning passages, and the practical considerations.

BI402 – GENERAL EPISTLES
3 credit hours
Expounds on the authorship and historical backgrounds of Hebrews; James; I and II Peter; I, II, and III John; and Jude.

BI404 – REVELATION
3 credit hours
Explores the book of Revelation from the premillennial viewpoint.

Christian Apologetics Division

AP105 – GENERAL REVELATION & NATURAL THEOLOGY
3 credit hours
Assesses the biblical, scientific, and philosophical–bases for man's knowledge of God's existence through His creation (e.g., Psalm 19; Romans 1 & 2). With the truth of Scripture as their foundation of understanding, Christian theologians and philosophers recognize that God has been clearly known by all men since creation and are without excuse (Romans 1:20). This view, which was foundational in Christian belief until the early 20th century when modern challenges arose, will also be examined.

AP205 – CONVERSATIONAL APOLOGETICS
3 hours credit
Introduces the tools to engage others in cultural conversations related to evangelism, apologetics, and theology. Included are responses to modern questions from a Christian perspective, how to draw out a person's worldview and supporting beliefs, and how to engage in meaningful dialogue with another person in an unthreatening manner that aims to get to truth.

AP225 – HISTORY OF CHRISTIAN THOUGHT
3 hours credit
Introduces students to an apologetic that is grounded in the gospel and is prepared to engage with a Western culture rooted in Late Modernism/Post Modernism. This course provides a broadening of the typical approaches to apologetics as the methods in this course reflect the holistic nature of human beings (as thinking, believing, and desiring beings). Furthermore, the student receives a comprehensive overview of the history of apologetics in Christendom and the many apologetic types found in Scripture. This class familiarizes students with the plausibility structures of the complex culture in the Western world and prepares students to defend the faith from many common defeaters by supporting a framework for dialogue through the *Inside Out* approach.

AP305 – LOGIC & CRITICAL THINKING
3 hours credit
Examines the basic laws of logic through constructing logical syllogisms, using truth tables, and detecting logical fallacies.

AP368 – CLASSICAL APOLOGETICS
3 hours credit
Investigates many of the major evidences which support Christian theism. It includes preliminary issues of the scriptural basis for evidence, methodology, and faith reason and of the major evidences of God's existence, Scripture, prophecy, and Jesus' resurrection. The course concludes with an application of evidences to the truth of some of the key doctrines of Christian theism.

AP405 – BIBLIOLOGICAL APOLOGETICS
3 hours credit
Examines the Bible regarding its reliability in the content it presents, issues in translation, and how the New Testament authors presented Jesus of Nazareth as the promised Christ especially by utilizing the Old Testament.

AP480 – NEW TESTAMENT ETHICS
3 hours credit
Provides a framework in which students may pursue NT ethics. Priority will be given to a faithful and disciplined reading of Scripture, so that Scripture may shape the ethics and values of the church. Four overlapping tasks—the descriptive, the synthetic, the hermeneutical, and the pragmatic—will function to strengthen theological discernment, biblical and contextual intelligence, spiritual devotion, and ministry competence.

Christian Counseling Division

CC202 – COUNSELING SKILLS
3 credit hours
Introduces various schools of thought, theorists, and their counseling methods, including Christian counseling. Continues with an understanding of general counseling skills and techniques that are often used in the helping professions for pastors, Christian workers, and lay persons who are not necessarily "professional counselors" but work in a setting where they may have an opportunity to help others.

CC303 — PRINCIPLES OF COUNSELING I
3 credit hours
Accentuates the techniques of counseling by giving attention to the analysis of the problems and the biblical principles for the solutions to problems.

CC304 — PRINCIPLES OF COUNSELING II
3 credit hours
Prerequisite: MS303. Reviews problems and applies techniques of counseling to them. Problems are dealt with in seminar fashion and are critiqued with proper solutions offered.

CC305 – CHRISTIAN COUNSELING PRACTICUM
3 credit hours
Presents practical Christian counseling skills that aid in developing an understanding of the different practices of the counseling process.

CC307 – BIBLICAL COUNSELING IN THE LOCAL CHURCH (ACBC TRACK 1)
3 credit hours
Provides intensive training in counseling and discipleship for ministering the Word of God to people who need it most; ultimately, rendering one's counsel to be-biblical, insightful, and helpful. This track provides the foundational training to complete certification in the Association of Certified Biblical Counselors (ACBC). Topics include: What is biblical counseling?; Marriage: Roles, Communication, and Sex; Parenting: Goals, Child Instruction, and Discipline; How to biblically deal with trials, suffering, guilt, repentance, forgiveness, anger, worry, fear, sexual sin, and depression; and Dealing with medical issues from a biblical perspective.

CC309 – COUNSELING INDEPENDENT STUDY (EXCHANGED LIFE)
3 credit hours
Focuses on Christ-centered counseling, particularly on the biblical theology of the believer's identity in Christ. Discipleship in the truth of Christ's life—also referred to as the "abundant life" or the "exchanged life"—can lead counselees into freedom from bondage to the effects of sin, both personally and as the result of the hurtful actions of others. The course includes an examination of cultural barriers to the truth, case study discussions, tools for use in communicating the truth of the Christ-life, and the biblical basis for the truth of identity in Christ and His completed work on the cross.

CC317 – COUNSELING INDEPENDENT STUDY (ACBC TRACK 2)
3 credit hours
Prerequisite: MS307. Track 2 the Association of Certified Biblical Counselors (ACBC) builds on the foundational material of Track 1 by offering additional teaching on specific topics and case study discussions designed to enhance the development of skills in the essential elements of counseling. Topics include Spouse Abuse, Eating Disorders, Liberating the Alcoholic, Blended Families, and The Importance of Prayer, and The Holy Spirit in Counseling.

CC320 – ADDICTIONS COUNSELING
3 credit hours
Acknowledges that substance abuse or substance dependency can contribute to individual, marital, family, and vocational problems. Unless counselors are trained to ask about, assess, and treat (or refer for treatment) people with such problems, psychotherapy is often ineffective. It examines the etiology, history, trauma-informed evidence, and treatment methods of various substance abuse models and conceptualizes treatment methods from a biblical framework.

CC325 – CHRISTIAN COUNSELING ETHICS
3 credit hours
Introduces the basics of Christian counseling ethics by examining a variety of issues, including the APA and ACA Code of Conduct. This course presents the ethical and legal standards as related to critical professional issues. The relationship and integration of values for the counselor's role in practice, training, supervision, and consultation are also covered.

CC402 — MENTAL HEALTH COUNSELING
3 credit hours
Explores the symptoms and underlying personal and interpersonal dynamics of individuals with mental health disorders to aid in understanding the emotionally disturbed person and how to proceed with care and counseling. The roles of pastors and church leaders often require a response to the troubled and suffering within the church and community.

Christian Education Division

CE102 – CHURCH LEADERSHIP & ADMINISTRATION
3 credit hours
Emphasizes the biblical principles of church leadership in the local church. Consideration is given to the different types and maturity of leadership.

CE185 – HUMAN GROWTH & DEVELOPMENT
3 credit hours
A study of the basic age group characteristics for all ages of the church family with specific emphasis upon the spiritual, mental, and social aspects of each group division. The relationship of various church agencies in fulfilling specific needs is emphasized.

CE201 — INTRODUCTION TO CHRISTIAN EDUCATION
3 credit hours
Introduces the history of the Christian education movement, the biblical philosophy of Christian education, and the importance of a total program of Christian education in order to meet the spiritual needs of all age groups in the local church. Emphasis is given to areas of leadership, teaching, and service.

CE292 – PEDAGOGY I
3 credit hours
This course is designed to help students reflect upon their own teaching methods and possibly offer some new ideas for students to add to their teaching "tool box." This course offers practical teaching tools that focus on improving student learning in a school, home school, or church environment. It is taught from a Christ-centered perspective.

CE293 – PEDAGOGY II
3 credit hours
Prerequisite: CE292. This course is designed as a study of alternative teaching methods/techniques, instructional materials, activities, and assessments for the improvement of the teaching/learning process in the faith-based classroom (home school, private school, church schools, etc.). The course involves analyzing the components of quality teaching; receiving guidance in proper classroom management and planning; and working with parents, churches, and other community resources. Specific pedagogy as it relates to the core content areas will be explored.

CE301 — ORGANIZATION & ADMINISTRATION
3 credit hours
Introduces the general principles of church organization and administration. Practical application is made with respect to such areas as boards and committees, leadership, buildings and equipment, budgeting, and agencies.

CE302 — MEDIA
3 credit hours
Explores the use and value of audiovisual methods, materials, and equipment. Emphasis is placed upon preparation and presentation of teaching materials and the operation of equipment.

CE401 — LOCAL CHURCH MINISTRIES
3 credit hours
Presents the ministries of the local church for the purpose of spiritual edification and growth. Consideration is given to methods used in the local ministry.

CE403 – PRINCIPLES & METHODS OF TEACHING
3 credit hours
Identifies the principles of the teaching/learning process and investigates the various methodologies employable in achieving the desired goals.

CE405 – CHURCH MINISTRIES WITH YOUTH
3 credit hours
A study of the nature and needs of young people and objectives and methods of Christian Education for youth. Group dynamics and discussion of practical problems and issues related to youth work are also included. Students will develop a working philosophy of youth ministry.

Communication Division

CM203 – FUNDAMENTALS OF SPEECH
3 credit hours
Involves the area of verbal and nonverbal communication which utilizes theory and practice in basic speech techniques. This course will present such skills as analyzing audiences, maintaining interest, outline development, and supporting ideas. The course provides practice in the application of these and other elements related to public speaking, such as critical listening, various styles and forms of speaking, reading, and preparation of public address.

English Division

EN101 — ENGLISH GRAMMAR & COMPOSITION I
3 credit hours
Examines the fundamentals of English grammar and composition designed to aid the student in both speaking and writing grammatically correct sentences.

EN102 — ENGLISH GRAMMAR & COMPOSITION II
3 credit hours
Prerequisite: EN101. Emphasis is upon the ability to write clearly, precisely, and with proper grammar, style, and form. The course introduces writing styles and forms used in biblical and theological research and writing.

EN205 – ENGLISH LITERATURE
3 credit hours
Emphasizes reading and discussion of selected works of major British writers in the area of the Anglo-Saxon period through the modern 20th century.

EN303 – RESEARCH & WRITING
3 credit hours
Prerequisite: EN102. Intermediate development of rhetorical and compositional concepts, skills, and practices in preparation for research in undergraduate and graduate studies.

General Studies Division

GS402 – SENIOR SEMINAR
3 credit hours
Integrates biblical and general studies and examines the philosophical foundations of various worldviews. Each student is assisted with the development and articulation of a comprehensive biblical worldview.

Greek Division

GR301 — GREEK I
3 credit hours
Introduces grammar, vocabulary, pronunciation, and translation of the Greek language.

GR302 — GREEK II
3 credit hours
Prerequisite: GR301. Continues the learning of the Greek language that was introduced in GR301 Greek I. It incorporates the translation of portions of I John near the end of the course.

GR401 — GREEK III
3 credit hours
Prerequisite: GR302. Utilizes an independent study of Greek grammar and syntax found in the Greek New Testament. It consists of extensive translation of the Greek New Testament with attention to parsing, vocabulary, principal parts of verbs, and a selective study of syntax.

GR402 — GREEK IV
3 credit hours
Prerequisite: GR401. Resumes translation of the Greek New Testament that was started in GR401 Greek III.

GR420 – INTRODUCTION TO NEW TESTAMENT TEXTUAL CRITICISM
3 credit hours
Prerequisite: GR402. Introduces the history and field of New Testament textual criticism, the knowledge of New Testament manuscripts, the methodologies and contemporary issues, the utilization of the textual apparatus of major New Testament editions, and the solution of textual problems through original research in the text of Greek manuscripts. Contemporary technologies and resources to the study of NT textual criticism will be introduced.

GR465 — GREEK EXEGESIS OF EPISTOLARY LITERATURE
3 credit hours
Prerequisite: GR402. Completes an exegetical study of the Greek text of a New Testament Letter and introduces the student to the rules of syntax in the analysis of the Greek text. Contemporary technologies and resources for exegesis will be introduced.

GR475 – GREEK EXEGESIS OF GOSPEL NARRATIVE
3 credit hours
Prerequisite: GR465. Completes an exegetical study of the Greek text of a New Testament Gospel and completes the student's studies in the rules of syntax in the analysis of the Greek text. Contemporary technologies and resources for exegesis will be introduced.

Hebrew Division

HB 361 — HEBREW I
3 credit hours
Exposes the basic elements of Hebrew grammar, including vocabulary, translation, and Hebrew language tools.

HB362 — HEBREW II
3 credit hours
Prerequisite: HB361. Continues the teaching/learning of the Hebrew language that originated in HB361 Hebrew I. It emphasizes verb system, vocabulary, translation, and language tool exercises.

HB420 – INTRODUCTION TO OLD TESTAMENT TEXTUAL CRITICISM
3 credit hours
Prerequisite: HB462. Introduces the history and field of Old Testament textual criticism, the knowledge of Old Testament manuscripts, the methodologies and contemporary issues, the utilization of textual apparatus of major Old Testament editions, and the solution of textual problems through original research in the Hebrew of the Masoretic Text and the Greek of the Septuagint (LXX). Contemporary technologies and resources to the study of OT textual criticism will be introduced.

HB461 — HEBREW III
3 credit hours
Prerequisite: HB362. Reviews Hebrew grammar with emphasizes upon syntax and translation.

HB462 —HEBREW IV
3 credit hours
Prerequisite: HB461. Continues the use of applying additional details of syntax in translation of Hebrews.

HB463 — HEBREW EXEGESIS OF PROPHETIC LITERATURE
3 credit hours
Prerequisite: HB462. Completes an exegetical study of the Hebrew text of an Old Testament Prophetic Book and introduces the rules of syntax in the analysis of the Hebrew text. Contemporary technologies and resources for exegesis will be introduced.

