

W.L. Bonner College

Academic Catalog

“Equipping and
preparing them for
serving and proclaiming
Him”

“Higher Learning for the Higher
Calling”

Fall 2019 ~ Spring 2022

Academic Programs

Biblical Studies
Ministerial Studies
Women's Ministries

Global Missions
Pastoral Ministries
Youth Ministries

Founded
September
15, 1995

4430 Argent Ct. ~ Columbia, SC 29203

Website: www.wlbc.edu ~ Phone (803) 726-3403 ~ Fax: (803) 333-9349

W.L. Bonner College

“Equipping and preparing them for serving and proclaiming Him”

Founded
September 15, 1995

4430 Argent Court
Columbia, SC 29203
Phone: (803) 726-3503
Fax: (803) 333-9349
Website: www.wlbc.edu

College Statement of Non-Discrimination

W. L. Bonner College (WLBC) does not discriminate in admission based on religion, race, creed, national origin, ethnicity, sex, age, marital status, or disability.

TABLE OF CONTENTS

INTRODUCTION

Why Choose W. L. Bonner College?	Page 1
Message from the Interim President	Page 2

DIVISION OF INSTITUTIONAL EFFECTIVENESS

College Accreditation and Recognition	Page 3
College Statement of faith	Page 3
College Denominational Relationships	Page 3
College Statement of Non-discrimination	Page 3
Policy and Procedural Exceptions	Page 3
Academic Limitations	Page 4
Catalog Rights	Page 4
Photographing of Employees and Students, Related Activities	Page 4
Assessment of Institutional Effectiveness and Performance	Page 4
Assessment of Learning Outcomes	Page 5
College Statement of Mission and Purpose	Page 6
College Goals	Page 7
College Educational Objectives	Page 7
College Vision	Page 8
College Statement of Educational Philosophy	Page 8
College Governance	Pages 9-10
College Administration	Page 11

DIVISION OF INSTITUTIONAL RESOURCES

College Facilities	Page 12
Mission of Financial Services.....	Page 12
Goals and Objectives	Page 12
Student Tuition and Related Expenses	
Application Fees	Page 12
Tuition Fees	Page 12
Room and Board	Page 12
Graduation Expenses	Page 12-13
Student Activity Fee	Page 13
Technology Fees	Page 13
Transcript Fee	Page 13
Explanation of Fees	
Application Fee	Page 13
Tuition	Page 13
Student Activity Fee	Page 13
Transcripts	Page 13
Textbook and Supplies	Page 13
Financial Obligations	Page 13
Method of Payment	Page 14
Refund and Withdrawal Policies	Page 14
Refund for Student-Initiated Course Change or Withdrawal	Page 14
Withdrawal Net Reduction of Credit Hours	Page 14

Office of Development and Fundraising

Mission	Page 15
Vision	Page 15
Strategies for Achieving College Mission and Goals	Page 15
Institutional Partnerships and Relations	Page 15-17

DIVISION OF STUDENT AFFAIRS

Mission	Page 16
Goals.....	Page 16
Objectives	Page 16

Office of Enrollment Management

Admissions Policy.....	Page 16-17
Admissions Procedures	Page 17
Transfer Students.....	Page 17
Early Admission of High School Students	Page 17
Student Assessment	Pages 17-18
Admission Testing (Student Assessment)	Page 18
Special Admission Procedures	
Re-Admission	Page 18
Re-admission for Students on Academic Suspension.....	Page 18
International Students	Page 18
Physical Examination	Page 19
Admission Decisions	Page 19
Acceptance	Page 19
Provisional Acceptance	Page 19
Orientation	Page 19

Office of Financial Aid and Assistance

Institutional and Private Scholarships	Page 19
COOLJC International Missionary Department Scholarship	
Awarding Criteria	Page 19
WLBC Alumni Scholarship	Page 20
Awarding Criteria	Page 20
Application Process for Scholarships	Page 20
Satisfactory Academic Progress.....	Page 20

Student Services and Activities

Academic Advisement	Page 21
Academic Information Services	Page 21
Athletics and Physical Fitness	Page 21
Campus Bookstore	Page 21
Campus Organizations	Pages 21-22
Computer Services	Page 22
Health Examinations and Immunizations	Page 22
Housing	Page 22
Insurance	Page 22
Veteran's Assistance	Page 22
Writing Center	Page 22

Campus Environment	Pages 22-23
Student Conduct	Pages 22
Drug-Free Campus Policy.....	Page 22-23
Parking	Page 23
Safety	Page 23
Smoking	Page 23
Student Complaints	Page 23
Disciplinary Procedures	Page 23-24
Verbal Warning	Page 23
Written Warning	Page 23-24
Probation	Page 24
Dismissal	Page 24
 DIVISION OF ACADEMIC AFFAIRS	
Mission	Page 25
Goals and Objectives.....	Page 25
 Office of the Registrar	
Mission.....	Page 25
Student Enrollment Status	Page 25
Pre-Registration	Page 25
Registration for Classes	Page 25
Registration for Course and Degree Audits	Page 25
Class Attendance	Page 26
Course Cancellation.....	Page 26
Course and College Withdrawal	Page 26
College Leave of Absence.....	Page 26
Change of Major	Page 26
Change or Declaration of Academic Major	Page 26
Declaration of Double Majors	Page 26
Examination Policy	Page 26
Grading Policy	Pages 27-28
Description of Current Grading System	Page 27
Grade Repeat Policy	Page 27
Course Withdrawal	Pages 28-29
Change of Grade	Page 28
Incomplete Work	Page 28
Incomplete Work Extension – Extenuating Circumstances	Page 28
Student Classification	Page 28
Statement of Classification.....	Pages 28-29
Academic Standing Information and Clarity.....	Page 29
Academic Standing Delineation.....	Page 29
Academic Standing Regulations.....	Page 29
Academic Probation	Page 29
Academic Warning	Page 29-30
Academic Suspension.....	Page 30
Academic Dismissal.....	Page 30
Plagiarism.....	Page 30
Academic Review Board Petition.....	Page 31

Transfer Credits.....	Page 31
Student Privacy Rights/Release of Student Information	Page 31
FERPA – Family Educational Rights to Privacy Act (1974)	Page 31-32
Transient Agreement Policy.....	Page 32
 Graduation Information	
Applying for Degree.....	Page 32-33
Commencement.....	Page 33
Program Course Substitution.....	Page 33
Graduation Honors Policy.....	Page 33
Graduation Expenses.....	Page 33
Non-Degree Seeking.....	Page 33
Transfer Course Work Applied toward Graduation.....	Page 33
 DIVISION OF ACADEMIC INFORMATION SERVICES	
Office of Library Services	Pages 34
Office of Technology and Computer Services	Pages 34
 Faculty Governance	Pages 35-36
 Academic Programs and Majors/Summary of Requirements	
Certificate of Christian Ministries	
Biblical Studies	Page 37
Global Ministries	Pages 37-38
Ministerial Studies	Page 38
Women’s Ministries	Page 38-39
Youth Ministries	Pages 39-40
 Associate of Religious Studies	Page 41
Bachelor of Religious Studies (Professional Majors)	
Biblical Studies	Page 42
Global Ministries	Page 43
Pastoral Ministries	Page 44
Women’s Ministries	Page 45
Youth Ministries	Page 46
 Field Education Requirements.....	Pages 47-50
W. L. Bonner College Christian Service Student.....	Pages 51-52
Office of Career Development and Internship Programs	Pages 53-60
Course Descriptions	Pages 61-67
Academic Calendars	Pages 68-73

WHY CHOOSE W. L. BONNER COLLEGE

Bible-Centered Position

The Bible is the primary source for guidance in course construction, syllabi and other teaching materials. Truth is absolute and unchanging. Scripture is inspired (God breathed).

Godly Leadership

Administrators, faculty and staff are the living curriculum as lifestyles exemplify the teachings of Scripture.

Commitment to Prayer

Prayer is necessary in receiving direction and guidance from God in all decision-making matters.

Strong Families and Communities

Strong families and communities reflect God's relational and interpersonal relationship with humans.

Institutional Effectiveness

Continual evaluation of college's performance denotes the intent to achieve stated mission and goals considering accreditation criteria and other standards.

Financial Responsibility and Stewardship

Good management of institutional resources is a demonstration of fiscal responsibility and servant leadership.

World Evangelization

Commitment to global missions and evangelism are reflective of the institution's mission to prepare men and women to proclaim and share the *Good News* both home and abroad.

Message from the College President



Dear Prospective Student. It is our hope that you are seriously considering answers to the question: “why choose W. L. Bonner College (WLBC)?” Perhaps, it is the position that the Bible holds the answers to life’s problems and humanity’s perplexing needs. Or, you may be focused on exemplary leadership, a core value that is embedded within the Christian faith. Maybe it is the fact that decisions are made, only after prayerful consideration of the outcomes desired.

WLBC was built upon prayer, and the reliance upon the Holy Spirit for guidance in all matters and decision-making. As a WLBC *Warrior* (our newly adopted symbol and logos), stakeholders are keenly aware that God has equipped Christians to excel, even during adversity. Many applicants appreciate the institution’s view on the importance of the family; that strong families, as the bedrock of our society, enable stable communities.

As a potential student, your needs, goals, and aspirations, are of great concern to us. For continual and ongoing improvement of institutional performance, the evaluation process is approached with openness and honesty. It encompasses stakeholder involvement and participation, at all levels.

We pray that you will join us in our pursuit of excellence. Though this catalog is designed to answer most questions about studying at this institution, please feel free to call upon our admission’s staff at (803) 726-3492, for information that is not readily available to you.

In His grip,

A handwritten signature in cursive script that reads "Elaine McQueen".

Elaine McQueen
College President

DIVISION OF INSTITUTIONAL EFFECTIVENESS

College Accreditation and Recognition

As a school that offers only religious or theological programs, W. L. Bonner College (WLBC) is exempt from South Carolina governmental oversight.

WLBC is currently an affiliate member of *The Association for Biblical Higher Education (ABHE)* and expects to seek accreditation.

College Statement of Faith

The mission and vocation of W. L. Bonner College emerges out of the historical and theological vision of The Church of our Lord Jesus Christ of the Apostolic Faith, Inc. In keeping with this denominational connection, our theological perspectives are strongly rooted in the Holy Bible, the WORD of God. It is the first and final rule of faith and morals. Moreover, we are products of the evangelical witness of the Apostolic Pentecostal tradition in America. As such, we affirm the Oneness of God who has made Himself known as “Father in Creation”, “Son in Redemption”, and “Holy Spirit” who regenerates and infills the believer and superintends the body of Christ. Furthermore, we affirm the Incarnation, the Virgin Birth of our Savior, the death, burial and resurrection of the Lord Jesus Christ, the Second Coming of our Lord Jesus Christ, the Pentecostal experience of the infilling of the Holy Spirit with speaking in tongues, and the Charismata as set forth in I Corinthians Chapter 12. We believe that living a holy life is a biblical mandate.

College Denominational Relationships

W. L. Bonner College (WLBC) is affiliated with the Church of Our Lord Jesus Christ (COOLJC), the College’s sponsoring organization and major donor, whose headquarters is in New York City. COOLJC was founded in 1919, having established supporting churches throughout the United States and foreign countries.

College Statement of Non-Discrimination

W. L. Bonner College (WLBC) does not discriminate in admission on the basis of religion, race, creed, national origin, ethnicity, sex, age, marital status or disability. In addition, the College does not discriminate in employment on the basis of race, creed, national origin, ethnicity, sex, age or disability. *In compliance with Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, WLBC offers access and equal opportunity in its admission policies, academic programs and services, and employment.*

Policy and Procedural Exceptions

Exceptions to the policies and requirements in the Catalog are rarely granted. Students are advised that the policies and procedures of WLBC clearly identify personnel who have authority to make exceptions to policy. Students seeking any deviation from requirements in the Catalog should be certain they have received appropriate approval.

Academic Limitations

To ensure the highest quality education, WLBC sets certain limitations on its academic procedures. Please read the section below for current limitations.

Catalog Rights

Students admitted to WLBC are granted the right to complete programs as stated in the Academic Catalog at the time of initial matriculation to the program. If the student is eligible to re-enroll, he or she maintains these Catalog rights. The College reserves the right to change courses so long as the total number of credits required for completion of the program is not increased. A student who must re-apply for admission is readmitted under the terms of the Academic Catalog in effect at the time of readmission.

Photographing Employees, Students and Related Activities

WLBC often photographs its students, faculty and staff for college publications and public relations. Anyone who does not want his or her photograph used for these purposes should file a written request with the College's Administration.

Assessment of Institutional Effectiveness and Performance

W. L. Boner College (WLBC) employs an assessment method which ensures that the institution is in continual pursuit of achieving its stated mission, goals, and program objectives, and improving performance at all levels: administrative effectiveness, student learning outcomes, and instructional leadership. The college's assessment document provides a detailed description of its evaluation process that includes the following:

- Institution-wide participation of both internal and external constituency (board, administration and staff, faculty, students, and contractors retained to perform services that are outsourced).
- Careful analysis of assessment data and results used to improve performance.
- Significant and meaningful evidence that flows from the assessment process utilized in determining the college's performance.
- An assessment and planning process that is systematic and ongoing, involving all division heads and coordinators of various services.
- A decision-making process that is driven by the college's mission, along with corresponding goals and objectives, and future planning that is based upon realistic resource projections.

Assessment of Student Learning Outcomes

“To ascertain higher levels of institutional effectiveness, leaders acknowledge current realities, assess institutional performance with truthfulness and honesty, and attend to weaknesses, while benchmarking strengths. “God attends to and meets needs as leaders attend to those tasks and responsibilities placed in their hands “

Student learning is assessed across the curriculum in eight major areas.

- Bible Knowledge
- Biblical Worldview
- Spiritual Formation
- General Knowledge
- Critical Thinking
- Communication Skills
- Critical Thinking/Problem Solving Skills
- Interpersonal Skills
- Values/Attitudes
- Social Development
- Learning Across the Curriculum

Administrative effectiveness is assessed through academic units that support the curriculum.

Division for Institutional Effectiveness

Office of the President
Office of Development
Office of Alumni Relations

Division for Student Affairs

Office of Admissions
Office of Student Services
Office of Enrollment Management

Division for Academic Affairs

Office of the Dean
Office of the Registrar
Office of Veterans Services

Division for Financial Affairs

Office of Student Financial Services
Office of General Accounting
Office of the Campus Bookstore

Division for Academic Information Services

Office of Library Services
Office of Technological Services and Support
Office of Student Computer Services

W. L. Bonner College

Statement of the Mission and Purpose

W. L. Bonner College is to equip and empower students with Christian values that are reflected in the Holy Scriptures, preparing them for service to the Church and community, through biblical instruction, ministry and vocational training, and general education in the context of the Apostolic-Pentecostal tradition.

College Goals

1. Prepare ministers, teachers, missionaries and lay persons to teach the principles of the Holy Scriptures; bringing glory to God at home and abroad;
2. Provide a setting for persons to develop and cultivate the critical and creative intellectual skills which are requisite for successful academic performance;
3. Create opportunities for students to develop general competencies necessary for earning a livelihood and functioning in society as productive citizens;
4. Challenge students to embrace the interconnectedness between good moral and spiritual values and rigorous intellectual discipline;
5. Create a nurturing environment that encourages students to perfect their spiritual gifts and talents, thus becoming good examples of true Christian spirituality and character;
6. Foster an environment which is conducive for the social and cultural development of all students, through extensive in-class and out-of-class activities;
7. Promote the wholesome qualities and values of the Apostolic-Pentecostal tradition in American religion, assisting students in comprehending the meaning and purpose of the Pentecostal experience as described in Acts 1-2, so that all may live a victorious Christian life.

College Educational Objectives

1. Students will bring glory to God to the ends of the earth through effective missions and evangelism strategies, teaching and preaching the Gospel of Jesus Christ, and witnessing of His saving grace and power.
2. Students will exhibit competence in defining and explaining the biblical and theological basis for all Bible-theology related courses.
3. Students will gain access to institutions in both public and private sectors, acquiring ministry opportunities as teachers, social workers, counselors and mentors;
4. Students will demonstrate life transformation and Christ-likeness through commitment and diligence through the study of God's Word, motivating others to think critically regarding its interpretation and meaning, and living a life that is reflective of the institution's core values;
5. Students will become good stewards of their talents and resources, building positive relationships with family and peers, utilizing their time well in serving God, family and others, and caring for the hurt and needy;
6. Students will build effective relationships with those who differ in ethnicity, age, gender and social strata, as they develop an appreciation for diversity;
7. Students will show sensitivity and reliance upon the Holy Spirit for direction in spiritual, personal and professional matters, demonstrating the fulfillment of promises communicated by Christ in the Gospels, that the Comforter, which is the Holy Spirit, would lead and guide us into truth and understanding.

