**Potter’s House Seminary and Bible College Catalog 2018-2019**

#### The word that came to Jeremiah from the Lord: “Arise, and go down to the potter’s house, and there I will let you hear my words (Jeremiah 18:1 RSV)



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This is the current catalog and it is certified to be true and accurate in content and policy. Potter’s House Seminary & Bible College makes every effort to provide accurate and up- to- date information; however, the College reserves the right

To change, without notice, statements in the catalog concerning policies, fees, curricula, course offerings, and other matters**.**

#### Published 4/1/2018

#### Gloria A. Ward, Dean Administrator

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# A WELCOME FROM THE PRESIDENTS

**Welcome to The Potter’s House Seminary and Bible College! PHSBC is Christ-centered! The Bible is our roadmap to success! We are here to help you on your journey, as you seek a Christ filled education, and study the greatest book ever written ---God's Holy Word!**

**PHSBC was organized for the purpose of reaching the world with the good news of Jesus Christ. Our mission is to educate and equip faithful men and women for the work of the ministry, building up the church and making disciples to go into the world and preach the gospel of Jesus Christ. We decided years ago that if the gospel is to be told and demonstrated to a lost and hurting world, those who have been called by God to serve Him should be trained and equipped with the very best tools possible to effectively accomplish the work of our Lord and Savior Jesus Christ. The goal of the school is to equip men and women so that they may effectively perform the work God has called them to do.**

**Things around us are constantly changing. Education has changed. Churches have changed. People have changed. The world has changed. However, the gospel of Jesus Christ has not changed! “Jesus Christ the same yesterday, and today, and forever”. (Hebrews 13:8)**

**Many have never had the opportunity to fulfill their potential. Many felt called and dreamed of ministry but never had the chance to train for ministry. Today, PHSBC gives you that opportunity. It all depends on you. The opportunity and decision is yours to make. This simply re quires desire, commitment and work. The school offers a convenient schedule for those of you who desire a classroom environment. You also have the option of correspondence classes. The bottom line is this, if you will supply the effort we can supply the courses, the schedule and the guidance to move you along to the degree that will enhance your call to ministry.**

**Our courses and degrees are relevant for today’s believer and suitable only for the work of the ministry. The programs will include study of the most current books written by the world's leading authors. These courses will enhance your life and current ministry along with the dedicated help of our teaching staff. Degrees from PHSBC prepare our students for more fulfilling lives and broader ministries.**

**Are you ready? God is ready. If He has called you, then He wants to use you in a great and mighty way. We are here to help you to be all that God wants you to be in ministry. The next step is yours. Join with others by enrolling in a PHSBC program and begin your journey today as one who is willing to be a "workman that needeth not to be ashamed, rightly dividing the Word of truth." (II Timothy 2:15).**

**We look forward to working with you to ensure you are prepared for the assignment God had in mind for you.**

**Presidents Mike and Sheila Padgett**

**Message from the Dean**



Welcome to Potter’s House Seminary and Bible College!

It is exciting times for all of us at the Potter’s House Seminary Bible College as we

reposition into a new season. Ecclesiastes 3:1: “To everything there is a season, and a time to every purpose under the heaven”. In this new season, God wants to take PHSBC to the next level. Come and join us! God wants to do new and incredible things as we continue to move forward into the direction of His purpose.

I am delighted that you are considering earning your degree at PHSBC. Not only do students receive solid Biblical teachings, but they also experience the richness of the presence of the Holy Spirit in the classroom as well as their lives. We are committed to raising up spirit-anointed leaders to go into all the world teaching and preaching the Gospel of Jesus Christ.

Again, welcome you to the College! I pray God’s blessings and direction as you pursue your educational goals.

Sincerely,

Dr. Gloria A. Ward Dean Administrator

#### August

**Potter’s House Seminary and Bible College 2018-2019 Calendar**

#### Monday, 8/13/18- First Quarter Classes Begin

#### September

#### Monday 9/3/18- Labor Day Observed- School Closed

#### Monday – Wednesday 9/10/18 – 9/12/19 – Church Revival –School Closed

#### October

#### Monday 10/15/18- End of First Quarter Monday 10/22/18- Second Quarter Begins

#### December

#### Wednesday 12/12/18- End of Second Quarter Winter Break December 13 – January 6, 2019

#### January

#### Monday 1/7/19- Third Quarter Begins

#### February

#### Wednesday 2/27/19- End of Third Quarter Spring Break Feb 28 – March 17, 2019

#### March

#### Monday 3/18/19- Fourth Quarter Begins

#### May

#### Wednesday 5/8/19- End of Fourth Quarter

#### June

#### Friday 6/7/19 Graduation

**ABOUT THE COLLEGE**

**Statement of Faith**

### We believe in one God- Father, Son and Holy Spirit, creator of all things.

### We believe that the Lord Jesus Christ, the only begotten Son of God was conceived of the Holy Spirit, born of the virgin Mary, crucified, died, was buried, resurrected, ascended into Heaven, and is now seated at the right hand of God the Father and is true God and true man.

### We believe the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct.

### We believe in the resurrection of the dead, the eternal happiness of the saved and the eternal punishment of the lost.

### We believe in personal salvation of believers through the shed blood of Jesus Christ.

### We believe in sanctification through the Word of God and by the Holy Spirit, and we believe in personal holiness, purity of heart and life.

### We believe in divine healing, through faith in the name of Jesus Christ, and that healing is included in redemption.

### We believe in water baptism, in the Baptism in the Holy Spirit as distinct from the new birth, in speaking with tongues as the Spirit of God gives utterance (Acts 2:4) in the gifts of the Spirit and the evidence of the fruit of the Spirit. We believe that all of these are available to believers.

### We believe in the Christian’s hope, the soon coming, personal return of the Lord Jesus Christ.

### We believe in evangelism and missionary work in accordance with the Great Commission.

**Doctrinal Position**

We allow for disagreement on the non-essentials in the Word of God, however, we adhere to the fundamentals as in the Doctrinal Statement outlined above. We believe God cares about the lifestyle of the believer.

**Institutional Profile**

Potter’s House Seminary and Bible College (PHSBC) is a non-denominational established in 2006 as an institution of higher education that educate, equip, and train men and women for the work of the ministry. PHSBC is strongly committed to a Bible based Christ-centered education. The College provides a practical learning environment where students will study, pray, and encourage one another to greater obedience to God.

The facility is situated at the Potter’s House Church at 4801 Gum Branch Road, Jacksonville, N.C. 28540. The college offers certificate courses, an Associate of Arts degree, Bachelor of Arts in Theology, Master of Arts in Theology and Doctor of Theology. The graduate degree program offers specialization in four areas of study: (1) Christian Studies, (2) Christian Counseling, (3) Pastoral Studies and (4) Worship Leadership.

The College operates as a postsecondary institution under the authority of the Potter's House Seminary and Bible College Board of Directors in conjunction with the State of North Carolina General Statues Section (G.S.) 116-15(d).

**Mission Statement**

Our mission is to educate and equip faithful men and women for the work in the ministry, building up of the Church and making disciples to go into the world to preach the Gospel of Jesus Christ.

**Our Vision**

Potter's House Seminary and Bible College will be a global educational institution committed to excellence with a passion to teach, train, equip and empower men and women to become leaders in the work of the ministry and to go and impact the world for the Lord Jesus Christ

**Philosophy**

Potter’s House Seminary and Bible College affirms the Bible as the inerrant and infallible Word of God and teaches all programs from a biblical worldview. The college maintains that providing a theological foundation consistent with its doctrinal statement and position will equip the students to follow their chosen vocations or callings.

We desire to instill a Christian ethic into students so that they exemplify excellence in every area of life. The faculty members are committed to modeling Christian character for the student as an essential part of the learning process. The faculty does not merely impart knowledge but seek to develop disciples of the Lord Jesus who will impact the world for His sake.

The college holds that learning occurs through various means including observation, institution and research. Because all truth has God as its source, the entire body of knowledge, consistent with and not contrary with God’s revelation. Research and study in all disciplines are possible because (1) the inherent logical structure of the created order,

1. the absolute nature of truth, and (3) humanity’s creation in the image of God with the potential to relate to Him by faith and with the ability to engage their minds in academic pursuits.

**Educational Objectives of the College**

Our objectives are consistent with our mission and philosophy to help students at PHSBC

* + Deepen their love and commitment to the authority of the Word of God, dedication to Jesus Christ as Lord, and sense of responsibility toward the Great Commission.
  + Gain a fuller knowledge of the Word of God, the Christian faith, themselves and other people and the world around them.
  + Cultivate a deeper appreciation for a biblical sense of values, God’s plan for their lives, spiritual cultural, national heritage, and privileges and responsibilities as a believer living in contemporary society.
  + Develop habits consistent with mature Christian character and cultivating appreciation for the standards of the College and its Christian position.
  + Improve student's ability to think logically and effectively; understand and evaluate the thoughts of others; engage in independent research; and integrate all knowledge and experience into a Christian worldview.
  + Grow in understanding and appreciation for various Christian ministries and gaining the knowledge and skills needed to enter the ministry in which they believe God is leading them.

