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# *Tri-State Bible College*

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## *2011-2012 Catalog*

### **Tri-State Bible College**

506 Margaret Street  
PO Box 445  
South Point, OH 45680

Phone: (740) 377 - 2520  
Fax: (740) 377 - 0001  
E-Mail: [info@tsbc.edu](mailto:info@tsbc.edu)  
Website: [www.tsbc.edu](http://www.tsbc.edu)

### **Tri-State Bible College – North**

1350 Virginia Ave  
Akron, OH 44306  
USA

Phone: (330) 785-9340  
Fax: (330) 724-4900

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## **NOTICE**

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

Attendance at Tri-State Bible College is a privilege and not a right. This privilege may be forfeited when a student does not observe the established regulations and standards of conduct established by the college. The college may insist on the withdrawal of a student at any time the student, in the opinion of the college, does not conform to the established regulations and standards of conduct.

## **Welcome**

Welcome to Tri-State Bible College. Our campus is located in southern Ohio in the city of South Point. We are a commuter college which means our students drive to the school to take classes. For those with busy schedules or who are looking to learn in a different format, we offer both online and correspondence courses.

We are accredited by the Association for Biblical Higher Education (ABHE) and are authorized by the Ohio Board of Regents to offer the Certificate of Biblical Studies (32 hrs), the Associate of Arts degree (64 hrs), and the Bachelor of Arts degree in Bible/Theology (128 hrs). The curriculum of Tri-State Bible College is designed to make students biblically and theologically skillful. Prominent in the curriculum is six semesters of theology, five semesters to survey the New Testament, and both Greek and Hebrew language studies.

Pell Grants are available for those who qualify. The college also participates in the Federal Student Loan program and is a VA friendly school that encourages our men and women of the armed forces to consider an education at Tri-State. The college participates in the Ohio Post-Secondary Enrollment Options Program (PSEOP) that allows for dual credit/dual enrollment for public, private, and home schooled high school juniors and seniors. This program allows juniors and seniors to enroll in college courses for credit.

If you have questions, please let us know. We hope to serve you soon!

## From the President



I would like to extend to you my appreciation of your interest in pursuing a degree at Tri-State Bible College. Our mission is to “Train Faithful Servants for Tomorrow – Today” by offering a Biblically oriented program which provides for a thorough knowledge of the Bible and for the ability to use effectively the Word of God in Christian living and Christian service. Our goal is to equip you with the tools needed for successful ministry as a pastor/teacher, missionary, educational leader, or biblically grounded child of God. We take our mission seriously and desire to see you succeed. Our faculty and staff have dedicated their lives for this purpose and are ready to help you move forward in your area of vocational interest.

If you are new to the college, I encourage you to carefully examine our catalog and course offerings. You will want to visit our website at [www.tsbc.edu](http://www.tsbc.edu) for additional information or to download our current catalog.

If you are a returning student, I rejoice in seeing you return for another semester of preparation for your ministry and degree. The time you spend preparing for ministry is well spent as you develop and sharpen the tools and spiritual gifts the Lord has given to you. Please know that you are valued as a learner and as a fellow servant of God. I welcome you back for another year of faithful preparation. Someone once said, “When God calls to serve, He calls to prepare.” Should you have questions, need guidance, or just want to talk, my door is always open.

In His Service,

Dr. Jack Finch  
President – Tri-State Bible College

## **COLLEGE OVERVIEW**

### **COLLEGE DISTINCTIVES**

The advantages abound in many differing areas for those attending Tri-State Bible College. Very low tuition rates and other costs, flexibility of scheduling, academically qualified and godly instructors, low teacher-student ratios, the ability to learn while maintaining present employment, and the ability to commute to and from campus and thereby not disrupting family life are all contributing factors.

Tri-State Bible College is the only private educational institution in our area that is accredited at which one can attain a Certificate of Bible Studies, Associate of Arts degree and a Bachelor of Arts degree with a major in Bible and Theology. Being a Bible college, everyone majors in Bible/Theology.

Those individuals interested in fulfilling their divine calling to Christian service, either full or part-time, will find that Tri-State Bible College will adequately meet their need for training.

### **MISSION**

The mission of the Tri-State Bible College is “Training Faithful Servants for Tomorrow - Today” by offering a biblically oriented program which provides for a thorough knowledge of the Bible and for the ability to use effectively the Word of God in Christian living and Christian service.