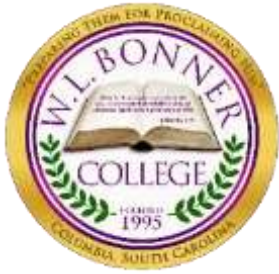
College Vision

W. L. Bonner College aspires
to be the college of choice for the
members of its sponsoring organization and
other denominations and independent
churches, which are seeking higher education
in the field of religious studies.

~~~~~

Truth is absolute and unchanging and God  
is the ultimate reality, for He is the eternal Creator  
and Sustainer of His Universe. As such, the  
mission, goals and objectives, core values and  
statement of faith are rooted in the Holy  
Scriptures. The Word of God is biblically  
integrated into all of life, for all truth is  
God's truth.

## **College Statement of Educational Philosophy**



## BOARD OF DIRECTORS



*Dr. Celeste Ashe Johnson, Chair  
Founder/Director of ATOC,  
Abstinence: The Only Choice  
Former Academic Administrator for  
the College of New Rochelle  
Manchester, CT*



*Dr. Melvin Bullock  
Board Associate  
Henderson, NC*



*Dawn Mills Campbell, PhD  
Secretary/Treasurer  
Research Associate, Office of  
Institutional Research and Assessment  
Benedict College  
Hopkins, SC*



*Judith Crowell  
Fiscal Affairs Chair  
Accreditation Manager for the  
Springfield Police Department,  
Springfield, MA*



*Apostle Herbert Edwards  
Board Associate  
Region XI Apostle, Church of  
Our Lord Jesus Christ  
Greenville, SC*



*Joann Penn Gay  
Board Associate  
Academic Affairs Chair  
Retired Educator, Boston Public  
Schools*



*Lula Hammonds  
Board Associate  
Author  
Capital Heights, MD*



## BOARD OF DIRECTORS



**Commissioner Cheryl Hinton Harris**  
Board Associate  
Richland School District I Board Commissioner  
Hopkins, SC



**Shannon Hawkins**  
Board Associate  
Student Affairs Chair  
EFL, ESL Instructor in Japan  
Lakeland, FL



**Apostle Walter Lee Jackson**  
Board Associate  
Region VIII Apostle, Church  
of Our Lord Jesus Christ  
Charleston, SC



**Elaine McQueen, President**  
Master of Divinity in Missions (M.Div.)  
and Education Specialist (Ed.S) from  
Columbia International University  
Columbia, SC



**Attorney Angella Middleton**  
Board Associate  
Attorney, author, speaker  
Collingswood, NJ



**Bishop James C. Richardson, Jr.**  
Board Associate  
Presiding Bishop, The Apostle  
Church of Christ in God  
Martinsville, VA



**Bishop David A. Smith**  
Board Associate  
Church Relations Chair  
Diocesan Bishop, SC Upstate Diocese  
Executive Assistant and Advisor, Board  
of Bishops of the Church of Our Lord  
Jesus Christ  
Orangeburg, SC



**Ida Williams Thompson**  
President, Literacy for LifeSC, LLC  
Academic Information Services Chair  
Columbia, SC



**Darnellé Wilson, PhD**  
Board Associate  
Institutional Effectiveness Chair  
Counseling Education  
Sumter, SC



## ADMINISTRATION AND STAFF



**Elaine McQueen**  
College President  
M. Div., Ed. S.



**Mrs. Sannie M. Wright**  
Director of Enrollment  
Management/Registrar  
M. Ed.

**Ms. Natacha Davis**  
Manager of Student  
Services/Admissions Director  
BRS



**Sylvia Haves, M. Ed**  
Administration and Student Services  
IT Coordinator  
Writing Center Director

**Ms. Annie Etheredge**  
College Bookstore /  
Legacy Sales Coordinator



**John McFadden, B.S.**  
**(Business Administration)**  
Director of Extension Site, St. Stephen, SC

## **DIVISION OF INSTITUTIONAL AND FINANCIAL RESOURCES**

### **College Facilities**

W. L. Bonner College is located in the Eau Claire section of Columbia, South Carolina, which makes it very conveniently located five miles to Interstates 77, 26, and 20. The college's campus is comprised of an administrative building which houses Division of Student Affairs, Division of Academic Affairs, Division of Financial Management, a bookstore, computer lab, four classrooms and a multipurpose room (The President's Lecture Room). Located also is the RC Lawson Library which also houses four faculty offices. Three dormitories, along with the denomination's Retirement Center, is used to house on-campus students enrolled in traditional and non-traditional programs. Meal services, recreational and other co-curricular events are held in the WLB Family Life Center. For relaxation, meditation and social events students also spend time on Lake Refuge.

### **Mission of Financial Services**

The mission of financial services is to ensure the fiscal health of the institution and to assist in meeting the overall mission, goals, and objectives of the institution.

### **Goals and Objectives**

- Manage the fiscal and business affairs of the College.
- Maximize the quality of services at the College at reasonable costs.
- Safeguard and protect the assets of the College.
- Develop a comprehensive and sound system for managing and promoting the interest of the College.

### **Student Tuition and Course Fees**

- Application fee ..... \$30.00
- Re-admission fee ..... \$30.00
- Late registration fee ..... \$75.00

#### **Tuition per semester):**

##### *Full-Time (12-18 Semester Hours)*

- Bachelor and Associate Degree Students..... \$50.00 (per credit hour)
- Certificate Students..... \$50.00 (per credit hour)

##### *Part-time*

- Bachelor and Associate Degree Students..... \$50.00 (per credit hour)
- Certificate Students..... \$50.00 (per credit hour)

Audit Fee ..... \$ 52.00 (per 3 Hour Course)

#### **Graduation Expenses**

(Graduation fees must be paid by the application deadline indicated for each term in the 2003-2006 Calendar)

- Graduation fee ..... \$ 38.00
- Late graduation fee ..... \$ 53.00
- Certificate ..... \$ 38.00
- Associate of Religious Studies..... \$ 45.00
- Bachelor of Religious Studies..... \$ 53.00

Additional graduation expenses include regalia, invitations, and photographs. These will be posted each academic year.

**Student Activity Fee** (per semester) .....\$ 58.00

**Technology Fee** (per semester) .....\$ 86.00

**Transcript Fee** (per semester).....\$ 3.00

Diploma, transcripts, or academic records will be provided only for students who have cleared financial obligations to the college.

### **Explanation of Expenses**

#### **Application fee**

The applications must be accompanied by a non-refundable payment of \$30.00.

#### **Tuition**

Tuition and fees must be paid before registering for classes.

#### **Student Activity Fee**

The student activity fee, due each semester, is used to fund social, recreational, and co-curricular programs, student missions, and miscellaneous expenses for student organizations.

#### **Transcripts**

Students who are not financially obligated to WLBC are entitled to one free academic transcript. Additional transcripts cost \$3.00.

#### **Textbooks and Supplies**

Students are responsible for all necessary books and supplies. Textbooks may be purchased from the Campus Bookstore on Monday through Friday, 10:00 a.m. until 5:30 p.m.

### **Financial Obligation**

Upon registration, students become financially responsible for their charges for the entire semester. Withdrawal from the college does not relieve any student of these obligations.

### **Method of Payment**

Tuition and fees can be paid by cash, check, money order, credit card (MasterCard or VISA), or VA (veteran) benefits.

A \$25 fee will be charged for dishonored checks.

A student choosing to pay by any means other than cash must show positive identification.

Students may also receive a payment plan of at least 40% of their total account balance at registration, and sign a promissory note agreeing to make regular payments, not to exceed four payments throughout the remainder of the semester for paying balance in full by the last day of the semester.

### **Refund and Withdrawal Policy**

It is the policy of WLBC that students, or appropriate sponsoring parties, receive a fair and equitable refund of tuition fees and other institutional charges upon complete withdrawal from the College.

First-time attendees of the College who withdraw before 60% of the first term has been completed will receive a pro rata refund of tuition fees and other institutional charges in accordance with applicable federal rules and regulations.

The pro rata refund is calculated as follows: divide the number of weeks not completed in the term by the total weeks in the term; round this percentage down to the next 10%; and multiply this percentage (which must be 40% or higher) by the total tuition fees and other institutional charges. All other attendees withdrawing prior to the end of a term will receive a refund of all or a portion of their tuition, fees, and other institutional charges according to the following schedule:

### **Refund for Student-Initiated Course Change or Withdrawal**

Students wishing to drop/add/withdraw from a course or from the college should obtain and complete a Drop/Add/Withdrawal Form. These forms are available from the Registrar's office.

### **Withdrawal of Net Reduction of Credit Hours**

| <b><u>Withdrawal from the College on or Before:</u></b>                    | <b><u>% of Charges<br/>Refunded</u></b> |
|----------------------------------------------------------------------------|-----------------------------------------|
| First Day of Classes                                                       | 100%                                    |
| 1 <sup>st</sup> through 10 <sup>th</sup> calendar day after classes start  | 75%                                     |
| 11 <sup>th</sup> through 20 <sup>th</sup> calendar day after classes start | 50%                                     |
| 21 <sup>st</sup> through 30 <sup>th</sup> calendar day after classes start | 25%                                     |
| More than 30 calendar days after classes start                             | 0%                                      |

## **Office of Development and Fundraising**

### **Mission**

The mission of the Office of Development is to foster advancement of the mission, vision, and goals, through friend-raising, connecting with leaders and laity among academic, athletic, church, and civic community.

### **Vision**

The Office of Development will demonstrate and exemplify good stewardship, integrity, and honesty with partners and supporters, in both generating and managing institutional resources.

### **Strategies for Achieving the Mission of the College**

- Establish and strengthen those existing relationships and partnerships with the academic, athletic, civic, and church communities,
- Connect with Alumni Association, as a viable source in development and fundraising activities, strengthening affinity for the College,
- Continuously labor to identify institutions and organizations that participate in matching gifts programs to assist in achieving institutional goals and objectives,
- Work closely with the President to cultivate relationships that will lead to major gifts for the College,
- Remain apprised and knowledgeable of changing trends among higher education institutions for development and fundraising.

## **DIVISION OF STUDENT AFFAIRS**

### **Mission**

The mission of the Division of Student Affairs is to provide appropriate programs that support the mission of the school and assist in meeting the goals and objectives of students.

### **Goals**

1. Implement curricular and co-curricular programs that prepare students for their area of vocation or services.
2. Provide support services for students while enrolled at the College.
3. Establish programs that allow students to perform ministry in church and community settings.
4. Train students for leadership within the college and in ministry settings.

### **Objectives**

- Students will obtain meaningful employment in Church and community settings.
- Students will receive financial support in the form of Title IV (Pell Grant and Stafford Loan) funding and college work study to fund their educational program.
- Students will develop piety and diligence to Christ and His kingdom through service in Christian ministry projects.
- Students will serve the institution through work study opportunities and volunteer assignments.

## **Office of Enrollment Management**

### **Admission Policy**

Applicants should be devoted to diligently studying the Word of God with the intent to apply the biblical truths to holy living and serving to glorify God.

The basic criterion for selection of student includes the following:  
Satisfactory evidence of a Christian commitment to the will of God.

Evidence of the ability to meet the academic requirements of W. L. Bonner College.

- A minimum high school or post-secondary grade point average of 2.0, or above
- Scholastic Aptitude Test (SAT) of 700 or American College Test (ACT) of 17 (for degree-seeking candidates only).

Provisional admission may be granted in cases where significant time and/or life transformation has occurred since the student's academic record was established. Students who are 26 years of age or older are not required to take SAT or ACT exams.

Graduation from an accredited secondary school or a certification of high school equivalency or a G.E.D. certificate.

1. Applicants may request a copy of our policy by writing the Admissions Office at 4430 Argent Court, Columbia, South Carolina, 29203, or calling (803) 754-3950.

2. Race, nationality, ethnic origin, sex, or disabilities are not factoring in our selection process.

### **Admission Procedures**

*Application Form and Fee* -- to request an application for admission and other pertinent documents, please write to Director of Admissions, 4430 Argent Court, Columbia, South Carolina 29203; send completed application form, one-page essay of Christian experience, and a non-refundable fee of \$30.

*Transcripts* – Using the provided transcript request forms, request that official transcripts be sent directly to the Office of Admissions from the last high school or from all colleges attended.

### **Transfer Students**

The Director of Enrollment Management will complete the official transcript evaluation of previous college credits after the student has been accepted. Credits may be received for those students who are transferring credits (major or elective) of course work performed at 2.0 or better. Credits earned at other accredited institutions (or institutions that are not accredited but has USDE or CHEA approval) with a C or better may be transferred toward student's program of study at WLBC. Courses must be parallel or equivalent to the core curriculum of the student's major program of study. Courses that are not parallel or equivalent may be received as elective credits up to the limit of electives for the program in which the student enrolls at WLBC.

Only credits earned and accepted towards a degree will be recorded on the W. L. Bonner transcript as transfer work (the student's previous grade point average (GPA) is not included); however, academic status is determined by cumulative accepted transfer credits, along with those quality hours attempted at W. L. Bonner College

*References* – three letters of recommendation from individuals who have knowledge of applicant's spiritual development and commitment, as well as academic potential is required: pastoral, professional, and personal.

*Placement/Proficiency Testing* – All students who have not attended colleges beyond high school are required to take pre-examinations in English. All students are required to take pre examinations in Bible/Theology. A post-examination will be given at the completion of their program.

*Registration* – All students must finalize their registration by completing the registration and any other applicable documentation, paying all necessary fees.

### **Early Admission of High School Students**

High school juniors and seniors can take an English course (or another special approved course) at WLBC while still enrolled in high school. This is allowed in public institutions. (*See Admissions – Special Admissions Section*)

### **Student Assessment**

WLBC faculty and staff value quality in programs and services and continually strive to improve all aspects of the college community. Assessing student-learning development, satisfaction and outcomes is essential to assessing the effectiveness of the college and is therefore, part of the educational program. From application through graduation and beyond, students will participate in a series of tests, surveys and competency demonstrations designed to:

1. Assess students' background and academic skills for accurate advisement and course placement at entry.
2. Obtain information about student satisfaction with college processes, programs, and services; and,
3. Measure competencies students have achieved academically and personally while in college.

### **Admission Testing**

Applicants are admitted to WLBC based on successful previous college course work, Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. Students seeking admissions to WLBC must also take a Bible proficiency examination and the CAAP College Assessment of Academic Proficiency (CAAP) at the beginning and end of their program.

### **Special Admission Procedures**

#### **Re-admission**

Former WLBC students who wish to re-enroll must re-apply and receive academic advisement prior to re-entry. The college reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the college must resolve these obligations before they will be allowed to register for classes.

Students must re-apply through the Admissions Office and pay all necessary fees if they have not been enrolled for two consecutive regular terms. A non-refundable fee of \$30 will be assessed. The applicant will be advised of any special requirements concerning re-admission.

#### **Re-admission for Students on Academic Suspension**

Students suspended for academic reasons must reapply for admission and complete a *Petition for Readmission* following a suspension period of at least one term. Additional testing may be required. Specific information concerning readmission of suspended students is available from the Registrar's Office.

#### **International Students**

In addition to meeting the regular college and program admission requirements, international applicants must also meet the following requirements for an Immigration and Naturalization form I-20 or I-20P is required:

1. Be 18 years old or present evidence of successful completion of a secondary level program. This evidence must be in the form of a transcript or other traditional document from the institution. The document(s) must be accompanied by a certified English translation, if not in English.
2. Score a minimum of 500 on the paper version or 173 on the computer version of the Test of English as a Foreign Language (TOEFL).
3. Provide evidence of financial support.
4. Deposit two semesters' advance tuition in an escrow account.

Additional information about international admissions can be obtained from the College's Admission's Office.



### **Physical Examination**

A statement of good physical health, accompanied by immunization records, is required for admission. If students do not have proof of insurance, they are required to purchase plan through the college.

### **Admission Decisions**

Following thorough processing of all admission applications the admissions office will notify each applicant regarding admission decisions as follows:

#### **Acceptance**

Processing of applications cannot be completed until the Admissions Office has received all necessary documentation. Applicants accepted will be notified in writing within a reasonable time after all forms have been received and reviewed.

#### **Provisional Acceptance**

Students who do not meet minimum qualifications for acceptance may be accepted on a provisional basis for one semester. These students may take up to nine (9) credit hours and must also maintain at least a 2.0 GPA (Grade Point Average) for all course work.

#### **Orientation**

Student orientation is designed to inform all students – recent high school graduates, returning students and retirees, as well as those with special needs such as foreign students and students with disabilities – of the services offered by the college. Orientation gives students information on college services, campus organizations, financial and college success strategies. Orientation is also an occasion to learn about the college campus. Students are informed regarding academic advisement and the next steps in the enrollment process.

### **Office of Financial Aid and Assistance**

The Financial Aid Office staff is committed to providing quality services to students, the college, and the community. Staff members are dedicated to aiding students with their financial needs (assisting with preparation of documentation, budgeting, etc.) and serving the community in which the college is located.

In August 2013, W. L. Bonner College decided to withdraw, both temporarily voluntarily, from Title IV Participation; however, the College does offer scholarships, generated through its denominational sponsor, other institutions, and individuals. The College will seek to resume Title IV participation by 2016. Waivers are awarded to a small percentage of the student body, especially those receiving financial aid, prior to the withdrawal by the College.

### **Institutional and Private Scholarships**

Currently, the College offers scholarships generated by denominational supporters and individuals, to eligible and qualifying students. Waivers are also available to a small percentage of the student population.

### ***COOLJC International Missionary Department \$10,000 (4 awards at \$2,500)***

#### **Awarding Criteria:**

- Enrolled in Women's Ministries or Global Missions Programs.
- Seeking Certificate, Associate, or Bachelor Degree.
- Must maintain a Grade Point Average (GPA) of 3.0 or above.

### **W. L. Bonner College Alumni Scholarship \$3,000 (2 awards at \$1,500)**

Awarding Criteria:

- Enrolled in any Program of Study.
- Seeking Certificate, Associate, or Bachelor Degree.
- Must maintain a Grade Point Average (GPA) of 3.0 or above.

### **Application Process for Scholarships**

Information on scholarships can be obtained by calling the Office of Admissions, at (803) 726-3503.

### **Financial Aid – Satisfactory Academic Progress**

#### **Cumulative Grade Point Average (GPA)**

Students who fail to earn the required GPA as specified will be placed on academic probation during the next term in which they enroll at the college. Students in all programs who are placed on probation will be reviewed at the end of the probationary term enrolled. Students who fail to obtain the minimum cumulative GPA will lose scholarship eligibility and will be required to submit an “Appeal Request form” to Financial Aid Services.

| Classification | Tot Hours Attempted | Cleared Status Minimum | Probation Up to 3 Consecutive | Suspended One Semester | Dismal Permanent Unless Readmitted by ARB |
|----------------|---------------------|------------------------|-------------------------------|------------------------|-------------------------------------------|
| Freshman       | 3-31                | 1.80                   | 1.70-1.79                     | LT 1.70                | LT 1.70                                   |
| Sophomore      | 32-54               | 1.89                   | 1.80-1.88                     | LT 1.80                | LT 1.80                                   |
| Junior         | 55-84               | 1.99                   | 1.90-1.98                     | LT 1.90                | LT 1.90                                   |
| Senior         | 85 up               | 2.00                   |                               | LT 2.00                | LT 2.00                                   |

Chart reflects cumulative statistics:

*LT* = Less Than

*Total Hours* = Cumulative hours pursued (not earned)

*ARB* = Academic Review Board

## **Student Services and Activities**

### **Academic Advisement**

All students enrolled at WLBC will be assigned an academic advisor. The academic advisor will aid and assist the students through their program of study in an organized fashion to alleviate registration conflicts. Furthermore, the academic advisor will also serve as a spiritual counselor to students if their enrollment is validated. Hours for advisement and names of advisors will be posted on the door of the Administration Office.

### **Academic Information Services**

A Computer Lab is available to the students at WLBC. This computer center has been created to alleviate the burden of having to locate computers to use as word processors. They are equipped with the latest state-of-the-art software such as Microsoft Word, Excel, PowerPoint, WP 6.0, Q&A, and HG. Internet access is also provided.

### **Athletics and Physical Fitness**

WLBC students are encouraged to participate in intramural and extramural programs at the Family Life Center. The recreational and social programs consist of skating, basketball, jogging, volleyball, aerobics, and other wholesome activities that promote quality health.

### **Campus Bookstore**

A campus bookstore is located at WLBC. Students may purchase their course textbooks and other supplies: Bibles, novelties, Christian music cassettes and videos, sermons, etc. Tee shirts and sweatshirts, jackets and other items are also available. Students may make purchases using cash, Visa, MasterCard, or Discovery Card.

### **Campus Organizations**

- **Student Government Organization (SGO)**  
Students can participate in student leadership programs through the Student Government Organization (SGO). This governing board provides students a voice in college governance, campus concerns and student affairs. SGO is also the umbrella structure for all WLBC student guilds and organizations. Representatives of each student organization sit on the SGO as voting members. Any student may attend SGO meetings and voice concerns as a nonvoting member. The SGO sponsors community services projects and supports student activities programming. The SGO President attends the WLBC board meetings and serves as an advisor on student issues to the Director of Student Affairs. The SGO also appoints students to college standing and ad hoc committees.
- **Student Prayer and Missions Team**  
SPMT (organized in 2001) is a campus organization designed to conduct corporate prayer meetings and special worship services among student body, faculty, and staff. The organization led the college in its first global missions' trip to Port-Of-Spain, Trinidad April 2008.
- **Delta Epsilon Chi Honor Society**  
Delta Epsilon Chi Honor Society is a national society that honors high scholastic achievers enrolled in accredited institutions. The organization was formed July 2008.
- **Literary and Debate Team**

The Literary and Debate Team is organized to enhance critical thinking and research skills among students. Members prepare topics that are carefully researched, organized, and prepared to defend.

### **Computer Services**

WLBC has a computer lab equipped with state-of-the-art equipment and software. Facilities are equipped to accommodate a class of 25 students simultaneously. In addition, 15 students may use the computer lab at one time. A systems analyst is available as an instructor and to assist students with any difficulties that may occur while completing coursework assignments.

### **Health Examinations and Immunizations**

WLBC provides students with information regarding access to health care facilities and helps to educate them on health awareness issues. Any student requiring immediate medical treatment at an emergency center, hospital, or physician's office, should contact the housing director. The students are responsible for personal medical expenses.

### **Housing**

WLBC residency students are housed at the student dormitory and apartments provided through the sponsoring organization (COOLJC).

### **Insurance**

Group student health insurance is not provided directly by WLBC, however, the college providing information for individual and group insurance plans offered by various providers. Students interested in obtaining group health insurance can obtain information on health insurance providers from the Office of Student Affairs.

### **Veteran's Assistance**

Eligible students may receive veteran's benefits by contacting the College's Financial Aid Office. The office assists those already admitted to the college as well as those who are seeking admission.

### **Writing Center**

The Writing Center (WC) aids students by proofreading written assignments, teaching, and consulting with students regarding their performance. The students submit their essays, reports, papers, and other writing assignments to the lab director. They participate with the proofreading/reviewing/editing process and should complete additional assignments.