These achieved objectives will contribute to fulfilling the Great Commission of Jesus, to “Go therefore and make disciples of all the nations (Matt 28:19 KJV).

**Accreditation and Certification**

Potter’s House Seminary and Bible College is a non-denominational, evangelical, Christian

College accredited by the American Accrediting Association of Theological Institutions, Inc. (AATII). AAATI, based in Rocky Mount, N.C. is a regional accrediting agency approved by the State of North Carolina and recognized nationally.

PHSBC offers degree programs in Associate of Biblical Studies, Bachelor of Arts in Theology, Master of Arts in Theology, Doctor of Theology, and Certificate of Ministry with emphasis in one of the following: Pastoral Studies, Christian Counseling, Worship Leadership and Christian Studies.

**Exemption Statement**

Degree programs of study offered by the Potter’s House Seminary and Bible College have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

**ADMISSION POLICIES**

**Admission Requirements**

Admission requirements are designed to ensure that students admitted to PHSBC have the ability and desire to successfully complete academic work, make full of the educational opportunities available and show evidence of Christian commitment. Factors which are required in the admission process are:

1. Complete an application package and submit to the Administrative Office together with a $25 non-refundable application fee.
2. Write a brief testimony of your salvation experience and submit together with the application.
3. Have your pastor or a ministry leader send a letter of recommendation to the administrative office.
4. Official transcripts from all post-secondary education, as well as proof of high school graduation (or equivalency). Official transcripts of any previous college or high school must be sent to the Admissions office.

Upon completion of the application package, the Admission Office will review it, and the applicant will be notified of the decision. A personal interview may be required with the College Administrator.

**Transfer Applicants**

A transfer applicant is someone who has attended another college. Official transcripts from all colleges previously attended must be submitted. The applicant will be evaluated on previous course work at the college level. Failure to provide official transcripts for all previous college experience may result in an applicant’s withdrawal from the program.

**Transfer of Credit**

Applicants who have completed courses in an accredited college or university may transfer credit for courses which apply or found to be equivalent and/or applicable for meeting degree and program requirements PHSBC. The Academic Dean shall evaluate all previous and applicable academic studies to determine what, if any, courses may be accepted for transfer into PHSBC. This evaluation will detail how course work completed at other colleges will transfer to PHSBC. First, courses which meet specific requirements of the PHSBC degree the student expects to earn will be selected. Secondly, courses will be selected which may be used to complete the requirements for elective credit. The final decision about how much credit may be allowed for transfer is made by the Academic Dean, according to the policies of the College.

**Veterans**. Prior to initial certification of Veterans benefits, all post-secondary transcripts will be evaluated for any applicable transfer credit. Applicable credit or lack thereof will be noted in the student’s academic file. For transfer credit accepted, appropriate reduction in the course of instruction will be granted. Appropriate adjustment will be made in tuition and fees corresponding to the acceptance of transfer of credit for any program of instruction.

**Transfer of Credit to Other Institutions**

The acceptance of transfer credits is at the determination and discretion of the receiving institution; therefore, PHSBC does not guarantee or implied in its credits will be accepted at any other institution. You should contact the educational institution that you may want to transfer credits to determine if such institutions will accept credits earned at PHSBC.

**Veteran Students**

PHSBC is approved for training veterans under VA Education Programs and complies in full with all reporting requirements of the U.S. Department of Veterans affairs.

Students receiving Veterans Benefits will be evaluated at the end of each month. If a student failed to meet standards (70% attendance, 70% grade average) during the month, he/she will be placed on probation the following month. At the end of the month of probation, if the student continued to fail standards (70% attendance, 70% academic standards) he/she will be terminated. The College will inform Department of Veterans Affairs when students fail to come off academic probation after two consecutive months.

**Readmission**

If a student leaves school for any reason and desire to return, the student must write a letter to the Admission Office requesting readmission. A student who is readmitted after an absence of at least one semester must graduate fulfilling requirements of the catalog that is I effect when he/she returns. The student must submit a non-refundable readmission fee of $25.

**Non-discriminatory Policy**

PHSBC accepts applicants on the basis of previous education, reputation, and sincere interest in Christian education without regard to religion, sex, age, disability, race, color or national origin.

**FINANCIAL Information**

**Tuition Costs**

The following schedule outlines the tuition costs as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Duration** | **Number of Credits Required** | **Costs Per Credit** | **Total Costs of Tuition** |
| Associate of Biblical  Studies | 2–YR | 60 | $30 | $1800 |
|  |  |  |  |  |
|  |  |  |  |  |
| Bachelor of Theology | 2-YR | 60 | $35 | $2100 |
|  |  |  |  |  |
| Master of Theology | 2-YR | 70 | $40 | $2800 |
| Doctor of Theology | 2-YR | 72 | $50 | $3600 |
|  |  |  |  |  |
| Certificate of Ministry |  | 32 | $30 | $960 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#### Note: The tuition costs in the table do not include registration fees or cost of textbooks for classes.

**Spouse Tuition Program**

All spouse tuition is ½ for lesser or equal programs. Spouses are responsible for paying registration fee and book fees

**Scholarships**

We do not offer scholarships or assistance to any students, except for employees of PHSBC who are actively employed, and our Spouse Tuition Program.

**Financial Sources**

#### Veterans Benefits

The Potter’s House Seminary & Bible College is approved by the North Carolina State Approving Agency for the enrollment of veteran, military and other eligible persons under the provisions of

Title 38, section 3676, United States Code. The College cooperates with the U.S. Department of Veterans Affairs for training of honorably discharged service members. Veterans who wish to use benefits should obtain the necessary forms from the Office of Veteran Affairs.

#### Federal Student Loans

The college is **not** an approved institution for students to receive Federal Stafford Student Loans.

**Tuition Payment Plans**

The student will be allowed to pay his tuition and fees in one of the following payment options:

#### One Payment Option

You may choose to pay the tuition in full and receive a 10% discount. This discount does not apply to textbooks, fees or per classes.

#### Two Payment Option

You may choose to pay the tuition in two equal installments.

#### Monthly Payment Plan

You may choose to pay tuition with $300 down and remaining payment in twelve equal monthly installments.

There are no fees or interest charges for payment plan options. No student will be allowed to register for a new semester or receive transcripts from prior semester until all unpaid balances have been reconciled.

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**Refund Policy**

Students who withdraw from the College or a course in which they are enrolled may be eligible to receive a refund. Student must notify the Office of the Dean of their intention to withdraw. An official withdrawal form must be completed to be eligible for refund.

Refund will be based on the date of actual notification rather than course participation or attendance.

If courses are dropped, the following schedule of tuition refunds applies:

|  |  |
| --- | --- |
| **Weeks Enrolled** | **Percentage of Refund** |
| **1** | **100%** |
| **2** | **75%** |
| **3** | **50%** |
| **4-6** | **-0-** |

**Textbooks**

Textbooks are not included in the tuition or registration fee. A list of required course textbooks will be made available to the students. Students are responsible for purchase of textbooks from local or online bookstores.

**Educational Fees**

Application Fee …………………………… ….$25.00

Registration Fee (non- refundable)… 100.00

Add/Drop Fee 100.00

Audit Fee 25.00

Late Enrollment Fee 25.00

Graduation Fee 100.00

Exam Makeup fee 25.00

Transcript fee 10.00

Return Check Fee 35.00

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**ACADEMIC POLICIES**

**Academic Year**

The Potter’s House Seminary & Bible College operates on the quarterly basis. A school year consists of four quarters of which each consists of eight weeks.

Classes are scheduled Monday through Wednesday (7pm -8:30pm). See school calendar for holiday schedules.

**Registration**

All students to include returning students are expected to register and enroll in classes each quarter. (See School Calendar for quarters beginning and ending dates). Students are encouraged to meet with Advisor for purpose of ensuring that classes are in his/her plan of study. The student, however, is responsible for meeting all requirements set out in the catalog.

Any course dropped during the first week of the class will not be entered on a student’s academic record. Any course dropped after the first week of the class will be recorded on the student’s academic record as W-withdrew passing or WF-withdrew failing. Any student who discontinues attending a course for more than 4 days will be automatically withdrawn from the class with a WF on their transcript.

**Student Classification**

All students are classified as full-time or part-time, depending on the number of quarter hours for which they are enrolled. The full-time student is one enrolled for a minimum of 10-12 credit hours per quarter. The part-time student is one who is enrolled for less than 10 credit hours per quarter. Classification of student is determined at registration and/or beginning of each quarter.

**Academic Load**

The normal academic course load for full time students is 12 credit hours (undergraduate); and 10-12 credit hours (graduate). Students wishing to carry an academic load of more than normal requirement must have approval from the Dean.

**Class Scheduling**

The classes are scheduled for 8 weeks per quarter. See school calendar for the exact dates. The student may meet with the Administrator for the purpose of reviewing his/her plan of study. The student, however, is responsible for meeting all requirements set forth in the catalog.