HB475 – HEBREW EXEGESIS OF HISTORICAL NARRATIVE
3 credit hours

Prerequisite: HB463. Completes an exegetical study of the Hebrew text of an Old Testament Historical Book and introduces the rules of syntax in the analysis of the Hebrew text. Contemporary technologies and resources for exegesis will be introduced.

History Division

HS101 — HISTORY OF WESTERN CIVILIZATION
3 credit hours
Surveys the history of humanity with emphasis upon the development of western nations.

HS206 – CHURCH HISTORY
3 credit hours
A study of the church's history from the Day of Pentecost through the Reformation and to the present.

Humanities Division

HU263 — MARRIAGE & FAMILY
3 credit hours
Reviews the biblical standards of marriage and the family including the concepts of premarital relationships, the roles of the members, and the principles and practices essential to the maintenance of a Christian home.

Mathematics Division

MA101 — MATHEMATICS & ELEMENTS OF ALGEBRA
3 credit hours
Integrates elements of basic mathematics through algebra. Topics include fractions, proportions, sign numbers, unit analysis, exponents, roots, linear equations, factoring, and an introduction to graphing and scientific notation.

Ministry Studies Division

MS150 – LOCAL CHURCH CONTROLS: SECURITY & FINANCIAL PRACTICES
3 credit hours
Educates the student regarding the scope of security issues facing the contemporary Western congregation (e.g., protecting children, active shooter preparation, security team fundamentals, etc.) and introduces best practices regarding church budgets, ministerial taxes, giving options, and funding special projects.

MS250 – LOCAL CHURCH RHYTHMS: ADMINISTRATION, OFFICIATING & CONGREGATIONAL CARE
3 credit hours
Offers instruction in the three rhythms of congregational life. The administration of congregational life focuses on the church calendar, church publications, committees, and management of the facility. This course covers the scope and officiation of funerals, weddings, dedications, and ordinances. The student will receive training in congregational care and visitation in a variety of congregational settings.

MS301 — HOMILETICS
3 credit hours
Prerequisites: AB103; AB104. Examines systematically sermon preparation with emphasis upon both the preparation and the delivery of the expository sermon.

MS302 — EXPOSITORY PREACHING
3 credit hours
Prerequisite: MS301. Emphasizes the proper methods of formulating sermonic materials, making outlines, and preparing oral, written, and outlined sermons. Analyzing of the oral sermon is made with videotape.

MS350 – LOCAL CHURCH STRATEGIC PLANNING: VISION PROCESS FOR ELDERS, DEACONS & TRUSTEES
3 hours credit
Examines and applies strategic planning principles to the local church setting. Prayer, fasting, a biblical view of governance, and a study of Nehemiah provide the foundation for the TSBC strategic planning process followed by development of core values, environmental scans, vision and mission statements, goals, and objectives.

MS401 — PASTORAL THEOLOGY
3 credit hours
Examines personal disciplines, administration, and services of the pastor by exploring study habits, preparation for services, conduction of different types of meetings, and the problems confronting the pastor.

MS450 – LOCAL CHURCH DISCIPLESHIP: STRATEGIES FOR THE LOCAL CHURCH
3 hours credit
Introduces historical, traditional, and contemporary Western approaches to discipleship. The case for the local church membership is made. Discipleship strategies highlighted in the course are historical-catechetical approaches, traditional mid-week and Sunday gatherings, gendered (men and women's ministries) approaches, familial-seasonal (children, youth, collegiate, adult, senior ministries) approaches, and affinity groups (small groups, Sunday School groups, and need groups. The course focuses on leadership developments methods that are effective in Appalachia.

MS480 – MINISTRY ETHICS
3 credit hours
This course seeks to provide a biblical framework for addressing ethical challenges facing ministers of the gospel of Jesus Christ in the contemporary world. Lessons 1-9 will lay the foundation of ethics for the Christian, and Lessons 10-15 will build on that foundation and focus on ethics for the Minister. It will help those in ministry think Christianly as they encounter various ethical dilemmas.

Missions Division

MI102 — SURVEY OF MISSIONS
3 credit hours
Examines the history of missions, the advent of the Third World into missions, and the preparation necessary for missionary service.

MI201 — CROSS-CULTURAL MINISTRIES
3 credit hours
Reviews the conflicts, struggles, and challenges encountered by the Christian minister/missionary who is seeking to reach across cultural barriers to pursue an understanding of the larger issues of cross-cultural living, work, and ministry.

MI202 — INTRODUCTION TO WORLD CHRISTIAN MISSIONS
3 credit hours
Examines the basics aptitudes and abilities that are needed to pursue missionary training or to lead the local church in a global ministry. God has one unified, global purpose for all He does. This course introduces the exciting biblical, historical, cultural, and strategic dimensions of His plan. It addresses key issues—the basis of and necessity for world missions and the status of and plan for world missions.

MI205 — THE HISTORY OF MISSIONS
3 credit hours
Includes the historic development of the Christian world mission effort in chronological sequence from Pentecost to the birth of the modern missions' movement (1800). It introduces the modern period along geographical lines of Asia, Middle East, Africa, Latin America, and Europe. The course culminates by evaluating the achievements of the past and the prospects for the future. History is "His Story"—the account of God at work establishing His purposes and His Kingdom.

MI210 – COMPARATIVE RELIGIONS
3 credit hours
TBA

MI215 – CHURCH PLANTING
3 credit hours
TBA

MI221 – WEB-BASED APPROACHES TO EVANGELISM & PLANTING
3 credit hours
TBA

MI250 – CULTS & COMPARATIVE RELIGIONS
3 credit hours
Acquaints the Christian with several of the major religious groups that one will likely encounter from time to time. This course encompasses two major topics: (1) occults and cults and (2) major world religions. The study on cults consists primarily of religious groups that claim some type of significant identification with Jesus but deviate substantially from biblical Christianity. These groups generally have their authority based on the teachings of one particular individual. They frequently claim a belief in the Bible but also look in their practices to some alternative book(s) of authority as the real source(s) of spiritual authority. Classic examples include Mormonism and Jehovah Witnesses. Whereas, World religions (as intended in this usage) are religions that do not claim such a high level of commitment to Jesus, as do some of the cultic groups. These groups may (and often do) make statements that suggest a favorable view of Christ. This course concludes with a unit relating to different religious worldviews and the development and evaluation of a personal worldview that consists with evangelical Christianity.

MI301 — URBAN MISSIONS & MINISTRY
3 credit hours
Focuses on Christian missions and ministry in the world's growing cities by examining case studies of effective urban worldwide strategies. The course provides key logistics, strategies, models, and insights from one of today's leading experts in urban missiology. Throughout the lessons, emphasis is placed upon holistic ministry, i.e., influencing social, civil, political, and spiritual needs. As the cities go, the world goes—politically, intellectually, economically, socially, and religiously.

MI303 — LIBERATION THEOLOGY
3 credit hours
Emphasizes the historical and thematic development of theology in the context of Latin America using various denominational roots, as well as their methodologies. The course presents a systematic theology of liberation by analyzing its relation to soteriology, Christology, and ecclesiology. Liberation theology has sought to liberate the disenfranchised from poverty, oppression, and injustice – but at what price?

MI309 – BIBLICAL THEOLOGY OF MISSIONS
3 credit hours
This course will explore the study of principal texts in the Old and New Testaments that deals with missions, evangelism and discipleship. The study will lead to an understanding of the centrality of mission in the teachings of the scripture and how missions fit into the overall plan of God for the world.

MI410 – INTEGRATING VOCATION & MISSION
3 credit hours
TBA

MI440 – MISSIONAL RESEARCH & PRACTICUM
3 credit hours
TBA

Philosophy Studies Division

PH401 – SURVEY OF CONTEMPORARY PHILOSOPHIES
3 credit hours
Facilitates the development of a biblical worldview by examining various philosophical positions that surround and infiltrate existing ministries and that challenge pastors, evangelists, missionaries, and other Christian leaders who are on the front lines of ministry in a diverse global society.

Practical Theology Division

PT101 -- EVANGELISM
3 credit hours
Prepares students for involvement in witnessing for the Lord through exposure to biblical mandates, the gospel message, prayer, and various evangelistic tools.

Psychology Studies Division

PS204 – GENERAL PSYCHOLOGY
3 credit hours
Relates to the history of general psychology by investigating various schools of thought and their methods and investigation. Special consideration is given to human behavior, development, and personality.

Science Division

SC102 – PHYSICAL SCIENCE & SCIENTIFIC REASONING
3 credit hours
Introduces scientific reasoning and methodology with application to both physical and biological sciences.

SC103 — BIOLOGICAL SCIENCE
3 credit hours
Establishes theories and concepts of biological science, including the chemical basis of life, biological cells, genetics, and the diversity of life as related to the historical and contemporary technological and societal issues.

Theology Division

TH102 – SPIRITUAL LIFE
3 credit hours
Sets forth the principles that assist in the development of a mature spiritual fellowship with God and the prevailing spiritual warfare in the life of every believer.

TH120 – INTRODUCTION TO THEOLOGICAL APPROACHES AND METHODS
3 credit hours
A broad overview of theological approaches and methods aimed to prepare students for theological studies and curriculum at TSBC. The course introduces approaches to theology such as systematics, biblical, canonical, sacramental, and social. Methods focus on the engagement of revelation, tradition, experience, and reason.

TH162 – SPIRITUAL FORMATION
3 credit hours
Conveys fundamental principles relating to the process by which God forms Christian character through the ministry of the Holy Spirit. Attention is given to find one's identity in Christ by developing an attitude of worship in daily living, by deepening the knowledge of God through Bible study, by enriching spiritual disciplines such as prayer and fasting, by pursuing a healthy relationship with God and others, and by growing personal character as reflected in the fruit of the Spirit.

TH201 – PROLEGOMENA, BIBLIOLOGY, & THEOLOGY PROPER
3 credit hours
Prolegomena – Introduces terminology, the necessity of theology, the possibility of theology, the methods of theology, and the disciplines of theology.
Bibliology – Explores general and special revelation; theories of inspiration; the Bible as an objective propositional revelation, illumination, canonicity, authority, and animation; and preservation of the Scriptures.
Theology Proper – Concentrates on the knowledge of God, the existence of God, the names of God, the nature of God, the decrees of God, the doctrine of the Trinity, and the works of God—the first member of the Godhead.

TH202 – CHRISTOLOGY & PNEUMATOLOGY
3 credit hours
Christology – Reveals Christ's deity, appearances, incarnation, offices, kenosis, impeccability, sufferings and death, resurrection, ascension, present work, return, reign, and future work of Christ—the second member of the Godhead.
Pneumatology – Relates to the nature, ministries, manifestation, and spiritual gifts of the Holy Spirit—the third member of the Godhead.

TH204 -- DISPENSATIONALISM
3 credit hours
Teaches the dispensational interpretation of God's plan for the ages, including distinction from other systems, validity and definition of a dispensation, and an exposition of each dispensation.

TH301 – ANTHROPOLOGY & ANGELOLOGY
3 credit hours
Anthropology – Examines the creation of man, his personality, and his fall.
Angelology – Investigates angels, which includes the doctrine of Satan and demons.

TH302 – HAMARTIOLOGY & SOTERIOLOGY
3 credit hours
Hamartiology – Explores the entrance of sin into the human race, its results, and its remedy.
Soteriology – Reviews the redemption, reconciliation, and justification of sinners.

TH401 – ECCLESIOLOGY & ESCHATOLOGY
3 credit hours
Ecclesiology – Studies the origin, organism and organization, and mission of the church.
Eschatology – Assesses biblical covenants, the present age, the rapture, the tribulation period, biblical judgments, the resurrection and return of Christ, the millennium, and the eternal state.

TH402 – DOCTRINAL SUMMARIZATION
3 credit hours
Prerequisites: TH201, TH202, TH301, TH302, TH401
Reviews comprehensively all Systematic Theology courses. A personal, doctrinal examination is required for completion of the course.

Graduate Course Descriptions

Appalachian Ministry Division

AM602 – MINISTRY IN APPALACHIA
3 credit hours
This course is designed to help students understand the universal foundation of biblical ministry. They will see the biblical basis for ministry contextualization and the need to adapt their ministry to their culture while maintaining a biblically faithful ministry. They will see the unique factors that comprise Appalachia and explore ways to minister within the Appalachian context. The student will explore ministry that contributes to their field of ministry without hurting that field.

Bible Study Division

BI501 – ADVANCED PRINCIPLES OF BIBLE STUDY
4 credit hours
Trains students in advanced principles of Bible study by utilizing technological resources to assist in skillfully gathering data for the construction of biblical concepts ready for proclamation; thus bridging the gap between principles of Bible study and expository preaching.

BI506 – BIBLICAL EXEGESIS & INTERPRETATION
3 credit hours
Prerequisite: BI501
The course covers exegetical methodologies using a selection of Old Testament and New Testament passages. The range of methods will include textual criticism, grammar & syntax, grammatical and structural diagramming, translating, word studies, validation of interpretations, exegetical outlining, and exegetical commentary with an aim toward teaching and preaching. Contemporary technologies and resources for exegesis will be utilized in coursework.

Christian Apologetics Division

AP602 – CHRISTIAN APOLOGETICS
3 credit hours
Prepares students to defend the biblical foundations of their faith by appropriate documentation and solid interpretation. Statements of Christianity's foundational views will be carefully evaluated in light of the Scripture.

Christian Education Division

CE603 – THEORIES AND PRACTICES OF CHURCH LEADERSHIP & ADMINISTRATION
3 credit hours
Assists students in becoming effective Christian leaders and decision makers in the local church and in an ever-changing world by answering theoretical and practical questions that affect Christian workers,

teachers, preachers, and laymen from a biblical perspective and by examining the processes of goal setting, organization, human relation, delegation, supervision, and leadership training.

General Studies Division

GS503 –THEOLOGICAL RESEARCH & WRITING FOR MINISTRY
3 credit hours
Prerequisites: BI501 and BI506.
Provides students the opportunity to practice the skills of research and interpretation of biblical/theological issues relevant to practical ministry challenges.