### **Campus Environment**

#### **Student Conduct**

W. L. Bonner College intends to provide a campus environment conducive to learning and to the successful attainment of student goals. Respect for the rights of others, openness to new and different ideas, acceptance of individuals from different backgrounds and cultures, and belief in the worth and dignity of all people are encouraged. The College's Student Handbook and Code of Conduct reinforce this concept and outline the rights and responsibilities of students.

#### **Drug-Free Campus Policy**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, WLBC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

College standards of conduct clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of any college activity. Sanctions, up to and including expulsion, termination of college employment and referral for prosecution, will be imposed for the violation of these standards. A complete description of the applicable legal sanctions, the associated health risks of alcohol and drug abuse, and the counseling, treatment, and rehabilitation programs available to students, is provided in the WLBC Student Handbook, which may be received from the Office of Student Affairs.

### **Parking**

Students are not required to register their vehicles to park on campus property. All students may park in areas not reserved for permit only (faculty and staff) visitors, handicapped, loading zones, etc.

### **Safety**

WLBC complies with guidelines of the Environmental Protection Agency (EPA) and the Federal Occupational Safety and Health Act (OSHA) to insure a safe environment. When necessary, personnel are required to wear protective equipment to prevent injury. The cost of equipment is listed under the specific curriculum in this catalog or can be obtained from the bookstore. In addition, WLBC adheres to the guidelines of the Campus Security Act. Campus security information is available to all students and applicants at the Office of Student Affairs.

### **Smoking**

In the interest of health and to create a smoke-free environment, smoking in all buildings as well as the campus grounds, is expressly prohibited at WLBC in dormitories, office buildings, cafeteria, and gymnasium.

### **Student Complaints**

As members of the academic community, students are entitled to all rights and responsibilities accorded them by the laws of this community. The process by which students may file grievances concerning harassment, discrimination and other matters or appeal academic decisions is outlined in the WLBC Student Handbook, which may be obtained through the Office of Student Affairs.

### **Disciplinary Procedures**

W. L. Bonner College offers fair treatment to all students in disciplinary matters. Should difficulties arise from students' failure to abide by the code of ethics set forth by the institution, the following disciplinary actions will be initiated.

**Verbal Warning** - the students shall be given a verbal explanation of the problem behavior, including an explanation of W. L. Bonner College's policy regarding inappropriate behavior. In addition, the students will be advised of the consequences of further infractions of the policy in question. If no further problems occur about the issue raised at the verbal warning stage, no further disciplinary action will be taken.

**Written Warning** - If the problem persists, the students may be given a written explanation of the problem behavior, including an explanation of W. L. Bonner College policy regarding such behavior. In addition, the students will be advised that continuation of the problem behavior may lead to probation or suspension. The

students will be given an opportunity to change the unwanted behavior and, if the behavior does not reoccur, no further disciplinary action will be taken.

**Probation** – Depending on the severity of the problem at any point after a verbal warning and written warning have been issued, the students may be placed on probation for a period of one semester during which time immediate suspension or dismissal may occur.

**Dismissal** - If verbal and written warnings fail to bring about a change in the undesired behavior, the students will be dismissed from WLBC.

W. L. Bonner College reserves the right to bypass any disciplinary step, and base its decision on the severity, frequency, or combination of infractions, when circumstances warrant immediate action. Students who are dissatisfied with the disciplinary action of his/her instructor (excluding dismissal), may file an appeal in accordance with established policy as stated in the Student Appeal section of the Code of Conduct manual. All appeals must be submitted to the Office of the Dean.

## **DIVISION OF ACADEMIC AFFAIRS**

### **Mission**

The mission of the Division of Academic Affairs is to provide the institution with appropriate curricular structures and content to achieve its mission.

### **Goals and Objectives**

Advise students in selecting programs of study that train them for their area of ministry.

1. Assist students in developing goals that help in meeting their ministry aspirations.
2. Develop strategies and methods for achieving the mission and goals of the
3. academic affairs program
4. Ensure the accuracy and integrity of academic records.
5. Employ methods for achieving both departmental and initial goals.
6. Offer programs that assist students in achieving their ministry and vocational goals.

## **Office of the Registrar**

### **Mission**

The mission of the Office of the Registrar is to implement and facilitate policies and procedures as set by the College, state, and federal government, and make recommendations for changes as necessary; to provide well-kept and accurate student records; and to provide good customer service

### **Student Enrollment Status**

#### **Full-time**

A student registered for twelve or more semester hours

#### **Part-time**

A student registered for six – eleven or fewer semester hours

#### **Less than Part-time**

A student registered for less than six semester hours

### **Pre-registration**

Registration packets will be provided to all students (those currently enrolled and those who are newly accepted) prior to the official registration period. The pre-registration for subsequent semesters will take place prior to the end of the current semester.

### **Registration for Classes**

Entering students will register for courses during the orientation period. Prior to registration, students will receive instructions on the registration process and guidance concerning courses and programs of study.

### **Registration for Course and Degree Audits**

Students desiring to audit a course may do so on a space available basis two days after late registration. Dates and times are published in the Class Schedule. All requests must be made by the first day of class. Course tuition and applicable fees apply.

### **Class Attendance**

Students are allowed one absence per credit hour during the semester. Students who miss more than the maximum days allowed from class must submit documentation of extenuating circumstances such as bereavement, severe illness, etc. Academic field trips are permitted. However, unexcused absences will result in the lowering of the course grade. Three cases of late attendance or tardiness to class, or early departure from class, will be considered one absence. It is the responsibility of instructors to document students' attendance for the purpose of calculating grades and reporting. Additionally, instructors are required to report students who are habitually late for class; and may deduct points from final grade points.

### **Course Cancellation**

Courses without adequate enrollment are subject to cancellation.

### **Course and College Withdrawals**

Students who must withdraw from classes or from the College for any reason must complete a class and/or college withdrawal form. Course and College Withdrawal forms are kept in the Office of the Registrar. Additional documentation may be required, as necessary.

### **College Leave of Absence**

Students who must delay continued enrollment for at least one academic year for reasons beyond their control but wish to remain in their current curriculum catalog may request leave of absence from college. Leave of Absence forms are kept in the Office of the Registrar and must receive approval. Reasons can be (1) course(s) needed not being offered during current semester (2) emergency sick leave (3) financial circumstances, etc. All requests for leave of absences must be documented using appropriate forms.

### **Change of Academic Major**

Students desiring to change their program of study after enrolling should follow these steps:

1. Complete a *Change of Academic Major* form in the Registrar's office.
2. Consult the Department Coordinator for approval of change.
3. Upon completion of the form and approval of the change, information will be forwarded to the Registrar's Office, where the student's major will be officially changed. Information on the change of major will be forwarded to the new department, the former department, and other offices, as appropriate.

### **Declaration of Double Major**

Students may declare two (2) majors, but only the primary major will be recognized for the degree. The student must apply for readmission to declare second major after receiving his/her first degree.

### **Examination Policy**

Examination dates will be provided in a syllabus designed by each instructor. Tests may be made up if prior permission has been given by the professor, or in the cases of extreme illness, bereavement, or other emergencies.

Re-examinations must be taken within two weeks following the regularly scheduled examination or at the discretion of the professor.

### **Grading Policy**

All grades are permanently recorded on students' academic transcripts and become a part of their scholastic record. An unsatisfactory grade ("D" or "F") in a course must remain on the



transcript and is used in calculation of the students' grade point ratio. However, if students repeat a course, the new grade replaces the unsatisfactory grade for GPA calculations, but both grades remain a permanent part of the student's transcript.

Grade reports are mailed to students within four weeks after the end of each term. Faculty members have a maximum of two weeks after the final examinations to report course grades.

### **Description of Current Grading System**

| <b><u>GRADE</u></b> |          | <b><u>EXPLANATION</u></b>    | <b><u>POINTS PER SEMESTER</u></b> |
|---------------------|----------|------------------------------|-----------------------------------|
| <b><u>HOOR</u></b>  |          |                              |                                   |
| A                   | 95-100   | Excellent                    | 4.0                               |
| A-                  | 91-94    |                              | 3.7                               |
| B+                  | 87-90    |                              | 3.3                               |
| B                   | 82-86    |                              | 3.0                               |
| B-                  | 78-81    | Good                         | 2.7                               |
| C+                  | 75-77    |                              | 2.3                               |
| C                   | 72-74    | Satisfactory                 | 2.0                               |
| C-                  | 69-71    |                              | 1.7                               |
| D+                  | 66-68    |                              | 1.3                               |
| D                   | 63-65    | Passing                      | 1.0                               |
| D-                  | 60-62    |                              | 0.7                               |
| F                   | 59-Below | Failure                      | 0.0                               |
| I                   |          | Incomplete                   |                                   |
| INC                 |          | Incomplete                   |                                   |
| CR                  |          | Credit – Pass                |                                   |
| NCR                 |          | Credit - Fail                |                                   |
| S                   |          | Satisfactory                 |                                   |
| U                   |          | Unsatisfactory               |                                   |
| VWD                 |          | Voluntary Withdrawal Passing |                                   |
| W                   |          | Withdrawal                   |                                   |
| WP                  |          | Withdrawal Passing           |                                   |
| WF                  |          | Withdrawal Failing           | 0.0                               |
| VWF                 |          | Voluntary Withdrawal Failing | 0.0                               |
| AU                  |          | Audit                        |                                   |
| AUF                 |          | Audit Fail                   |                                   |

### **Grade Repeat Policy**

When a course is repeated, all grades will be entered on the student's permanent academic record. Certain departmental requirements may limit the number of times a course may be repeated. Though the repeated course is utilized in assessing student's academic progress, the original grade will also remain a part of the student's permanent academic transcript.

### **Course Withdrawal**

If it is essential for students to drop a course after classes have begun, the necessary procedures must be followed. An Add/Drop form must be obtained from the Office of the Registrar during the late registration period, and authorization must be obtained from the advisor. Students withdrawing from classes beyond the late registration dates are subject to withdrawal grades based on the delineation schedule listed below. (See policy on student refunds) Exact refund schedules will be listed in the Schedule of Classes & Registration and Informational Guide each semester.

| <b>Grade</b> | <b>From</b> | <b>To</b> | <b>After this date Assigned<br/>Grade will be</b> |
|--------------|-------------|-----------|---------------------------------------------------|
| <b>W</b>     |             |           | <b>WP/WF</b>                                      |
| <b>WP</b>    |             |           | <b>WF</b>                                         |
| <b>WF</b>    |             |           | <b>WF</b>                                         |

Withdrawal grade after the first four weeks of classes assign a WP or WF depending on the students' pass or fail status.

*W* – Students who withdraws from class within the first four weeks of class - (Resident students only). Students in the Institute program (within the first 5 days and Saturday Institute programs the first month only)

*WP* – Student is passing course

*WF* – Student is failing course (Note: Within the last six (6) weeks of school a WF Grade will be assigned even if the student is passing the class unless extenuating circumstances exists and is approved (Resident students only); students in the Institute and Saturday programs – within the last month unless extenuating circumstances exists. Specific dates will be listed in the Schedule of Classes & Registration and Informational Guide each semester.

### **Change of Grade**

To change a grade, there must be written justification from the instructor, which must accompany the Change of Grade form approved by faculty chair and the dean. The dean must approve grades submitted more than three (3) weeks after the deadline for reporting grades. Change of Grade forms are housed in the Office Registrar and must be returned to that office after the dean's approval.

### **Incomplete Work**

All work required in a course is due by the end of the term. Incomplete grades ("I") are given only when emergencies or physical difficulties prevent students from completing their work. Any coursework incomplete at the end of the term may be made up only at the discretion of the instructor and in accordance with his or her instructions. A grade penalty may be assessed even though the student can make up the work. Any grade of "I" (Incomplete) must be removed within ninety (90) days following the end of the term or the grade automatically becomes an "F."

### **Incomplete Work Extension – Extenuating Circumstances**

The student may receive an extension to remove incomplete grades for courses pursued only if it is determined that extenuating circumstances exist.

*Note:* Special circumstances will only include situations beyond that student's control and approval will be based on evidence provided by the student. If other evidence exists that would not substantiate such approval, the request will be denied.

### **Student Classification**

#### **Freshman**

A high school student who has graduated or presents satisfactory scores on equivalency examinations.

**Sophomore**

A student who has completed 32 to 54 semester hours who wishes to earn the Associate degree must have completed 62 hours with a grade-point average of 2.0 or better.

**Junior**

A student who has been accepted into the Degree program and who has completed 55 to 84 semester hours

**Senior**

A student who has completed at least 85 semester hours, has a grade-point average of at least 2.0, and is making satisfactory progress toward meeting all graduation requirements.

**Academic Standards Information****Statement of Classification Clarity**

All students, except for those in the Continuing Education Program (receiving CEU Credits), are subject to academic standing regulations based on the total number of hours pursued including all transfer credits accepted at WLBC.

**Academic Standing Delineation**

| Classification | Total Hours Pursued | Cleared Status Minimum | Probation Up to 3 Consecutive | Suspended One Semester | Dismal Permanent Unless Readmitted by ARB |
|----------------|---------------------|------------------------|-------------------------------|------------------------|-------------------------------------------|
| Freshman       | 3-31                | 1.80                   | 1.70-1.79                     | LT 1.70                | LT 1.70                                   |
| Sophomore      | 32-54               | 1.89                   | 1.80-1.88                     | LT 1.80                | LT 1.80                                   |
| Junior         | 55-84               | 1.99                   | 1.90-1.98                     | LT 1.90                | LT 1.90                                   |
| Senior         | 85 up               | 2.00                   |                               | LT 2.00                | LT 2.00                                   |

Chart reflects cumulative statistics:

*LT* = Less Than

*Total Hours* = Cumulative hours pursued (not earned)

*ARB* = Academic Review Board

**Academic Standing Regulations****Academic Probation**

Students are placed on academic probation when their cumulative Grade Point Average (GPA) falls below the minimum required GPA, to be in good academic standing based on cumulative hours attempted. Generally, students have three (3) consecutive semesters to remove their status. The students must have a minimum GPA of 2.0 for the semester or they will fail; however, students who are enrolled in 1-year programs must obtain a minimum cumulative GPA of 2.0 by the end of that academic year. Students who fail to comply with the standards for 1-year programs will be automatically suspended.

**Academic Warning**

Students enrolled in the 2-year and 4-year programs are placed on academic warning during their first academic year of continuous enrollment, when their cumulative Grade Point Average (GPA) fall below the minimum probationary GPA, based on cumulative hours pursued. If at the end of the third semester of enrollment, their GPA is still below

the minimum probationary GPA, students are placed on academic suspension for one semester.

Students enrolled in the 1-year programs are placed on academic warning at the end of their first semester of enrollment, when their cumulative Grade Point Average (GPA) falls below the minimum probationary GPA, based on cumulative hours pursued. If at the end of their first year of enrollment their cumulative GPA falls below 2.0, students are placed on academic suspension.

While on academic warning, students are not allowed to attend other schools as a transient student. If the students attend other institutions without prior permission, they must reapply and be accepted as a re-admit transfer student. If accepted, credits earned at those institutions will be used to determine the students' academic standing.

### **Academic Suspension**

Students are placed on academic suspension when their cumulative Grade Point Average (GPA) falls below the minimum probationary GPA based on cumulative hours pursued. Students are suspended for one semester and may return to school after one-semester of non-enrollment; however, after one academic year of non-enrollment, the student must complete a readmit application.

While on suspension, students are not allowed to attend another school as transient student. If students attend other institutions without prior permission, they must reapply and be accepted as a re-admit transfer student. If accepted, credits earned at those institutions will be used to determine the students' academic standing.

### **Academic Dismissal**

Students are placed on permanent academic dismissal after any current or previous academic suspension and must appeal and be approved by the Academic Review Board (ARB) before being allowed to return to school.

The student must complete an Academic Review Board Petition Form with a written letter requesting to be re-admitted to school and meet with his or her academic advisor (obtain advisors' signature on the form). The ARB letter should clearly state his/her intent and sincere desire to complete studies at the W. L. Bonner College. The petition may be made once during the semester following dismissal for the subsequent semester. Once the board has approved re-admission, the decision stands whether students return the semester approved. The Academic Review Board form may be obtained from the Office of the Registrar and is not considered unless it is returned to that office with signatures.

If accepted to return, the students can enroll in no more the 12 hours until academic status is removed (Resident program students only. Institute and Saturday Institute students should enroll in no more than nine (9) hours.). Other stipulations will apply as set by the Academic Review Board if approved.

### **Plagiarism**

Students should display respect for the intellectual property of the authors whose work they study. Thus, all students should refrain from making un-referenced words or thoughts from other authors. All references to the thoughts and words of such must be properly cited (see *MLA Handbook for Writers of Research Papers*: by Joseph Gibaldi).

### **Academic Review Board Petition**

Academic Review Board (ARB). The student must complete a petition to the Academic Review Board form with a written letter requesting re-admission to school. The petition may be made once during the following dismissal semester for the subsequent semester. Forms and additional information regarding the academic review board policy and process are housed in the Office of the Registrar.

### **Transfer Credits**

Only credits earned and accepted towards a degree will be recorded on the W. L. Bonner Transcript as transfer work (the student's previous grade point average (GPA) is not included).

**Academic status is determined by cumulative accepted transfer hours and hours pursued (attempted hours) at W. L. Bonner College**

### **Student Privacy Rights/Release of Student Information**

The *Family Educational Rights and Privacy Act of 1974*, as amended, with which WLBC fully complies, protects the privacy of educational records, establishes the right of students to inspect these records, and provides guidelines for the correction of inaccurate or misleading data through informational hearings. Students' records include financial accounts and records, grades, and Student Affairs Division files. Students have the right to file complaints concerning alleged institutional failure to comply with this act by contacting the Division of Student Affairs.

## **FERPA – Family Educational Rights to Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest.
  - Other schools to which a student is transferring.
  - Specified officials for audit or evaluation purposes.

- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### *Access to Student Information Procedure*

**Contact the Office of the Registrar for additional information.**

### **Transient Agreement Policy**

Credit for work that is completed at another institution by students enrolled at the W. L. Bonner College will only be accepted if the student: 1. has previously requested and received permission from his/her major advisor, the dean and the registrar to attend another institution (and the approval is on file in the Registrar's Office prior to the student enrolling at the host institution; 2. if the course is transferable (equivalent to a major course or is approved as an elective); 3. if the student has not attempted pursued the equivalent course at the W. L. Bonner College; 4. if the student is in good academic standing at the College; 5. if the student passes the course with a minimum grade of "C."

### **Graduation Information**

#### **Applying for Degree**

Degrees and certificates will be awarded at the May Commencement each year. Students who plan to complete requirements for obtaining such degrees or certificates are required to file an application by the specified deadlines each term. Requirements for graduation are listed with each specific major (pages 49-56). Unless these conditions are met by graduation candidates,

certificates or degrees will not be issued. The necessary fees must accompany the document at the time of application.

### **Commencement**

Commencement will be held in May of each year. All requirements for graduation must be met before the student may participate in the Commencement Exercises. No certificate or degree will be awarded until the end of the term in which all graduation requirements have been met, a degree application has been properly submitted and degrees conferred at commencement.

### **Program Course Substitution**

All requests for substitutions should be reviewed and approved by the faculty chair with approval from the dean. Course Substitution forms may be obtained from the Office of the Registrar.

### **Graduation Honors Policy**

Students receiving exceptional grades will be awarded scholastic honors based upon their performance.

*Summa cum laude* (highest honor) for grade point ratio above 3.80

*Magna cum laude* (high honor) for grade point ratio from 3.60 to 3.79

*Cum laude* (with honor) for grade point ratio from 3.30 to 3.59

### **Graduation Expenses**

(Graduation fees must be paid by the application deadline indicated for each term in the Calendar)

|                                     |          |
|-------------------------------------|----------|
| Graduation fee .....                | \$ 25.00 |
| Late graduation fee .....           | \$ 35.00 |
| Certificate .....                   | \$ 25.00 |
| Associate of Religious Studies..... | \$ 30.00 |
| Bachelor of Religious Studies.....  | \$ 35.00 |

Additional graduation expenses include regalia, invitations, and photographs. These expenses will be posted each academic year.

### **Non-Degree Seeking**

Students who are taking courses but are not working toward a degree may later transfer credits earned to a certificate or degree if the courses are applicable to their program of study.

### **Transfer Course Work Applied Toward Graduation**

The appropriate program's department coordinator or designee must approve student course work taken more than ten years ago for it to be applied toward graduation



## **DIVISION OF ACADEMIC INFORMATION SERVICES**

### **Office of Library Services**

#### **Mission**

The mission of Academic Information Services is to serve the needs of the College by providing library information resources and services in appropriate quantity and quality to support the curriculum of the College and to meet the study and research needs of the students and faculty.

#### **Goals and Objectives**

- To support the academic mission and curricula of the College.
- To offer an appropriate and adequate collection of quality print and non-print materials, media, and technology to meet the educational and research needs of faculty and students, relative to the certificate and degree programs.