**Online Classes**

Currently correspondence learning is available. The goal of the College is to advance our distance learning program to integrate online and hybrid classrooms.

**Course Credits**

Credits earned per course available under the degree offerings are as follows:

Associate of Biblical Studies 4 credits per course Bachelor of Theology 4 credits per course

Master of Theology 5 credits per course

Doctor of Theology 6 credits per course

Each level of degree has a corresponding credit requirement upon completion as follows:

1. Certificate of Ministry (32 credits) (384 clock hours)
2. Associate of Biblical Studies (60 credits) (720 clock hours)
3. Bachelor of Theology (120 credits) (includes 60 credits from Assoc. of Biblical Studies) (720 clock hours
4. Master of Theology (70 credits) (840 clock hours) 5. Doctor of Theology (72 credits) (864 clock hours)

The Master’s Thesis is given 10 credits upon completion and the Doctorate dissertation is given 12 credits. Master’s and Doctorate students are also required to participate in an internship of 20 hours for completion of degree. (See Administrator for details).

**Grading System**

**Grade Point Average**

Grade point average (GPA) is a numerical measure of all grades. It is calculated by dividing the total number of grade points by the total number of credit hours attempted.

When both the original and the repeated course are taken, the new grade replaces the first grade in calculating the GPA. The student’s grade point average is then adjusted to reflect the new grade.

900-1000 A

800-890 B

Excellent 4

Good 3

700-790 C Average 2

60-690 D Low Passing 1

Below 600 F Failing 0

INC Incomplete work 0

WD Withdrawal 0

WF Withdrawal – Failing 0

DR Drop-Grade unable to be made up 0

NG No Grade 0

AU Audit –no grade given 0

The minimum grade point considered satisfactory academic performance is 700. All grades are final except for incomplete grades which must be completed within two weeks following the close of the course.

**Grade Reports**

Grade reports are issued by the Dean’s Office at the end of each quarter.

**Class Attendance**

Students are required to attend all class sessions. Any absence must be explained to the teacher when the student returns to class. The teacher will lower the student’s grade by one letter for each unexcused absence. If a student is tardy three times (without proper excuse) he will be charged with one unexcused absence. Student may be drop He/she will be referred to the college administrator upon missing three unexcused absences per course in an 8- week quarter.

**Excused Absences**

The following will constitute an excused absence:

1. Officially approved school or church activities
2. Illness
3. Death in the immediate family

NOTE: Students are responsible for all work and class activities whether absences are excused or unexcused.

**Make-Up Exams**

A $25.00 fee will be charged for make-up exams required due to an unexcused absence. The teacher is under no obligation to administer the make-up test due to an unexcused absence.

**Add/Drop Classes**

When a student finds it necessary to withdraw from the College during or at the end of a semester, he/she must obtain an Official Withdrawal Form. Students may add, drop or withdraw from a course by submitting an Enrollment Change Form at the Office of the Dean. It is the responsibility of the student to be aware of all deadlines and penalty dates.

1. Addition of a Course: The last day to add courses is the second week of class for a regular 8-week course.
2. Drop a Course: The last day to drop courses is the second week of class for a regular 8-week course.
3. Drop with Refund: Students are eligible for a refund of the tuition paid if the student drops their course(s) by the drop date (see Refund in Catalog). Student must complete a withdrawal form to be eligible for refund.
4. Withdrawal Without Grade Penalty: A student may withdraw from a course by the withdrawal date and receive a “WD” grade. “W” grades do not affect student’s GPA.
5. Withdrawal with Grade Penalty: After the withdrawal date has passed, students dropping a course(s) will receive a penalty grade of “F” which will negatively affect one’s GPA. Therefore, it is very important that students be aware of all drops and withdraws deadlines.

**Academic Advising**

Academic advising is provided to allow ongoing series of consultations between students and an academic advisor. Therefore, every student admitted to the College is assigned to an academic advisor.

Advisors are available to offer counsel to students regarding academic policies and procedures, in registering for courses each quarter, in checking progress toward obtaining their degree and in matters relating to personal and spiritual growth.

While advisors and advisees share in the advising process, each student is responsible for meeting his/her educational goals and satisfying graduation requirements.

**Auditing a Course**

The auditing student is expected to attend class regularly and should consult with the instructor to determine the expectations of the course. For information and participation purposes only, the student is required to turn in assignments. The student is not required to take the exams. The student will not receive a grade for the assigned work. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may direct the Office of the Dean to drop the student from the class. Such drops will be graded with a "WD" grade and will be subject to the normal fee refund policy.

An audited course is counted as part of your course load and is included in the maximum authorized academic load. If student is authorized to enroll in an under load, a student may not include an audited course among the credits that comprise the under load.

A person currently not enrolled at the College must be admitted in order to register as an auditor. Once you have enrolled in a course for regular credit you cannot later change it to an audit after the drop/add deadline has passed. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time).

To audit a course (or to remove a course from audit) the student must obtain written, signed permission from the instructor. The student must submit the Permission Form to the Office of the Dean before the last day of the drop/add. Approval to enroll as an auditor in a course is dependent upon the number of students currently enrolled in the course. No more than one course may be audited in a school calendar year.

Courses taken on an audit basis fulfill no curricular requirements. A student cannot repeat for credit a course previously audited at PHSBC and the course will not be transferrable to any other college or university. Therefore, you should be sure not to audit any course that

you might later need for a major, minor, or certificate, or a prerequisite for your area of study.

**Student Record Procedures**

This institution keeps Records of Progress on all students, veterans and non-veterans alike. Grade reports are furnished all students at the end of each scheduled school term. Student records of progress for DVA students are maintained for a three- year period after completion of the program.

Each student’s permanent educational record is kept indefinitely. The institution has and maintains the following policy with regard to student’s academic and other critical records. In the event that the institution, for any reason, is unable to continue operation as an education entity, provision has been made with the Division of Archives and History of the State of North Carolina to assume control of all student’s academic and other critical records.

Student’s records are kept confidential and maintained in compliance with the Family Educational Rights and Privacy Act of 1974. This Act was designated to protect the privacy of educational records, to give students the right to inspect and review their education records in the Office of the Dean, and to have inaccurate data corrected through informal and formal hearings. Students also have the right to file complaints with Family Educational Rights and Privacy Act Office in Washington, DC if they feel the college is not complying adequately with the Act.

The information contained in the student’s permanent educational record will be made available to the student but not to others without the student’s written permission.

**Transcripts Service**

A permanent record of dates of attendance, courses taken and grades earned is kept by the College of each student. Copies of student transcripts can be sent to other institution and organizations upon written request by the student. Each official copy costs of $10.00 payable in advance.

Transcripts will not be sent to other institutions until all obligations to the Business office are met. Students may receive an unofficial copy of his/her transcript for personal use. There is no cost to student for an unofficial copy.

**Teach-Out Provisions**

The institution has and maintains the following policy with regard to continuation of current educational classes (teach-out). In the event that the institution, for any reason, is unable to continue operation as an educational entity, sufficient bonding is in place to refund tuition and fee for currently enrolled classes as well as the refund of any unearned tuition and fees for educational programs (pre- paid tuition and fees) that cannot be completed through the awarding of terminal certificates, diploma, and/or degrees.

**Placement**

PHSBC does not provide formal placement service for employment.

**Satisfactory Academic Progress**

Each student admitted to PHSBC is expected to have made satisfactory progress toward achieving his or her academic goal(s). The minimum grade point of 700 is considered to be satisfactory academic progress. Students will be evaluated at the end of each month. If a student failed to meet standards (70% attendance, 70% grade average) during that month, she/he will be placed on probation for the following month. At the end of the month of probation, if the student continued to fail to meet standards (70% attendance, 70% academic standards) she/he will be terminated.

The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation. The Office of the Dean will notify each student placed on academic probation at the close of the course. The letter will indicate the conditions that must be met and will outline an appropriate time frame in which to regain good academic standing in his/her academic program.

The College will inform Department of Veterans Affairs when veteran students fail to come off academic probation.

A student who is on academic suspension will not be allowed to enroll in any courses offered by PHSBC during the next semester.

**Evaluation, Dismissal and Retention Policy**

PHSBC students are expected to maintain the highest standards of scholarship. The minimum standard of performance is a grade of 2.0 (C). Any student who receives a term

grade point average below 2.0 during a given semester will receive a letter of scholastic warning from the Office of the Dean. Should the student receive a GPA of less than 2.0 in two successive semesters, he/she will be subject to dismissal. A student dismissed for failure to maintain a 2.0 GPA may reapply after one year and must meet full admission criteria at the time of re-application in addition to any requirements stipulated at the time of dismissal.

In addition to academic performance, social and interpersonal skills are essential to adequate performance as a student. In the absence of adequate progress, students who experience difficulty in these areas will be subject to dismissal from the College after warning from the student’s advisor. The evaluation of a student’s performance is continuous and involves consideration of the student’s academic performance. A student may be withdrawn from a course and/ or the College if in the judgment of the faculty and administration that the College and student are in jeopardy as a result of the student’s behavior.