Tri-State Bible College is an independent, non-denominational, co-educational institution of higher education in the traditional Bible college model. The college exists to train men and women for professional church and church-related ministries and/or vocations. Providing additional training for those interested in lay ministry is likewise a major component of these programs. Seeking to be faithful to the ideals of this heritage, Tri-State Bible College is committed, in all of its policies and practices, to the unrestricted and rigorous pursuit of truth, to the certainty of values of human life and to a respect for differing points of view.

Within this framework the college:

(A) creates curricular programs which:

- exposes the student to the entire text of the Bible,
- demonstrates to the student the hermeneutical rules of literal, grammatical and historical interpretation as the indispensable means of arriving at the truth of God's Word,
- provides the student with the opportunity for directed and creative research into biblical truth,
- trains the student in the expository method of preaching as the most effective means of communicating the whole counsel of God and

- develops the concept of world-wide evangelization in the heart and mind of the student;
- (B) endeavors to create a learning environment which:
- is responsive to each student's purpose in pursuing a concentrated program of biblical study,
  - is aware of the individual differences of each student in educational background, learning ability and Christian maturity,
  - constructively assists each student to understand and accept himself/herself and others as individuals before God who sovereignly and lovingly bestowed each believer with specific spiritual gift(s) which are developed and used to the glory of God,
  - assists students in satisfying their personal needs through Bible education, counseling experiences and other school activities,
  - fosters the spiritual life of each student by emphasizing private and corporate worship, stresses the importance of personal application in the light of spiritual truths and provides a chapel service,
  - promotes the adoption of worthwhile intellectual, aesthetical, cultural and ethical values for each student and
  - provides a learning atmosphere that gives opportunity for the improvement of the intellectual and ministerial abilities of each student through the development of Bible-centered programs, participation in Christian Service and the provision of special educational opportunities.

We strive to provide an outstanding education for talented and highly motivated students from a variety of geographic, ethnic and socio-economic backgrounds and from a diversity of age levels. To achieve this end, we recruit and retain outstanding faculty members who maintain:

- a godly spiritual life and testimony,
- a dedication to the art of teaching and advising,
- a continuing pursuit of truth through additional scholarship, research and creative endeavor and,
- a desire to serve the college and the larger community. We also seek to provide a supportive and challenging environment in which students can realize the full potential of their abilities and come to understand their responsibility of acceptable service both to the Lord and to the community.

The principal focus of Tri-State Bible College's curricular programs is undergraduate education in Bible and Theology, combined with directly career-related professional minor concentrations, auxiliary Bible studies and appropriate courses in the liberal arts. Relations between the Bible/Theology major and the liberal arts and professional studies are carefully nurtured to provide mutually reinforcing intellectual experiences for students and faculty. These programs are designed to prepare individuals for positions of leadership in their chosen careers. In addition, recognizing its responsibility to the larger community, Tri-State Bible College provides a variety of carefully selected programs of

continuing education via such means as seminars, Bible and Theology and Prophecy Conferences and occasional cultural enrichment segments. Finally, Tri-State Bible College recognizes its responsibility in maintaining a position of excellence and scholarship in research through its encouragement of faculty and administration in such pursuits.

In its recruitment and retention of members of the college community, Tri-State Bible College, consistent with its academic and institutional heritage, maintains openness to all qualified individuals.

## **INSTITUTIONAL GOALS AND OBJECTIVES**

Tri-State Bible College seeks to fulfill its mission by providing:

1. a comprehensive knowledge of the Bible and Systematic Theology, along with skills for literal, biblical interpretation, and communication of the Word of God that leads to a Christian worldview that integrates general studies, comparable to lower division offerings of other four-year colleges, with a biblical philosophy of life,
2. trained, effective professional leaders or lay ministers with a vision for worldwide evangelism and Christian service; as a result of quality upper division offerings in various disciplines; in meeting the needs of the local church, non-profit organization or denominational functions,
3. assistance to students in achieving their educational goals by making available quality student and educational support services, and a quality Learning Resource Center that will assist the learner in research, ministry and personal development,
4. a systematic, broad-based planning, research, and evaluation process along with an ongoing pursuit of institutional effectiveness and continuous improvement among programs, services and personnel,
5. adequate physical, financial, and relational resources, along with a qualified, competent faculty, staff and administration, dedicated to accomplish the role, scope and mission of the institution as adopted by the Board of Control, and
6. quality, flexible and responsive continuing education programs to: (1) train lay and professional ministers in preparatory biblical studies for service in their local church communities; (2) provide cultural training to the professional; and (3) provide community educational opportunities designed to introduce new students to higher education.