- To enhance the collections by utilizing electronic resources and participating in an interlibrary loan program.
- To maintain a range and quality of service such as learning resources, computers, audiovisuals, and other media that enhance curricular requirements and the needs of students and faculty.
- To ensure adequate allotted space for library functions.
- The Information Technology Department has a responsibility to ensure that Library Services is provided with appropriate and adequate security and monitoring of computer access that ensures proper functions of all the college's related activities. The department is also accountable for sustaining the use of current technology and learning resources.

### **Office of Technology and Computer Services**

#### **Mission**

The mission of the Information Technology Department is to oversee the implementation and support of a computer network that will enable the college to perform in-house and online technologically based administrative functions and continual education strategies that will support the college's mission and purpose. Goals are to:

#### **Goals and Objectives**

- Provide the oversight of all the technologically based functions, including computer hardware and software purchases, implementation, and maintenance.
- Collaborate with third-party vendors and support personnel to ensure the proper support, backup and recover strategies are in place.

All technological resources, both hardware and software, that is linked to the WLBC network are intended for use only by those individuals who are authorized to use registered equipment, and only for those projects that are WLBC-approved. To prevent illegal or unethical use of computer systems, individuals must abide by those local, state, and federal laws governing the use of technology. WLBC reserves the right to require removal of any material or equipment which, in its opinion, presents a compromise of appropriate use or security.



## FACULTY GOVERNANCE



### **Professor Elaine McQueen**

B. S. (Belhaven College)

B. A. (Benedict College)

M. Div. (Columbia International University)

Ed. S.— Education Specialist

(Columbia International University)

Instruction: *Women's Ministries, Youth Ministries, Missions*

### **Professional Experience**

Missions Coord. (Crossover Comm. Int'l)

National Missionary (COOLJC)

Director (WLBC Women's Ministries Prog.)

Student Missionary Mexico (Belhaven College)



### **Dr. Ronnie Parson**

Associate Degree (Electronic Engineering)

Bachelor of Biblical Studies (Lee University)

Masters of Art in Christian Counseling (Gordon Conwell Theological Seminary)

### **Professional Experience**

The Living Church Ministries, Pastor

District Elder & Executive Assistant (COOLJC)

Homiletics, Pastoral Counseling, Bible Doctrine (WLBC)

Information Technology Supervisor (Union Academy Charter)

Computer Programmer, Network & Hardware Specialist (Ron Inc.)



### **Pastor Charles Pollock**

B. S., Columbia International University

M. A. Columbia Biblical Seminary and

School of Missions

Master of Divinity,

Ersine Theological Seminary

### **Professional Experience**

Board Certified Chaplain (APC)

Richland Memorial Hospital, Pastor/Chaplain

Kingston Road COOLJC Church, Pastor

Professor of Bible/Theology/Pastoral Ministries



### **Professor Jennifer Brown**

Master's Degree in Social Work

### **Professional Experience**

Psychology Instructor

Child First Forensic Interviewer

TF-CBT Therapist

## **FACULTY GOVERNANCE**



**Professor Sylvia Hayes**

M.Ed.  
Humanities Professor  
Writing Center Director



**Professor Celia Johnson**

Professor of Music and Arts  
B. A. (Music)  
Master of Arts in Music (Concentration in Choral Music)  
The College of Charleston, Charleston, SC  
Bachelor of Arts in Music (Concentration in Piano)  
University of South Carolina, Columbia, SC



**Professor Tony R. Johnson, JD**  
Church and Family Law Professor



**Professor Alexander Stewart**

BSMT, University of Kansas, 1979  
MTS, Regent University  
ThM, Parkersburg Bible College  
ThB, Northgate Bible College  
Instruction: Church History

**Professional Experience**

Palmetto Richland Health  
Westchester Square Medical Center,  
Chemistry Supervisor  
Palmetto Richland Health, Medical Technologist

# Academic Programs and Majors/Summary of Requirements

## CERTIFICATE OF CHRISTIAN MINISTRIES

The *Certificate of Christian Ministries (CCM)* program is the foundation for all other levels (Associate of Religious Studies and Bachelor of Religious Studies). Its purpose is to provide basic knowledge and studies where students will develop a working knowledge of the primary source (the Holy Bible), principles for victorious Christian living and a biblical worldview. In each program students will acquire professional skills that are requisite for successful ministry performance. Each certificate program includes 21 Bible/Theology core credits, 3 general studies and 6 professional core credits.

### BIBLICAL STUDIES

The purpose of the Biblical Studies Certificate program is to provide the opportunity for students to conduct a thorough study of the Bible in the areas of Bible Doctrine and the fundamental principles for Christian living and ministry development.

Students will:

1. develop a working knowledge in how to study, interpret and apply the Holy Scriptures
2. apply basic truths to their own personal lives; and
3. share the Word of God with others in Church, Para-Church and other settings.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| ENG 101 | Basic Grammar                               | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| EDU 215 | Principles of Teaching                      | 3  |
| THE 110 | Bible-Apostolic Doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                           |    |
|---------|-------------------------------------------|----|
| BIB 118 | Introduction to New Testament             | 3  |
| EDU 308 | Educational Ministry/Church               | 3  |
| EVA 101 | Introduction to Evangelism                | 3  |
| THE 275 | Theology of the Holy Spirit               | 3  |
| CNS 210 | Intro to Counseling & Crisis Intervention | 3  |
|         |                                           |    |
|         |                                           | 15 |

TOTAL CREDIT HOURS 31

### Summary of Requirements:

1. 15 Hours of Bible/Theology
2. 3 Hours of General Education
3. 7 Semester Hours of Ministry Development
4. 6 Hours of Professional Core
5. Demonstration of Christian Character
6. Minimum cumulative 2.0 grade point average (GPA)
7. Must maintain minimum 2.0 GPA in all communication and all professional core courses
8. Application for Certificate of Christian Ministries in Biblical Studies
9. Payment of all Applicable Fees.

### GLOBAL CROSS-CULTURAL MINISTRIES

The Global Cross-Cultural Ministries Certificate program is designed to prepare individuals for cross-cultural ministries and evangelism in local churches, cross-cultural community settings in North American and other settings. Students will acquire skills in effectively communicating the Gospel **Message** and utilizing practical **Methods** in leading others to Christ.

Students will:

1. effectively lead others to saving faith in Christ Jesus.
2. disciple new believers into maturity of the Christian faith.
3. serve as Christian workers in short- and long-term cross-cultural ministries.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| ENG 101 | Basic Grammar                               | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| MIS 335 | Biblical Theology of Missions               | 3  |
| THE 110 | Bible-Apostolic Doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                            |    |
|---------|--------------------------------------------|----|
| BIB 118 | Introduction to New Testament              | 3  |
| PAS 340 | Introduction to Church Planting Strategies | 3  |
| EVA 101 | Introduction to Evangelism                 | 3  |
| MIS 370 | The Div Role of The Soul Winner            | 3  |
| THE 275 | Theology of the Holy Spirit                | 3  |
|         |                                            |    |
|         |                                            | 15 |

TOTAL CREDIT HOURS 31

### Summary of Requirements:

1. 15 Hours of Bible/Theology
2. 3 Hours of General Education
3. 7 Semester Hours of Ministry Development
4. 6 Hours of Professional Core
5. Demonstration of Christian Character
6. Minimum cumulative 2.0 grade point average (GPA)
7. Must maintain minimum 2.0 GPA in all communication and all professional core courses
8. Application for Certificate of Christian Ministries in Global Cross-Cultural Ministries
9. Payment of all Applicable Fees.

## MINISTERIAL STUDIES

The *Ministerial Studies Certificate* program is designed to train and prepare ministers for ordination within the sponsoring denomination. Courses offer a biblical and practical perspective to effectively communicating God's Word, as well as effective strategies for evangelism and discipleship of all people.

Students will:

1. acquire effective communicative skills in presenting the Gospel of Jesus Christ.
2. serve as small group leaders and/or overseers in Churches and/or Para-Church contexts.
3. become mentors in both Church- and community-based organizations and settings.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| ENG 101 | Basic Grammar                               | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| THE 110 | Bible-Apostolic Doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| PAS 300 | Pastoral Theology                           | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                             |    |
|---------|---------------------------------------------|----|
| BIB 118 | Introduction to New Testament               | 3  |
| EVA 101 | Introduction to Evangelism                  | 3  |
| CNS 210 | Intro to Counseling and Crisis Intervention | 3  |
| PAS 322 | Homiletics & Sermon Preparation             | 3  |
| THE 275 | Theology of the Holy Spirit                 | 3  |
|         |                                             |    |
|         |                                             | 15 |

TOTAL CREDIT HOURS 31

### Summary of Requirements:

1. 15 Hours of Bible/Theology
2. 3 Hours of General Education
3. 7 Semester Hours of Ministry Development
4. 6 Hours of Professional Core
5. Demonstration of Christian Character
6. Minimum cumulative 2.0 grade point average (GPA)
7. Must maintain minimum 2.0 GPA in all communication and all professional core courses
8. Application for Certificate of Christian Ministries in Ministerial Studies
9. Payment of all Applicable Fees.

## WOMEN'S MINISTRIES

The purpose of the Women's Ministries Certificate program is to provide students with a biblical perspective on the role and task of women within the Body of Christ and the unique functions in which they serve. Further, students are trained to address the social issues that confront and challenge congregations, families, and communities.

Students will:

1. serve as mentors to older and younger women, bridging the gaps that divide and prevent harmonious relationships.
2. form mediation and counseling groups that consist of social workers, counselors and teachers who work collaborate to meet the growing needs of families and individuals that are in crises.
3. train and equip individuals (men and women) who provide oversight to women and families in need.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| ENG 101 | Basic Grammar                               | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| WOM 320 | Restoration of Abused Victims and Families  | 3  |
| THE 110 | Bible-Apostolic Doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                             |    |
|---------|---------------------------------------------|----|
| BIB 118 | Introduction to New Testament               | 3  |
| BIB 215 | Comparative Study of Ruth/ Esther           | 3  |
| EVA 101 | Introduction to Evangelism                  | 3  |
| THE 275 | Theology of the Holy Spirit                 | 3  |
| CNS 210 | Intro to Counseling and Crisis Intervention | 3  |
|         |                                             |    |
|         |                                             | 15 |

TOTAL CREDIT HOURS 31

### Summary of Requirements:

1. 15 Hours of Bible/Theology
2. 3 Hours of General Education
3. 7 Semester Hours of Ministry Development
4. 6 Hours of Professional Core
5. Demonstration of Christian Character
6. Minimum cumulative 2.0 grade point average (GPA)
7. Must maintain minimum 2.0 GPA in all communication and all professional core courses
8. Application for Certificate of Christian Ministries in Biblical Studies
9. Payment of all Applicable Fees.

## YOUTH MINISTRIES

The purpose of the Youth Ministries Certificate program is to equip students with tools, knowledge and information that help them to connect meaningfully and significantly to contemporary youth, winning them to and for Christ.

Students will:

1. mentor youth that assemble throughout local churches and communities.
2. acquire a biblical philosophy and strategy for evangelism and discipleship of youth in public and Christian schools, as well as the college community.
3. reach this generation of children and youth by speaking to and addressing felt needs.

| FALL    |                                                |    |
|---------|------------------------------------------------|----|
| ENG 101 | Basic Grammar                                  | 3  |
| BIB 104 | Introduction to Old Testament                  | 3  |
| THE 110 | Bible-Apostolic Doctrine                       | 3  |
| THE 200 | Theology of Positive Thinking                  | 3  |
| YOU 460 | Mobilizing Youth for Cross Cultural Ministries | 3  |
| ORN 100 | Introduction to Higher Education Experience    | 1  |
|         |                                                | 16 |

| SPRING  |                                         |    |
|---------|-----------------------------------------|----|
| BIB 118 | Introduction to New Testament           | 3  |
| EVA 101 | Introduction to Evangelism              | 3  |
| THE 275 | Theology of the Holy Spirit             | 3  |
| YOU 320 | Evangelism and Ministry Children /Youth | 3  |
| CNS 210 | Intr. to Counseling/Crisis Intervention | 3  |
|         |                                         |    |
|         |                                         | 15 |

TOTAL CREDIT HOURS 31

### Summary of Requirements:

1. 15 Hours of Bible/Theology
2. 3 Hours of General Education
3. 7 Semester Hours of Ministry Development
4. 6 Hours of Professional Core
5. Demonstration of Christian Character

6. Minimum cumulative 2.0 grade point average (GPA)
7. Must maintain minimum 2.0 GPA in all communication and all professional core courses
8. Application for Certificate of Christian Ministries in Youth Ministries
9. Payment of all Applicable Fees.

## **ASSOCIATE OF RELIGIOUS STUDIES**

The purpose of the Associate of Religious Studies Degree program is to provide an opportunity for students to acquire a basic understanding in interpreting and applying the Holy Scriptures, and to prepare them for studies at the undergraduate level.

Students will:

1. develop working knowledge of the Holy Scriptures for teaching in informal settings.
2. apply the word of God to their own lives, exemplifying the principles that are communicated.
3. continue studies toward the Bachelor of Religious Studies in Biblical Studies or similar program.

### **FIRST YEAR**

| <b>FALL</b> |                                             |    |
|-------------|---------------------------------------------|----|
| APO 330     | Introduction to Apologetics                 | 3  |
| BIB 104     | Introduction to Old Testament               | 3  |
| THE 110     | Bible-Apostolic Doctrine                    | 3  |
| ENG 101     | Basic Grammar                               | 3  |
| HIS 221     | Western Civilization I                      | 3  |
| ORN 100     | Introduction to Higher Education Experience | 1  |
|             |                                             | 16 |

| <b>SPRING</b> |                               |    |
|---------------|-------------------------------|----|
| BIB 118       | Introduction to New Testament | 3  |
| CPT 101       | Introduction to Computers     | 3  |
| ENG 110       | Written Composition           | 3  |
| HIS 222       | Western Civilization II       | 3  |
| THE 275       | Theology of the Holy Spirit   | 3  |
|               |                               |    |
|               |                               | 15 |

### **SECOND YEAR**

| <b>FALL</b> |                                                 |    |
|-------------|-------------------------------------------------|----|
| PHI 200     | Introduction to World Religions                 | 3  |
| THE 420     | Biblical Ethics                                 | 3  |
| CHS 312     | Church History I                                | 3  |
| BIB 225     | Introduction Principles Biblical Interpretation | 3  |
| MUS 300     | Music Appreciation                              | 3  |
| FED 200     | Foundations of Ministry                         | 1  |
|             |                                                 | 16 |

| <b>SPRING</b> |                             |    |
|---------------|-----------------------------|----|
| BIB 218       | Gospels/Life of Christ      | 3  |
| CHS 321       | Church History II           | 3  |
| EDU 308       | Educational Ministry/Church | 3  |
| EDU 215       | Principles of Teaching      | 3  |
| CHS 300       | Pentecostal History         | 3  |
| FED 300       | Field Education in Teaching | 1  |
|               |                             | 16 |

TOTAL CREDIT HOURS                      63

### **Summary of Requirements:**

1. 21 Hours of Bible/Theology
2. 6 Hours of Professional Core
3. 33 Semester Hours of General Education
4. 3 Hours of Field Education
5. Minimum 63 Semester Hours
6. Demonstration of Christian Character
7. Fulfillment of Christian Ministry Requirements
8. Must maintain minimum 2.0 GPA in all communication and all professional core courses
9. Minimum cumulative 2.0 grade point average (GPA)
10. Application for Associate of Religious Studies Degree
11. Payment of all Applicable Fees.

# BACHELOR OF RELIGIOUS STUDIES

## **I. Biblical Studies**

The purpose of the biblical studies program is to develop Biblical studies skills for teaching in local congregations, denominational institutions, and public or Christian schools in North America and overseas.

### **Students will:**

1. enter graduate programs with an aim to teach in formal institutions of higher learning (Bible colleges, theological centers, Christian and public schools).
2. obtain positions in local churches as Director of Education, Sunday School superintendent, and other educational roles.

### **FIRST YEAR**

| FALL    | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 104 | Introduction to Old Testament               | 3   |
| THE 110 | Bible-Apostolic Doctrine                    | 3   |
| CPT 101 | Introduction to Computers                   | 3   |
| ENG 101 | Basic Grammar                               | 3   |
| PHI 110 | Introduction to Philosophy                  | 3   |
| ORN 100 | Introduction to Higher Education Experience | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

| SPRING  | COURSE TITLE                  | CRS |
|---------|-------------------------------|-----|
| BIB 118 | Introduction to New Testament | 3   |
| MAT 103 | Basic Concepts of Mathematics | 3   |
| ENG 110 | Written Composition           | 3   |
| COM 101 | Speech Communications         | 3   |
| EVA 101 | Introduction to Evangelism    | 3   |
| FED 120 | Field Education in Evangelism | 1   |
|         | TOTAL CREDIT HOURS            | 16  |

### **SECOND YEAR**

| FALL    | COURSE TITLE                                    | CRS |
|---------|-------------------------------------------------|-----|
| BIB 245 | The Pentateuch and Historical Books             | 3   |
| MUS200  | Music Appreciation                              | 3   |
| HIS 221 | Western Civilization I                          | 3   |
| BIB 225 | Introduction Principles of Bible Interpretation | 3   |
| PHI 200 | Introduction to World Religions                 | 3   |
| FED 200 | Foundations of Ministry                         | 1   |
|         | TOTAL CREDIT HOURS                              | 16  |

| SPRING  | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 218 | Gospels/Life of Christ                      | 3   |
| THE 275 | Theology of the Holy Spirit                 | 3   |
| HIS 222 | Western Civilization II                     | 3   |
| CNS210  | Intro to Counseling and Crisis Intervention | 3   |
| EDU 215 | Principles of Teaching                      | 3   |
| FED 300 | Field Education in Teaching                 | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

### **THIRD YEAR**

| FALL    | COURSE TITLE                               | CRS |
|---------|--------------------------------------------|-----|
| BIB 385 | The Prophets and Wisdom Literature         | 3   |
| APO 330 | Introduction to Apologetics                | 3   |
| CHS 312 | Church History I                           | 3   |
| GRE 300 | Introduction New Testament Greek I OR      | 3   |
| HEB300  | Introduction to OT Hebrew Grammar I        |     |
| EDU 360 | Strategic Techniques in Divergent Learning | 3   |
|         | TOTAL CREDIT HOURS                         | 15  |

| SPRING         | COURSE TITLE                            | CRS |
|----------------|-----------------------------------------|-----|
| <b>BIB 390</b> | Acts of the Apostles & Pauline Epistles | 3   |
| CHS 321        | Church History II                       | 3   |
| BIB 320        | The Book of Romans                      | 3   |
| GRE 301        | Introduction New Testament Greek II OR  | 3   |
| HEB 301        | Introduction to OT Hebrew grammar II    |     |
| EDU 300        | Foundations of Education                | 3   |
| INT 400        | Foundations of Internships              | 1   |
|                | TOTAL CREDIT HOURS                      | 16  |

| SUMMER | COURSE TITLE                | CRS |
|--------|-----------------------------|-----|
| INT422 | Biblical Studies Internship | 5   |

### **FOURTH YEAR**

| FALL    | COURSE TITLE                                 | CRS |
|---------|----------------------------------------------|-----|
| COM400  | Writing and Research                         | 3   |
| THE 420 | Biblical Ethics                              | 3   |
| THE 450 | Systematic Theology 1                        | 3   |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3   |
| EDU 308 | The Educational Ministry of the Church       | 3   |
| FED 308 | Field Education in Educational Ministries    | 1   |
|         | TOTAL CREDIT HOURS                           | 16  |

| SPRING  | COURSE TITLE                            | CRS |
|---------|-----------------------------------------|-----|
| THE 460 | Systematic Theology 11                  | 3   |
| PSY300  | General Psychology                      | 3   |
| CHS 300 | Pentecostal History                     | 3   |
| EDU 400 | Principles of Bible Curriculum & Design | 3   |
|         | TOTAL CREDIT HOURS                      | 12  |

TOTAL CREDIT HOURS                      128

### **Summary of Requirements:**

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian Ministry Requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Must maintain minimum 2.0 GPA in all communication and all professional core courses
7. Application for Bachelor of Religious Studies Degree
8. Payment of all Applicable Fees.



# BACHELOR OF RELIGIOUS STUDIES

## II. Global Cross-Cultural Ministries

Purpose: The purpose of the Global Cross-Cultural Ministries is to assist the student in the formation of the character, attitudes, and skills necessary to initiate ministry in a cross-cultural setting.

### Students will:

1. become ministers in cross-cultural setting both in America and foreign fields
2. demonstrate competence and effectiveness in communicating the Gospel of Jesus Christ in cross-cultural settings
3. assist other Christians to develop a global perspective of ministry

### FIRST YEAR

| FALL    | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 104 | Introduction to Old Testament               | 3   |
| THE 110 | Bible-Apostolic Doctrine                    | 3   |
| CPT 101 | Introduction to Computers                   | 3   |
| ENG 101 | Basic Grammar                               | 3   |
| PHI110  | Introduction to Philosophy                  | 3   |
| ORN 100 | Introduction to Higher Education Experience | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

| SPRING  | COURSE TITLE                  | CRS |
|---------|-------------------------------|-----|
| BIB 118 | Introduction to New Testament | 3   |
| MAT 103 | Basic Concepts of Mathematics | 3   |
| ENG 110 | Written Composition           | 3   |
| COM 101 | Speech Communications         | 3   |
| EVA 101 | Introduction to Evangelism    | 3   |
| FED 120 | Field Education in Evangelism | 1   |
|         | TOTAL CREDIT HOURS            | 16  |

### SECOND YEAR

| FALL    | COURSE TITLE                                    | CRS |
|---------|-------------------------------------------------|-----|
| BIB 245 | The Pentateuch and Historical Books             | 3   |
| MUS200  | Music Appreciation                              | 3   |
| HIS 221 | Western Civilization I                          | 3   |
| BIB 225 | Introduction Principles of Bible Interpretation | 3   |
| PHI 200 | Introduction to World Religions                 | 3   |
| FED 200 | Foundations of Ministry                         | 1   |
|         | TOTAL CREDIT HOURS                              | 16  |

| SPRING  | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 218 | Gospels/Life of Christ                      | 3   |
| THE 275 | Theology of the Holy Spirit                 | 3   |
| HIS 222 | Western Civilization II                     | 3   |
| CNS210  | Intro to Counseling and Crisis Intervention | 3   |
| EDU 215 | Principles of Teaching                      | 3   |
| FED 300 | Field Education in Teaching                 | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

### THIRD YEAR

| FALL    | COURSE TITLE                               | CRS |
|---------|--------------------------------------------|-----|
| BIB 385 | The Prophets and Wisdom Literature         | 3   |
| APO 330 | Introduction to Apologetics                | 3   |
| CHS 312 | Church History I                           | 3   |
| GRE 300 | Introduction New Testament Greek I OR      | 3   |
| HEB300  | Introduction to OT Hebrew Grammar I        |     |
| MIS 340 | Introduction to Church Planting Strategies | 3   |
|         |                                            |     |
|         | TOTAL CREDIT HOURS                         | 15  |

| SPRING  | COURSE TITLE                              | CRS |
|---------|-------------------------------------------|-----|
| BIB 390 | Acts of the Apostles and Pauline Epistles | 3   |
| CHS 321 | Church History II                         | 3   |
| BIB 320 | The Book of Romans                        | 3   |
| GRE 301 | Introduction New Testament Greek II OR    | 3   |
| HEB 301 | Introduction to OT Hebrew grammar II      |     |
| MIS 240 | Intro to Global Cross-cultural Ministries | 3   |
| FED 312 | Field Education in Cross-cultural min     | 1   |
| INT 400 | Foundations of Internships                | 1   |
|         | TOTAL CREDIT HOURS                        | 17  |

### FOURTH YEAR

| FALL    | COURSE TITLE                                 | CRS |
|---------|----------------------------------------------|-----|
| COM400  | Writing and Research                         | 3   |
| THE 420 | Biblical Ethics                              | 3   |
| THE 450 | Systematic Theology 1                        | 3   |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3   |
|         |                                              |     |
|         | TOTAL CREDIT HOURS                           | 12  |

| SUMMER | COURSE TITLE                                | CRS |
|--------|---------------------------------------------|-----|
| INT423 | Global Cross-Cultural Ministries Internship | 5   |

| SPRING  | COURSE TITLE                               | CRS |
|---------|--------------------------------------------|-----|
| THE 460 | Systematic Theology 11                     | 3   |
| PSY300  | General Psychology                         | 3   |
| CHS 300 | Pentecostal History                        | 3   |
| MIS 355 | Social Anthropology for Cross-Cultural Min | 3   |
| MIS 335 | Biblical Theology of Missions              | 3   |