Ministry Studies Division

MI604 – APPLICATION OF THEOLOGY TO MISSIONS
4 credit hours
Utilizes research and writing to expand the insights of the students into the theological basis for missions. The students select a well-established mission endeavor that is related to their areas of interest. The topic will be selected with the approval of the course professor. The selected mission endeavor will be carefully evaluated in view of the insights resulting from the aforementioned research into the theological basis for missions.

MI605 – CAPSTONE PROJECT
4 credit hours
Includes application of all the courses in the Master of Arts in Bible/Theology program. The selected project is to be approved by the professor. Research will provide the data to create a final authentic learning project. The Capstone Project is facilitated by the professor.

Requirements to complete the Capstone Project are to

- utilize all knowledge achieved from the Master in Bible/Theology program.
- execute the use of Bible and theology in a practical form for ministry.
- assess the student's growth in knowledge and application, achieving multiple ministry modalities.
- enhance the use of Bible and theology.
- demonstrate skillful levels of research tools for grouping data in the perspective Capstone Project.
- identify project ministry areas of biblical importance.
- select authoritative project ministry sources for research.
- present a convincing project ministry defense.
- communicate project ministry facts pertaining to topics of biblical and theological relevance.
- comprehend how the project ministry of Bible and spiritual thought permeate the discipline of biblical application.

Philosophy Division

PH601 – SURVEY OF CONTEMPORARY PHILOSOPHIES
3 credit hours
Develops within students a biblical worldview as they examine various philosophical positions that surround and infiltrate existing ministries and that challenge pastors, evangelists, missionaries, and other Christian leaders who are on the front lines of ministry in a diverse global society.

Theology Division

TH504 – OLD TESTAMENT THEOLOGY
3 credit hours
Examines the theological teachings of the Old Testament with emphasis given to the progressive and chronological development of these teachings as they surface throughout the Old Testament text.

TH505 – NEW TESTAMENT THEOLOGY
3 credit hours
Examines the theological teachings of the New Testament with emphasis given to the progressive and chronological development of these teachings as they surface throughout the New Testament text.

Academic Policies

Classification of Students

High-School-to-College Transition Initiative

Young people in today's post-Christian society are faced with a more outspokenly negative culture than we have seen in decades. Students in their late teens are often ill-prepared to meet this anti-Christian onslaught, so grounding them in the faith is of major importance, not only to the teens themselves, but to their pastors, Christian educators, and most particularly to their parents.

The High-School-to-College Transition Initiative program is for recent high school graduates before they enroll in a secular or an away from home college experience. TSBC will provide support so that they may enter society educationally, emotionally, spiritually strong in their faith. The will go a long way toward accomplishing that goal!

High school students may enter this program that is structured for supporting their transition from high school to college by attending classes, by following syllabi, by using online methodologies, and by completing assignments, projects, and readings. Upon satisfactory completion of the initiative program, students will be awarded a certificate of completion for 24 hours of college level work. All classes in the High-School-to-College Transition Initiative program may be applied toward an Associate or Bachelor degree at TSBC. It is an excellent opportunity for a student who is considering a career in ministry or for any student who understands that grounding in the faith is of major importance as they leave high school and enter today's work world.

Undergraduate Program

- Full-time: Students carrying at least twelve (12) semester credit hours are considered full time for financial aid purposes. If a student desires to finish the Certificate of Biblical Studies program in one year, the AA program in two years, or the BA program in four years, a student must complete at least 15-18 hours per semester.
- ¾ or Part-time: Students carrying between nine (9) and eleven (11) semester hours of college credit.
- Half-time: Students carrying between six (6) and eight (8) semester hours of college credit.
- Less than Half-time: Students carrying between one (1) and five (5) semester hours of college credit.
- Freshman: Students with 1-29 college credits.
- Sophomore: Students with 30-59 college credits.
- Junior: Students with 60-92 college credits.
- Senior: Students with 93-126 college credits.
- Special: Students pursuing classes for credit but not pursuing a degree.
- Auditor: Students who attend class but are exempted from tests/papers and who do not receive academic credit. An audited class may not be converted to a graded class later by completing the work assigned.

Note: A student enrolled in the undeclared classification may take any class if prerequisites are completed. Should a student desire to change from the special student classification to regular student

classification for pursuing a degree, he/she must meet the catalog/handbook requirements at the time of transition and entrance into a program.

Graduate Program

- First Year: Students in the process of completing 1 to 10 credit hours.
- Second Year: Students in the process of completing 11 to 21 credit hours.
- Third Year: Students in the process of completing 22 to 36 credit hours.

Grading System

A student's academic progress will be measured according to the following scale:

Grade	Meaning	Quality Points Per Semester Hour
A (94-100)	Excellent	4
B (88-93)	High	3
C (78-87)	Average	2
D (70-77)	Fair	1
F (below 70)	Failure	0
I	Incomplete	0
AUD	Audit	0
P	Pass (Pass/Fail Option)	0
W	Withdrawal	0

- **I** (Incomplete): A grade of **I** is a *temporary* grade status used when a student experiences a disruptive personal event preventing him/her from completing the final assignment(s) in a course by the respective due date(s). Students must apply and be approved for this temporary grade — *see* guidelines under **Class Policies** (page 102) and the Incomplete Course Application Form (Appendix J) for more information.
- **AUD** (Audit): A student auditing a course will receive an **AUD** grade. The student is expected to attend and participate in the course; however, the student is not required to take quizzes or tests. No grade is earned. An audited class cannot be modified to a for-credit class after the add/drop period. If the student wants to earn credit for the class, he/she will need to enroll in a different semester for the class as a for credit student.
- **P** (Pass): A grade of P indicates a Passing grade in a course with a Pass/Fail option.
- **W** (Withdrawal): A grade of **W** will be given if a student follows proper administrative procedures in withdrawing from a course. The **W** grade does not count against the student in the computation of grade point average.

Credit Hours

The unit of credit measurement used at TSBC is the semester hour. A credit hour is one fifty-minute period per week for a fifteen (15) week semester. To convert quarter hours to semester hours, divide the number of credit hours by 1.5. Credit hours will be calculated separately for all non-standard (other than 15 weeks) semesters.

Grade Point Average (GPA)

Quality points for a course are determined by multiplying the total credit hours by the quality point equivalent of the letter grade received in a course. The grade point average is computed by dividing the total quality points earned by the total number of credit hours completed. A class that is repeated for credit will only be counted in a student's GPA once. See the Repeat Rule in the Class Policies section of this catalog/handbook.

Satisfactory Academic Progress (SAP) Policy[4]

Financial Aid

Students must achieve Satisfactory Academic Progress (SAP) toward a certificate to maintain eligibility for most types of financial aid. Federal regulations require schools to monitor the academic progress of students receiving financial aid and the school must officially state the student is making SAP. Eligibility requirements are based on standards established by Tri-State Bible College (TSBC) to ensure that all students receiving financial aid progress toward receiving a degree. The following SAP standards will be monitored at the end of the semester beginning with the completion of the semester the student attends. The SAP progress will be evaluated at the end of each semester. To maintain SAP, students must meet the following components:

- Minimum Grade-Point Average (GPA)
  - Undergraduate students must maintain a cumulative 2.0 GPA.
  - Graduate students must maintain a cumulative 2.5 GPA.
  - The students cumulative GPA is calculated at the end of each evaluation period (semester).
- Maximum Timeframe
  - A student must complete the program within one and one half (1.5) times of the program length (150%).
  - The schools maximum timeframe equals one and one-half (1.5) times the normal timeframe.
  - The maximum timeframe can be no longer that 150% of the published length of the program.

Probation Progress

Students who fail to meet SAP for the first time, which includes the minimum GPA and/or maximum timeframe requirements, will be issued a Financial Aid Warning and may be deemed ineligible if they fail to meet the SAP requirements by the end of the following semester of enrollment. During the term following when the student failed to meet SAP standards, the student may receive federal financial aid payments. Students who fail to meet SAP requirements at the end of the second semester will be placed on financial aid suspension (with a right to appeal) resulting in a loss of financial aid funding.

- If the student appeals the ineligible status and the appeal is approved, the student will then be placed on Financial Aid Probation for the following semester and be allowed to receive financial aid. If the student has not made SAP after that payment period, the student is placed back on Financial Aid Suspension.
- If the student's appeal is denied, the student may remain in the program; however, the student will not receive financial aid funding. The student may cover the cost by paying out of pocket, receiving a private loan, or a scholarship. The student will be notified within 15 days of the probationary status via TSBC email. During this period, a student can complete the appeals process.

[4]See Appendix H for Revisions Approved by BOD on October 25, 2023.

Appeals Process

Students have the right to appeal a SAP determination by writing a personal statement and providing proper documentation of the mitigating circumstances, such as a major car accident, major illness, etc. Students have five business days to appeal a suspension or probation decision from the date they receive notification. A Student Appeal Form is found in *Appendix A* of this college catalog/handbook. If the appeal process is approved, a student will be placed on financial aid probation to allow the student to receive financial aid funds for one semester. During this period, the student must return to meeting all SAP requirements. A student may be assigned an academic advisory schedule on a case-by-case basis to assist the student in attaining the necessary SAP.

If special circumstances exist when the student appeals, the Student Success Team can decide if the student has made satisfactory progress prior to the special circumstances and can reinstate the student in meeting SAP. There is NO right to appeal a second time for the same reason as an earlier appeal.

All students must send their letters, a Student Appeal Form, and other documentation to the Financial Aid Director, Tri-State Bible College, PO Box 445, South Point, OH 45680. An acknowledgement of the appeal will be sent to the student within five (5) business days via TSBC email. Upon appropriate committee resolution, TSBC will render a written determination.

Undergraduate Students

A 2.0 GPA (cumulative) is required for graduation in all undergraduate programs at Tri-State Bible College.

A GPA level of 2.0 (cumulative) must be maintained in all undergraduate programs to be in good academic standing. Students receiving Title IV financial aid are required to maintain good academic standing for financial aid eligibility.

A student who earns a semester GPA below this standard is placed on **academic warning** until such time his/her cumulative GPA is raised to the required 2.0 standard. The student must demonstrate increasing academic progress while maintaining a 2.0 or above semester GPA–until good academic standing is achieved. While under academic warning, the student may be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students may also be required to follow an academic advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Vice President of Academics and/or Student Success Team.

A student who fails to maintain a 2.0 GPA for two continuous semesters will be placed on **academic probation.** The student must demonstrate increasing academic progress while maintaining a 2.0 or above semester GPA until good academic standing is achieved. While under academic probation, the student will be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students will also be required to follow an advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Registrar or Vice President of Academics.

A student who fails to comply with academic probation stipulations will forfeit all federal and state financial aid until a cumulative 2.0 GPA is achieved.

The above standard policy and exceptions will not occur without the authority of the Student Success Team. Satisfactory academic progress will be documented in the student's permanent academic file. The student has the right to appeal such decisions through the appeal process within five business days from the date of the decision.

Graduate Students

A 2.5 GPA (cumulative) is required for graduation in the graduate program at Tri-State Bible College.

A GPA level of 2.5 (cumulative) must be maintained in the graduate program to be in good academic standing. Students receiving Title IV financial aid are required to maintain good academic standing for financial aid eligibility.

A student who earns a semester GPA below this standard is placed on **academic warning** until such time that his/her cumulative GPA is raised to the required 2.5 standard. The student must demonstrate increasing academic progress while maintaining a 2.5 or above semester GPA until good academic standing is achieved. While under academic warning, the student may be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students may be required to follow an academic advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Vice President of Academics and/or Student Success Team.

A student who fails to maintain a 2.5 GPA for two continuous semesters will be placed on **academic probation.** The student must demonstrate increasing academic progress while maintaining a 2.5 or above semester GPA until good academic standing is achieved. While under academic probation, the student will be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students will also be required to follow an advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Registrar or Vice President of Academics.

A student who fails to comply with academic probation stipulations will forfeit all federal and state financial aid until a cumulative 2.5 GPA is achieved.

The above standard policy and exceptions will not occur without the authority of the Student Success Team. Satisfactory academic progress will be documented in the student's permanent academic file. The student has the right to appeal such decisions through the appeal process within five business days from the date of the decision.

Interruption for Unsatisfactory Grades (i.e., dismissal)

Undergraduate Students

If a student's semester GPA drops below 2.0 for two consecutive semesters and the student's cumulative GPA drops below 2.0, the student may be dismissed for one semester for unsatisfactory academic progress.

Graduate Students

If a student's semester GPA drops below 2.5 for two consecutive semesters and the student's cumulative GPA drops below 2.5, the student may be dismissed for one semester for unsatisfactory academic progress.

Re-Entry Process

A student must reapply to the college; meet with the Vice President of Academics, Counselor, and Registrar; and develop a mutually agreed to academic plan for success that is approved by the Vice President of Academics.

Appeal Process

A student has five (5) business days from the date of the written determination to submit an appeal. See *Appendix A* for the Student Appeal Form.

Step 1 Complete the appeal form, and submit it to the Registrar/Financial Aid office.
Step 2 A response acknowledging receipt of the appeal will be sent to the student within five (5) business days.
Step 3 Upon appropriate committee resolution, TSBC will render a written determination.

Incomplete Grade and Coursework Guidelines

A student who is unable to complete final course requirements due to a sudden, unexpected personal event that impacts and/or disrupts his/her performance in a course (examples include sudden military deployment, hospitalization, or emergency surgery) should reach out to the Registrar or Vice President of Academics to apply for an Incomplete Course Application.

The student is responsible for initiating the Incomplete Course Application Form (Appendix J) for an Incomplete grade status. When applying for an Incomplete grade status, the student agrees to complete any remaining coursework by agreement with a deadline set by the course professor. Any coursework that has not been completed by that established deadline will be considered unsubmitted and will receive a zero (0) as a grade on that assignment, and the course will immediately receive an overall grade based on the previously submitted coursework.

the Incomplete Course Application Forms (Appendix J) must be signed by the student, the professor teaching the course, and the Registrar or Vice President of Academics. Professors reserve the right to accept or reject the application.