**Re-Entry Policy**

A student who is on academic suspension or termination may be readmitted after sitting out one semester by completing an Application of Readmission. If this application is approved by the Dean Administrator, the student would reenter on academic probation. If the student has not obtained satisfactory academic progress at the end of two months, he/she will be terminated and will not receive future consideration for re-entry.

**Disciplinary Rules for Unlawful Activity, Dishonesty, and Disruptive Behavior**

Involvement in the following activities could result in disciplinary action – suspension, dismissal or possible legal action:

* Engagement in any unlawful activity which involves theft, destruction of property, physical or verbal assault, use of drugs or abuse of alcohol, or the violation of any other public law.
* Dishonesty which includes lying to a student or employee of PHSBC, cheating (unauthorized use of any notes or having another person prepare assignments without direct approval from PHSBC) or plagiarism (use of another’s thoughts or ideas without providing acknowledgement thereof).
* Disruptive Behavior due to classes being held within a 1 ½ hour class session, behavior that prevents the teacher from completing a lesson can result in the student having to complete the course on an online basis.

**Grievance Policy**

If a dispute involving an academic issue or personal conduct occurs, the student and faculty member should try to resolve their differences through a private conference. Should such efforts fail, the faculty member may request the Assistant Dean to assist the student and faculty member in resolving the matter. If there is no satisfactory outcome with this mediation, the student may submit a written appeal to the Dean Administrator for final Resolution.

**Graduation Requirements**

In order to graduate from PHSBC, a student must have accomplished the following:

* + Completed all degree requirements;
  + Fulfilled all financial obligations to the College;
  + Enrolled at the College during the school year of graduation

**Requirement for Certificate and Diploma**

A diploma or certificate of completion is issued to signify that a student has satisfactory completed the required program.

**Academic Honors**

Graduation honors. The “Sheila Padgett Academic Achievement, “Dr. Jeanette Taylor Dean’s Academic Achievement “ and “Student of the Year Award” are announced at commencement and is based on a student who has demonstrated academic excellence, exemplary dedication, commitment and strong passion for learning.

**Petitioning for Graduation**

Students wishing to graduate must submit an “Application for Degree” to the Office of the Dean. This is not an automatic process; students must petition for graduation. There is a $100 non-refundable fee graduation fee required of all graduates. The graduation fee is non-refundable. The fee helps to underwrite the expenses of the event.

**Participation in Commencement**

Candidates for degrees may participate in the commencement service. Graduation is one of the fee public celebrations of a student’s entire educational process. While graduates occupy center stage, the annual commencement ceremony is about success of the whole.

Education at PHSBC is not an isolated or individual experience.

**ACADEMIC PROGRAMS**

Potter’s House Seminary and Bible College offers the following certificate and degree programs: (1) Certificate of Ministry, (2) Associate of Biblical Studies, (3) Bachelor of Theology, (4) Master of Theology, and (5) Doctor of Theology.

**The Certificate of Ministry** offers educational courses for those who may desire to work in church ministry; who wish to take courses for personal development; or who may not qualify for enrollment in a degree program. The Certificate of Ministry program has the following areas of emphasis: Armor Bearer; Children Ministry; Intercessory Prayer Ministry; Office Management; Office of the Deacon; Usher and Greeters Ministry; Bereavement Ministry; Prison Ministry, and other ministries required for the work of the church. The hours earned in this program can be applied toward a degree program.

**The Associate of Biblical Studies** provides a basic program of general education coupled with biblical orientation. The knowledge of the Scriptures is essential to an appropriate biblical education. This program offers the student a foundation on which to build professional training for Christian ministry.

**The Bachelor of Theology** offers the student a comprehensive focus on the bible, cultural studies, and theology. This program is intended to equip students with a deep knowledge of the scriptures and the will and purpose of God for individuals and work of the ministry. The degree program provides introductory courses to the programs of study in pastoral, counseling, Christian studies, prayer and worship.

**The Master of Theology and Doctor of Theology** graduate degree programs are designed for persons desiring advanced study in theology or ministry. The Graduate degree programs expose the student to a higher order of critical thinking with regard to one’s self, God, and the universe. Both degree programs offer four areas of concentration: (1) Christian Counseling; (2) Pastoral Studies; (3) Christian Studies; and (4) Worship Leadership.

Students seeking a Master or Doctoral degree are required to complete a thesis or dissertation as part of the program of study. The Master’s Thesis is given 10 credits upon completion and the Doctorate Dissertation is given 12 credits. Master’s and Doctorate students are also required to participate in an internship of 20 hours for completion of degree.

**Course Substitution.** A Course Substitution request may be made when a student wishes to substitute one course for another required course when a clear relationship exists between the two. This form may also be used when an academic department approves a complete replacement for a PHSBC course requirement. Students requesting these

exceptions must complete a Course Substitution Request from and submit to the Office of the Dean. Please note than an approved substitution will apply toward the degree requirement (s) but will not change the course number on the student’s transcript. Also, a lower-level course substitution for an upper-level requirement will not count toward the total number of upper-level hours required without approval of the Dean. Course substitutions are not applicable for certificate seeking students. Changing programs or breaking enrollment may invalidate the request.

**Course Substitution and Waiver**. Under exceptional circumstances, a substitution of an exemption from prescribed courses in a curriculum will be permitted. The request for a course must be prepared and initiated by the student’s advisor for approval by the dean of the college. The request must provide academically defensible arguments justifying the substitute or waiver.

Credit hours are not awarded when a course is waived. When a course waiver is approved, the student will usually need to complete additional electives to ensure completion of credit hours. In meeting graduation requirements, it is sometimes necessary to substitute one course for another.

## Associate of Biblical Studies

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
| ENG-1001 | Introduction to College Writing with a Christian  Perspective | 4 |
| ENG-1002 | Advanced Writing with a Christian Perspective | 4 |
| ENG-1003 | Creative Writing with a Biblical Perspective | 4 |
| MTH-1001 | Biblical Mathematics | 4 |
|  |  |  |
| HIST-1001 | Church History I | 4 |
| HIST-1002 | Church History II | 4 |
|  |  |  |
|  |  |  |
| COM-1001 | Principles of Public Speaking | 4 |
|  |  |  |
| THE-1001 | Building a Biblical Lifestyle | 4 |
|  |  |  |
|  |  |  |
| BIB-1001A | Old Testament Survey I | 4 |
| BIB-1001B | Old Testament Survey II | 4 |
| BIB-1002 | New Testament Survey | 4 |
| BIB-1003 | Bible and Life Applications | 4 |
|  |  |  |
| CCS-1001 | Cultural Diversity in the Church | 4 |
|  |  |  |
| EVG-1001 | Harvesting the Lost | 4 |
| Electives |  | 4 |
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|  |  |  |
|  |  |  |
| Total Credits |  | 60 |
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## Bachelor of Theology

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  | Core Subjects Under Associates of Biblical Studies | 60 |
|  |  |  |
| BIB-2001 | Biblical Interpretation | 4 |
| BIB-2002 | Pentateuch | 4 |
| BIB-2003 | Old Testament Writings | 4 |
| BIB-2004 | Old Testament Prophets | 4 |
| BIB-2005 | New Testament Gospels | 4 |
| BIB-2006 | Poetic and Wisdom Literature | 4 |
| BIB-2007 | The Johannine Literature | 4 |
|  |  |  |
|  |  |  |
| CCS-2001 | Communicating Christ Cross-Culturally | 4 |
| CCS-2002 | World Religions | 4 |
|  |  |  |
| THE-2001 | Bible Doctrines | 4 |
| THE-2003 | Systematic Theology I-Theology, Christology, and  Pneumatology | 4 |
|  |  |  |
|  | Courses Specific to Area of Study |  |
| CC-2001 | Introduction to Biblical Counseling | 4 |
|  |  |  |
| PS-2001 | Introduction to Christian Service | 4 |
|  |  |  |
| PW-2001 | Introduction to Praise & Worship | 4 |
|  |  |  |
|  |  |  |
| Elective |  | 4 |
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|  |  |  |
| Total Credits |  | 120 |
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## Master of Theology- Christian Studies

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-3001 | Advanced Hermeneutics | 5 |
| BIB-3002 | Book of Acts | 5 |
| BIB-3003 | Pauline Epistles | 5 |
| BIB-3004 | General Epistles | 5 |
| BIB-3005 | Pastoral Epistles | 5 |
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|  |  |  |
|  |  |  |
| HIST-3001 | Spiritual History of the Church | 5 |
|  |  |  |
|  |  |  |
| THE-3001 | Systematic Theology II-Bibliology, Anthropology,  Hamartiology & Soteriology | 5 |
| THE-3002 | Christian Apologetics | 5 |
|  |  |  |
| CCS-3001 | Jewish Faith & Practice | 5 |
| CCS-3002 | Islamic Faith & Practice | 5 |
| CCS-3003 | Elementary Hebrew for Bible Study | 5 |
|  |  |  |
|  |  |  |
| PW-3006 | Principles and Practices of Prayer | 5 |
| PW-3009 | Prayer/Spiritual Warfare I | 5 |
|  |  |  |
| Elective |  | 5 |
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|  |  |  |
| Total Credits |  | 70 |
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## Master of Theology- Christian Counseling