|         | TOTAL CREDIT HOURS                         | 12  |

TOTAL CREDIT HOURS 128

### Summary of Requirements:

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian Ministry Requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Must maintain minimum 2.0 GPA in all communication and all professional core courses
7. Application for Bachelor of Religious Studies Degree
8. Payment of all Applicable Fees.

# **BACHELOR OF RELIGIOUS STUDIES**

## **III. Pastoral Ministries**

The purpose of the Pastoral Ministries program is to prepare ministers for a vocation as senior and associate pastors in local congregations.

1. demonstrate competence and effectiveness in communicating the Gospel of Jesus Christ.
2. become leaders over congregations, discipleship groups and evangelistic teams; and
3. acquire eligibility for elevation within their denominational bureaucracy.

### **FIRST YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                         | <b>CRS</b> |
|-------------|---------------------------------------------|------------|
| BIB 104     | Introduction to Old Testament               | 3          |
| THE 110     | Bible-Apostolic Doctrine                    | 3          |
| CPT 101     | Introduction to Computers                   | 3          |
| ENG 101     | Basic Grammar                               | 3          |
| PHI110      | Introduction to Philosophy                  | 3          |
| ORN 100     | Introduction to Higher Education Experience | 1          |
|             | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>           | <b>CRS</b> |
|---------------|-------------------------------|------------|
| BIB 118       | Introduction to New Testament | 3          |
| MAT 103       | Basic Concepts of Mathematics | 3          |
| ENG 110       | Written Composition           | 3          |
| COM 101       | Speech Communications         | 3          |
| EVA 101       | Introduction to Evangelism    | 3          |
| FED 120       | Field Education in Evangelism | 1          |
|               | <b>TOTAL CREDIT HOURS</b>     | <b>16</b>  |

### **SECOND YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                             | <b>CRS</b> |
|-------------|-------------------------------------------------|------------|
| BIB 245     | The Pentateuch and Historical Books             | 3          |
| MUS200      | Music Appreciation                              | 3          |
| HIS 221     | Western Civilization I                          | 3          |
| BIB 225     | Introduction Principles of Bible Interpretation | 3          |
| PHI 200     | Introduction to World Religions                 | 3          |
| FED 200     | Foundations of Ministry                         | 1          |
|             | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>                         | <b>CRS</b> |
|---------------|---------------------------------------------|------------|
| BIB 218       | Gospels/Life of Christ                      | 3          |
| THE 275       | Theology of the Holy Spirit                 | 3          |
| HIS 222       | Western Civilization II                     | 3          |
| CNS210        | Intro to Counseling and Crisis Intervention | 3          |
| EDU 215       | Principles of Teaching                      | 3          |
| FED 300       | Field Education in Teaching                 | 1          |
|               | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b>  |

### **THIRD YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                   | <b>CRS</b> |
|-------------|---------------------------------------|------------|
| BIB 385     | The Prophets and Wisdom Literature    | 3          |
| APO 330     | Introduction to Apologetics           | 3          |
| CHS 312     | Church History I                      | 3          |
| GRE 300     | Introduction New Testament Greek I OR | 3          |
| HEB300      | Introduction to OT Hebrew Grammar I   | 3          |
| PAS 300     | Pastoral Theology                     | 3          |
|             | <b>TOTAL CREDIT HOURS</b>             | <b>15</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>                     | <b>CRS</b> |
|---------------|-----------------------------------------|------------|
| BIB 390       | Acts of the Apostles & Pauline Epistles | 3          |
| CHS 321       | Church History II                       | 3          |
| CNS 320       | Church and Family Law                   | 3          |
| GRE 301       | Introduction New Testament Greek II OR  | 3          |
| HEB 301       | Introduction to OT Hebrew grammar II    | 3          |
| BIB 320       | The Book of Romans                      | 3          |
| INT 400       | Foundations of Internships              | 1          |
|               | <b>TOTAL CREDIT HOURS</b>               | <b>16</b>  |

| <b>SUMMER</b> | <b>COURSE TITLE</b>            | <b>CRS</b> |
|---------------|--------------------------------|------------|
| INT424        | Pastoral Ministries Internship | 5          |

### **FOURTH YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                          | <b>CRS</b> |
|-------------|----------------------------------------------|------------|
| COM400      | Writing and Research                         | 3          |
| THE 420     | Biblical Ethics                              | 3          |
| THE 450     | Systematic Theology 1                        | 3          |
| BIB 430     | General Epistles and Apocalypse (Revelation) | 3          |
| MIS 340     | Introduction to Church Planting Strategies   | 3          |
|             | <b>TOTAL CREDIT HOURS</b>                    | <b>12</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>               | <b>CRS</b> |
|---------------|-----------------------------------|------------|
| THE 460       | Systematic Theology 11            | 3          |
| PSY300        | General Psychology                | 3          |
| CHS 300       | Pentecostal History               | 3          |
| PAS 322       | Homiletics and Sermon Preparation | 3          |
| FED 360       | Field Education in Preaching      | 1          |
|               | <b>TOTAL CREDIT HOURS</b>         | <b>13</b>  |

TOTAL CREDIT HOURS                      128

### **Summary of Requirements:**

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Must maintain minimum 2.0 GPA in all communication and all professional core courses
7. Application for Bachelor of Religious Studies Degree
8. Payment of all Applicable Fees.

## **BACHELOR OF RELIGIOUS STUDIES**

### **IV. Women's Ministries**

The purpose of the Women's Ministries program is to train and equip men and women who will be responsible for various areas of women's activities within congregations, denominational bureaucracies, and in Para-Church agencies, addressing the social needs that confront the Church and society, at large.

Students will:

1. Prepare and develop women for ministry in local and Para-Church organizations
2. Develop women to serve as mentors to women and families in crises throughout local congregations and other institutions where conflict prevents family unity.
3. Acquire collaboration agreements with similar institutions throughout the areas for students to perform hands-on services.
4. Lead in developing closer relationships between younger and older women.

### **FIRST YEAR**

| FALL    | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 104 | Introduction to Old Testament               | 3         |
| THE 110 | Bible-Apostolic Doctrine                    | 3         |
| CPT 101 | Introduction to Computers                   | 3         |
| ENG 101 | Basic Grammar                               | 3         |
| PHI110  | Introduction to Philosophy                  | 3         |
| ORN 100 | Introduction to Higher Education Experience | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

| SPRING  | COURSE TITLE                  | CRS       |
|---------|-------------------------------|-----------|
| BIB 118 | Introduction to New Testament | 3         |
| MAT 103 | Basic Concepts of Mathematics | 3         |
| ENG 110 | Written Composition           | 3         |
| COM 101 | Speech Communications         | 3         |
| EVA 101 | Introduction to Evangelism    | 3         |
| FED 120 | Field Education in Evangelism | 1         |
|         | <b>TOTAL CREDIT HOURS</b>     | <b>16</b> |

### **SECOND YEAR**

| FALL    | COURSE TITLE                                    | CRS       |
|---------|-------------------------------------------------|-----------|
| BIB 245 | The Pentateuch and Historical Books             | 3         |
| MUS200  | Music Appreciation                              | 3         |
| HIS 221 | Western Civilization I                          | 3         |
| BIB 225 | Introduction Principles of Bible Interpretation | 3         |
| PHI 200 | Introduction to World Religions                 | 3         |
| FED 200 | Foundations of Ministry                         | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b> |

| SPRING  | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 218 | Gospels/Life of Christ                      | 3         |
| THE 275 | Theology of the Holy Spirit                 | 3         |
| HIS 222 | Western Civilization II                     | 3         |
| CNS210  | Intro to Counseling and Crisis Intervention | 3         |
| EDU 215 | Principles of Teaching                      | 3         |
| FED 300 | Field Education in Teaching                 | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

### **THIRD YEAR**

| FALL    | COURSE TITLE                       | CRS       |
|---------|------------------------------------|-----------|
| BIB 385 | The Prophets and Wisdom Literature | 3         |
| APO 330 | Introduction to Apologetics        | 3         |
| CHS 312 | Church History I                   | 3         |
| SPA 101 | Introduction to Spanish I          | 3         |
| WOM200  | Theology and Role of Women         | 3         |
| FED 410 | Field Education in Women Ministry  | 1         |
|         | <b>TOTAL CREDIT HOURS</b>          | <b>16</b> |

| SPRING         | COURSE TITLE                              | CRS       |
|----------------|-------------------------------------------|-----------|
| <b>BIB 390</b> | Acts of the Apostles and Pauline Epistles | 3         |
| CHS 321        | Church History II                         | 3         |
| SPA 102        | Introduction to Spanish II                | 3         |
| BIB 216        | Comparative Study of Ruth/ Esther         | 3         |
| BIB 320        | The Book of Romans                        | 3         |
| INT 400        | Foundations of Internships                | 1         |
|                | <b>TOTAL CREDIT HOURS</b>                 | <b>16</b> |

| SUMMER | COURSE TITLE                | CRS |
|--------|-----------------------------|-----|
| INT425 | Women Ministries Internship | 5   |

### **FOURTH YEAR**

| FALL    | COURSE TITLE                                 | CRS       |
|---------|----------------------------------------------|-----------|
| COM400  | Writing and Research                         | 3         |
| THE 420 | Biblical Ethics                              | 3         |
| THE 450 | Systematic Theology 1                        | 3         |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3         |
| WOM 322 | Restoration of Abused Victims and Families   | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                    | <b>15</b> |

| SPRING  | COURSE TITLE              | CRS       |
|---------|---------------------------|-----------|
| THE 460 | Systematic Theology 11    | 3         |
| PSY300  | General Psychology        | 3         |
| CNS 320 | Church and Family Law     | 3         |
| CHS 300 | Pentecostal History       | 3         |
|         | <b>TOTAL CREDIT HOURS</b> | <b>12</b> |

TOTAL CREDIT HOURS                      128

### **Summary of Requirements:**

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Must maintain minimum 2.0 GPA in all communication and all professional core courses
7. Application for Bachelor of Religious Studies Degree
8. Payment of all Applicable Fees.

## **BACHELOR OF RELIGIOUS STUDIES**

### **v. Youth Ministries**

The purpose of the Youth Ministries program is to train and prepare Christian workers for evangelizing and discipling youth throughout North American and other countries.

#### **Students will:**

1. become youth pastors, youth leaders and workers with youth groups in local congregations and other faith-based agencies.
2. establish children and youth ministries that will serve as a model for local congregations and other institutions to adopt.

#### **FIRST YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                         | <b>CRS</b> |
|-------------|---------------------------------------------|------------|
| BIB 104     | Introduction to Old Testament               | 3          |
| THE 110     | Bible-Apostolic Doctrine                    | 3          |
| CPT 101     | Introduction to Computers                   | 3          |
| ENG 101     | Basic Grammar                               | 3          |
| PHI110      | Introduction to Philosophy                  | 3          |
| ORN 100     | Introduction to Higher Education Experience | 1          |
|             | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>           | <b>CRS</b> |
|---------------|-------------------------------|------------|
| BIB 118       | Introduction to New Testament | 3          |
| MAT 103       | Basic Concepts of Mathematics | 3          |
| ENG 110       | Written Composition           | 3          |
| COM 101       | Speech Communications         | 3          |
| EVA 101       | Introduction to Evangelism    | 3          |
| FED 120       | Field Education in Evangelism | 1          |
|               | <b>TOTAL CREDIT HOURS</b>     | <b>16</b>  |

#### **SECOND YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                             | <b>CRS</b> |
|-------------|-------------------------------------------------|------------|
| BIB 245     | The Pentateuch and Historical Books             | 3          |
| MUS200      | Music Appreciation                              | 3          |
| HIS 221     | Western Civilization I                          | 3          |
| BIB 225     | Introduction Principles of Bible Interpretation | 3          |
| PHI 200     | Introduction to World Religions                 | 3          |
| FED 200     | Foundations of Ministry                         | 1          |
|             | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>                         | <b>CRS</b> |
|---------------|---------------------------------------------|------------|
| BIB 218       | Gospels/Life of Christ                      | 3          |
| THE 275       | Theology of the Holy Spirit                 | 3          |
| HIS 222       | Western Civilization II                     | 3          |
| CNS210        | Intro to Counseling and Crisis Intervention | 3          |
| EDU 215       | Principles of Teaching                      | 3          |
| FED 300       | Field Education in Teaching                 | 1          |
|               | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b>  |

#### **THIRD YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                       | <b>CRS</b> |
|-------------|-------------------------------------------|------------|
| BIB 385     | The Prophets and Wisdom Literature        | 3          |
| APO 330     | Introduction to Apologetics               | 3          |
| CHS 312     | Church History I                          | 3          |
| SPA 101     | Introduction to Spanish I                 | 3          |
| YOU 321     | Evangelism and Ministry to Children/Youth | 3          |
|             | <b>TOTAL CREDIT HOURS</b>                 | <b>15</b>  |

| <b>SPRING</b>  | <b>COURSE TITLE</b>                       | <b>CRS</b> |
|----------------|-------------------------------------------|------------|
| <b>BIB 390</b> | Acts of the Apostles and Pauline Epistles | 3          |
| CHS 300        | Pentecostal History                       | 3          |
| CHS 321        | Church History II                         | 3          |
| SPA 102        | Introduction to Spanish II                | 3          |
| BIB 320        | The Book of Romans                        | 3          |
| INT 400        | Foundations of Internships                | 1          |
|                | <b>TOTAL CREDIT HOURS</b>                 | <b>16</b>  |

| <b>SUMMER</b> | <b>COURSE TITLE</b>         | <b>CRS</b> |
|---------------|-----------------------------|------------|
| INT426        | Youth Ministries Internship | 5          |

#### **FOURTH YEAR**

| <b>FALL</b> | <b>COURSE TITLE</b>                          | <b>CRS</b> |
|-------------|----------------------------------------------|------------|
| COM400      | Writing and Research                         | 3          |
| THE 420     | Biblical Ethics                              | 3          |
| THE 450     | Systematic Theology 1                        | 3          |
| BIB 430     | General Epistles and Apocalypse (Revelation) | 3          |
| YOU 460     | Motivating and Mobilizing Youth for Ministry | 3          |
|             | <b>TOTAL CREDIT HOURS</b>                    | <b>15</b>  |

| <b>SPRING</b> | <b>COURSE TITLE</b>                        | <b>CRS</b> |
|---------------|--------------------------------------------|------------|
| THE 460       | Systematic Theology 11                     | 3          |
| PSY300        | General Psychology                         | 3          |
| YOU 380       | Strategic Planning for Youth Ministry      | 3          |
| YOU 440       | Relating to Youth in Contemporary Cultures | 3          |
| FED 375       | Field Education in Youth Ministry          | 1          |
|               | <b>TOTAL CREDIT HOURS</b>                  | <b>13</b>  |

TOTAL CREDIT HOURS      128

#### **Summary of Requirements:**

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Must maintain minimum 2.0 GPA in all communication and all professional core courses
7. Application for Bachelor of Religious Studies Degree
8. Payment of all Applicable Fees.

## Field Education and Christian Ministry (Practical Application)

*(“Learning has not taken place until information is coupled with formation”)*

The *Field Education Ministry Program* is designed to allow practical ministry skills to students enrolled at all levels. The College has established several sites and services that target children, youth and families, and congregations. Collaborations and partnerships with schools, correctional institutions, and social agencies that cater to those who have had to flee their homes, also exists.

The mission of W. L. Bonner College is to develop you in Christian spiritual values, preparing you for service to the Church and community, through biblical instruction, ministry and vocational training, and general education in the context of the Apostolic-Pentecostal tradition.

W. L. Bonner College has, as a part of its educational task, the responsibility to nurture the call of God in your lives as students. An integral part of the nurture and education of a Christian is participation in ministry that allows you to serve God throughout your college years and to put class room instruction into practice. This philosophy finds support throughout the Bible and is clearly demonstrated in the way that Christ taught His disciples and then sent them out to apply it while still under His tutelage (Matthew 10; Luke 9:1-6, 10:1-24).

The Christian Service program provides you with valuable opportunities to serve Christ throughout your formal education experience. The intention of this program is that you will be able to put classroom learning into practical ministry and gain experience in relating to others in supervised ministry situations that will prepare you to successfully serve God and others according to His call on your life.

### I. Goals

There are several goals that guide the College in fulfilling its mission.

- **Goal #2:** Creating a nurturing environment that encourages students to perfect their spiritual gifts and talents, thus becoming good examples of true Christian spirituality and character.
- **Goal #5:** Fostering an environment which is conducive for the social and cultural development of all students, through extensive in-class and out-of-class activities.
- **Goals #6:** Preparing individuals for service in Christian churches, community development, local and foreign missions, irrespective of their denominational affiliation.
- **Goal #9:** Providing opportunities for students to develop general competencies necessary for functioning in society as productive citizens.

## II. Objectives

The specific objectives of the W. L. Bonner Christian Service program will be:

1. To provide an orderly, natural opportunity for all students to obey the Great Commission.
2. To produce better trained witnesses and workers for the Lord.
3. To foster local church involvement to the greatest extent possible.
4. To develop well-roundedness in Christian character.
5. To increase our vision of a lost world.
6. To propagate the Gospel of Christ.
7. To teach faithfulness in responsibility.
8. To help students discover and develop their gifts and talents for the Lord.
9. To develop confidence through experience in dealing with people.
10. To cultivate qualities of leadership, initiative, planning, organization, direction, and supervision.
11. To help students experience the joy involved in working for Christ.
12. To develop in our students, sensitivity to the needs of people.
13. To merge the academic with the practical, the theoretical with the experiential.
14. To teach a sense of teamwork and cooperation.
15. To teach flexibility and adaptability in Biblical methods and procedures by exposing them to a variety of Christian experiences.

## III. Requirements

There will be three components that students will be required to meet in the CS programs:

1. **Church Attendance** – each student will be required to attend their church, or an approved Church, at least ten (10) weeks during each semester.

- Students will be required to turn in a weekly report for each Sunday they attend.
  - Attendance must be verified on the weekly report form by an on-sight “sponsor.”
2. **Field Assignment**—each student will be required to attend a regular field assignment at least ten (10) weeks during each semester.
- Students must choose and participate in field assignment at a site approved by the college.
  - Students will be “overseen” by a “Field Supervisor” in sites other than churches and will be overseen by Pastors if serving within churches.
  - Students will be required to file a weekly report on their field experience.
  - At the end of each semester, the student AND their supervisor will fill out an “evaluation” of their experience and progress.
3. **Chapel Attendance** – each student is required to attend at least 15 chapel services during the semester for Fall 2018 and Spring 2019.

Upon completion of these requirements, a student will be rewarded on a Satisfactory/Unsatisfactory basis and will receive Pass [P] or Fail [F] for Christian Ministry.

**NOTE:** Seniors may be allowed to serve as “mentors” to younger/newer students, or to serve in some role in aiding professors and/or administrators to fulfill their last required one credit hour.

#### **IV. Sites**

Students may fulfill their CS assignments in:

- Churches where students attend:
- At off-campus sites participating in our program (see complete list below)
  1. Hyatt Park Elementary School
  2. Sister Care, Inc.
  3. Alvin S. Glenn Detention Center
  4. Agape Senior Homes
  5. MASP (Mentoring and After-School Care Program)

Our desire is to build the Kingdom through the life and ministry of our students for the glory of God. W. L. Bonner College exists for that purpose, and to enable you to carry out His purpose and will in your life.

In Christ,

Christian Service Program



# W. L. Boner College Christian Service Student

## Contents and Overview

1. 1 [one] – Christian Service Student Manual (**White Paper**)
  - Instructions on the Christian Service program and procedures
2. 1 [one] – Christian Service Registration Form (**Blue Paper**)
  - Must be filled in by first Wednesday of the Semester
3. 1 [one] – Christian Service Site Assignment Form (**Pink Paper**)
  - Choose the site at which you wish to serve your field assignment this semester – it may be at your local church, as approved by the College, or at one of the Community Sites listed, or another site approved by the College.
  - Contact an appropriate site representative (on-site contact for community assignments OR Pastor for local church assignments) and have them **AGREE** to be your supervisor, oversee your work, and fill out the portion of the form seeking their contact information, so that the College may approve your service at their facility/church.
  - Must be filled in by second Wednesday of the Semester.
4. 10 [ten] – Christian Service Field assignment Report (**Yellow Paper**)
  - One bi-weekly due on Wednesdays during the week following the ministry date

Students **MUST** complete 10 reports over the period of the semester.

- Students may “miss” one week for reasons of illness, family issues, emergencies, funerals, and other extenuating circumstances; however, students may NOT miss more than 3 weeks. This would mean less than 10 reports for the semester and will result in an Unsatisfactory grade and no credit.
5. 10 [eight] – Christian Service Church Attendance Form (**Green Paper**)
    - One per week due on Wednesdays during the week following the church attendance date.
    - Students **MUST** complete 10 attendance forms over the period of the semester.
    - Students may “miss” a regular Church service for reasons of illness, family issues, emergencies, funerals, and other extenuating circumstances; however, if students miss more than three weeks, a grade of Unsatisfactory and no credit will be the result.

- Be SURE to get the Pastor or a Church minister to sign off that you attended the Church service – without their signature and information at the bottom of the page, you will NOT be credited with attending!
6. 1 [one] – Christian Service Ministry Student Evaluation (**Salmon Paper**)
    - Must be completed by student and turned in by the last Wednesday of the semester. no period
  7. 1 [one] – Christian Service Field Supervisor's Evaluation (**Lilac Paper**)
    - Must be completed by Field Supervisor and turned in before any grade can be assigned. no period
    - Student is responsible to contact their Field Supervisor before semester's end and follow-up with them so that the form is completed. no period

**REMINDER:** Each student is REQUIRED to attend at least **3 [three]** scheduled chapel services each semester. Students will be given attendance forms upon arrival to chapel and must sign them before they depart chapel service. This is also required for a Satisfactory Christian Service grade.

It is the responsibility of EVERY student at W. L. Bonner College to participate in and complete the requirements of the Christian Service component of your education. Please complete these forms and assignments by all due dates and turn them in on time. This will make your semester pleasant and positive and your achievements will not only benefit you, but they will build God's Kingdom!

## **The Office of Career Development and Internships**

The Office of Career Development and Internships at W. L. Bonner College helps students identify and plan their career goals and paths. The Program helps to transition the student from classroom to career, from college to workplace, from student to employee.

The Program allows students to receive credit for work related to their academic and career interests. Academic and ministry internships provide learning experiences that support and expand on theories learned in classroom settings. The intern must be involved in the work of the institution and allowed to participate in and gain exposure to decisions and assignments. The internship assignment must go beyond simple observation or routine work. The assignment must also include supervision and evaluation of the intern's performance. Internship assignments may be paid or unpaid positions.

Internships are a required component for graduation candidates at the baccalaureate level. Internships are subject to approval and screening is conducted by the Office of Career Development and Internships. All students registering for internships must develop learning objectives and complete related academic assignments. Additional requirements, including appropriate prerequisite courses, may be established by the department. Interns are required to take INT 400 Foundations of Internships during the Fall semester prior to internship during the Spring semester.