The application must be submitted by the student by the course/semester end date. The student will not be eligible for enrolling in further additional courses until a final grade is entered for the incomplete

course. Contact the Registrar or Vice President of Academics for a copy of the application and additional instructions.

Independent Studies

An Independent Study is a course requested by a student for one of the three following reasons:

1) A course required for degree completion that is not offered on the course schedule and is required for timely graduation. A student completing a degree may request a course for this reason after satisfactory completion of 90 credit hours toward his/her degree; an Associate degree student may request a course for this reason after satisfactory completion of 45 credit hours.
2) A student pursuing a Bachelor or Graduate degree may request a research course of study by working with a faculty member regarding a specific topic to be studied, which is not available in the course catalog (or is deemed necessary by his/her advisor, such as for supplementing a Capstone project). This type of course is only available to Bachelor students after satisfactory completion of 90 credit hours toward their degree or 21 credit hours for Graduate students.
3) At the request of a student's Senior Pastor, TSBC can make available individual courses for the student's personal ministry development and enrichment. The student, along with his/her Senior Pastor, should reach out to a member of TSBC Administration (President, VP of Advancement and/or Academics) to inquire about this type of study.

Please contact the Registrar or Vice President of Academics to submit your Independent Study Application Form (Appendix I).

Academic Honors

Dean's List

The Dean's List recognizes students who maintain a semester GPA of 3.50 to 3.79. An undergraduate student must be enrolled in a minimum of 6 credit hours in a semester to qualify for this distinction. A graduate student must maintain a minimum of 3 semester credit hours to qualify for this distinction.

President's List

The President's List recognizes students who maintain a semester GPA of 3.80 to 4.00. An undergraduate student must carry a minimum of 6 credit hours in a semester to qualify for this distinction. A graduate student must maintain a minimum of 3 semester credit hours to qualify for this distinction.

Graduation Honors

Graduation honors are applicable for the Bachelor of Arts in Bible/Theology and the Master of Arts in Bible/Theology degrees. To graduate with honors, an undergraduate student must complete a minimum of 60 undergraduate credit hours of work in residence at TSBC. To graduate with honors, a graduate student must complete a minimum of 24 semester credit hours in the Master's Program in residence at TSBC.

Cum Laude

This honor is conferred upon students whose cumulative GPA earned at TSBC is between 3.300 and 3.599.

Magna Cum Laude

This honor is conferred upon students whose cumulative GPA earned at TSBC is between 3.600 and 3.849.

Summa Cum Laude

This honor is conferred upon students whose cumulative GPA earned at TSBC is above 3.850.

Academic Records

Family Educational Rights and Privacy Act (FERPA)

Tri-State Bible College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The purpose of this act is to protect the privacy of student records, to ensure the personal right to inspect one's own student records, and to ensure procedures are established whereby incorrect records may be changed. Specific questions regarding college policies should be addressed to the Registrar.

The college considers certain personal information to be directory information, and thus this information may be used in college publications or social media sites without a student's permission. This information includes name, address, telephone number, denomination, sex, marital status, dates of enrollment, classification, degrees, diplomas, certificates, awards and honors, program of study, previous institutions attended, date of birth, place of birth, participation in college activities, class schedule, and photograph. If a student does not want this information released, he/she must fill out the Release of Student Information and FERPA form. This form must be filled out each semester by the end of the second week of classes directing the college to withhold their information. This form is accessible in the appendix of this catalog/handbook *(Appendix C).*

Other information from a student's educational record will not be disclosed to a third party unless a student gives written consent. If legal authorities request information about a student, TSBC must release the information without consent from a student.

Permanent Records

A permanent academic record of each student is kept by TSBC. This record is maintained in Registrar's Office. Every class for which a student registers and every grade assigned are recorded on this record.

Transcripts

Each student will be issued without charge one official transcript of his/her academic record. Additional transcripts will be provided upon payment of a nominal fee. Official transcripts are released only at the written request of the student concerned. A transcript request form is located on the Alumni page of the TSBC website. Official transcripts (signed and affixed with the seal of the college) are normally issued to schools, churches, mission boards, etc. An unofficial transcript may be printed by the student through the Populi student page. Transcripts are only available to students in good financial and administrative standing with TSBC.

Graduation Requirements

Undergraduate Program

- To ensure that all records are accurate and that all requirements are met, a student desiring to graduate must notify the Vice President of Academics by March of the graduating year.
- All financial obligations, including graduation fees, must be paid before the student may receive a certificate or diploma, a semester grade report, or an official transcript.
- A financial aid recipient is required to complete an exit interview with the Financial Aid Director to comply with Title IV regulations.
- A graduating student is required to complete all academic classes and projects for his/her field of study. The specific academic classes for each program of study are found in the Academic Programs section and the Ministry Formation section of this catalog/handbook.
- A candidate for the BA degree must successfully complete TH402 Doctrinal Summarization and provide evidence of successful proficiency in his/her field of study. Part of this procedure is to successfully complete a comprehensive exam during this course.
- A cumulative GPA of 2.0 or higher must be achieved to graduate. The GPA is based upon a 4.0 scale.
- A transfer student is required to finish in residence at TSBC 33 credit hours for a BA degree, 18 credit hours for the AA degree, and 9 credit hours for the Certificate. Of the credit hours required at TSBC for a BA or AA degree, a minimum of 6 credit hours must be completed in both Bible (BI) courses and Theology (TH) courses.

Graduate Program

- A candidate for graduation with the MA degree must successfully complete all required coursework, including the MI605 Capstone Project.
- The minimum acceptable cumulative GPA for all work completed at Tri-State Bible College applicable to the awarding of a MA degree is at least a 2.5 based upon a 4.0 scale.
- For a graduate transfer student a minimum of 24 credit hours must be completed at TSBC. Transfer work from accredited institutions may be accepted for courses that meet the TSBC program requirements if a 2.5 GPA has been earned.
- The student must satisfactorily complete the MA in Bible/Theology program as outlined in the official college catalog/handbook of record.
- All financial obligations, including graduation fees, must be paid before the student receives the MA degree, a semester grade report, or an official transcript.
- A financial aid recipient is required to complete an exit interview with the Financial Aid Director to comply with Title IV regulations.

Class Policies

Class Attendance

Regular attendance and class participation is expected in all classes; therefore, students should avoid being absent from class except for matters of absolute necessity or illness. The professor reserves the right to require make-up work for all absences. TSBC may require medical documentation for absences.

Cancellation of Classes

The college reserves the right to remove from the schedule any class without sufficient enrollment.

Absence of Professor

No attendance will be taken in a class when the professor fails to appear. However, a student should wait thirty (30) minutes for the professor to arrive, unless otherwise directed by the administration.

Classroom Visitors

The Vice President of Academics or Registrar must approve all classroom visitors. Unauthorized visitors are not allowed in the classroom.

Recording of Class Sessions

Permission has been granted by the administration for students to record individual class sessions if the professor also grants permission. This privilege allows students the opportunity to construct a complete set of classroom notes as a review for a student's own edification, knowledge, accomplishments, or examinations at Tri-State Bible College. This right must not be abused. The recordings are only for use in the class—not for distribution to others. A professor may request that segments of the class not be recorded.

Examinations

Dates for mid-term and final exams are listed in the class syllabus. Quizzes may be given at any time at the discretion of the professor. If a student misses any examination, arrangements must be made with the professor for makeup of the examination. The professor reserves the right to deny a request for a make-up examination when a student has an unexcused absence.

Repeat Rule

A student may elect to repeat a course at TSBC. The higher grade will be calculated as part of the GPA. The lesser grade will remain on the transcript, but it will not be used in calculating the GPA. A student will be allowed to attempt a repeat of a course two times. No further attempts will be allowed without expressed written permission of the Vice President of Academics and Financial Aid Director. The cost of a repeat class is the full tuition and fee rate for each enrollment.

Schedule Changes

A student desiring to add or drop a class must notify the Registrar in writing. This will assure that proper academic records are maintained and that a student will receive any appropriate refund. Under extenuating circumstances, this requirement may be completed by mail or by phone with expressed written permission from the Registrar via Populi or via the Add/Drop/Complete Withdrawal form. (See *Appendix D* for the Add/Drop/Complete Withdrawal Form.)

Withdrawal

To initiate a complete withdrawal from TSBC, a student must complete and submit to the Registrar an Add/Drop/Complete Withdrawal form. A student must also discharge the balance in his/her account(s) with personnel in administration, library, bookstore, etc. Failure to comply with the withdrawal procedure may result in a student receiving a failing grade in all classes. Students who have utilized Federal student loans are required to complete Federal Exit Counseling before withdrawal will be finalized.

Textbooks

Prior to the first-class meeting, a student is responsible for obtaining all required textbooks. Textbooks need not be purchased through TSBC.

Student Services

Academic Advising

While all faculty and administrative personnel are available to help, the primary responsibility for academic advising falls upon the Registrar and/or Vice President of Academics. A student may be counseled at any time. Appropriate data is maintained within Populi to aid a student in staying on track with his/her academic objectives.

Job Placement

TSBC will strive to assist the graduate in obtaining a position of employment. This is not a promise of placement, but only a promise to assist in placement. The graduate who requests assistance must display a Christian character and Christian manner of living. He/she will be recommended and endorsed by TSBC only as it pertains to his/her respective field of training while at TSBC.

Health Services

The Tri-State Bible College Annual Security Report (ASR) and the Tri-State College Annual Drug and Alcohol Abuse Prevention Program (DAAPP) are distributed each year on or before October 1. A digital file of each document may be reviewed and/or downloaded on the TSBC website (www.tsbc.edu). A printed copy of each document is available in the Admissions Office.

Marquardt Learning Center/Henderson Library

The Marquardt Learning Center/Henderson Library on the South Point campus is primarily provided for the convenience of the TSBC students. All students may access materials in the Marquardt Learning Center/Henderson Library. Students can greatly enhance their effectiveness in the ministry of the Word of God by utilizing library materials.

The expanding Marquardt Learning Center/Henderson Library has over 30,000 volumes and provides resource materials that include books, periodicals, audiotapes, visuals, videos, an increasing number of digital materials, and specialized computer programs for students, faculty, and community patrons. Professors regularly recommend materials found in the library that will be helpful to students. The availability of library materials is managed through Populi, the college management software; and/or the library staff is available to assist library users with reference problems.

Student Council

The TSBC Student Council assists the administration in understanding and evaluating student concerns and suggestions. The Student Council is vested with the responsibility of seeking out the opinions and suggestions of students in any area of college life. Nevertheless, a student is free to approach an administrator/staff or professor with concerns involving college life.

Alumni

The Tri-State Bible College Alumni Council is comprised of graduates and students who have earned a minimum of 12 credit hours at TSBC. Membership for qualified individuals is automatic. Faculty and staff members are granted honorary membership. The TSBC Alumni Council purpose is to support the college with spiritual, physical, and financial assistance.

Food Service

For the convenience of students, faculty, and staff, a limited quantity of snacks and soft drinks is available for sale in the student center area. Everyone is expected to cooperate in keeping the refreshment area as clean as possible. Each professor reserves the right to establish his/her own policy regarding the bringing of food and drink into the classroom.

Marquardt Learning Center/Henderson Library Handbook

The purpose of the Marquardt Learning Center/Henderson Library is to provide resource materials and library services to accomplish successfully the mission of the college in preparing students as servants of our Lord in their chosen field of ministry or in their secular employment. The Marquardt Learning Center/Henderson Library also seeks to be a resource location for the greater community that is served by Tri-State Bible College.

The library is an academic library that supports the curriculum of the college and TSBC students. Upon approval, local residents will be granted access to library materials.

The CZUR Book Scanner is available for creating PDFs of resources in the Library according to Fair Use Policy in Copyright law. For more information about Fair Use, visit the following resource provided by Dallas Theological Seminary's Mosher and Turpin Libraries:
https://library.dts.edu/Pages/RM/Helps/copyright.shtml.

Hours

The Marquardt Learning Center/Henderson Library is open when administrative offices are opened, classes are in session, and by appointment. The library is closed on weekends and holidays. In the absence of the library staff, contact an administrator for access to the library.

Procedures for Checking Out Books Using Populi

1. The library collection is cataloged using the Library of Congress Classification System (LCC).
2. After opening Populi, click on the Library tab (black horizontal line at top of screen).
3. Click on the applicable resource from the drop-down list of the All Fields tab.
4. In the search box, type in the Author's Name, Title of the Book, Subject, Barcode, or Call Number.
5. When the list appears, click on the desired book.
6. See library staff or administration to complete the process of checking out the book(s). The books can normally be checked out for a three-week period; however, the books may be checked out for an additional three-week period. Six books may be checked out at one time without administrative approval.
7. If a member of the library staff is not available, fill out the available checkout form at the administrative desk and leave it on the desk. Be sure to include your name, the name of the book, and the barcode number found on the front cover—do not use the call number found on the spine of the book.
8. Reference books, books labeled Library Use Only, audiovisual materials, and equipment cannot be checked out.
9. Late fees for overdue books are assessed within Populi and payable in the Business Office.
10. A limited number of computers is available for use during library hours. Populi includes a Links tab that can be used to access significant research websites.
11. A book return truck is available in the Student Cultural Center in the Broomhall Bible Research Center.

Computer Use Policy, Network Privacy, and Acceptable Use Policy

It is the intention of Tri-State Bible College to protect the privacy of staff members and students who use the college computers, the college-network, and/or electronic messaging systems. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers, the college network, and/or electronic messaging systems of TSBC. By adhering to the following policies, this protection will be upheld.

Usage of Computers

The computers, college–network, and electronic messaging systems at TSBC are intended for educational uses and work-related communications. Incidental use of e-mail and electronic messaging systems for personal communications is permitted as long as the number of communications is limited, is initiated during non-work periods, and does not interfere with the primary intended uses of the computers.

These following uses are unacceptable under any circumstance:

- the transmission of any language or images of a graphic sexual nature.
- the transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on race, color, sex, age, religion, national origin, or sexual orientation.
- the transmission of messages or any other content that would be perceived by a reasonable person to be harassing or threatening.
- any practices that violate copyright laws.
- any procedures that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (for example, the transmission of a computer virus or an excessively large e-mail attachment).
- any commercial or profit-making activities.
- any fundraising activities, unless specifically authorized by the TSBC administration.