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-3001 | Advanced Hermeneutics | 5 |
| BIB-3002 | Book of Acts | 5 |
| BIB-3003 | Pauline Epistles | 5 |
| BIB-3004 | General Epistles | 5 |
| BIB-3005 | Pastoral Epistles | 5 |
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|  |  |  |
| HIST-3001 | Spiritual History of the Church | 5 |
|  |  |  |
|  |  |  |
| THE-3001 | Systematic Theology II-Bibliology, Anthropology,  Hamartiology & Soteriology | 5 |
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|  |  |  |
|  |  |  |
|  | Courses Specific to Area of Study: |  |
| CC-3001 | Christian Counseling Foundation I | 5 |
| CC-3002 | Christian Counseling Foundation II | 5 |
| CC-3004 | Marriage & Family counseling I | 5 |
| CC-3005 | Youth Counseling I | 5 |
| CC-3006 | Christian Counseling Ethics | 5 |
| CC-3007 | The Christian Counselor | 5 |
|  |  |  |
| PW-3009 | Strategic Prayer/Spiritual Warfare I | 5 |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total Credits |  | 70 |

**Master of Theology- Pastoral Studies**

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-3001 | Advanced Hermeneutics | 5 |
| BIB-3002 | Book of Acts | 5 |
| BIB-3003 | Pauline Epistles | 5 |
| BIB-3004 | General Epistles | 5 |
| BIB-3005 | Pastoral Epistles | 5 |
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|  |  |  |
|  |  |  |
| HIST-3001 | Spiritual History of the Church | 5 |
|  |  |  |
|  |  |  |
| THE-3001 | Systematic Theology II-Bibliology, Anthropology,  Hamartiology & Soteriology | 5 |
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|  |  |  |
|  | Courses Specific to Area of Study: |  |
| PS-3002 | Personal Life of the Ministry Leader | 5 |
| PS-3003 | Communicating the Word of God I | 5 |
| PS-3004 | Leadership Development | 5 |
|  |  |  |
| CCS-3003 | Elementary Hebrew for Biblical Studies | 5 |
|  |  |  |
|  |  |  |
| PW-3001 | The Practice of Christian Ministry | 5 |
| PW-3006 | Principles and Practices of Prayer | 5 |
| PW-3009 | Strategic Prayer/Spiritual Warfare I | 5 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Credits |  | 70 |

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## Master of Theology- Worship Leadership

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-3001 | Advanced Hermeneutics | 5 |
| BIB-3002 | Book of Acts | 5 |
| BIB-3003 | Pauline Epistles | 5 |
| BIB-3004 | General Epistles | 5 |
| BIB-3005 | Pastoral Epistles | 5 |
|  |  |  |
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|  |  |  |
|  |  |  |
| HIST-3001 | Spiritual History of the Church | 5 |
|  |  |  |
|  |  |  |
| THE-3001 | Systematic Theology II-Bibliology, Anthropology,  Hamartiology & Soteriology | 5 |
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|  | Courses Specific to Area of Study: |  |
| PW-3001 | Biblical Foundation of Worship | 5 |
| PW-3002 | Heart of a Worshipper | 5 |
| PW-3005 | Worship Leader | 5 |
| PW-3006 | Principles and Practices of Prayer | 5 |
| PW-3007 | Prayer Life in the Old Testament | 5 |
| PW-3008 | Prayer Life of Jesus | 5 |
| PW-3009 | Strategic Prayer/Spiritual Warfare I | 5 |
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|  |  |  |
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|  |  |  |
|  |  |  |
| Total Credits |  | 70 |
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#### Doctor of Theology – Christian Studies

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-4001 | Jesus Christ in Prophecy | 6 |
| BIB-4002 | Blood Covenant | 6 |
| BIB-4004 | Book of Hebrews | 6 |
| BIB-4006 | Old Testament Law: Case Studies | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| THE-4001 | Systematic Theology III, Angelology and Eschatology | 6 |
| THE-4002 | Spiritual Formation | 6 |
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|  |  |  |
|  |  |  |
|  | Courses Specific to Area of Studies |  |
| CCS-4001 | Introduction to Elementary Greek I | 6 |
|  |  |  |
| EVG-4001 | Global Evangelism | 6 |
| EVG-4002 | Urban Evangelism | 6 |
|  |  |  |
| PW-4009 | Strategic Prayer/Spiritual Warfare II | 6 |
|  |  |  |
| Elective |  | 6 |
|  |  |  |
| Elective |  | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Credits |  | 72 |

#### Doctor of Theology – Christian Counseling

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-4001 | Jesus Christ in Prophecy | 6 |
| BIB-4002 | Blood Covenant | 6 |
| BIB-4004 | Book of Hebrews | 6 |
| BIB-4006 | Old Testament Law: Case Studies | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| THE-4001 | Systematic Theology III, Angelology and Eschatology | 6 |
| THE-4002 | Spiritual Formation | 6 |
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|  |  |  |
|  | Courses Specific to Area of Study |  |
| CC-4003 | Personal Deliverance | 6 |
| CC-4004 | Marriage Counseling II | 6 |
| CC-4005 | Youth Counseling II | 6 |
| CC-4006 | Crisis Counseling | 6 |
|  |  |  |
| PW-4009 | Strategic Prayer/Spiritual Warfare II | 6 |
|  |  |  |
| PS-4002 | Pastoral Care & Counseling | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Credits |  | 72 |
|  |  |  |

#### Doctor of Theology – Pastoral Studies

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-4001 | Jesus Christ in Prophecy | 6 |
| BIB-4002 | Blood Covenant | 6 |
| BIB-4004 | Book of Hebrews | 6 |
| BIB-4006 | Old Testament Law: Case Studies | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| THE-4001 | Systematic Theology III, Angelology and  Eschatology | 6 |
| THE-4002 | Spiritual Formation | 6 |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  | Courses Specific to Area of Study |  |
| PS-4001 | Communicating the Word of God II | 6 |
| PS-4002 | Pastoral Care and Counseling | 6 |
| PS-4003 | Church Administration and Finance | 6 |
|  |  |  |
| EVG 4002 | Urban Evangelism | 6 |
|  |  |  |
|  |  |  |
| PW-4007 | Prayer Ministry in the Local Church | 6 |
| PW-4009 | Strategic Prayer/Spiritual Warfare II | 6 |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total Credits |  | 72 |

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#### Doctor of Theology – Worship Leadership

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| BIB-4001 | Jesus Christ in Prophecy | 6 |
| BIB-4002 | Blood Covenant | 6 |
| BIB-4003 | Study of Psalms | 6 |
| BIB-4004 | Book of Hebrews | 6 |
| BIB-4006 | Old Testament Law: Case Studies | 6 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| THE-4001 | Systematic Theology III, Angelology and  Eschatology | 6 |
| THE-4002 | Spiritual Formation | 6 |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
|  | Courses Specific to Area of Study |  |
| PW-4005 | Worship Leader II | 6 |
| PW-4006 | Prayer Life in the Early Church | 6 |
| PW-4007 | Prayer Ministry in the Local Church | 6 |
| PW-4008 | Experiential Worship | 6 |
| PW-4009 | Strategic Prayer/Spiritual Warfare II | 6 |
|  |  |  |
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|  |  |  |
|  |  |  |
| Total Credits |  | 72 |

PHSBC offers the following certificates in the following ministries. Hours earned from these courses can be applied toward an undergraduate and graduate degree program. Student earns 4 credit hours.

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **Credits** |
|  |  |  |
|  | Required for all Certificate Ministry Programs |  |
| BIB-1001 | Old Testament Survey I | 4 |
| BIB-1001B | Old Testament Survey II | 4 |
| BIB-1002 | New Testament Survey | 4 |
| ENG-1001 | Introduction to College Writing with a Biblical  Perspective | 4 |
|  |  |  |
| CM-0010 | Armor Bearer Ministry: |  |
|  | Introduction to the Ministry of Armor Bearer | 4 |
|  | Ethics in Christian Ministry | 4 |
|  | The Practice of Christian Ministry | 4 |
|  | Personal Life of the Ministry Leader | 4 |
|  |  |  |
| CM-0040 | Children’s Ministry: | 4 |
| CM-0040-1 | Children’s Ministry in the Local Church | 4 |
| CM-0040-2 | Children with Special Needs Ministry | 4 |
| CM-0040-2 | Youth Ministry I | 4 |
| CM-0040-3 | Ethics in Christian Ministry |  |
|  |  |  |
| CM-0050 | Intercessory Prayer Ministry: |  |
|  | Spiritual Warfare I | 4 |
|  | Prayer Ministry in the Local Church | 4 |
|  | Principles and Practices of Prayer | 4 |
|  | Ethics in Christian Ministry | 4 |
|  |  |  |
|  |  |  |
|  |  |  |
| CM-0060 | Church Office Management: |  |
|  |  |  |
|  | Cultural Diversity in the Church | 4 |
|  | Church Administration and Finance | 4 |
|  | Ethics in Christian Ministry | 4 |
|  | Introduction to Christian Service | 4 |

|  |  |  |
| --- | --- | --- |
| **Course ID** | **Course** | **No.**  **Credits** |
|  |  |  |
|  |  |  |
|  |  |  |
| CM-0070 | Office of Deacon Training: TBD |  |
|  |  |  |
| CM-0075 | Ushers and Greeters Training: TBD |  |
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| CM-0080 | Praise Team Ministry: TBD |  |
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| CM-0090 | Dance Team Ministry: TBD |  |
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| CM-0100 | TBD |  |
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**COURSE DESCRIPTIONS**

#### Numbering of Courses

Courses numbered 1000–2999 are primarily for degree programs at the undergraduate level. Courses numbered 3000–4999 are primarily for the degree programs at the graduate level.