Three academic credits are awarded for required academic and ministry internships, upon successful completion of 120 hours of the professional work experience. Final grades are the responsibility of the faculty member supervising the placement. The grade should reflect the degree to which the stated academic objectives have been met, as well as the evaluation by the work supervisor.

Students may complete internships during the Spring semester. Typically, students work eight to ten hours per week at the internship site while attending classes during the Fall and Spring semesters. The work schedule, including start and end dates, should be determined by the student and supervisor before the internship begins.

### **Goals**

1. To provide greater meaning to college courses through application.
2. To develop employment competency through work experience.
3. To gain confidence, maturity, responsibility, and human relation skills in personal and professional areas.
4. To gain greater career satisfaction through exposure to professional fields.
5. To gain professional work experience prior to college graduation.
6. To develop strategies to deal with ethical, confidential, and sensitive issues relating to work situations.
7. To develop personal, professional, and academic goals and to evaluate progress toward those goals.

8. To secure opportunities to earn competitive wages in a professional and career-related work environment.
9. To develop job search techniques and develop skills and confidence in interviewing.

### **Student Roles & Responsibilities**

1. Students applying for required internships and most elective internships must meet the following requirements:
  - a. minimum GPA of 2.5
  - b. completed 120 college credits
  - c. explore the potential for participation with a Faculty Advisor and the Office of Career Development and Internships.
  - d. additional requirements, including prerequisite courses, may be established by the academic department.
2. To begin the process, students must:
  - a. meet with the Office of Career Development and Internships to obtain Academic Internship Policies and Procedures and student checklist for participation.
  - b. identify goals and develop Learning Objectives – primary objective for undertaking an internship, what the student expects to learn from the experience, skills to be developed and related goals.
  - c. draft a resume with the Office of Career Development and Internships or have your current resume reviewed by that department.
  - d. search for related internship opportunities using Office of Career Development and Internships or independent resources. (If the student has secured the position, a copy of the job description must be provided for approval by the Office of Career Development and Internships. The Office of Career Development and Internships helps the student; however, securing an appropriate position is the responsibility of the student.
  - e. schedule an interview with prospective employer, and if necessary, secure a more detailed job description and letter of acceptance
3. To obtain credit for internship positions, students must:
  - a. meet with Office of Career Development and Internships to obtain required paperwork (Learning Agreement).
  - b. meet with the Faculty Advisor to review learning objectives, determine, and document academic assignments and due dates on the Learning Agreement.

- c. secure the signatures of the Work Site Supervisor, the Faculty Advisor, and the Director of the Office of Career Development and Internships. Exceptions to the general requirements for academic internships must also be approved by the College Dean.
- d. register for the Academic and Ministry Internship by the appropriate deadlines for each semester (see appropriate dates and deadlines dates).
- e. meet with internship supervisor regularly to discuss projects and performance; provide midterm and final evaluation forms to supervisor for return to the Office of Career Development and Internships.
- f. maintain contact with the campus during the internship; meet with the Faculty Advisor and with the Office of Career Development and Internships.
- g. complete academic assignments as determined by the student and Faculty Advisor by the assigned due dates.
- h. complete a Student Evaluation of the placement upon completion of the work assignment.

**Note:** To drop/withdraw from an internship after registration, students must contact the Office of Career Development and Internships and the faculty advisor to discuss/review the situation, and follow procedures and dates set by the Registrar.

### **International Students: Roles & Responsibilities**

1. In addition to the above process, International students must:
  - a. meet with the Director of Career Development and Internships to discuss professional work opportunities and obtain the Policies and Procedures Manual.
  - b. meet with the International Student Advisor
  - c. meet with Faculty Advisor
  - d. complete all eligibility forms

### **Faculty Advisor Roles & Responsibilities**

The Faculty Advisor supervises the student placement, determines the academic component of the internship, and evaluates the student's performance. Specifically, faculty advisors will:

1. Screen student for participation in the program.
2. Evaluate and approve, as appropriate, positions located by students.
3. Meet with the student prior to assignment to review and approve student's goals, objectives and expected learning outcomes for the internship (Learning Objectives), listed on the Learning Agreement. Discussion should include the expectations of the work and academic assignments.

4. Assign due dates related to the academic component of the internship (e.g., due dates for submission of journals, paper proposals, papers, and presentations), to be listed on the Learning Agreement and supporting documents/syllabi.
5. Contact the student a minimum of two times during the work assignment.
6. Contact the supervisor at the work site; it is recommended at least one site visit be made. However, at the discretion of the Faculty Advisor, a minimum of two telephone and/or email contacts with the site supervisor are required. The first contact should be initiated during the first two weeks of the internship. The second contact should take place midway through the internship.
7. Evaluate the student's placement and assign a grade. The grade will be based on the academic assignments and the employer evaluations.
8. Complete Faculty Report: Internship Summary and Faculty Evaluation of Placement forms and forward to the Director of Career Development and Internships.
9. At the conclusion of the work assignment and at the discretion of the Faculty Advisor, the student will meet with the Faculty Advisor to assess learning.

**NOTE:** Faculty advisors should be available to work with students and internship sites during the actual work assignment. Students who register for the summer work/fall credit option should be in contact with their faculty advisor during the summer work period.

### **Employer Roles and Responsibilities**

Employers agree to serve as internship supervisors for W. L. Bonner College student interns. Specifically, they will:

1. Agree to complete the "Employer" portion of the Career Planning and Development Learning Agreement. This consists of the name and title of the work supervisor, the organization's location and phone number, and the job duties that the student will perform. The employer also certifies that the firm's hiring policies are non-discriminatory.
2. Provide the student with an orientation that includes familiarizing the student with all company policies and procedures. Students have the right to know corporate policy on ethical standards and sexual harassment issues.
3. Provide a safe work environment and adequate supervision.
4. Meet in person or communicate by telephone or email with the Faculty Advisor and/or the Director of Career Development and Internships to discuss the progress of the student. The first discussion with the Faculty Advisor will take place within the first two weeks of the internship; a second contact will occur midway through the semester.
5. Meet with the student periodically to discuss his/her performance as an intern and complete all required forms, including midterm and final evaluations of the student.

6. Should dissatisfaction with the W. L. Bonner College student develop during the assignment, the employer should discuss the problem directly with the student. Provide requirements and a timeline for a change in behavior. If enough change does not occur as prescribed, the employer should contact the Director of Career Development and Internships. The Director will consult with the Faculty Advisor, help the student address the problem, or remove the student from the assignment.
7. The employer's commitment to provide the work assignment is limited to the term specified in the Learning Agreement. The employer is not subject to any unemployment claim or claim to employment beyond that specified.

### **Career Planning & Development Roles & Responsibilities**

The Career Planning and Development Office will:

1. Maintain centralized records for the academic internship program.
2. Meet with students interested in pursuing internships for credit to review policies and procedures, eligibility for academic internship program, and assist with professional skills development (e.g., resume writing, interview, and on-the-job skills).
3. Provide resources to help students find internships related to their academic programs.
4. Provide employers with information on the academic internship program, including requested letters and documents.
5. Issue registration forms (Learning Agreement) for academic internships to students.
6. Serve as a resource for students regarding professional development/workplace issues during the time at the worksite.
7. Assist with employer site visits as requested by faculty advisor; assist with resolution of any problems that may develop during the assignment.
8. Receive completed employer evaluation forms, forward copies to faculty advisor.
9. Receive and review completed Student Worksite Evaluation and Faculty Evaluation of Placement forms.
10. Meet with faculty advisor periodically to review/assess academic internship program.
11. Meet with department chairs periodically to review/assess academic internship program.

### **Additional Student Information**

**Income Tax:** Any wages earned on academic internships are subject to Federal and State taxes as well as Social Security deductions.

**Locations:** The Career Planning and Development Office strives to accommodate the desire to work near home or campus. However, students should be receptive to work opportunities that require a commuting time.

**Conditions of Employment:** Most conditions can and should be determined prior to accepting a position. This includes location, method and cost of transportation, daily travel time, physical setting, work hours required, rate of compensation (if applicable), seasonal aspects and opportunities for advancement. In signing the Learning Agreement, the student agrees with the terms and conditions.

**Health Coverage:** Employers should speak with student interns regarding their individual health insurance coverage and any required documents (e.g., immunization records).

**Drug and Alcohol Pre-screening:** Employers have the legal right to administer drug and alcohol tests before and during employment if the company makes its policy on substance abuse known to employees. It is within a company's rights not to hire applicants who have drugs and/or alcohol in their systems. To enforce this policy, firms may require employees to sign consent and release forms.

**Absence from Work:** Because academic internship positions are temporary, most assignments do not include vacation benefits. Time off must be approved by employers. A student's attendance must be punctual and regular.

**Layoffs:** Students temporarily laid off because of economic conditions receive credit for their assignment. They are NOT eligible to apply for unemployment compensation.

**Resignations or Terminations:** Resigning from an assignment prior to the agreed completion date is prohibited. Exceptions must be discussed with the Director of Career Planning and Development and the Faculty Advisor prior to resigning. If the resignation request is justified, the Director for Office of Career Development and Internships will contact the employer on behalf of the student. Students who are fired must contact the Director for Office of Career Development and Internships immediately. The Director will review the situation.

**Return Assignments:** Students are permitted to return to an institution for an additional assignment if there are new Learning Objectives developed based on increased or different job responsibilities, pending the approval of the Faculty Advisor.

## PROCEDURES FOR INTERNSHIPS

1. **Search:** Students would typically start searching for an internship after completing their INT 400 course requirements. Students are encouraged to best-utilize their resources when searching for an internship (e.g., participating various recruiting/networking events).
2. **Pre-approval:** When found, the internship must be pre-approved by the Director for Office of Career Development and Internship. This pre-approval of internship should be done BEFORE accepting the internship position. To get the internship pre-approved, the following information must be emailed to department director.
  - a. Student's name, email, and phone number
  - b. Name and address of internship company and contact person's email and phone number



- c. Detailed internship information- internship department, internship period, position description, and all responsibilities
  - d. Pre-approval confirmation will be emailed to the student within a week. This email must be attached to the internship course registration form.
3. **Course registration:** When internship is pre-approved, students can accept the internship offer and apply for internship course registration. To apply for the course registration, students must complete and submit the internship registration form. The submission period begins two weeks prior to the first day of the semester and ends on the third day of the semester.
4. **Complete the internship:** Students should complete the internship with their best effort. To earn the passing grade for the internship course, a final written report of internship and student's self-evaluation and supervisor evaluation must be submitted to the Director for Office of Career Development and Internships within the last week of the internship period, but no later than the last week of semester.

### THE FINAL WRITTEN REPORT & EVALUATIONS

To receive credit for the internship, students must turn in a detailed written report of internship experience along with examples of work projects as well as the student's self-evaluation and internship supervisor's evaluation. The written report and evaluations are due within the last week of the internship period and no later than the last week of semester (i.e., before the final exam week) and must be emailed to the Director for Office of Career Development and Internships.

Your report should be factual, well organized, carefully written, thoroughly proofread, and it should follow these general guidelines:

- ☐ Spell check and grammar check the final report.
- ☐ Include a title page with your name, the name of the organization you interned with, the dates you worked, the name and title of your supervisor on job, and the date you are submitting the report.
- ☐ The body of your report should be at least four (4) pages long and include:
  - 1. A concise profile of the organization and its function in the community served or special publics with which it interacts. Briefly describe the organization's policies and staff or departmental organization as these apply to your job.
  - 2. A description of your job, including detailed discussion of your duties, the tasks you completed, what you learned from the experience, the nature and quality of supervision you received. Be candid about problems encountered, if and how they were overcome. Highlight what you believe were your major learning outcomes.
  - 3. Internship Reflection: Use your journals to critically assess the extent to which the internship met your academic, professional, personal, and civic goals. Also include an objective assessment of the agency, organization, or company, and the internship supervisor.

4. Samples of any work you contributed to the agency, organization, or company (this section could also include reports, software products, websites, photographs, lesson plans, memos, letters, etc.).

The student's self-evaluation must be submitted along with the report. The supervisor evaluation must be emailed to the Director for Office of Career Development and Internships.

### **THE APPEALS**

A student may file an appeal for decisions made related to the internship requirements. To appeal, the student must send an email to the Director for Career Development and Internships within two weeks of denials of request (e.g., internship pre-approval, course registration, etc.).

The appeal must state precisely and succinctly what the appeal is for and why the appeal should be approved. Attach any relevant supporting information/materials. The committee will review the information (if needed, request more supporting materials) and will decide on the appeals.

Contact the Director for Office of Career Development and Internships for more materials and application information.

## **COURSE DESCRIPTIONS**

### ***BIBLE/THEOLOGY/CHURCH HISTORY CORE***

#### **BIB 104 Introduction to Old Testament**

This course is a basic overview of the Old Testament. Special attention will be paid to the geographical and historical contexts in which the Jewish scriptures arose, their social settings, political biases, and theological message. The aim is to acquaint the student with the content, message, and personal application of each book, and to study the unity of the books in the progress of revelation and redemption. **(3 Credit Hours)**

#### **BIB 118 Introduction to New Testament**

This course is a basic overview of the New Testament. Special attention will be paid to the geography, history, and content of the books of the New Testament. Application of the New Testament's teachings to our individual and corporate lives as believers is maintained throughout. **(3 Credit Hours)**

#### **BIB 218 Gospels/Life of Christ**

This course is a parallel study of the "Synoptic Gospels" and the Book of John. It includes: a survey of the historical and religious developments of the inter-testamental period; the distinctive characteristics of each Gospel; tracing the depiction of the birth, life, teaching, and the resurrection of Jesus Christ through a harmony of the Gospels. The purpose is to enhance understanding and appreciation of the life and ministry of the Lord Jesus Christ as presented in the Gospels to love, worship, serve, glorify, and proclaim Christ more effectively **(3 Credit Hours)**

#### **BIB 225 Introduction to principles of Bible Interpretation**

This course introduces the hermeneutical principles basic to interpreting Scripture. The student will become acquainted with the history of interpretation and a defense of the literal-historical-grammatical approach. Hermeneutical strategies will be used to interpret various literary genres, analyze structural relationships, perform word studies, and develop principles for accurate practical application. **(3 Credit Hours)**

#### **BIB 245 The Pentateuch and Historical Books**

This course explores and analyzes the five books of Moses and the historical books of the Old Testament considering theological, historic, cultural, political, and geographic backgrounds. Their theological and practical message in relation to the unfolding divine plan of redemption is examined. Critical questions regarding inspiration, canonization, interpretation, and authorship will also be introduced. **(3 Credit Hours)**

#### **BIB 320 The Book of Romans**

A detailed study of the book of Romans with special emphasis on the background and the theological issues of the book such as justification, sanctification, and perseverance. Students will be encouraged to apply principles of this book to their Christian lives **(3 Credit Hours)**

#### **BIB 385 The Prophets and Wisdom Literature**

Students will survey the books of Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon and Lamentations. The nature and styles of Hebrew poetry in the poetic books will introduce Hebrew parallelism, which is used extensively in the prophetic books. The second part of the course will be an introduction and overview of the prophetic books with special consideration given to the historic occasions, theme, structure and general content of each book. Special hermeneutical issues are introduced with a focus on how these books apply today. **(3 Credit Hours)**

Prerequisite: **BIB 245 The Pentateuch and Historical Books**

#### **BIB 390 Acts of the Apostles and Pauline Epistles**

This course offers a detailed examination of the book of Acts and Pauline letters focusing on the historical background of each letter and the general content of each. The books are studied chronologically using the book of Acts as the framework. Special attention is given to Paul's Apostolic mission, his role as the primary theologian of New Testament Christianity, and his views of such doctrines as grace, justification by faith, sanctification, baptism in the spirit, and spiritual gifts. **(3 Credit Hours)**

Prerequisite: **BIB 218 Gospels/Life of Christ**

#### **BIB 430 General Epistles & Apocalypse (Revelation)**

A study of general epistles and Revelation, focusing on their background, content, dates of composition and audience. Particular attention will be paid to the application of specific truths within each book. **(3 Credit Hours)**

Prerequisite: **BIB 390 Acts of the Apostles and Pauline Epistles**, and **BIB 218 Gospels/Life of Christ**

#### **CHS 300 Pentecostal History**

This is a study of Pentecostal history, beginning with the birth of the church and bridging between gaps that led to the Pentecostal Movement beginning in 1901 in the United States. Special focus will begin to movements, pioneers, teachings, and impact on modern Christianity. **(3 Credit Hours)**

**CHS 311 Church History I (Early-Medieval Period)**

A survey of the history of the Christian church from New Testament times to the modern era, divided into four periods: Early church history from the First Advent of Christ to the collapse of the Roman Empire (5 B.C. to A. D. 590); Medieval church history from the rise of Roman Catholic Church to the beginning of the Reformation (A.D. 590-1517). **(3 Credit Hours)**

**CHS 321 Church History II (Medieval-Reformation; Reformation-Present)**

Reformation Church history from the Protestant Reformation to the Roman Catholic Counter-Reformation (1517-1648); and modern church history

**THE 110 Bible-Apostolic Doctrine**

This course surveys the doctrinal truths of Scripture, focusing on the basic doctrine necessary for a Christian world view: nature of theology, revelation, Scripture, the triune God, creation, providence, humanity, sin, the person and work of Christ, the person and work of the Holy Spirit, salvation, the church, the church and Israel, the last thing. **(3 Credit Hours)**

**THE 200 Theology of Positive Thinking**

This course examines biblical models for patterns of thought among Christians' and the practical results of positive thought. The course is designed to raise the confidence level among preachers, especially African Americans. **(3 Credit Hours)**

**THE 275 Theology of the Holy Spirit**

This course examines the person and work of the Holy Spirit. It specifically emphasizes the Spirit's role in the lives of individuals in the Old Testament as well as in the Church at large. This is a course for all serious Christian workers today. **(3 Credit Hours)**

**THE 450 Systematic Theology I**

This course examines in-depth the theological truths in a systematic way. Focus is on Prolegomena, Theology Proper, Anthropology, Hamartiology, Christology, Soteriology, Pneumatology, Ecclesiology, and Eschatology. **(3 Credit Hours)**

**THE 460 Systematic Theology II**

This course is a continuation of Systematic Theology I and examines the development and importance of theological systems as means of discovering and interpreting the major themes of the Scripture. Such systems as Calvinism, Arminianism, Covenant Theology, Dispensationalism, Historical Theology, Radical Theology, and Liberation Theology will be explored. Emphasis will be given to the student's own system of theology and interpretation. **(3 Credit Hours)**

Prerequisite: **THE 450 Systematic Theology I**

**THE 420 Biblical Ethics**

This course gives a review of God's revelation of proper conduct and behavior in personal and social relationships, of God's plan and provision for reaching that ideal, and man's responsibility in appropriating God's provision. Contemporary issues relating to ethical problems and Christian living will be discussed. **(3 Credit Hours)**

## ***GENERAL EDUCATION CORE***

### ***Humanities***

**COM 101 Speech Communications**

An introductory study of the theory and practice of communication. Students will prepare assignments that will enable skill and development in public speaking and small group communication in laboratory sessions. **(3 Credit Hours)**

**COM 400 Writing and Research**

A survey of writing and research methods with emphasis on creating thesis statements, writing a thesis and term papers, collecting a bibliography, etc. **(3 Credit Hours)**

**CPT 101 Introduction to Computers**

This course provides students with the basic instruction for the use of computers, including various applications of personal computing, hands-on experience with word-processing programs, spreadsheets, file-management systems, and educational programs. **(3 Credit Hours)**

**ENG 101 Basic Grammar**

This course gives instruction in basic writing skills and concepts of grammar. It is designed to prepare the student with a working knowledge of the English language, both in oral and written form. Emphasis is placed on paragraph organization, sentence structure, and grammar and usage skills. **(3 Credit Hours)**

**ENG 110 Written Composition**

A course to develop the student's writing and research skills: Prewriting, writing, revision, editing, paraphrase, summary, and analysis. **(3 Credit Hours)**

**HIS 221 Western Civilization I**

The purpose of this course is to interpret the character of Western civilization and its worldwide explosive effect, particularly in the present revolutionary stage of technocracy, which is creating an unprecedented crisis for all religions, Christianity included. The importance lies in the analysis of Western civilization as a unique phenomenon. **(3 Credit Hours)**

**HIS 222 Western Civilization II**

A continuation of HIS 221 in which a survey will be provided showing humanity's struggle from early periods to the late 1900s. **(3 Credit Hours)**

**MAT 103 Basic Concepts of Mathematics**

This course will be both conceptual and practical. Students will review basic mathematical concepts as well as learn general mathematics as applied in the church environment. Key topics include stewardship, budgets, banking, payroll, taxes, insurance, financial statements, and statistics. **(3 Credit Hours)**

**ORN 100 Introduction to the Higher Education Experience**

The purpose of this course is to improve students' academic performance and increase their level of commitment to succeeding in college. **(3 Credit Hours)**

**PHI 110 Introduction to Philosophy**

This course examines basic terms and concepts in philosophy (e.g. epistemology, revelation, empiricism, idealism, metaphysics, ethics, etc) and surveys influential ideas and schools of philosophical thought from ancient Greece to the contemporary era. Emphasis is placed on the historical encounter of Christian faith and philosophy, both past and present. The Judeo-Christian worldview is presented as an effective framework for critically interpreting and evaluating diverse philosophical claims. **(3 Credit Hours)**

**PHI 200 Introduction to World Religions**

An introduction to the basic tenets and doctrines of major world religions. Special emphasis will be given to historical development, philosophical structures, and world views of the religions. **(3 Credit Hours)**