Security and Integrity

No student or administrative/staff member may take any action that will compromise the security of any computer, college network, or electronic messaging system. This action includes the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

No student or administrative/staff member may take any action that may adversely influence the integrity, functionality, or reliability of any computer—for example, the installation of hardware or software not authorized by the System Administrator.

Whenever adverse actions that violate the security or integrity of a computer, the computer network, or electronic messaging system are taken by others become known to someone in the normal course of his/her activities or work duties, he/she must report these adverse actions to the System Administrator or other administrator. The computer-related misconduct of others will not be construed as creating any liability for a student or administrative/staff member.

Right of Access

Although the college respects the desire of all persons for privacy in their personal communications and will attempt to preserve this privacy whenever possible, the operational and security needs of the college network and electronic messaging systems require that full access be available at all times. Tri-State Bible College reserves the right to access and inspect any computer, electronic device, or any data, information, or messages that are contained within its systems and/or buildings. All such data, information, or messages are the property of Tri-State Bible College; therefore, students and administrative/staff members should have **no** expectation that any data, information, or messages sent or received on the college's systems will remain private. During orientation, students will sign the acceptable use document, thereby verifying that they understand and will honor said policy.

Student Council

Purpose

The TSBC Student Council is vested with the responsibility of seeking out the opinions and suggestions from students concerning any area of college life. However, a student is also free to approach the administration or faculty with concerns. The Student Council will assist the administration or faculty in understanding and evaluating concerns and suggestions.

Qualifications of Officers/Members

The qualifications of TSBC Student Council officers/members are that each one must be in good standing with the college and must maintain a good Christian testimony in the college and community.

Term of Student Council Officers/Members

A term runs for one year beginning with the Spring Semester.

Quorum for Conducting Business

A quorum consists of three officers and the Dean of Students. Meetings will be rescheduled for in the absence of a quorum.

President

The responsibilities of the president are to conduct meetings and serve as a student representative on the Student Affairs Committee. The president may participate in and assist with orientation, student fellowship meetings, and other meetings relative to student affairs. If the president cannot attend a function, he/she may delegate his/her responsibilities to other student council members.

Vice President

The Vice President will assume the responsibilities of the president in his/her absence.

Secretary/Treasurer

The responsibilities of the secretary/treasurer are that a student will record minutes of meetings and will write correspondence on behalf of the council. Copies of all minutes and financial records will be kept on file in the office of the Dean of Students. He/she will also maintain all financial records.

Class Representatives

One representative from each class—Freshman, Sophomore, Junior, and Senior—will be included on the council.

Student Chaplain

The student chaplain will be appointed by the officers of the TSBC Student Council.

Student Life

Philosophy for Development

Education at TSBC equips a student for the work of ministry. For a student to be fully equipped for ministry, he/she must have high morals and godly spiritual character. He/she must express trust in Christ, dependence upon the Word of God, and reliance upon the ministry of the Holy Spirit. A student should also exemplify an attitude of humility through servanthood.

Christian Culture and Fellowship

Christian culture and fellowship are extremely important for students. Therefore, TSBC endeavors to develop a Christian culture and fellowship for all students.

Graduate Center

Graduate students are invited to utilize the Graduate Center. It is located in the Staten Administrative Building on the South Point campus. It has easy access to the Marquardt Learning Center, the Marquardt Learning Center/Henderson Library, the graduate classroom, kitchen facility, etc., and includes both fellowship and study areas. Based on the character and interest of students, the following functions may be scheduled

- Faculty/Student Fellowship
- Faculty/Student Informal Discussions

Spiritual Development

The college deems it important to make a significant contribution to the spiritual life of a student, both on campus and in the community. Attendance at regularly scheduled chapel services is encouraged for staff, faculty, and students.

Principles of Conduct

Acceptance as a student at Tri-State Bible College is a privilege that conveys certain responsibilities. The basis of Christian conduct is love for the Lord Jesus Christ and obedience to the Word of God. Jesus Christ said, “If ye love me, keep my commandments” (John 14:15). A student is required to practice the principles of conduct set forth in the Bible.

A student is expected to render whole-hearted obedience to the high moral standards of Scripture. Acts such as stealing, profanity, drunkenness, and all forms of dishonesty (including cheating, financial delinquency, immorality, and worldliness) are clearly forbidden. In addition, the Bible denounces attitudes such as hatred, jealousy, pride, selfishness, lust, bitterness, an unforgiving spirit, a rebellious attitude, and prejudice based upon race, sex, or social status. Such sinful acts and attitudes clearly denounced by Scripture are condemned by the college.

A student must demonstrate love for the Lord Jesus Christ and fellowman. Social behavior hindering a person’s testimony for the Lord, causing a brother to stumble, and undermining the purpose of the college is unacceptable.

Discipline Procedure

A student of Tri-State Bible College violating the principles of conduct will be counseled and may be restored to the classroom upon evidence of repentance. Upon refusal of counseling and adherence to the standards as stated in this catalog/handbook, a student may be dismissed after due process that is defined in this catalog/handbook.

Student Communication

A student is expected to check his/her TSBC email account and TSBC mailbox in a timely manner. All official TSBC communication will be funneled through the student's TSBC email account.

Student Organizations

A student is encouraged to participate in student organizations (i.e., Prayer/Fellowship groups, Student Council, etc.). For scheduling student organization meetings and other information, please contact the Vice President of Academics.

Housing

The college is a commuter school and does not offer on-campus housing.

Parking

Parking is available on TSBC campus for students, faculty, and staff. TSBC is not responsible for damage to or by vehicles while on campus. All unattended vehicles left on campus may be towed at the expense of the owner. All valuables brought on campus are the responsibility of the owner and should not be left unattended. Parking at extension sites and additional locations will be regulated by that site.

Spiritual Discipline and Dismissal Policy

The goal of Tri-State Bible College is to train men and women to serve in local churches and/or the mission fields of the world. The spiritual growth of a student is paramount to his/her success in God's service. Any student conduct that is deemed outside the expected spiritual standards of Tri-State Bible College will be dealt with according to the standards of the Holy Scriptures. This will be done in love to maximize the restoration process.

Philosophy of Discipline

Our highest goal for students is growth in their faith and obedience to our Lord and Savior Jesus Christ.

In the event a student needs to be disciplined, Tri-State Bible College desires to deal with each offense in the most loving and Christian way possible. Our goal is to restore the brother or sister to fellowship and usefulness in the Kingdom of God.

Basis for the Discipline and Dismissal Policy

Biblical absolutes are those unchanging Scriptural truths about God, His creation, and the salvation and life He has provided for us. Rooted in His character and commands, these truths are universal and unchanged by time, circumstances, culture, or human interpretation. Included in the absolutes are certain commands and requirements of the Bible about moral living.

Because we desire that the life of Christ be manifested in the Tri-State Bible College community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, be kind to all men, be filled with the Spirit, obey the Word of God, and trust God for personal needs are illustrative of some of the positive commands of Scripture.

The Bible forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebellion, and jealousy are equally displeasing to God.

Biblical precepts are to govern our lives on and away from campus. The life of Christ will thereby be manifested in our thinking, attitudes, and conduct, while we express joy and happiness in Christian living.

Student Conduct

Any student conduct that is deemed outside the expected spiritual standards of TSBC will be dealt with according to the standards of Scripture. To maximize the restoration process, this will be done in Christian love.

Procedure for Reporting Improper Conduct

1. Reports of improper conduct may be made by students, faculty, staff, and any other representative of TSBC and should be directed to the Vice President of Academics or other administrator with whom the reporter is comfortable.

2. The administrator will confer with the reporting party to ascertain the facts and to determine if any action should be taken.

3. If deemed appropriate, the Vice President of Academics may approach the student in an attempt to resolve the problem.

4. The Vice President of Academics will consult with the Student Success Team at his/her discretion. The Student Success Team or an appointed representative will explain the disciplinary process to the student. Actions noted below may be discussed.

   Note: The Student Success Team consists of the Vice President of Academics, the Vice President of Academics, the Counselor, and, if required, other personnel. It is chaired by the Vice President of Academics. The Student Success Team's role is to supplement the disciplinary decision making process of the Vice President of Academics. The Student Success Team acts on behalf of the larger TSBC community to determine the nature and extent of discipline.

5. After hearing the matter the Student Success Team will recommend appropriate action. This action may include, but is not limited to, work duties, formal letter of reprimand, probation, suspension, dismissal, or expulsion.

   a. Work Duties – The student is responsible to complete an assigned ministry within a specified period of time.
   b. Formal Letter of Reprimand – A formal written warning to a student whose character/conduct is unacceptable by TSBC standards will be processed by the Vice President of Academics to encourage a positive response. This letter will be a permanent part of the student's file and failure to respond positively may lead to further discipline.
   c. Probation – A student may be placed under certain restrictions to be specified by the Vice President of Academics or the Student Success Team. In most cases it may be assumed that any further infraction of TSBC policy will result in suspension. Students may be asked to inform their parents and/or pastor.
   d. Suspension – TSBC reserves the right to suspend students involved in serious infractions. A student may be placed on suspension without a formal warning if the Student Success

Team deems the infraction serious enough. When suspended, the student must leave campus within the stated time limit. The student may not attend campus activities during the suspension time except by written permission from the Vice President of Academics. The Student Success Team will designate the length of suspension. Parents and/or pastor may be notified. The Student Success Team may readmit a student upon his/her written request and approval from the Vice President of Academics.

e. Dismissal – The student must leave school for a minimum of one year after which he/she may be considered for readmission at the discretion of the Vice President of Academics and the Student Success Team.
f. Expulsion – The student must leave school immediately and may never return.

Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the Vice President of Academics or the Student Success Team.

The Student Appeal Form (located in this TSBC Catalog/Handbook) must be completed within 48 hours of the original decision. The appeal should follow the student complaint procedures as written in this TSBC Catalog/Handbook. The proper authorities will follow up on all appeals.

Student Complaints

If a student has a legitimate complaint for which he/she has not found a remedy, the college administration has provided a Student Appeal Form to aid in this problem. The form should be filed according to the instructions given below. The proper authorities will follow up on all complaints (See *Appendix A* for the Student Appeal Form.) Be assured that your complaint will be kept confidential.

Student Appeal Procedures for Main Campus

Step One:

Send the completed Student Appeal Form (See *Appendix A*) to the professor or administrator involved.

Step Two:

If there is no resolution to the complaint, a copy of the form is then to be forwarded to the Vice President of Academics. If the VP deems it necessary, the form will then be taken to the Conduct Review Committee. The Conduct Review Committee consists of four members: the Vice President of Academics, one professor, one other administrator, and one student member.

Vice President of Academics
Tri-State Bible College
PO Box 445
South Point, OH 45680
Phone: (740) 377-2520
Fax TSBC: (740) 377-0001

Step Three:

If no satisfaction is achieved, forward a copy of the form to the President of the TSBC.

President
Tri-State Bible College
PO Box 445
South Point, OH 45680
Phone: (740) 377-2520
Fax TSBC: (740) 377-0001

- Be assured that your complaint will be kept confidential.

Student Appeal for Additional Support

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent, non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the ODHE Chancellor's staff will review submitted complaints and work with student complainants and institutions.

ODHE website link: https://www.ohiohighered.org/students/complaints.

ODHE contact: Matt Exline at (614) 728-3095. Email address is mexline@highered.ohio.gov. Mailing address is: Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215.

Tri-State Bible College

Board of Directors

Bruce Felder, Chair

Sandra J. Duncan, Vice Chair

Matt Queen, Secretary

Melinda G. Wright

Dr. Gregory A. Hatteberg

Seth A. Johnson

Chase L. Jones

Rob P. Jones

Stephen L. Mann

Susan Greenwood

Stephen M. Wayne

Dr. Kevin W. Yingling

Dr. Dana Lycans

Correspondence to the Board of Directors may be sent to the above members at TSBC, 506 Margaret Street, South Point, OH 45680. Email correspondence may be sent to matt.queen@tsbc.edu.