**GENERAL EDUCATION COURSES**

##### ENG-1001 Introduction to College Writing with a Biblical Perspective

This course is designed to introduce the student to the conventions of academic writing and critical thinking. It will enable the student to communicate clearly and effectively in written communication and spoken word. This course will require students to participate in writing assignments such as essays, creative writing, and peer to peer editing.

##### ENG-1002 Advanced College Writing with a Biblical Perspective

This course is a review of the process and method of developing and conducting research. Emphasis will be placed upon applying methods learned to preparation of writing research papers and thesis.

#### ENG-1003 *Creative Writing with a Biblical Perspective*

This course is designed to familiarize the student with the concepts of writing from a Christian perspective. It will enable the student to learn various skills, techniques and basic strategies for gathering and communicating ideas for creative writing. It will encourage the student to think and communicate thoughts, stories and ideas in his/her writing style.

**COMM 1001 *Principles of Public Speaking***

This basic course in oral communication uses focused content to practice the principles of effective oral presentation. The lectures, speaking assignments and all written work will acquaint the student with the theory, practice and necessary technological literacy required for effective message building and presentation.

**HIST 1001 *Church History I***

A study of the origin of the Church as recorded in the Book of Acts, followed by a study of the period of growth and development from the Apostolic of the Apostolic and a period of growth and development from the Ante Nicene through the Middle Ages and Reformation to the rise of modern denominations. This course covers Jesus and the apostles, the Age of Catholic Christianity, the Age of the Roman Empire, and the Middle Ages.

#### HIST 1002 *Church History II.*

The course covers Lutheranism, Protestantism, the Age of Reason and Revival, The Age of Progress, The Age of Ideologies, and the Medieval and Modern Church. (Prerequisite Church History I)

**HIST 3001 *Spiritual History of the Church***

This course provides a prophetic look at the church, her history, restoration and destiny. It is a study of God’s corporate purpose for and design of the church with special attention given to the value and necessity of edification and outreach being accomplished through a community of saints. The church’s activity in education, worship, fellowship, evangelism, and missions is considered. This course will help students understand the role of the church in this world, one role in the church, and how God designed the church to function. This course includes an expository, analytical and practical study of selection portions of 1 Corinthians with special attention to God’s solutions to major problems of the Church in every generation.

**MTH-1001 *Biblical Mathematics***

This course will introduce the student to the study of the symbolic meaning of numbers in the bible. Every word of the Bible is inspired by God to include numerals. The patterns of numbers do not exist by chance, but designed by the hand of the Creator.

##### POLS - 2001: Christianity and Politics in America. Exploring Religious Meaning

The principal goal of this course is development of a Christian perspective towards politics. The Course begins with an examination of the important roles that religion generally, and Christianity specifically, played in the founding of the United States, and its continuing influences, through analyzing the impact of Christianity on political culture and behavior in the United States (and vice versa, considering the influence of secular political culture and behavior on Christianity). The course also carefully considers diverse political worldviews and ideologies from a Christian perspective, and introduces students to the duties and obligations of American Christians in the arena of contemporary democratic politics.

#### BIBLICAL STUDIES

**BIB-1001A *Old Testament Survey I****.*

This course is an introductory historical survey of the Old Testament. Attention is given to the study of the bible itself, its institutions, its literature, and the history of the national life of the Hebrew people from earliest times to the close of the Old Testament period. The course also explores the impact of the Old Testament on the development of Christianity and Christian values.

**BIB-1001B *Old Testament Survey II****.*

This course is an introductory historical survey of the Old Testament. Attention is given to the study of the bible itself, its institutions, its literature, and the history of the national life of the Hebrew people from earliest times to the close of the Old Testament period.

The course also explores the impact of the Old Testament on the development of Christianity and Christian values.

This course is a prerequisite for all other Old Testament classes.

**BIB-1002 *New Testament Survey****.*

This course is an introductory historical survey of the New Testament. The main emphasis of this course is the Gospels and Acts and the development of Christian faith and perspectives throughout this historical period.

**BIB- 1003 *Bible and Life Application.***

This is an introduction course on how to study the Bible with special attention given to the application of the Bible to contemporary life. Emphasis will be given to the methods and tools needed for the serious study of the bible as well as practical application of the biblical message to everyday life. This course includes opportunities to practice using the tools, methods and principles.

**BIB- 2001 *Biblical Interpretation***.

This course is an introductory study of biblical hermeneutics. Emphasis is given to the methods and tools applied to the exegetical study of the bible. An exegetical paper is required in the course. Prerequisites: Introduction to the Old Testament and Introduction to the New Testament and English composition with a research component. (Bachelors level)

**BIB-2002 *Pentateuch***

This course will teach the student a survey of the first five books of the Bible to included Genesis, Exodus, Leviticus, Numbers and Deuteronomy. The study explores such historic events as the Creation, Flood, Exodus, and highlights of the lives of the Patriarchs and Moses. Students will also examine the content, meaning and applicability of the laws that form the foundation of Israel’s theocracy.

**BIB-2003 Old *Testament Writing****.*

This course addresses the historical books of the Old Testament (Joshua, Judges, Ruth, Samuel, Kings, Ester, Ezra and Nehemiah) giving special attention to the text with regard to its politics, culture, religions, geographical setting, literary genre, and theological themes. Prerequisites: Biblical Interpretation. No. of credits

**BIB-2004 *Old Testament Prophets***

This course offers a critical study of the pre-exilic, exilic, and post-exilic prophets with special consideration given to the social, political, and religious conditions of their times. Attention is given to the ministry and message of the prophets in their day and today.

Selected passages are studied in detail to provide examples of the use of good principles of interpretation. Prerequisites: Biblical Interpretation and Old Testaments Writing.

**BIB-2005 *New Testament Gospel.***

A study of the life and teachings of Jesus as presented in the four gospels. Prerequisites: Introduction to the New Testament and Biblical Interpretation.

**BIB-2006 *Wisdom Literature*.**

This course is an introduction to the doctrinal and practical teachings of the books of Proverbs, Ecclesiastes, and Song of Solomon. Mostly authored by King Solomon, these books show the wisdom he learned and the mistakes he made, as well as the rich symbolism are studied in poetic books of the Old Testament. It includes an introduction to the nature and interpretation of Hebrew poetry, presenting major themes of the books of Job, Proverbs, Ecclesiastes, and Song of Solomon. Selected Psalms are studied to illustrate the various types of Psalms.

**BIB-2007 *Johannine Literature***.

This course provides an overview of the New Testament texts of the Apostle John. Special attention is given to the nature of John’s ministry, the theological, social and

practical issues he addressed, and how these texts are relevant for faithful Christian living. Prerequisite: Biblical Interpretation.

**BIB-3001 *Hermeneutics***.

This course is a study of the basic principles of evangelical biblical interpretation, exegesis, and application, especially in the context of ministry, including an introduction to the use of biblical language tools. Prerequisite: Introduction to Old Testament, Introduction to New Testament, and Biblical Interpretation.

**BIB-3002 *Book of Acts***

A study of the book of Acts, emphasizing its foundation importance to the New Testament epistles and showing the birth and beginnings of the Church. Attention is also given to the historical, geographical, and political background for Acts and book’s doctrinal significance for the church today.

**BIB-3003 *Pauline Epistles***.

This course provides an overview of the Apostle Paul’s letters to the early New Testament churches. The Pauline Epistles consist of the following 13 books: Romans, 1 Corinthians, 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 Thessalonians, 2 Thessalonian, 1 Timothy, 2 Timothy, Titus and Philemon. Special

attention is given to the nature of Paul’s ministry, the theological, social, and practical issues he addressed; and how these texts are relevant for faithful Christian living.

Prerequisite: BIB (Biblical Interpretation and Application

**BIB-3004 *The General Epistles***.

A study of the New Testament epistles known as the General Epistles; James; I and 2 Peter; 1, 2 and 3 John; and Jude as they relate to the theological and ethical content of Christianity. Authorship, date, argument and historical content of each Epistle are analyzed in detail. Prerequisite: Biblical Interpretation

**BIB- 3005 *Pastoral Epistles***.

This course is designed to be a verse-by-verse study of the New Testament Epistles of 1 and 2 Timothy and Titus. Authorship, date, argument and historical setting are analyzed for each of these epistles. Emphasis is on the personal responsibilities and public functions of the pastor as he administers the affairs of the church.