**PSY300 General Psychology/Sociology**

This course is a survey of scientific psychology including the historical roots, human development, and physiological basis of behavior, learning, motivation, perception, emotions, personality, socialization, and pathology. Biblical principles will be integrated with psychological data, and practical application will be made within both Christian and non-Christian environments. **(3 Credit Hours)**

*Fine Arts***MUS 200 Music Appreciation**

Music is looked at from the Biblical perspective and compared to composers, writers, forms, and lyrics of the modern age. Students will listen to and compare modern forms of music to include "Spirituals", "Gospel", and hymns associated with American Christianity and the African American experience. Musical instruments, voice, and song writing will be studied from a historical and Biblical perspective. **(3 Credit Hours)**

*Biblical Languages***GRE 300 Introduction to New Testament Greek I**

This course gives a thorough study of the fundamental elements of New Testament Greek grammar, culminating in the reading of selected portions from the Greek New Testament. Students will commit to memory the various paradigms of Greek verbs, nouns, adjectives, etc. **(3 Credit Hours)**

**GRE 301 Introduction to New Testament Greek II**

This is the second half of a thorough study of the fundamental elements of New Testament Greek grammar, culminating in the reading of selected portions from the Greek New Testament. **Prerequisite: GRE 300 (3 Credit Hours)**

**HEB 300 Introduction to Old Testament Hebrew grammar I**

Both HEB 300 and 310 cover basic Hebrew grammar and vocabulary and spend a lot of time reading the Hebrew Old Testament. Emphasis is placed upon the practical use of Hebrew for lifelong ministry. **(3 Credit Hours)**

**HEB 301 Introduction to Old Testament Hebrew grammar II**

A continuation of HEB 300 **(3 Credit Hours)**

**Prerequisite: HEB 300 Introduction to Old Testament Hebrew grammar I**

## *Modern Languages*

### **SPA 101 Introduction to Spanish I**

An introduction to the basic five C's of the language: communication, cultures, connections, comparisons, and communities. Emphasis is on developing communicative competence in simple conversations on familiar material context. Study of Spanish speaking countries, their cultural patterns and customs are also a special focus. **(3 Credit Hours)**

### **SPA 102 Introduction to Spanish II**

A continued development of the skills introduced in 101 in communication, cultures, comparisons, communities, and connections as students' function in Spanish in contextualized situations presented in class. Emphasis is on functional approach to oral communication as well as a study of Spanish speaking countries, their cultural patterns, and customs.

**PREREQUISITE: SPA 101 (3 Credit Hours)**

## **MINISTRY DEVELOPMENT**

### **APO 330 Introduction to Apologetics**

An introduction and brief historical survey of apologetics and apologetic method, for the purpose of equipping the student to better understand, defend and communicate the truth of the Christian faith. The course will focus on contemporary issues faced by the twenty-first century Christian community. **(3 Credit Hours)**

### **EVA 101 Introduction to Evangelism**

This course is theologically based and traces the biblical basis for evangelizing the nations. An introduction to the biblical models, paradigms and practice of personal and group evangelism is given. Special emphasis is also given to the practical implications of evangelism in the world today. **(3 Credit Hours)**

### **CNS 210 Introduction to Counseling and Crisis Intervention**

This course is designed to give students a foundational understanding of helping relationships, counseling, and crisis intervention from a Christian perspective. Students are introduced to counseling theories and methodology, combined with a brief overview of the techniques derived from various schools of thought. Students will develop a practical understanding of the integration of psychological and theological concepts. This course will provide a solid foundation needed for applying the principles of Christian Counseling and Biblical principles to the issues of life. **(3 Credit Hours)**

### **EDU 215 Principles of Teaching**

This course gives a detailed analysis of the principles, strategies, and challenges of effective teaching in the church setting. **(3 Credit Hours)**

## *Field Education*

### **EDU 120 Field Education in Evangelism**

Student receives hands-on training with local churches, youth centers, and other settings for weekly sharing of the Gospel, prayer, and other evangelistic activities. Students meet three hours per month in a lab for training, prayer, and reflection under the supervision of an instructor. **(1Credit Hour)**

### **FED 200 Field Education in Teaching**

Students receive training and instruction in preparing and presenting lessons, applying their knowledge of the Bible, principles of Bible interpretation, and teaching skills by presenting the word of God in Sunday School, Bible Study, nursing homes, youth detention centers, prisons, etc. Students are observed and evaluated by the instructor and their peers. **(1Credit Hour)**

### **FED 210 Foundations of Ministry**

An introduction to the field of Christian ministry, focusing upon Christian conversion, discovery of one's spiritual gifts and services. The course also emphasizes the importance of developing ministry skills and total life training. The course is required of all degree students and. **(1 credit hour)**

### **FED 312 Field in Cross Cultural Ministries**

Student receive training and instruction in preparing to work with cultures different than their own. It prepare those who will work in foreign countries and those who will work in USA with diverse cultures.

**FED 308 Field Education in Educational ministries**

Advanced training for students who anticipate teaching in Church or formal institutions **(1Credit Hour)**

**FED 340 Field Education in Preaching**

Students receive hands-on preparation in creating sermons, employing such methods as translation of passages, exegetical insight, grammatical/literary, and historical-cultural situations. Sermons are presented and evaluated by lab supervisor and peers. **(1Credit Hour)**

**FED 375 Field Education in Youth Ministry**

Student receives training and instruction in preparing to work with youth. **(1Credit Hours)**

**FED 410 Field Education in Women's Ministries**

Student receives training and instruction in preparing to work with women. **(1Credit Hours)**

## *Internship*

**INT 400 Foundations of Internships**

The course provides basic preparation for all professional degree students contemplating an internship during the summer or in the spring. Students are guided through a series of reflective writing exercise in that preparation. **(1Credit Hours)**

**INT422 Biblical studies internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in biblical studies to appreciate the application process **(5Credit Hours)**

**INT423 Global Cross-Cultural Ministries internship**

This internship seeks to expose students to issues related to cross-cultural ministry through first-hand experience in a cross-cultural ministry setting. **(5Credit Hours)****Prerequisites:** all required Field Education course.

**INT424 Pastoral Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in pastoral ministry to appreciate the application process. **(5Credit Hours)****Prerequisites:** all required Field Education course.

**INT425 Women Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in women ministry to appreciate the application process **(5Credit Hours)****Prerequisites:** all required Field Education course.

**INT426 Youth Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in youth ministry to appreciate the application process. **(5Credit Hours)****Prerequisites:** all required Field Education course.

## ***SPECIALIZATION (MAJOR)***

### *Biblical Studies*

**EDU 300 Foundations of Education**

A study of the historical, social, and philosophical foundations of education, designed for those preparing to become professional educators. Emphasis is given to enabling students to articulate a personal philosophy of education to the social context of urban schools, and to an understanding of biblical principles as they impact schools and classrooms. Attention is given to both the private and public-school setting. **(3 Credit Hours)**



**EDU 308 The Educational Ministry of the Church**

A study of the educational ministries of churches and parachurches. Instruction will be given in methodology for teaching children, youth, and adults. Students will also learn how to develop educational programs for local Churches. **(3 Credit Hours)**

**EDU 360 Strategic Techniques in Divergent Learning**

This course is designed to convey methods and techniques in teaching the divergent learner. It fosters a deep comprehension of students in unusual circumstances and present alternative methods for communicating to these students and unique teaching strategies to encourage success among divergent learners. **(3 Credit Hours)**

**EDU 400 Principles of Bible Curriculum and Design**

Instruction concerning curriculum design with application to the preparation of curriculum for Bible teaching; examination and evaluation of existing Bible curricula in order to determine the philosophical basis for their construction; projects in designing original Bible courses and units on various grade levels for use in varied teaching environments. **(3 Credit Hours)**

## *Global Cross-Cultural Ministries*

**MIS 240 Introduction to Global Cross-Cultural Ministries**

This course is an introductory course to the dominant approaches to conducting cross-cultural work today. The course examines the history, strategy, and theology of world outreach, focusing on cross-cultural ministry issues. **(3 Credit Hours)**

**MIS 340 Introduction to Church Planting Strategies**

This course introduces the student to the urgent necessity of church planting to fulfill the Great Commission as well as to maintain the growth and vitality of the Church in the 21st century. The study focuses on contemporary models of church planting, stages in the church planting process and the gifts, abilities, and personality traits needed by church planters. Emphasis is also given to the development of practical skills for church planters. **(3 Credit Hours)**

**MIS 335 Biblical Theology of Mission**

This course is a thorough study of the biblical basis for cross-cultural ministries and evangelism. The mission of the Old Testament Church will be compared with the Evangelistic Mandate. Implications will be given for missions in contemporary cultures. **(3 Credit Hours)**

**MIS 355 Social Anthropology for Cross-Cultural Ministries**

Development in anthropological thinking is fostered through a review of basic anthropological concepts, problem-solving of cases studies, and reading and discussion of recent studies in applied anthropology. Prerequisite: **(3 Credit Hours)**

**MIS 370 The Diverse Role of the Soul Winner**

This course emphasizes the many roles that Christians may perform in evangelizing the lost. Special focus is given to the evangelist and missionary as a wailer and weeper, warriors, and worshipper. **(3 Credit Hours)**

## *Pastoral Ministries*

**CNS 320 Church and Family Law**

A general introduction to the nature and regulation of family associations. This course focuses on the relationships of husband and wife as well as parent and child. It addresses moral, legal, and biblical issues relating to marriage, divorce, and custody, including international and American developments involving same-sex unions. **(3 Credit Hours)**

**MIS 340 Introduction to Church Planting Strategies**

This course introduces the student to the urgent necessity of church planting to fulfill the Great Commission as well as to maintain the growth and vitality of the Church in the 21st century. The study focuses on contemporary models of church planting, stages in the church planting process and the gifts, abilities, and personality traits needed by church planters. Emphasis is also given to the development of practical skills for church planters. **(3 Credit Hours)**

**PAS 300 Pastoral Theology**

This course explores the role of God's servant as preacher, pastor, teacher, administrator, and organizer. Practical areas of pastoral ministry include the pastor's personal life and character, administration, working with church groups, church finances and buildings, public services, special services, the ordinances, funerals, weddings, visitation, and counseling. **(3 Credit Hours)**

**PAS 322 Homiletics & Sermon Preparation**

A study of the theology of preaching as well as the mechanics of sermon preparation for the purpose of enabling the student to communicate God's Word effectively and correctly in this twenty-first century. Students will preach from planned sermon outlines. **(3 Credit Hours)**



## *Women's Ministries*

### **BIB 216 Comparative Study of Ruth and Esther**

The Book of Ruth gives a glimpse into the life of an Israelite family during the period of the Judges. The course portrays the major personalities of the Book: Ruth, Naomi, and Boaz. It also explores the symbolic, theological, literary, and historical connections between the Book of Ruth and the New Testament depiction of Jesus. The study of Esther focuses on the historical situation at the close of Judah's captivity. Students will demonstrate proficiency in applying hermeneutical principles to the study of Scripture. The study of both books' students will gain insight as to how God moved through women in Old Testament times. **(3 Credit Hours)**

### **CNS 320 Church and Family Law**

A general introduction to the nature and regulation of family associations. This course focuses on the relationships of husband and wife as well as parent and child. It addresses moral, legal, and biblical issues relating to marriage, divorce, and custody, including international and American developments involving same-sex unions. **(3 Credit Hours)**

### **WOM 200 Theology and the Role of Women**

An examination of women within the context of religion. Students will become acquainted with images of women from the Biblical record to the current era. **(3 Credit Hours)**

### **WOM 322 Restoring Abused Victims and Families**

A focus upon the ministry of spiritual, mental, social, and physical restoration for battered women. Instructors will team up with female physicians and spiritual counselors in a holistic approach to restoring abused victims **(3 Credit Hours)**.

### **WOM 340 Biblical Perspectives on Family**

This course introduces the Bible's teaching regarding appropriate Christ-centered relationships between husbands and wives and parents and children. Special focus will be given to the woman and her role as servant of God, helpmeet, counsel, and glory of her husband, and succourer and nurturer of her children **(3 Credit Hours)**.

## *Youth Ministries*

### **YOU 220 Ministry to Children and Youth**

A practical course that strives to equip students to work with children, infancy through sixth grade. Content elements include units of study on the home, how children learn, leading a child to Christ, administration of children's programs, specific learning activities geared to age-level traits, and preparation and use of visual aids **(3 Credit Hours)**.

### **YOU 321 Evangelism and Ministry to Children and Youth**

This course aids the Christian worker in becoming more effective in discipling and enabling children/youth to know Christ as Savior and Lord. Students will explore various methods and strategies for targeting teens and college students. **(3 Credit Hours)**

### **YOU 380 Strategic Planning for Youth Ministry**

In this course students will learn various methods and strategies and principles for effective youth ministry. Students will develop a biblically based model appropriate for their own ministry to high school and college students. Special emphasis will be placed upon strategies for ministering to at-risk youth. **(3 Credit Hours)**

### **YOU 440 Relating to Youth in Contemporary Cultures**

This course is designed to prepare Christian workers with skills that are necessary for effectively communicating to youth in North American and other cultures. Special emphasis will be placed upon cross-cultural communications to indigenous groups. Practical implications will be explored relating to the developmental needs of high school and college youth. **(3 Credit Hours)**

### **YOU 460 Motivating & Mobilizing Youth for Ministry**

This course is designed to stimulate an interest in Christian workers, especially youth, for world evangelization. The course prepares the workers for effectively ministering to youth as well as utilizing, designing, and implementing a short-term mission trip both home and overseas. **(3 Credit Hours)**

## ACADEMIC CALDENDAR – Fall 2019

| DATE                                              | DAY                       | EVENT                                                                                       | LOCATION                  |
|---------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------|---------------------------|
| <b>October 21, 2019<br/>February 28, 2020</b>     | <b>Monday – Friday</b>    | <b>Graduation Filing Period</b>                                                             | <b>Registrar's Office</b> |
| <b>May 13-August 24</b>                           | Monday – Friday           | Pre-Registration – Continuing Students                                                      | Registrar's Office        |
| August 19-21                                      | Monday – Wednesday        | Final Registration (Residency Day/Evening Programs)                                         | Registrar's Office        |
| August 26                                         | Monday                    | Orientation/Registration (Residency Day/Evening Programs)                                   | WLBC Campus               |
| <b>August 26</b>                                  | <b>Monday</b>             | <b>Classes Begin (Residency Day/Evening Programs)</b>                                       | WLBC Campus               |
| <b>September 2</b>                                | <b>Monday</b>             | <b>Observance of Labor Day</b>                                                              | <b>Campus Closed</b>      |
| September 3                                       | Tuesday                   | Last day to register without paying late registration fees (Residency Day/Evening Programs) | Fiscal Services           |
| September 4-6                                     | Wednesday – Friday        | Late Registration (Residency Day/Evening Programs)                                          | WLBC Campus               |
| September 6                                       | Friday                    | Last Day to Drop/Add Classes (Residency Day/Evening Programs)                               | WLBC Campus               |
| September 9-13                                    | Monday – Friday           | Withdrawal Period (Residency Day/Evening Programs)                                          | Registrar's Office        |
| <b>September 16-20</b>                            | <b>Monday – Friday</b>    | <b>Late Registration (Saturday Hybrid Classes)</b>                                          | Registrar's Office        |
| September 16-November 1                           | Monday – Friday           | Withdrawal Period f(Residency Day/Evening Programs) (WP/WF)                                 | Registrar's Office        |
| September 18                                      | Wednesday                 | Last Day to Drop/Add Schedule – Hybrid Programs                                             | Registrar's Office        |
| September 19-20                                   | Thursday – Friday         | Withdrawal Period for Saturday Hybrid Programs (W)                                          | Registrar's Office        |
| September – 23<br>November 1                      | Monday – Friday           | Withdrawal Period for Saturday Hybrid Programs (WP/WF)                                      | Registrar's Office        |
| September 23                                      | Monday                    | Orientation & Registration (Online Program)                                                 | Registrar's Office        |
| <b>September 24</b>                               | <b>Tuesday</b>            | <b>Online Classes Begin</b>                                                                 | Online                    |
| <b>September 24</b>                               | <b>Tuesday</b>            | <b>Online Last Day Drop and Add</b>                                                         | Registrar's Office        |
| <b>September 25</b>                               | <b>Wednesday</b>          | <b>First Monthly Quadrans-Centennial Intercessory Prayer</b>                                | WLBC -                    |
| <b>September 25, 2019 –<br/>December 12, 2020</b> | <b>Wednesday – Friday</b> | <b>Quadrans - Centennial Celebration</b>                                                    |                           |
| <b>September 28</b>                               | <b>Saturday</b>           | <b>Saturday Hybrid Classes</b>                                                              | WLBC Campus/Sites         |
| September 29                                      | Sunday                    | St. Stephen Extension – Hybrid Classes                                                      | Off Site                  |
| <b>October 14</b>                                 | <b>Monday</b>             | <b>Columbus Day</b>                                                                         | <b>Campus Closed</b>      |
| October 19                                        | Saturday                  | Midterm examinations for Hybrid Programs                                                    | WLBC<br>Campus/Sites      |
| October 19-20                                     | Saturday – Sunday         | St. Stephen Extension – Hybrid Classes                                                      | Off Site                  |
| October 21                                        | Monday                    | Graduation Filing Period Begins                                                             | Registrar's Office        |
| October 21-25                                     | Wednesday – Friday        | Midterm examinations Residency Day/Evening Program                                          | WLBC Campus               |
| <b>October 26</b>                                 | <b>Saturday</b>           | <b>Session II Saturday Hybrid Classes</b>                                                   | WLBC<br>Campus/Sites      |
| November 4                                        | Monday                    | Withdrawal Failing Period Begins – All Programs (WF)                                        | Registrar's Office        |
| <b>November 11, 2019</b>                          | <b>Monday</b>             | <b>Veterans Day Observed</b>                                                                | <b>Campus Closed</b>      |
| November 11 - January 3,<br>2020                  | Monday – Friday           | Pre-Registration for Spring 2020 – All Programs                                             | Advisors                  |
| <b>November 16</b>                                | <b>Saturday</b>           | <b>Saturday Hybrid Classes</b>                                                              | WLBC Campus/Sites         |
| November 16-17                                    | Saturday – Sunday         | St. Stephen Extension – Hybrid Classes                                                      | Off Site                  |
| November 27-December 1                            | Wednesday – Sunday        | Observance of Thanksgiving Holidays                                                         | Campus Closed             |
| December 6                                        | Friday                    | Home Coming and Founder's Day                                                               | WLBC Campus               |
| December 9-13                                     | Monday-Friday             | Final Examinations Residency Programs                                                       | WLBC Campus               |
| <b>December 14</b>                                | <b>Saturday</b>           | <b>Saturday Hybrid Classes</b>                                                              | WLBC Campus/Sites         |
| December 14                                       | Saturday                  | Final Examinations / Saturday Hybrid Classes                                                | WLBC<br>Campus/Sites      |
| December 14-15                                    | Saturday – Sunday         | St. Stephen Extension – Hybrid Classes                                                      | Off Site                  |
| <b>December 21</b>                                | <b>Saturday</b>           | <b>Online Classes End</b>                                                                   |                           |
| December 15, 2019 -<br>January 12, 2020           | Sunday – Sunday           | Observance of Christmas/New Year's Holidays                                                 | WLBC Closed               |

## ACADEMIC CALDENDAR – Spring 2020

| DATE                                 | DAY                    | EVENT                                                            | LOCATION           |
|--------------------------------------|------------------------|------------------------------------------------------------------|--------------------|
| Oct 21, 2019–Feb 28, 2020            | Monday – Friday        | Graduation Filing Period                                         | Registrar's Office |
| November 12, 2019 - January 10, 2020 | Tuesday – Friday       | Pre-Registration – For All Continuing Students                   | WLBC Campus        |
| January 19                           | Sunday                 | St. Stephen – Hybrid Classes Begin                               | St. Stephen        |
| January 20                           | Monday                 | Observance of Dr. Martin Luther King, Jr. Birthday               | College Closed     |
| January 21                           | Tuesday                | Classes Begin-Registration Residency/ Online Prog.   Orientation | WLBC Campus        |
| January 22-24                        | Wednesday – Friday     | Late Registration Fees Residency & Online Programs   Drop & Add  | Registrar's Office |
| January 25                           | Saturday               | Saturday Hybrid Classes Begin                                    | WLBC Campus        |
| January 27                           | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |
| January 27–March 27                  | Monday -Friday         | Withdrawal Period Off Site Classes (WP or WF)                    | Registrar's Office |
| January 28                           | Tuesday                | Late Registration Without Late Fees -Residency / Online Programs | WLBC Online        |
| January 29 – 31                      | Wednesday – Friday     | Late Registration Residency and Online Program                   | WLBC Online        |
| January 31                           | Friday                 | Last Day to Drop/Add Classes – Residency and Online Classes      | WLBC Online        |
| February 3-7                         | Monday – Friday        | Withdrawal Period for Residency and Online Classes (W)           | WLBC Online        |
| February 10– April 3                 | Monday – Friday        | Withdrawal Period for Residency and Online Classes (WP/WF)       | WLBC Online        |
| February 12-14                       | Wednesday – Saturday   | ABHE Annual Meeting                                              | Orlando, FL        |
| February 16                          | Sunday                 | St. Stephen – Hybrid Classes                                     | St. Stephen        |
| February 22                          | Saturday               | Saturday Hybrid Classes                                          | <b>WLBC Campus</b> |
| February 24                          | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |
| February 28-29                       | Friday – Saturday      | Annual Gospel & Seafood Fest                                     | Charleston, SC     |
| <b>March 2–6</b>                     | <b>Monday-Friday</b>   | <b>Spring Break – Campus Closes</b>                              | <b>No Classes</b>  |