TRI-STATE BIBLE COLLEGE

Fulfill Your Ministry

Administration

Rex Howe	President
Roberta (Bobby) Mercer	Vice President of Advancement
Randy Maynard	Vice President of Finance
Manfred Langer	Vice President of Operations
Dr. Alicia Malone	Vice President of Akron Extension Site
Dr. Mark Phillips	Vice President of Academics Master's Commission Chair
Dr. Yakubu Jakada	Campus Life Coordinator
Dr. Matt Shamblin	Appalachian Research Fellow
Jana Thacker	Financial Aid Director
Jeana Graves	Business Manager
Kristi Reeves	Volunteer Student Advisor
Dr. Brad Brandt	Volunteer Student Advisor

TRI-STATE BIBLE COLLEGE

Fulfill Your Ministry

Undergraduate Faculty

Dr. Kevin Bloomfield	Ed.D. – Nova Southeastern University Th.M. – Dallas Theological Seminary B.S. – Marshall University
Mark Booth	M.Div. – Grace Theological Seminary M.A. – Grace Theological Seminary BRE – Tri-State Bible College
Dr. Bradley Brandt	D.Min. – Grace Theological Seminary Th.M. – Grand Rapids Baptist Seminary M.Div. – Grand Rapids Baptist Seminary B.A. – Cedarville University
Jeffrey F. Canterbury	M.Div. – Liberty University B.A. – Appalachian Bible College
Barry Davis	M.A. – Piedmont International University B.A. – Piedmont International University
Sandra Duncan	Certificate in Educational Leadership M.A. – Marshall University B.A. – Marshall University Cert. – Salem International University
Dr. J. Scott Duncan	M.A. – Liberty University B.A. – Tri-State Bible College
Harvey Glover	M.A. – National University B.S. – The University of Akron
Dr. Robert Golson	D.Min. – Faith Evangelical College & Seminary M.C.M. – Faith Evangelical College & Seminary Th.M. – Faith Evangelical College & Seminary B.A. – Faith Evangelical College & Seminary

Dr. Craig Hefner	Ph.D. – Wheaton College M.Div. – Trinity Evangelical Divinity School B.A. – Cedarville University
Michael Hernandez	Th.M. – Dallas Theological Seminary Th.B. – William Tyndale College
Dr. Robert L. Hopkins II	Ph.D. – Southern Illinois University M.S. – Morehead State University B.S. – Morehead State University
Sherri Hopkins-Tabler	M.A. – The University of Akron M.P.A. – The University of Akron B.A. – The University of Akron B.A. – The University of Akron
Dr. Elijah Hixson	Ph.D. – University of Edinburgh Th.M. – Southern Baptist Theological Seminary M.Div. – Southern Baptist Theological Seminary B.S. – Tennessee Technical University
Rex J. Howe	Th.M. – Dallas Theological Seminary B.A. – Tri-State Bible College
Dr. Yakubu Jakada	Ph.D. – Asbury Theological Seminary Grad. Cert. – Hartford Seminary M.A.T.S. – The Nigerian Baptist Theological Seminary M.A. – Evangel Theological Seminary B.E. – Kaduna Polytechnic
Dr. Greg Kappas	D.Min. – Western Seminary Th.M. – Western Seminary M.Div. – International School of Theology B.A. – Marshall University
Todd Kincaid	M.Div. – Luther Rice College and Seminary B.A. – Luther Rice College and Seminary
Douglas Knox	M.A. – Ashland Theological Seminary B.A. – The Ohio University
David Lambert	M.A. – Luther Rice Seminary and University M.B.A. – Morehead State University B.S. – The Ohio State University

Manfred Langer	M.S. – Philadelphia Biblical University Th.B. – Tri-State Bible College
Dr. Daniel Lewis	D.Min. – Luther Rice College and Seminary M.Div. – Luther Rice Seminary and University M.A. – Luther Rice Seminary and University B.A. – Luther Rice Seminary and University A.A. – Cornerstone University
Dr. Alicia J. Malone	D.Min. – Ashland Theological Seminary M.A. – Ashland Theological Seminary B.A. – Ashland Theological Seminary A.A. – The University of Akron
Jacob Marshall	Th.M. – Dallas Theological Seminary B.A. – Marshall University
Jennifer May	M.A. – Piedmont International University B.A. – Tri-State Bible College
Dr. Thomas McCuddy	D.Min. – Southern Evangelical Seminary M.A. – Southern Evangelical Seminary B.S. – Middle Tennessee State University
Shannon Murray	M.A. – Virginia Polytechnic Institution & State University B.A. – Virginia Polytechnic Institution & State University
David M. Nelson	M.Div. – Ashland Theological Seminary M.Ed. – Lincoln University B.S. – Saint Joseph's University
Dr. Mark Phillips	D.Min. – Southern Evangelical Seminary M.Div. – Luther Rice Seminary & University M.A.R. – Liberty University B.S. – The Ohio State University
Dr. Matthew Shamblin	Ph.D. – Tennessee Temple University S.T.M. – Liberty Baptist Theological Seminary M.Div. – Liberty Baptist Theological Seminary M.A.R. – Liberty Baptist Theological Seminary B.S. – Liberty University

Dr. Stephen Willis	Ph.D. – Southern Baptist Theological Seminary Th.M. – Dallas Theological University B.A. – West Virginia University
Dr. Jonathan Wylie	Ph.D. – University of Wisconsin–Madison M.A. – University of Wisconsin–Madison B.A. – Wheaton College

TRI-STATE BIBLE COLLEGE

Fulfill Your Ministry

Graduate Faculty

Dr. Kevin Bloomfield	Ed.D. – Nova Southeastern University Th.M. – Dallas Theological Seminary B.S. – Marshall University
Dr. Craig Hefner	Ph.D. – Wheaton College M.Div. – Trinity Evangelical Divinity School B.A. – Cedarville University
Rex J. Howe	Th.M. – Dallas Theological Seminary B.A. – Tri-State Bible College
Dr. Yakubu Jakada	Ph.D. – Asbury Theological Seminary Grad. Cert. – Hartford Seminary M.A.T.S. – The Nigerian Baptist Theological Seminary M.A. – Evangel Theological Seminary B.E. – Kaduna Polytechnic
Dr. Robert Marineau	Ph.D. – University of Chicago Th.M. – Dallas Theological Seminary B.A. – Washington Bible College
Dr. Mark Phillips	D.Min. –Southern Evangelical Seminary M.Div. – Luther Rice Seminary & University M.A.R. – Liberty University B.S. – The Ohio State University
Dr. Matthew Shamblin	Ph.D. – Tennessee Temple University S.T.M. – Liberty Baptist Theological Seminary M.Div. – Liberty Baptist Theological Seminary M.A.R. – Liberty Baptist Theological Seminary B.S. – Liberty University
Dr. Jonathan Wylie	Ph.D. – University of Wisconsin–Madison M.A. – University of Wisconsin–Madison B.A. – Wheaton College

Appendix A Student Appeal Form

Student Appeal Form

DATE _____

STUDENT
Name _____
Address _____
City _____ State _____ Zip _____
Phone (_____) _____

APPEAL

_____
_____
_____
_____
_____
_____
_____
_____
_____

RESPONSE (by person handling the appeal)

_____
_____
_____
_____
_____
_____
_____
_____
_____

Student Signature _____Date _____
College Representative _____Date _____

This form is to be completed in the original and as many copies as necessary. Procedural instructions are given in the Student Complaints section and/or in Appendix B of the TSBC Catalog/Handbook.

Appendix B Appeal Form Procedures

Student Appeal Form Procedures

Step One:

Send the completed Appeal Form (See Appendix A) to the teacher or other individual involved.

Step Two:

If there is no resolution to the complaint, a copy of the form is then to be forwarded to the Vice President of Academics. If the VP deems it necessary, it will then be taken to the Conduct Review Committee. The Conduct Review Committee consists of four members: the Vice President of Academics, one professor, one other administrator, and one student member.

Vice President of Academics
Tri-State Bible College
PO Box 445
South Point, OH 45680
Phone: (740) 377-2520
Fax TSBC: (740) 377-0001

Step Three:

If no satisfaction is achieved, forward a copy of the form to the President of the TSBC.

President
Tri-State Bible College
PO Box 445
South Point, OH 45680
Phone: (740) 377-2520
Fax TSBC: (740) 377-0001

- Be assured that your complaint will be kept confidential.

Appendix C Emergency Medical Record

TRI-STATE BIBLE COLLEGE
Emergency Medical Record

Name _____SSN _____ Date of Birth _____

Address _____City _____ ST _____ ZIP_____

Phone _____ ☐ Currently Correct in Populi

☐ I do not want to provide any emergency medical information to TSBC.

Physician _____ Phone _____

Address _____City _____ ST _____ ZIP_____

Dentist _____ Phone _____

Address _____City _____ ST _____ ZIP_____

Hospital _____ Phone _____

Address _____City _____ ST _____ ZIP_____

Insurance Provider _____

Card or Group No. _____ Phone _____

Contact Person(s) in Case of Emergency

Name _____ Relationship _____ Phone _____

List below any medical problems or information needed by emergency health care provider(s).

_____

_____

_____

List below food or drug allergies that medical health care providers would need to know.

_____

_____

Medications

Name	Dosage	Directions
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information (Please provide additional information you believe would be important)

_____

_____

Signature _____ Date _____

**Attach additional pages as necessary.

Appendix D Release of Student Information and FERPA

Tri-State Bible College
Release of Student Information and FERPA

South Point students – please complete this form. Return it via fax to 740-377-0001 or as email attachment to rex.howe@tsbc.edu.

In compliance with the Family Education Rights and Privacy Act *(FERPA-20 U.S.C. Sections 1239g and regulation 24 C.F.A. Section 99.1 et.seq.),* Tri-State Bible College is required to have your consent on this form before release of personal records and information to third parties, including parents and spouse. Information not covered by FERPA is called "Directory Information." This can include information concerning your name, demographics, degree program, enrollment status, etc.

_____

Initial by your selection

_____ I do **not** give my consent to the release of academic and financial information.

_____ I give my consent to the release of academic and financial information to the following individuals:

_____	_____
Name	Relationship
_____	_____
Name	Relationship
_____	_____
Name	Relationship
_____	_____
Name	Relationship

Student Name (Please Print) _____

Date of Birth _____

Signature _____

Date _____

Office of Admissions
Tri-State Bible College
506 Margaret Street, PO Box 445
South Point, OH 45680
740-377-2520
www.tsbc.edu

Appendix E Add/Drop Withdrawal Form

TRI-STATE BIBLE COLLEGE

Add/Drop/Complete Withdrawal Form

- ☐ Add/Drop Class **DURING** 2-week period. (Professor's signature **NOT** required.)
- ☐ Drop Class **AFTER** 2-week period. (Professor's signature/grade **REQUIRED**.)
- ☐ **Complete Official Class Withdrawal.**

DEO - Online RM - Modular R - Residence O - Other	Time	Course Number	Course Name	# Credits	Section #	Professor	Credit/ Audit	Add/ Drop	Withdraw

Add/Drop Policy

- All classes dropped during the first 2-weeks of class will not appear on transcripts.
- After the first 2-weeks of class, all drops will be recorded on your transcripts as W. These forms must have both your signature and your professor's signature and a WP or WF designation assigned by the professor.
- Any student who stop coming to class without submitting a withdraw form will receive an "F" **AND** still remain responsible for the cost of the course.

Official/Complete Withdrawn Policy

- The student **MUST** complete the financial aid exit counseling and additional withdrawal requirements to be considered officially withdrawn from TSBC.

_____ _____

Student Signature Date

Professor: Sign, date, and indicate withdrawal status.

_____ _____

Professor Signature Date

Grade (circle one if withdraw is after add/drop period): Withdraw Failing Withdraw Passing

Appendix F Financial Aid Policies

Revisions Approved by BOD on October 25, 2023

Return of Title IV (R2T4) Funds When a Student Withdraws

Tri-State Bible College returns unearned funds received from Federal assistance program accounts or lenders in accordance with current Federal Title IV student assistance regulations. When a student withdraws from school, Tri-State Bible College is required by law to determine the amount of Title IV program assistance that was earned. The Title IV programs utilized at TSBC that are covered by this law are:

- Federal Pell Grants
- Iraq and Afghanistan Service Grants
- Stafford Loans (subsidized/unsubsidized)
- Direct Parent PLUS Loans
- Federals Supplemental Education Opportunity Grants (FSEOG)

If a student enrolls but never begins classes, all aid will be refunded to the source. If the student begins attending classes but leaves before completing the term, some aid may be able to be retained, based on the refund calculation set forth by the Department of Education.

If a student receives federal student aid and withdraws from school, some of that money may have to be returned to the source. Even if the student does not complete the coursework, he/she will have to repay any loan funds received, minus any loan funds that the school returns to the lender. The student will also be responsible for paying any charges that were previously paid by aid and have now become a debit because of aid returned.

When a student withdraws from the college, it is necessary to review his/her account in order to post any necessary tuition reductions, calculate necessary Title IV refunds, and clear any remaining credit or debit balance. In addition, NSLDS must be updated and loan exit paperwork must be completed.

When a student withdraws during a payment period (semester), the amount of Title IV program assistance that has been earned up to that point is determined by a specific formula. If a student received (or parent received on the student's behalf) less assistance than the amount that was earned by the student, he/she may be able to receive additional funds. If a student received (or parent received on the student's behalf) more assistance than earned, the excess must be returned by the school and/or student.

The process of withdrawing from TSBC begins with the Registrar's Office. The student must obtain a withdrawal form from the Registrar's Office or college catalog/handbook in *Appendix E*, complete his/her portion of the form, have it signed by his/her professor(s), and submit the signed form to the Registrar's Office. Any credit or refunds will be based on the date the official written withdrawal is received in the Registrar's Office. The official withdrawal date for a student who unofficially withdraws is determined by the last date of class attendance. The Registrar's Office will work with the faculty to determine the last date of class attendance.

The amount of assistance that a student has earned is determined on a prorated basis. For example, if a student completed 30% of the payment period, he/she will earn 30% of the assistance originally scheduled to receive. If a student completes more than 60% of the payment period, he/she earns all of the assistance for that period. The percentage earned is calculated by dividing the number of days that have lapsed from the first day of the semester to the last day of attendance by the total number of days in the payment period. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

If a student did not receive all of the funds earned, he/she may be due a post-withdrawal disbursement. TSBC may automatically use all or a portion of the post-withdrawal disbursement (including loans) for tuition and fees owed by the student. If the post-withdrawal disbursement includes loan funds, Tri-State Bible College must get permission from the student or parent for a Direct Parent PLUS Loan, before Federal Student Loan funds can be disbursed. The student or parent, as applicable, may choose to decline some or all of the loan funds so that additional debt is not incurred. Written notification will be sent to the student or parent as soon as possible but no later than 30 days from the date the student was determined to be withdrawn. The notice will include all information needed for the student or parent to make an informed decision regarding the post-withdrawal disbursement. Any credit balance will be disbursed to the student or parent as soon as possible but no later than 14 days from the date of disbursement.

In the event a student is not able to complete the program of study, TSBC must collect all excess funds from the student and return funds back to the Title IV program account. It is the student's responsibility to return any excess funds requested by TSBC within 7 days of receiving notice from TSBC.

TSBC must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

Funds are returned in the following order:

3. Direct Unsubsidized Loan
4. Direct Subsidized Loan
5. Direct Plus Loan
6. Federal Pell Grant
7. Iraq and Afghanistan Service Grants
8. FSEOG

If TSBC is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds must be returned or repaid by the student (or parent for a PLUS Loan) in accordance with the terms of the promissory note. This refers to a student making payments to the holder of the loan over a period of time.

An overpayment is any amount of grant funds that a student must return to the grantor. The amount that the student must repay is half of the grant funds received or scheduled to be received by the

student. The student must make arrangements with TSBC or the Department of Education to return the unearned grant funds.