**BIB-4001 *Jesus Christ in Prophecy***.

Careful analysis of the book of Matthew in light of its use of many Old Testament prophecies of Israel’s Messiah and His Kingdom; how Matthew present Jesus Christ as the literal fulfillment of those prophecies.

**BIB-4002 *Blood Covenant***

This course provides in-depth insight into the biblical history of redemption as revealed in both the Old and New Testaments. It introduces the student to the scriptural importance of the blood covenant and builds an awareness of its principles, application, and influence on the partakers. Specific topics include a historical record of blood covenants, tribal covenant practices, and examples of covenant relationships. Attention is given to understanding our personal relationship with God the Father through the blood of Jesus Christ.

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**BIB- 4003 *Studies in Psalms***

The book of Psalms is often called the “prayer book of Israel”. This course is a survey of the formation and organization of the book to illustrate various doctrinal and devotional values. The Psalms can be grouped into the following categories: Messianic, penitential, imprecatory, acrostic, hallelujah, songs of degrees, historical, devotional, worship, or didactic. There is a psalm for every occasion, expression of the heart, emotion and desire

**BIB-4004 *The Book of Hebrews.***

This course is a study of the book of Hebrews with emphasis on the superiority of Jesus Christ and His Covenant.

**BIB 4005 *Kings and Chronicles***

This course is the study of the major movements of the records of the kings of Judah and Israel in the context of historical, geography and contextual settings, together with personal application for today.

#### BIB- 4006 Old Testament Law: Case Studies

Students will examine selected Old Testament laws to interpret them within their context. After a basis of knowledge has been established by lectures and assigned reading, students will work in teams arguing case studies before an Appellate Court forum. The intent of the course is to give students increased skill in biblical exegesis and a healthy respect for the difficulty of making wise judgments based upon that skill.

**Ethics**

**ETH -3001 *Ethics in Christian Ministry***

The study of ethics in this course discusses biblical teaching on standards of personal conduct and integrity. Throughout the course, attention is given to biblical perspectives on contemporary ethical issues facing the church and the minister. The goal of the course is to provide students with a Christian framework of values and ethics for Godly decision making.

**Evangelism**

**EVG-1001 *Harvesting the Lost.***

A thorough study of personal and public evangelism built on the New Testament mission of the church, particularly as modeled in the book of Acts. Evangelistic preaching, apologetic methods, revivalism, discipleship, personal soul winning, and follow-ups are addressed.

**EVG-4001 *Urban Evangelism***

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This course is a study of training in urban evangelism which emphasis on the people, their needs, challenges and opportunities for doing ministry. Time will be spent in lectures, assigned readings, research and participating in various ministries utilized by the church.

**EVG-4002 *Global Evangelism****.*

This course is an introduction to historical, biblical and cultural aspects of the role of the local church in worldwide evangelism.

**Christian Cultural Studies**

**CCS-1001 *Cultural Diversity in the church***

This course is the study of the growing phenomenon of cultural diversity in the church. It will engage the students in an intercultural learning process to prepare participants to address the challenges of a cultural diverse Christian congregation.

##### CCS 2001 Communicating Christ Cross-Culturally

In a world of multicultural environments, the Gospel must “contextualize” into language, gestures, and institutional styles that access the message to everyone around us. This course addresses the theology, principles, and procedures of communicating the Word of God in a cross-cultural setting. The importance of understanding diverse audiences is analyzed, including evangelizing and ministering in a pluralistic context.

CCS **– 2002 *World Religions***. This course is a survey of major religious traditions of the world focusing on an understanding of the religious world views and practices that shape culture across the globe. The study will include Christianity along with other religions such as Hinduism, Buddhism, Christian Science, Jehovah’s witnesses, Seventh Day Adventism, Islam, and Judaism. The course will also include a study of the Occult Movement.

**CCS – 3001 *Jewish Faith & Practice*.**

This course is an examination of Jewish beliefs and practices, their historical and biblical foundation, and their theological and cultural expressions.

**CCS – 3002 *Islamic Faith & Practice.***

This is a study of the life of the prophet Muhammad, the fundamentals of the message of the Qur’an, its relationship to Judaism and Christianity and questions which Islam poses in modern history.

##### CCS 3003 Old Testament Hebrew for Biblical Study

This is an introduction to the Hebrew language of the Old Testament. Emphasis will be given to some of the basic rudiments of O.T. Hebrew with the purpose enabling students to engage in serious bible study through the use of Hebrew language resources. The course will focus on the Hebrew alphabet and an elementary level of Hebrew grammar. Special attention will be given to the development of word study skills.

**CCS 4001 *Elementary Greek I***

This course is an introduction to the Greek language of the New Testament. Emphasis will be given to some of the basic rudiments of N.T. Greek with the purpose of enabling students to engage in serious biblical study through the use of Greek language resources. The course will focus on the Greek alphabet and an elementary level of Greek grammar. Special attention will be given to the development of word study skills.

**THEOLOGY COURSES**

**THE-1001 *Building a Biblical Lifestyle***. Foundational concepts for successful Christian living including Bible study, prayer, determining God’s will, developing biblical ethics, and patterns of behavior. This course will help the student develop a philosophy of godly living that will be a guide for a lifetime.

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**THE-2001 *Bible Doctrines***

This is an introductory course in systematic theology from an evangelical perspective that seeks to give students a clear foundation in bible Doctrine to further their personal discipleship and enable them to minister with theological integrity and biblical faithfulness. This curse will cover such topics of god, the Bible, Sin, Salvation, the Church and Eschatology.

**THE-2002 *Introduction to Christian Thought***

This course is an introduction to some of the central events, ideas, and figures in the history of Christianity from the early church to the present. The course will focus on selected biblical texts, and attention will be given to ways that Christianity has developed within various historical and cultural contexts. The significance of historical developments for the church today will be examined throughout the course, and selected contemporary issues debated within the church will be discussed

#### *THE-2003* Systematic Theology I: Theology, Christology, and Pneumatology

* Theology: The study of God and His attributes, including His triune nature.
* Christology: The doctrine of Christ, including His divine and human nature, as well as His work on the cross on behalf of humanity.
* Pneumatology: The doctrine of the Holy Spirit, including his nature and His operation in the church and the world.

##### THE-3001 Systematic Theology II: Bibliology, Anthropology, Hamartiology, and Soteriology

* Bibliology: The doctrine of Scripture, including its inspiration and authority**.**
* Anthropology: The doctrine of humanity (man)
* Hamartiology: The doctrine of sin
* Soteriology: The doctrine of salvation

**THE-3002 *Christian Apologetics***

This course is and study on the cultish “isms” from Agnosticism to Theism. It discusses in detail the historic reliability of the New Testament and the inspiration and authority of the Word of God. Emphasis is placed on evidences for the central truths of Christianity; the existence of God, the deity and resurrection of Christ, and the authority and truth of the Bible.

##### THE-4001 Systematic Theology III: Angelology and Eschatology

* Angelology: The doctrine of angels, including Satan and demons.
* Eschatology: The doctrine of last things, including the return of Christ and the ultimate destiny of individuals.

**THE- 4002 *Spiritual Formation***

This course integrates fundamental Christian doctrine with personal experience in the journey toward wholeness in Christ emphasizing scripture, discipline and community.

**CHRISTIAN COUNSELING**

#### CC-2001 Introduction to Christian Counseling

This course defines that God’s Word as only true counseling authority, that counseling is part of the basic “discipling” ministry of the local church, and that God’s ministers need to be trained in using it. A series of “Counseling God’s Way will be shown throughout the

##### CC-3001 Christian Counseling Foundation I

This course is an introduction to the history, theories, procedures, professional issues, ethical standards, accreditation, licensure and major specialties in the practice of counseling.

##### CC-3002 Christian Counseling Foundation, II

This course is an introduction to the history, theories, procedures, professional issues, ethical standards, accreditation, licensure and major specialties in the practice of counseling.

#### CC-3004 Marriage Counseling I: Marriage & Family Counseling

An overview of systems theory for marital, couples, and family counseling is the context for this course. Additional topics, such as family of origin, blended families, abuse, loss, bereavement, divorce, as well as multicultural and ethical issues, are also addressed. The student will be introduced to a variety of counseling approaches for group intervention. Student will also be equipped with a biblical model for working with couples and families.

**CC-3005 *Youth Counseling I***

This course is a study of the theory and practice of counseling children and adolescents at risk. Emphasis will be placed on identifying youth at risk for depression, suicide, eating disorder, pregnancy, use and abuse of alcohol and drugs, homelessness and other risk behaviors. Special attention will be paid to guidelines for development of preventive or tragedy response plans.

**CC-3006 *Christian Counseling Ethics****.*

This course is a study of the legal and ethical issues relevant to counseling activities in the field and profession of counseling. This course is designed to further develop the professional identity of counselors by studying the content and application of the ethical standards of the American Counseling Association, the American Psychological Association and related professional organizations. The course addresses legal issues in counseling and laws that affect the practice of counseling.