| March 9-April 25                     | Monday – Saturday      | Withdrawal Failing Period – Off Site Programs (WF)               | Registrar's Office |
| March 9-13                           | Monday-Friday          | Midterm examinations Residency and Online Programs               | WLBC               |
| March 9 -31                          | Monday – Tuesday       | Late Graduation Filing Period   Late fee apply                   | Registrar's Office |
| March 9 – August 14                  | Monday – Friday        | Pre-Registration for Fall 2020                                   | WLBC               |
| March 15                             | Sunday                 | St. Stephen – Hybrid Classes                                     | St. Stephen        |
| March 21                             | Saturday               | Saturday Hybrid Classes   Midterm Examination                    | WLBC Campus        |
| <b>March – Nov 2020</b>              |                        | <b>Hall of Fame Induction Ceremonies</b>                         |                    |
| April 13 –May 22                     | Monday – Friday        | Withdrawal Failing Period – Residency and Online Programs (WF)   | Registrar's Office |
| April 25                             | Saturday               | Saturday Hybrid Classes   Final Examinations                     | WLBC Campus        |
| April 26                             | Sunday                 | St. Stephen – Hybrid Classes                                     | St. Stephen        |
| April 27                             | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |
| May 11 – 22                          | Monday – Friday        | Summer School Pre-Registration – For All Students                | WLBC Campus        |
| May 18 – 22                          | Monday – Friday        | Final Exams   Residency and Online Program                       | WLBC               |
| May 18                               | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |
| <b>May 20</b>                        | <b>Wednesday</b>       | <b>Baccalaureate</b>                                             | Refuge Sanctuary   |
| <b>May 21</b>                        | <b>Thursday</b>        | <b>Commencement</b>                                              | Refuge Sanctuary   |
| <b>May 22-23</b>                     | <b>Friday-Saturday</b> | <b>The First Annual Alumni Invitational</b>                      | WLBC Campus        |
| May 22                               | Friday                 | End of Spring Semester – Last Campus Day                         | WLBC               |
| May 25                               | Monday                 | Observance of Memorial Day                                       | College Closed     |
| May 26-29                            | Tuesday – Friday       | End of Semester                                                  | College Closed     |
| June 15-September 15                 | Monday – Friday        | Summer Session                                                   | WLBC Campus/Online |
| June 27                              | Saturday               | Annual Seafood Fest                                              | Columbia, SC       |
| June 29                              | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |
| July 6                               | Monday                 | Observance of Independence Day for July 4 <sup>th</sup>          | School Closed      |
| July 27                              | Monday                 | Pre-Quadrans-Centennial Intercessory Prayer                      | WLBC Campus        |

## ACADEMIC CALDENDAR – Fall 2020

| DATE                                          | DAY                    | EVENT                                                | LOCATION                  |
|-----------------------------------------------|------------------------|------------------------------------------------------|---------------------------|
| <b>October 19, 2020<br/>February 26, 2021</b> | <b>Monday – Friday</b> | <b>Graduation Filing Period</b>                      | <b>Registrar's Office</b> |
| <b>May 11-August 21</b>                       | Monday – Friday        | Pre-Registration – Continuing Students               | Registrar's Office        |
| September 21-22                               | Monday – Tuesday       | Orientation & Registration (Online Program)          | WLBC Online               |
| <b>September 22</b>                           | <b>Tuesday</b>         | <b>Online Classes Begin</b>                          | WLBC Online               |
| September 22                                  | Tuesday                | Online Last Day Drop and Add                         | Registrar's Office        |
| September 23-25                               | Wednesday - Friday     | Withdrawal Period (WP)                               | Registrar's Office        |
| September – 27<br>October 30                  | Monday – Friday        | Withdrawal Period (WP/WF)                            | Registrar's Office        |
| <b>October 12</b>                             | <b>Monday</b>          | <b>Columbus Day</b>                                  | Campus Closed             |
| November 2                                    | Monday                 | Withdrawal Failing Period Begins – All Programs (WF) | Registrar's Office        |
| November 9                                    | Monday                 | Veterans Day Observed                                | Campus Closed             |
| November 9 - January 8,<br>2021               | Monday – Friday        | Pre-Registration for Spring 2020 – All Programs      | Advisors                  |
| November 25-29                                | Wednesday – Sunday     | Observance of Thanksgiving Holidays                  | Campus Closed             |
| December 4                                    | Friday                 | Christmas Cantata/ Home Coming and Founder's Day     | WLBC Campus               |
| December 7-11                                 | Monday-Friday          | Final Examinations Residency/ Evening Programs       | WLBC Campus               |
| December 12                                   | Saturday               | Final Examinations / Saturday Hybrid Programs        | WLBC Campus/Sites         |
| <b>December 18</b>                            | <b>Friday</b>          | <b>Online Classes End</b>                            |                           |
| December 13 2020 -<br>January 10, 2021        | Sunday – Sunday        | Observance of Christmas/New Year's Holidays          | Campus Closed             |

## ACADEMIC CALDENDAR – Spring 2021

|                                  | DAY                  | EVENT                                                       | LOCATION              |
|----------------------------------|----------------------|-------------------------------------------------------------|-----------------------|
| Oct 19, 2020–Feb 28, 2021        | Monday – Friday      | Graduation Filing Period                                    | Registrar's Office    |
| November 9, 2020-January 8, 2021 | Monday – Friday      | Pre-Registration – For All Continuing Students              | WLBC Campus/Online    |
| January 11                       | Monday               | Classes Begin-Registration Residency Programs   Orientation | WLBC Campus           |
| January 12-15                    | Tuesday – Friday     | Late Registration Fees Residency Programs   Drop & Add      | Registrar's Office    |
| <b>January 18</b>                | <b>Monday</b>        | <b>Observance of Dr. Martin Luther King, Jr. Birthday</b>   | <b>College Closed</b> |
| January 19                       | Tuesday              | Late Registration Residency Programs                        | Registrar's Office    |
| January 19                       | Tuesday              | Online Classes Begin                                        | WLBC Online           |
| January 20                       | Wednesday            | Last Day to Drop & Add – Residency Programs  Late Fees      | Registrar's Office    |
| January 23                       | <b>Saturday</b>      | <b>Saturday Hybrid Classes</b>                              | WLBC Campus/Sites     |
| January 25–March 26              | Monday – Friday      | Withdrawal Period for Residency Programs (WP or WF)         | Registrar's Office    |
| January 25–March 26              | Monday -Friday       | Withdrawal Period Off Site Classes (WP or WF)               | Registrar's Office    |
| January 26                       | Tuesday              | Late Registration Without Late Fees Online Program          | Registrar's Office    |
| January 21 – 29                  | Wednesday – Friday   | Late Registration Online Program – Drop/Add                 | Registrar's Office    |
| January 29                       | Friday               | Last Day to Drop/Add Classes – Online Classes               | Registrar's Office    |
| February 1-5                     | Wednesday – Friday   | Withdrawal Period for Online Classes (W)                    | Registrar's Office    |
| February 9– April 2              | Tuesday – Friday     | Withdrawal Period for Online Classes (WP/WF)                | Registrar's Office    |
| February 10-13                   | Wednesday – Saturday | ABHE Annual Meeting                                         | Orlando, FL           |
| February 13                      | <b>Saturday</b>      | <b>Saturday Hybrid Classes</b>                              | WLBC Campus/Sites     |
| February 19-20                   | Friday – Saturday    | Annual Gospel & Seafood Fest/ Hall of Fame Induction        | Off Campus            |
| <b>March 1–5</b>                 | <b>Monday-Friday</b> | <b>Spring Break – No Classes</b>                            | Campus Closed         |
| March 1-April 9                  | Monday – Friday      | Withdrawal Failing Period – Off Site Programs (WF)          | Registrar's Office    |
| March 8-12                       | Monday-Friday        | Midterm examinations (Residency Program)                    | WLBC Campus           |
| March 8 - 31                     | Monday – Wednesday   | Late Graduation Filing Period   Late fee apply              | Registrar's Office    |
| March 8 – August 13              | Monday – Friday      | Pre-Registration                                            | Registrar's Office    |
| March 13                         | <b>Saturday</b>      | <b>Saturday Hybrid Classes   Midterm Examination</b>        | WLBC Campus/Sites     |
| April 5-May 14                   | Monday – Friday      | Withdrawal Failing Period – Residency Program (WF)          | Registrar's Office    |
| April 5-May 21                   | Monday – Friday      | Withdrawal Failing Period – Online Program (WF)             | Registrar's Office    |
| <b>April 17</b>                  | <b>Saturday</b>      | <b>Saturday Hybrid Classes   Final Examinations</b>         | WLBC Campus/Sites     |
| May 7                            | Friday               | Annual Golf Tournament                                      | Offsite               |
| May 3-7                          | Monday – Friday      | Final Exams   Residency/Evening Program                     | WLBC                  |
| May 10 – 21                      | Monday – Friday      | Summer School Pre-Registration – For All Students           | WLBC Campus/Online    |
| May 17 – 21                      | Monday – Friday      | Final Exams   Online Program                                | WLBC Online           |
| May 18                           | Tuesday              | Baccalaureate                                               | Refuge Sanctuary      |
| May 19                           | Wednesday            | Commencement                                                | Refuge Sanctuary      |
| <b>May 31</b>                    | <b>Monday</b>        | <b>Observance of Memorial Day</b>                           | College Closed        |
| May 24-28                        | Tuesday – Friday     | End of Semester                                             | College Closed        |
| June 1-July 9                    | Tuesday – Friday     | Summer Session I                                            | WLBC Campus/Online    |
| <b>July 5</b>                    | <b>Monday</b>        | Observance of Independence Day for July 4 <sup>th</sup>     | Campus Closed         |
| July 13 – August 27              | Monday – Friday      | Summer School 2                                             | WLBC Campus/Online    |

## ACADEMIC CALDENDAR – Fall 2021

| DATE                                          | DAY                    | EVENT                                                                                       | LOCATION                                      |
|-----------------------------------------------|------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>October 18, 2021<br/>February 28, 2022</b> | <b>Monday – Monday</b> | <b>Graduation Filing Period</b>                                                             | <b>Registrar's Office</b>                     |
| <b>May 10-August 20</b>                       | Monday – Friday        | Pre-Registration – Continuing Students                                                      | Registrar's Office                            |
| <b>July 30 – 31</b>                           | <b>Friday-Saturday</b> | <b>Autumn Fest (Music and Seafood)</b>                                                      | WLBC Campus                                   |
| <b>July 31</b>                                | <b>Saturday</b>        | <b>Music Fest – 6:00 PM</b>                                                                 |                                               |
| August 16-20                                  | Monday – Wednesday     | Final Registration (Residency Day/Evening Programs)                                         | Registrar's Office                            |
| August 23                                     | Monday                 | Orientation/Registration (Residency Day/Evening Program)                                    | Registrar's Office                            |
| <b>August 23</b>                              | <b>Monday</b>          | <b>Classes Begin (Residency Day/Evening Program)</b>                                        | WLBC Campus                                   |
| August 30 - September 3                       | Monday – Friday        | Late Registration (Residency Day/Evening Programs)                                          | Registrar's Office                            |
| September 3                                   | Friday                 | Last Day to Drop/Add Classes (Residency Day/Evening Programs)                               | Registrar's Office                            |
| <b>September 6</b>                            | <b>Monday</b>          | <b>Observance of Labor Day</b>                                                              | <b>Campus Closed</b>                          |
| September 7                                   | Tuesday                | Last day to register without paying late registration fees (Residency Day/Evening Programs) | Registrar's Office                            |
| September 7-10                                | Tuesday – Friday       | Withdrawal Period (Residency Day/Evening Programs)                                          | Registrar's Office                            |
| <b>September 13-17</b>                        | <b>Monday – Friday</b> | <b>Late Registration (Saturday Institute Programs)</b>                                      | Registrar's Office                            |
| September 13-October 29                       | Monday – Friday        | Withdrawal Period f(Residency Day/Evening Programs) (WP/WF)                                 | Registrar's Office                            |
| September 15                                  | Wednesday              | Last Day to Drop/Add Schedule – Saturday Hybrid Programs                                    | Registrar's Office                            |
| September 16-17                               | Thursday – Friday      | Withdrawal Period for Saturday Institute Programs (W)                                       | Registrar's Office                            |
| September 18                                  | Saturday               | Last day to register without paying late fees – Saturday Hybrid Programs                    | Registrar's Office                            |
| <b>September 18</b>                           | <b>Saturday</b>        | <b>Saturday Hybrid Classes</b>                                                              | WLBC Campus/Sites                             |
| September – 20<br>October 29                  | Monday – Friday        | Withdrawal Period for Saturday Institute Programs (WP/WF)                                   | Registrar's Office                            |
| September 20-21                               | Monday – Tuesday       | Orientation & Registration (Online Program)                                                 | Registrar's Office                            |
| <b>September 22</b>                           | <b>Tuesday</b>         | <b>Online Classes Begin</b>                                                                 | WLBC Online                                   |
| <b>September 22</b>                           | <b>Tuesday</b>         | <b>Online Last Day Drop and Add</b>                                                         | Registrar's Office                            |
| October 11                                    | <b>Monday</b>          | <b>Columbus Day</b>                                                                         | Campus Closed                                 |
| <b>October 16</b>                             | <b>Saturday</b>        | <b>Session II Saturday Hybrid Programs</b>                                                  | WLBC<br>Campus/Sites                          |
| October 16                                    | Saturday               | Midterm examinations for Saturday Hybrid Programs                                           | WLBC<br>Campus/Sites                          |
| October 18                                    | Monday                 | Graduation Filing Period Begins                                                             | Registrar's Office                            |
| October 18-22                                 | Monday – Friday        | Midterm examinations Residency/Evening Program                                              | WLBC Campus                                   |
| November 1                                    | Monday                 | Withdrawal Failing Period Begins – All Programs (WF)                                        | Registrar's Office                            |
| November 8                                    | Monday                 | Veterans Day Observed (October 11 <sup>th</sup> )                                           | Campus Closed                                 |
| November 8 - January 7, 2022                  | Monday – Friday        | Pre-Registration for Spring 2020 – All Programs                                             | Advisors                                      |
| <b>November 12</b>                            | <b>Friday</b>          | Legacy Benefit Fellowship                                                                   | Jehovah Jireh<br>Worship Center -<br>ORBG, SC |
| <b>November 20</b>                            | <b>Saturday</b>        | <b>Saturday Hybrid Classes</b>                                                              | WLBC<br>Campus/Online                         |
| November 24-28                                | Wednesday – Sunday     | Observance of Thanksgiving Holidays                                                         | Campus Closed                                 |
| December 3                                    | Friday                 | Christmas Cantata/ Home Coming and Founder's Day                                            | WLBC Campus                                   |
| December 6-10                                 | Monday-Friday          | Final Examinations Residency Programs                                                       | WLBC Campus                                   |
| <b>December 11</b>                            | <b>Saturday</b>        | <b>Saturday Hybrid Classes</b>                                                              | WLBC Campus/Sites                             |
| December 11                                   | Saturday               | Final Examinations / Saturday Hybrid Programs                                               | WLBC<br>Campus/Sites                          |
| <b>December 17</b>                            | <b>Friday</b>          | <b>Online Classes End</b>                                                                   |                                               |
| December 12 2021 -<br>January 9, 2022         | Sunday – Sunday        | Observance of Christmas/New Year's Holidays                                                 | Campus Closed                                 |

## ACADEMIC CALDENDAR – Spring 2022

|                                      | DAY                  | EVENT                                                                 | LOCATION             |
|--------------------------------------|----------------------|-----------------------------------------------------------------------|----------------------|
| Oct 18, 2021–Feb 28, 2022            | Monday – Monday      | Graduation Filing Period                                              | Registrar's Office   |
| November 8, 2021-<br>January 7, 2022 | Monday – Friday      | Pre-Registration – For All Continuing Students                        | Registrar's Office   |
| January 10                           | Monday               | Classes Begin-Registration Residency Programs   Orientation           | WLBC Campus          |
| January 11-14                        | Tuesday – Friday     | Late Registration Fees Residency Programs   Drop & Add                | Registrar's Office   |
| <b>January 17</b>                    | <b>Monday</b>        | <b>Observance of Dr. Martin Luther King, Jr. Birthday</b>             | <b>Campus Closed</b> |
| January 18                           | Tuesday              | Late Registration Residency Programs                                  | Registrar's Office   |
| January 18                           | Tuesday              | Online Classes Begin                                                  | WLBC Online          |
| January 19                           | Wednesday            | Last Day to Drop & Add – Residency Programs  Late Fees                | Registrar's Office   |
| January 22                           | <b>Saturday</b>      | <b>Saturday Hybrid Classes</b>                                        | WLBC Campus/Sites    |
| January 24–April 1                   | Monday – Friday      | Withdrawal Period for Residency Programs (WP or WF)                   | Registrar's Office   |
| January 24–April 1                   | Monday -Friday       | Withdrawal Period Hybrid Programs (WP or WF)                          | Registrar's Office   |
| January 25                           | Tuesday              | Late Registration Without Late Fees Online Program                    | Registrar's Office   |
| January 26 – 28                      | Wednesday – Friday   | Late Registration Online Program – Drop/Add                           | Registrar's Office   |
| January 28                           | Friday               | Last Day to Drop/Add Classes – Online Classes                         | Registrar's Office   |
| February 2-4                         | Wednesday – Friday   | Withdrawal Period for Online Classes (W)                              | Registrar's Office   |
| February 8– April 1                  | Tuesday – Friday     | Withdrawal Period for Online Classes (WP/WF)                          | Registrar's Office   |
| February 9-12                        | Wednesday – Saturday | ABHE Annual Meeting                                                   | Orlando, FL          |
| February 12                          | <b>Saturday</b>      | <b>Saturday Hybrid Classes</b>                                        | WLBC Campus/Sites    |
| February 18-20                       | Friday – Saturday    | Annual Gospel & Seafood Fest/ Hall of Fame Induction                  | Charleston, SC       |
| February 28-April 8                  | Monday – Friday      | Withdrawal Failing Period – Hybrid WLBC Campus/Sites<br>Programs (WF) | Registrar's Office   |
| <b>March 7–11</b>                    | <b>Monday-Friday</b> | <b>Spring Break – No Classes</b>                                      | <b>Campus Closed</b> |
| March 14-18                          | Monday-Friday        | Midterm examinations (Residency Program)                              | WLBC Campus          |
| March 14 - 16                        | Monday – Wednesday   | Late Graduation Filing Period   Late fee apply                        | Registrar's Office   |
| March 14 – August 12                 | Monday – Friday      | Pre-Registration                                                      | Registrar's Office   |
| March 19                             | <b>Saturday</b>      | <b>Saturday Hybrid Classes   Midterm Examination</b>                  | WLBC Campus/Sites    |
| April 4-May 13                       | Monday – Friday      | Withdrawal Failing Period – Residency Program (WF)                    | Registrar's Office   |
| April 4-May 20                       | Monday – Friday      | Withdrawal Failing Period – Online Program (WF)                       | Registrar's Office   |
| <b>April 16</b>                      | <b>Saturday</b>      | <b>Saturday Hybrid Classes   Final Examinations</b>                   | WLBC Campus/Online   |
| May 6                                | Friday               | Annual Golf Tournament                                                | Offsite              |
| May 9-13                             | Monday – Friday      | Final Exams   Residency/Evening Program                               | WLBC Campus          |
| May 9 – 29                           | Monday – Friday      | Summer School Pre-Registration – For All Students                     | WLBC Campus/Online   |
| May 16 – 20                          | Monday – Friday      | Final Exams   Online Program                                          | WLBC Online          |
| May 17                               | Tuesday              | Baccalaureate                                                         | Refuge Sanctuary     |
| May 18                               | Wednesday            | Commencement                                                          | Refuge Sanctuary     |
| <b>May 30</b>                        | <b>Monday</b>        | <b>Observance of Memorial Day</b>                                     | <b>Campus Closed</b> |
| May 23-27                            | Tuesday – Friday     | End of Semester                                                       | Campus Closed        |
| May 21-July 8                        | Tuesday – Friday     | Summer Session I                                                      | WLBC Campus/Online   |
| <b>July 4</b>                        | <b>Monday</b>        | Observance of Independence Day for July 4 <sup>th</sup>               | <b>Campus Closed</b> |
| July 11 – August 26                  | Monday – Friday      | Summer School 2                                                       | WLBC Campus/Online   |



**W. L. Bonner College**  
**Academic Catalog Fall 2019 – Spring 2022**  
4430 Argent Court ~ Columbia, South Carolina 29203  
Website: [www.wlbc.edu](http://www.wlbc.edu) ~ Phone: (803) 726-3403 ~ Fax: (803) 333-9349

***“Where Service is our Pleasure”***

**Drug-Free Campus Policy**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, WLBC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

College standards of conduct clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on college property, or as part of any college activity. Sanctions up to, and including expulsion, termination of college employment and referral for prosecution, will be imposed for the violation of these standards. A complete description of the applicable legal sanctions, the associated health risks of alcohol and drug abuse, and the counseling, treatment, and rehabilitation programs available to students, is provided in the WLBC Student Handbook, which may be received from the Office of Student Services.