The policy of returning Title IV funds is different from the refund policy for TSBC. A student may still owe funds to TSBC to cover unpaid institutional charges. Additionally, TSBC may charge a student for any Title IV program funds that were required to be returned. If a student is not familiar with TSBC's refund policy, a copy may be obtained from the Financial Aid Office. This office can also provide information on how to withdraw formally from school.

TSBC must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of the institution's determination that a student withdrew.

Treatment of Credit Balance When a Student Withdraws

When a student withdraws during a semester with an existing Title IV credit balance, the Title IV credit balance will be handled as follows:

1. No portion of a Title IV credit balance will be released to the student, nor will the credit balance be returned to the Title IV programs prior to performing the R2T4 calculation. This supersedes the 14-day credit balance payment requirement of 34 CFR 668.164(h) that would otherwise require funds to be released.
2. The R2T4 calculation will include as disbursed aid any existing Title IV credit balance funds for the semester in question.
3. Apply any applicable refund policy (state, accrediting agency, institutional, etc.) to determine if doing so creates a new or larger Title IV credit balance.
4. Allocate any Title IV credit balance as follows:
    a. Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student resulting from the current withdrawal. TSBC will return such funds to the Title IV grant account within 14 days of the date the R2T4 calculation is completed. (A Title IV credit balance from a prior period is not included in the calculation but is included as Title IV funds when the final amount of any Title IV credit balance is determined at the time of withdrawal.) TSBC will first use the final Title IV credit balance to satisfy any current student grant overpayment.
    b. Within 14 days of the date the R2T4 calculation is completed, TSBC will pay any remaining Title IV credit balance funds in one or more of the following ways:
        i. TSBC will pay authorized charges (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution); however, TSBC will not use a Title IV credit balance to return funds for which it is responsible as a result of an R2T4 calculation (Step 5, Part O);
        ii. With the student's written authorization, TSBC will reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal);
        iii. TSBC will pay to the student or parent for a Direct PLUS Loan; or if the student or parent to whom a Title IV credit balance must be paid cannot be located, TSBC will return the credit balance to the Title IV programs. TSBC has the authority to determine, in the best interest of the individual student, the order of return to the Title IV programs for a credit balance.

For any questions about Title IV program funds, please call the Federal Student Aid information center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on the Student Aid website at www.studentaid.ed.gov.

Appendix G Admissions Policies

Revisions Approved by BOD on October 25, 2023

The TSBC application for admission is available from the Admissions Office or online at www.tsbc.edu. The Admissions Office personnel will assist students with the admissions policies and answer questions relating to the TSBC curriculum and career objectives.

Application for Admission

A completed application must be submitted to the Admissions Office prior to the semester for which a student enrolls. A non-refundable application fee must be submitted with the application. All requested admission documents must be submitted in sufficient time to act upon the registration. Provision may be available for a student to receive tentative acceptance prior to the receipt of all completed documents.

TSBC does not discriminate on the basis of race, color, gender, age, national origin, disability, socio-economic background, or veteran status in educational policies, admission policies, scholarship and loan programs, or in other school-administered programs.

Application Procedures – Undergraduate and Graduate Students

1. Applicant (as indicated by his/her signature) must agree with the "ABHE Tenants of Faith."
   - We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
   - We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
   - We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
   - We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
   - We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
   - We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
2. Applicant must submit two letters of recommendation—one from the applicant's pastor and one from a separate faith-based non-profit organization. A specific form available from the Admissions Office should be used for all recommendations.
3. Applicant must submit a written account of his/her salvation experience to be reviewed by an Admission Committee.
4. An interview may or may not be required.
5. All documentation must be submitted two weeks prior to the first day of classes.

Admissions Requirements for Undergraduate Level

Admission to the Tri-State Bible College requires proof of eligibility in the state of Ohio [34 CFR 600.4(a)(2)]. Applicants to the college must submit proof of high school graduation: GED or the equivalent. Tri-State Bible College admits as regular students only persons who—

- have a high school diploma;
- have the recognized equivalent of a high school diploma; or
- are beyond the age of compulsory school attendance in the State in which the institution is physically located.

Federal regulations require that to receive Title IV funds, a student must be qualified to study at the postsecondary level. According to Title 34 in the Code of Federal Regulations Section 668.16(p), Tri-State Bible College must develop and follow procedures to evaluate the validity of a student's high school completion if the institution or the US Secretary of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

If Tri-State Bible College has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, we must evaluate the validity of the student's high school completion. In order to satisfy the requirements of the regulation on this issue (34 CFR 668.16(p)), Tri-State Bible College may:

- check with the high school to confirm the validity of the student's diploma; and
- confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

According to the Senior Director of Program Approval Operations at the Ohio Department of Higher Education, ODHE does not set admission requirements for institutions. ODHE does expect that institutions have policies in place to evaluate students for admissions (including homeschooled applicants) and for the institutions to adhere to their policies. ODHE also expects the institutions to be in compliance with their accreditor and the US Department of Education. Institutions are encouraged to reach out to other institutions about how they handle homeschooled applicants.

While the above two-part description satisfies the high school validity requirement, the Knowledge Center FSA Handbook (2022–2023), provides further guidance in the following eligibility situations (pages 9–14):

- foreign high school diplomas,
- recognized equivalents of a high school diploma,
- high school documentation not yet received,
- when a student incorrectly states diploma status,
- homeschooling,
- ability-to-benefit (ATB) alternatives, and
- eligible career pathway programs (ECPP).

Other approaches used by schools are also valid if they comply with the language of 34 CFR 668.16(p). Students who indicate on their FAFSA that they graduated high school must give the name, city, and state of the high school. FAFSA on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education

Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid. Acceptable documentation for checking the validity of a student's high school completion can include the diploma and a final transcript that shows all the courses the student completed. Diplomas from unaccredited high schools can be valid and qualify students to receive Title IV funds, as well as meet college admission standards.

Tri-State Bible College will work with the ODHE and other State departments of education when an applicant's eligibility requires verification. Tri-State Bible College may also consult with other colleges to develop their procedures for checking the validity of high school diplomas. For students who completed their secondary schooling outside the United States, comparable documents can help, as can the services of companies that determine the validity of foreign secondary school credentials. A student's self-certification is not sufficient to validate a high school diploma that is in question. If there is conflicting information between the student's certification on the FAFSA and other documentation or information obtained from the student, Tri-State Bible College must resolve this conflict. For Tri-State Bible College to be a Title IV eligible institution, it must admit as regular students only those with a high school diploma or the recognized equivalent and/or those who are beyond the age of compulsory school attendance in the State where the institution is located. As in other areas of Federal Student Aid administration, Tri-State Bible College has final authority in meeting this requirement. ODHE does not plan to have an appeal process or to intervene in reasonable judgments of school administrators, such as a decision to move a high school from a college's acceptable to unacceptable list or a case where one school has different lists than another.

Beyond the previously mentioned eligibility requirements, a person must complete the following requirements to be admitted to Tri-State Bible College:

- Submit a completed application and pay the application fee.
- Arrange for OFFICIAL transcripts from **all** previously attended colleges be sent to the Admissions Office. Transcripts issued to the student are NOT acceptable.
- Complete the required assessment tests.

Please contact the Admissions Office if you have questions about academic requirements for admission to TSBC.

Admissions Requirements for Graduate Level

Admission to the graduate program requires a Bachelor degree from an accredited institution. During the undergraduate education, a prospective student must have earned a minimum cumulative 2.5 GPA.

The graduate student must

- submit a completed application and pay the application fee.
- arrange for OFFICIAL transcripts from all previously attended colleges be sent to the Admissions Office. Transcripts issued to student are NOT acceptable.
- successfully complete the following classes or equivalents.
  AB104 Principles of Bible Study
  HB361 Hebrew I
  GR301 Greek I
- submit an autobiographical statement (maximum 1,000 words) that includes a personal doctrinal statement and reasons the applicant wants to earn an MA in Bible/Theology.

- possess computer/internet competency.
- submit two letters of recommendation sent directly to the Admissions Office from two faith-based, non-profit organizations.
- submit a writing sample.

The TSBC Master's Commission will review the application/documentation and has sole authority for approval for admission to the Master of Arts program.

Additional Admissions Requirements

All students must

- submit a valid state approved photo identification.
- complete an interview with a TSBC admissions representative to determine a suitable program of study for the ability and commitment of the student.
- review the college catalog/handbook. A student has the responsibility to read the college catalog/handbook and is responsible for obedience to the policies and procedures contained in it.
- review, complete, and sign the orientation document.
- complete additional tasks as required by the college.

Though it is not required, students may complete the emergency medical form to disclose medical and prescription drug information. This form is available in Appendix C of this catalog/handbook.

Registration

Pre-registration for each semester is open from the time the schedule is finalized until the beginning of registration week. Registration week is prior to the first week of classes and is open to new students or previously admitted students in good standing. New students must receive at least a tentative acceptance before being allowed to enroll in classes.

Students who are Armed Forces Veterans will receive priority registration status upon receipt of VA eligibility certification. TSBC will allow GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility or valid VAF 28-1905. This allows a student to attend the course until the VA provides payment to the institution.

Distance Education Online

TSBC offers a significant number of classes through an online modality. Online classes are only available to TSBC students who reside in a state in which TSBC has received a State Authorization Reciprocity Agreement (NC-SARA). To enroll in online classes, a student must apply and be admitted to a regular certificate/degree program. A student must complete the standard Application for Admission form and then request approval from the Registrar. Requests should be made as early as possible prior to the start of the semester. Online classes are not normally available to first and second semester freshmen. A 3.0 GPA is suggested for upper-class students. The Vice President of Academics and the Registrar will determine the availability of classes on a semester-by-semester basis.

Catalog/Handbook of Record

Throughout a student's TSBC enrollment, he/she will be governed by the catalog/handbook in effect at the time of enrollment. If a student is making satisfactory academic progress toward a certificate/degree and has no period of more than two consecutive semesters of non-enrollment, the catalog/handbook under which he/she initially enrolled will be the catalog/handbook of record concerning graduation requirements. Should a student choose not to return for more than the equivalent of an academic year (two consecutive semesters), he/she will be required to comply with the catalog/handbook of the returning semester. Should a student replace the catalog/handbook of record, he/she must contact the Registrar and sign a form stating his/her decision to change.

Family Educational Rights and Privacy Act (FERPA)

Tri-State Bible College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The purpose of this act is to protect the privacy of student records, to ensure the personal right to inspect one's own student records, and to ensure procedures are established whereby incorrect records may be changed. Specific questions regarding college policies should be addressed to the Registrar.

The college considers certain personal information to be directory information and thus may be used in college publications or social media sites without a student's permission. This information includes name, address, telephone number, denomination, sex, marital status, dates of enrollment, classification, degrees, diplomas, certificates, awards and honors, program of study, previous institutions attended, date of birth, place of birth, participation in college activities, class schedule, and photograph. If a student does not want this information released, he/she must fill out the Release of Student Information and FERPA form. This form must be filled out each semester by the end of the second week of classes directing the college to withhold this information. This form is available in the appendix of this catalog/handbook *(Appendix D).*

Other information from a student's educational record will not be disclosed to a third party unless a student gives written consent. If legal authorities request information about a student, TSBC must release the information without consent from a student.

Semester Load

It is recommended that a student seriously consider his/her work schedule in planning the course load. The normal semester load for a full-time undergraduate student is 15 credit hours. A full-time semester load for a graduate student is 6 credit hours.

It is important to note that for Federal financial aid purposes, full time is considered 12 credit hours per semester.

Auditing

Undergraduate Program: A student may register to audit a class for which he/she has the appropriate prerequisites and/or approval of the professor(s). Once a student has registered to audit a class, he/she may <u>not</u> change that class from an audit class to a for-credit class. However, a student who has registered for a for-credit class may change to an audit class during the add/drop period.

Graduate Program: Auditing is currently not available in the graduate program.

Orientation

Upon enrollment, a student is required to attend Orientation to get familiar with the campus and college rules and regulations. Orientation is normally during the first week of each semester. Additional sessions may be held at the direction of the Vice President of Academics. Other documents may be completed during the orientation.

Emergency Contact

An emergency contact should be on file with TSBC. If a student desires TSBC to have medical information such as prescription drugs and/or doctors, the emergency medical form must be completed. This form is available in *Appendix C* of this catalog/handbook.

Doctrinal Statement

A student entering Tri-State Bible College must acknowledge that he/she has reviewed the TSBC Doctrinal Statement to indicate awareness that all courses will be taught within the framework of this statement.

Written Testimony

An applicant for admission to the undergraduate or graduate program must submit a written personal testimony revealing his/her sincere desire to study the Word of God.

Placement Exam

An English placement exam may be required upon undergraduate admission.

ADA Statement for Students with Disabilities:

In accord with Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Tri-State Bible College (TSBC) will make reasonable accommodation to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities.

After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to the VP of Academics. Documentation of disability may be required in order to receive appropriate modifications. Requests for auxiliary aids should be made at least one month prior to the beginning of the semester. TSBC does its best to honor these requests but cannot guarantee that they will be met. In light of the accommodations granted, students are responsible to work with individual professors at the beginning and throughout the semester. If additional time beyond the end of the semester will be needed, the student must file a written request to the VP of Academics for an extension. This must be filed before the semester ends. TSBC is unable to grant retroactive accommodations once the semester is completed.

TSBC will not make substantial adjustments beyond those necessary to eliminate discrimination against otherwise qualified students and will not modify classes and/or programs to the extent it places financial or administrative burden on the college. TSBC assumes no responsibility for personal-care attendants, health-care providers, personal devices, individually prescribed devices, readers for personal use or study, or private tutors.

Transfer Students

A transfer student must submit official transcripts to TSBC and complete the standard application process. Transcripts must provide evidence of good standing.