**CC-3007 *The Christian Counselor***

This course provides the student a practical working knowledge of scripture Christian Counselors require in order to be effective in counseling others. The counselor must be in good spiritual as well as emotional and psychological health in order to assist those needing healing. This course is intended to provide an opportunity for self- examination, as well as suggest ways the counselor may sustain good spiritual health while assisting others.

#### CC-3008 Marriage Counseling II

This course provides an integrated, biblically based theory of marriage and marriage therapy with the individual, couple and family. This course will provide a comprehensive model for understanding couples and their problems from a Christian perspective model of marriage by a practical and comprehensive model for understanding couples and their problems from a biblical perspective.

**CC-4003 *Personal Deliverance***

This study reviews the basic elements that hinder people in counseling. It gives counselors methods to accomplish deliverance for their clients; deliverance from past hurts, and satanic efforts to destroy.

**CC-4004 *Marriage Counseling III***

This course provides a model for marriage designed by God. It discusses Christ-centered solutions to problems in the relationship as well as boundaries in the marriage and relationship.

**CC-4005 *Youth Counseling II***

This course is a study of the theory and practice of counseling children and adolescents at risk. Emphasis will be placed on identifying youth at risk for depression, suicide, eating

disorder, pregnancy, use and abuse of alcohol and drugs, homelessness and other risk behaviors. Special attention will be paid to guidelines for development of preventive or tragedy response plans.

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**CC-4006 *Crisis Counseling***

This class combines the most contemporary findings in how to deal with clients who face major life trauma and the aftermath of such trauma. It offers counseling strategies on comforting those who suffered loss of loved ones, post-trauma interventions for stress disorders, and counseling children and teens in crisis.

**PASTORAL STUDIES**

##### PS-2001 Introduction to Christian Service

This course is an exploration of a Christian’s call to service and ministry and the nurture and development of that call within the context of contemporary society.

##### PS-3001 The Practice of Christian Ministry

A course gives special attention to the personal and professional character of the minister and the practice of ministry. Prerequisite: Introduction to Christian Service.

##### PS-3002 Personal Life of the Ministry Leader.

Those who would be ministry leaders within the church of Jesus Christ are called upon to be examples of the believers in all aspects of life. This course is intended to help students explore God’s expectations for leaders in relation to personal discipline, integrity, relationships, financial prudence, and family responsibilities. Students will be given opportunity to evaluate themselves and to develop a plan for personal character development.

**PS-3003 *Communicate the Word of God I***

An in-depth study of the preaching and teaching ministry including lecture or sermon planning, preparation, effective communication and the application of homiletically principals. Methodology, study practices and organization skills are highlighted.

Prerequisites.

**PS-3004 *Leadership Development***

This course examines leadership theory and practice from the light of spirituality and character formation. The course looks at the practice of leadership with a focus on self- insight, giftedness, personality and styles of leadership. Students produce personal mission statements that allow them to place their leadership contexts in perspective.

**PS-4001- *Communicate the Word of God II***

An in-depth study of the preaching and teaching ministry including lecture or sermon planning, preparation, effective communication and the application of homiletically principals. Methodology, study practices and organization skills are highlighted.

**PS-4002 *Pastoral Care and Counseling***

This course introduces the field of pastoral counseling and offers students the opportunity to learn basic biblical counseling skills. Students will examine a wide variety of pastoral issues such as depression, anxiety, loneliness and grief and loss issues. The differences between pastoral care and pastoral counseling will be addresses.

##### PS-4003Church Administration and Finance

This course is an overview of the role of pastor in relation to the organization and management of the local church. Special attention will be given to the various aspects of local church finances. Office Procedures, support activities, and risk management over the practices and procedures required for the running of the modern-day church.

#### PS4004 Five-Fold Ministry in the Church

This is a study of the five-fold ministries in the church. The concept of the five-fold ministry comes from Ephesians 4:11 which are identified as apostles, prophets, evangelists, pastors and teachers. Students will be introduced to the responsibilities and roles of these ministries

#### PS4006 God’s Armor Bearer I

This course is designed to equip students to serve God’s leaders and to understand spiritual authority. To qualify as a leader who will be in authority over others, the

believer must experience a maturing revelation of the spirit of armor bearer. The position, qualities, importance and responsibilities of the armor bearer in the Old Testament will be explored and made relevant for the modern-day leader in the church.

#### PS4007 God’s Armor Bearer II

This course is an advanced study of how to blossom and bear fruit where God has planted you. The student will be instructed on how to run with the vision God gives the Man of God.

**WORSHIP LEADERSHIP**

##### PW-2001 Introduction to Praise and Worship

**A** course providing an overview of Christian worship including biblical and historical perspectives. The study begins with the foundational role of praise and worship in the life of the believer. Some of the topics examined are fellowship, sacrifice, obedience, submission and the beneficial consequences of praise and worship.

**PW-3001 *Biblical Foundation of Worship***

A study of the principles of worship as found in the Old and New Testaments. Include study of the Tabernacle as a model of worship, worship in the lives of biblical characters, and the biblical roots of worship practices developed by the early church. Emphasis is given to God’s model for true worship.

**PW-3002 *Heart of a Worshipper***

This course provides an insight into the spiritual and natural components that must be resident in the lives and hearts of the worshipper. Every aspect of worship is covered to include the meaning of worship, the source of worship, the object of worship, and expressions of worship. Special attention is given to the importance of the qualities, character and practical knowledge necessary to facilitate the life of the worshipper.

**PW-3005 *Worship Leader I***

This course deals with strategic planning for worship ministry. Attention is given to principles for developing traditional, blended, and contemporary models for building ministry in the church. Students will be required to organize and develop worship strategy for small, medium and large worship ministry**.**

**PW – 3006 Principles *and Practices of Prayer***. This course is a study in the various aspects of Christian prayer, understanding the purpose and power of prayer, and the theological basis of prayer as reflected in the Scripture. This course provides the student with biblical truth on principles of prayer as it relates to God’s faithfulness, results, and application of God’s Word in prayer.

##### PW 3007 - Prayer Life in the Old Testament.

This course is a study of prayer throughout the Old Testament. The student is encouraged to see the power and impact of prayer in the Old Testament, and to model his or her prayer life after the men and women of old.

#### PW - 3008 Prayer Life of Jesus

This course surveys the place of prayer in the life of Jesus. It is a study of lessons on prayer taught by Jesus through instruction, parables and illustration. Attention will be given to the importance and vital role prayer played in His ministry. Throughout this course, the student is encouraged to imitate the prayer life of Jesus, a perfect example and source on how one should pray.

**PW- 3009 *Strategic Prayer/Spiritual Warfare*** *I*

This is an introductory course to spiritual warfare with emphasis on the clarity and definition of God’s overarching purposes in the earth today. The student is presented with scriptural detail to discern the work, origin, nature, and tactics of Satan demonic forces in their midst.

**PW-4005 *Worship Leader II***

A study of many and varied roles and relationships of the worship leader. Topics of consideration are the characteristics and responsibilities of an effective worship leader. The course covers everything from leading praise and worship to technical skills in lighting and sound design.

#### PW - 4006 Prayer Life of the Early Church

This course is a study of prayer in the early church with emphasis on the book of Acts. The word “prayer” is mention 39 times in the book of Acts. One of the objectives of the course is to show the vital importance of prayer to the church’s life and health in any generation.

#### PW - 4007 Prayer Ministry in the Local Church

The course focuses on the prayer life of individuals and congregations in the local church with emphasis on suggestions to help improve and enhance prayer life. This course can be helpful in developing a ministry of intercession and prayer. It examines two specific areas which can influence one’s prayer life: fasting and journaling. Special attention is also given to maintaining a personal relationship with Jesus through prayer.

**PW- 4008 *Experiential Worship***

This course involves a study of the dynamic influences of personal, biblical, historical, professional and practical worship to the corporate ministry of the local church.

Application is made to the presentation and influence of singing, praying, preaching, and evangelism on the worshipper’s transformation and encounter with God through corporate worship**.**

**PW – 4009 *Strategic Prayer/Spiritual Warfare II***

This course is the discussion of the enemy tactics, the nature of warfare and practical steps to emerge victorious in battle with emphasis on the purpose for the watchman, the watches of the Lord, lines of the Spirit, demonic transition, the hierarchy of the demonic realm, witchcraft, the armor of God and more.

**BIB/THE**/ Independent ***Study***. A directed research and/or practicum course of study related to the needs, interest and anticipated ministry of the student. To be arranged with the academic dean and a supervisory faculty member.

**ADMINISTRATORS**

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Gloria A. Ward, Doctor of Theology, Dean Administrator

Kit Hart, Doctor of Theology, Assistant Dean Administrator

Kim Burgin, Doctor of Theology, Assist. Dean to Faculty

Edwin D. Kerns, Faculty Administrator

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### M.S. Kaplan University/ Higher Education

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### Henrietta Ward – Correspondence Instruction

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### M.S. Kaplan University

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