A transfer student must

- be in good standing academically **(2.0 GPA or above for undergraduate students and 2.5 GPA or above for graduate students)** with all previous institutions. A student who does not meet the required GPA transfer status will be given the opportunity to enroll with self-pay status for a probationary period. After completing a probationary period at TSBC, a student with good academic standing will be evaluated for admittance into a qualifying degree program and may be eligible for financial aid.
- be in good standing financially with all previous institutions. In the event of an outstanding debt, the debt must be paid to be considered in good standing. A student not admitted into a degree program is not eligible for Title IV financial aid.
- The Vice President of Academics and Financial Aid Director may make exceptions on a case-by-case basis to this policy where applicable.

Residency Requirements for Transfer Students

An undergraduate transfer student is required to complete in residence at TSBC 33 credit hours for a BA degree, 18 credit hours for the AA degree, and 9 credit hours for the Certificates. In the BA and AA degree programs, a minimum of 6 credit hours must be taken in both Bible (BI) courses and in Theology (TH) courses.

For a graduate transfer student a minimum of 24 credit hours must be completed at Tri-State Bible College. Transfer credits from accredited institutions may be accepted at TSBC if they meet the program requirements and at least a 2.5 GPA has been earned.

Transfer Credits

The Registrar and the Vice President of Academics will evaluate the transcripts of the transfer student. The following guidelines are used in the evaluation.

- No transfer credit is given for a class unless a student earned at least a grade of "**C**."
- Credits from college-level institutions accredited by a regional accrediting association and/or nationally by the Association for Biblical Higher Education (ABHE) or the U.S. Department of Education may be accepted by TSBC. Credits may be accepted on a case-by-case basis.
- Transfer of credits from non-accredited colleges will not be accepted unless specifically approved by the Registrar and Vice President of Academics.
- Transfer credits in the areas of Bible and theology will be accepted only from colleges of like faith and doctrine.
- When computing the grade point average for transfer students, only the coursework completed at TSBC is included.

Readmission

A student who withdrew from TSBC **in good standing** will be readmitted. A new application may be required; however, the application fee will be waived. If college-level work has been completed

elsewhere during the withdrawal period, a student must request an official transcript of credits be sent to TSBC Admissions Office. Please contact the Registrar for additional information.

A student who withdrew from TSBC **not in good standing** can reapply. However, he/she may be readmitted on a probationary status.

Appendix H Satisfactory Academic Progress (SAP) Policy

Revisions Approved by BOD on October 25, 2023

Students must achieve Satisfactory Academic Progress (SAP) toward a certificate to maintain eligibility for scholarships, grants, and Federal loan payments, including Title IV funds. These payments include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Program
- Federal Work-Study
- Federal Direct Loan programs (Subsidized, Unsubsidized, PLUS)
- State grants/scholarships
- All other programs, including Tri-State Bible College scholarships, which require the monitoring of academic progress.

Federal regulations require schools to monitor the academic progress of students receiving financial aid and the school must officially state the student is making SAP. Eligibility requirements are based on standards established by Tri-State Bible College (TSBC) to ensure that all students receiving financial aid progress toward receiving a degree. The following SAP standards will be monitored at the end of the semester beginning with the completion of the semester the student attends. The SAP progress will be evaluated at the end of each semester. To maintain SAP, students must meet the following components:

- Maximum Timeframe
  - A student progressing toward completion of an Associate degree must complete the program within 99 hours (66 hours x 1.5 times program length).
  - A student progressing toward completion of a Bachelor degree must complete the program within 189 hours (126 hours x 1.5 times program length).
  - A student progressing toward completion of a Graduate degree must complete the program within 54 hours (36 hours x 1.5 times program length).

- Minimum Grade-Point Average (GPA)
  - Undergraduate students (Associate and Bachelor students) must achieve and maintain a cumulative 2.0 GPA at the end of each semester evaluation period.
  - Graduate students must achieve and maintain a cumulative 2.5 GPA at the end of each semester evaluation period.

COVID-19 National Emergency

Students who were unable to complete course work for credit during the COVID-19 National Emergency are excluded from the SAP for those courses, and it is not necessary to file an appeal if there has been reasonable determination the failure to complete was the result of a COVID-19 related circumstance.

Transfer Hours

Transfer students with no grade history at Tri-State Bible College will enter TSBC on good standing. A Financial Aid SAP calculation, including transfer hours applicable to the current degree pursuit and Tri-State Bible College hours earned, will be calculated at the end of the next semester.

Incomplete Grades

A student who is eligible for financial aid in a given semester after passing a SAP evaluation that included incomplete classes and thus subsequently receiving failing grades in those classes will not have their aid returned for that semester, because the student was eligible on the basis of a SAP evaluation that was accurate at the time it was performed.

Repeat Courses

A student may receive aid when repeating a course that was previously unsuccessful regardless of the number of times the course was attempted and failed. Once a course has been successfully completed, a student can retake and receive financial aid for that same course only one additional time (one retake attempt). Any ineligible courses that are retaken will be excluded when aid is calculated.

Withdrawals

Dropping courses can have a severe impact on your financial aid eligibility. Most financial aid is based on the hours of enrollment. Should you need to drop a course or withdraw from school, it is imperative you contact the Tri-State Bible College Financial Aid Director and Vice President of Academics.

The overall consequences of dropping courses depend on EACH of the following:

- The aid you have been awarded;
- The number of credit hours remaining; and
- The point in the term you drop credit hours.

A student could owe additional money to the college (which would be due immediately), or a student could have additional funds refunded to him/her from the college. In some cases, a student could have aid adjusted for future terms. For refund and fee/tuition adjustments, look for important dates on the College Calendar on page 13 of this Catalog.

Probation Progress

Students who fail to meet SAP for the first time, which includes the minimum GPA and/or maximum timeframe requirements, will be issued a Financial Aid Warning and may be deemed ineligible if they fail to meet the SAP requirements by the end of the following semester of enrollment. During the term following when the student failed to meet SAP standards, the student may receive federal financial aid payments. Students who fail to meet SAP requirements at the end of the second semester will be placed on financial aid suspension (with a right to appeal) resulting in a loss of financial aid funding.

- If the student appeals the ineligible status and the appeal is approved, the student will then be placed on Financial Aid Probation for the following semester and be allowed to receive financial aid. If the student has not made SAP after that payment period, the student is placed back on Financial Aid Suspension.
- If the student's appeal is denied, the student may remain in the program; however, the student will not receive financial aid funding. The student may cover the cost by paying out of pocket, receiving a private loan, or a scholarship. The student will be notified within 15 days of the probationary status via TSBC email. During this period, a student can complete the appeals process.

Appeals Process

Students have the right to appeal a SAP determination by writing a personal statement and providing proper documentation of the mitigating circumstances, such as a major car accident, major illness, etc. Students have five business days to appeal a suspension or probation decision from the date they receive notification. A Student Appeal Form is found in *Appendix A* of this college catalog/handbook. If the appeal process is approved, a student will be placed on financial aid probation to allow the student to receive financial aid funds for one semester. During this period, the student must return to meeting all SAP requirements. A student may be assigned an academic advisory schedule on a case-by-case basis to assist the student in attaining the necessary SAP.

If special circumstances exist when the student appeals, the Student Success Team can decide if the student has made satisfactory progress prior to the special circumstances and can reinstate the student in meeting SAP. There is NO right to appeal a second time for the same reason as an earlier appeal.

All students must send their letters, a Student Appeal Form, and other documentation to the Financial Aid Director, Tri-State Bible College, PO Box 445, South Point, OH 45680. An acknowledgement of the appeal will be sent to the student within five (5) business days via TSBC email. Upon appropriate committee resolution, TSBC will render a written determination.

Undergraduate Students

A 2.0 GPA (cumulative) is required for graduation in all undergraduate programs at Tri-State Bible College.

A GPA level of 2.0 (cumulative) must be maintained in all undergraduate programs to be in good academic standing. Students receiving Title IV financial aid are required to maintain good academic standing for financial aid eligibility.

A student who earns a semester GPA below this standard is placed on **academic warning** until such time his/her cumulative GPA is raised to the required 2.0 standard. The student must demonstrate increasing academic progress while maintaining a 2.0 or above semester GPA–until good academic standing is achieved. While under academic warning, the student may be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students may also be required to follow an academic advisory schedule, to attend meetings with assigned academic

and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Vice President of Academics and/or Student Success Team.

A student who fails to maintain a 2.0 GPA for two continuous semesters will be placed on **academic probation.** The student must demonstrate increasing academic progress while maintaining a 2.0 or above semester GPA until good academic standing is achieved. While under academic probation, the student will be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students will also be required to follow an advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Registrar or Vice President of Academics.

A student who fails to comply with academic probation stipulations will forfeit all federal and state financial aid until a cumulative 2.0 GPA is achieved.

The above standard policy and exceptions will not occur without the authority of the Student Success Team. Satisfactory academic progress will be documented in the student's permanent academic file. The student has the right to appeal such decisions through the appeal process within five business days from the date of the decision.

Graduate Students

A 2.5 GPA (cumulative) is required for graduation in the graduate program at Tri-State Bible College.

A GPA level of 2.5 (cumulative) must be maintained in the graduate program to be in good academic standing. Students receiving Title IV financial aid are required to maintain good academic standing for financial aid eligibility.

A student who earns a semester GPA below this standard is placed on **academic warning** until such time that his/her cumulative GPA is raised to the required 2.5 standard. The student must demonstrate increasing academic progress while maintaining a 2.5 or above semester GPA until good academic standing is achieved. While under academic warning, the student may be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students may be required to follow an academic advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Vice President of Academics and/or Student Success Team.

A student who fails to maintain a 2.5 GPA for two continuous semesters will be placed on **academic probation.** The student must demonstrate increasing academic progress while maintaining a 2.5 or above semester GPA until good academic standing is achieved. While under academic probation, the student will be required to meet with and gain approval to register from the Registrar and/or Vice President of Academics. Such students will also be required to follow an advisory schedule, to attend meetings with assigned academic and/or administrative personnel, and/or other stipulations as deemed necessary for student success by the Registrar or Vice President of Academics.

A student who fails to comply with academic probation stipulations will forfeit all federal and state financial aid until a cumulative 2.5 GPA is achieved.

The above standard policy and exceptions will not occur without the authority of the Student Success Team. Satisfactory academic progress will be documented in the student's permanent academic file. The student has the right to appeal such decisions through the appeal process within five business days from the date of the decision.

Interruption for Unsatisfactory Grades (i.e., dismissal)

Undergraduate Students

If a student's semester GPA drops below 2.0 for two consecutive semesters and the student's cumulative GPA drops below 2.0, the student may be dismissed for one semester for unsatisfactory academic progress.

Graduate Students

If a student's semester GPA drops below 2.5 for two consecutive semesters and the student's cumulative GPA drops below 2.5, the student may be dismissed for one semester for unsatisfactory academic progress.

Re-Entry Process

A student must reapply to the college; meet with the Vice President of Academics, Counselor, and Registrar; and develop a mutually agreed to academic plan for success that is approved by the Vice President of Academics.

Appeal Process

A student has five (5) business days from the date of the written determination to submit an appeal. See *Appendix A* for the Student Appeal Form.

Step 1 Complete the appeal form, and submit it to the Registrar/Financial Aid office.
Step 2 A response acknowledging receipt of the appeal will be sent to the student within five (5) business days.
Step 3 Upon appropriate committee resolution, TSBC will render a written determination.

Appendix I Independent Study Application Form

This form is to be filled out by the student in conjunction with the VP of Academics.

Open this PDF form in Adobe Reader or Acrobat and fill in the appropriate information, including using a digital signature. Use "Save" to keep the changes, then email the form to the VP of Academics.

Completed form due no later than the first day of the semester.

Student name: _____

Student e-mail: _____

Student status: Fr_____ So_____ Jr_____ Sr_____ MA_____

Advisor: _____

Reason for requesting Independent Study

Requesting a course required for graduation_____

Requesting a for-credit course for special research study_____ (Jrs. / Srs. / MA Students)

Requesting an individual course for personal ministry enrichment_____

Requested course number & title: _____

Or research study title:_____

Requested semester: Fall_____ Spring _____ Summer _____ Year:_____

Student Name:_____ Date:_____

Professor Name:_____ Date:_____

VP Academics:_____ Date:_____

Upon approval of all parties, the VP of Academics will enroll the student in the Independent Study course on behalf of the student. No further student action is necessary.

---

*For a **special research study request**, please fill out the additional information on page 2.*

*For a **personal ministry enrichment request**, please fill out the additional information on the bottom of page 2, and have your Senior Pastor sign off on the request.*

For a special research study request, please fill out the following:

1) Describe the project in detail. What is the focus? What method(s) of research will be used?

2) What is the Professor's role as Project Sponsor? What is the schedule of regular meetings for advisement and evaluation?

3) What is the final project or goal of the course?

4) What criteria will be used to assess the final project and/or course?

5) What components and percentages will determine the final grade?

For a personal ministry enrichment request, please fill out the additional information here, and have your Senior Pastor sign off on the request.

Need for special ministry enrichment: _____

_____

_____

Senior Pastor signature & date:_____

Appendix J Incomplete Course Application Form

This form is to be filled out by the student and their course professor in conjunction with the VP of Academics or Advisor. (Open this PDF form in Adobe Reader or Acrobat and fill in the appropriate information, including using a digital signature. Use "Save" to keep the changes, then email the form to the VP of Academics.)

Completed form due within the week following the semester end.

Student name: _____

Student e-mail: _____

Student status: Fr_____ So_____ Jr_____ Sr_____ MA_____

VP of Academics or Advisor: _____

Reason for requesting an Incomplete Course Status

Requested course number & title: _____

Professor Name:_____

Requested semester: Fall _____ Spring _____ Summer _____ Year:_____

Personal/Family _____ Medical _____ Military _____ Other: _____

Deadline date for submission of missing course assignments: _____

Assignments remaining for submission: _____

_____

_____

Student Name:_____ Date:_____

Professor Name:_____ Date:_____

VP Academics:_____ Date:_____

Upon approval of all parties, the VP of Academics will change the course grade of the student to **Incomplete***. In the event no (or only partial) remaining coursework is submitted by the established deadline, the final grade will be determined by all submitted assignment grade(s), plus a grade of* **0** *(zero) for each missing assignment, for the total overall course grade.*