## **EDUCATIONAL PHILOSOPHY**

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

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

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

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

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

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

## DOCTRINAL STATEMENT

1. We believe in the verbal plenary inspiration of the Old and New Testaments. The entire Bible is inerrant, complete and authoritative.  
(II Tim. 3:16; II Peter 1:21)
2. We believe that the one God eternally exists in three persons: The Father, The Son, and The Holy Spirit.  
(Mt. 28:18-19; Jn 1:1, 14; Acts 5:3-4; II Cor. 13:14; Heb. 1:1-3; Rev. 1:4-6)
3. We believe that God directly created the universe as literally set forth in the book of Genesis.  
(Gen. 1 - 2)
4. We believe that Jesus Christ eternally possesses all the attributes of deity, became incarnate by being born of the virgin Mary, lived a sinless life, shed His blood on the cross to satisfy the righteous demands of the Holy God as an unlimited provision of God against sin, arose bodily from the grave, ascended into heaven to become our High Priest and will return.  
(Micah 5:2; Jn 1:1, 14; Mt. 1:16; II Cor. 5:21; I Pet. 3:18; II Pet. 2:1; Lk 24:36-43; Acts1: 9-11)
5. We believe that God created man in His own image and through disobedience man fell into sin. Man is a sinner by nature and by choice.  
(Gen. 1:26; Rom 5:12; Rom. 3:23)
6. We believe that salvation is by grace through faith in the Lord Jesus Christ Who substitutionally sacrificed His life at Calvary to satisfy the justice of God and to provide a righteousness that enables sinners who believe in the Savior to be accepted by God.  
(Eph. 2:8-9; I Pet. 3:18; Eph 1:6; II Cor. 5:21)
7. We believe that the Holy Spirit regenerates, indwells and seals all believers. He baptizes all believers into the Church, the body of Christ. The Holy Spirit controls believers who yield their lives to God in obedience to the Word of God. The Spirit of God restrains evil and reproveth the world of sin, righteousness and judgment.  
(Titus 3:5; I Cor. 6:19; Acts 1:5; 11:15-16; I Cor. 12:13; Eph 1:13; Eph. 5:18; Jn 16:8-11; Gal. 5:16)
8. We believe that a local church is a self-governing body of believers, having been baptized on a creditable basis of faith, having New Testament officers, maintaining the ordinances of believer's baptism and the Lord's Supper, voluntarily banded together for worship, edification and evangelism.  
(I Cor. 1:2; Acts 2:41; Phil. 1:1; I Cor. 11:23-26; Mt. 28:19; Acts 1:8; 2:42)

9. We believe that “God’s saints are preserved forever” (Ps 37:28). We believe in the priesthood of all believers, the separation of church and state, the believer’s obligation to separation from apostasy and the responsibility of all believers to live a dedicated Christian life.  
(Jn 10:28-30; Jude 24; Eph 1:13; 4:30; I Cor. 12:13; Rom. 8:28-29)
10. We believe in the imminent, personal and pretribulational return of Jesus Christ. We believe the just will have part in the resurrection of life and enjoy eternal fellowship with God; the ungodly will come forth unto the resurrection of damnation. After judgment the ungodly will abide in conscious existence in the torments of eternal hell.  
(Acts 1:11; I Thess 1:10; Rev. 3:10; II Thess 2; I Thess 4:16; Rev. 20:11-15; Jn 5:28-29)
11. We believe in the literal, grammatical, historical, premillennial and dispensational method of biblical interpretation.
12. We believe that the eternal purpose of God is to glorify Himself.  
(I Cor. 10:31)
13. We believe in the evangelization of the world.  
(Mt. 28:19-20; Acts 1:8)

## **HISTORY OF THE COLLEGE**

The Lord founded the college through the work of Walter E. Staten who desired such a training institution in the tri-state area of West Virginia, Kentucky and Ohio many years before Tri-State Bible College became a reality. Mr. Staten, upon graduation from Dallas Theological Seminary in 1955, discussed with some of his classmates the need of a Bible school in southern Ohio. The actual establishment of the school needed to wait God’s time and place.

In November 1969, a pastor from South Point, Ohio, unaware of Mr. Staten’s desire for a Bible school in southern Ohio, telephoned Mr. Staten to express his burden for such a Bible school in the tri-state area and to inform Mr. Staten that he should be the man to organize the school. Since the local pastor knew the needs of the area and was enthused about the prospects of the Bible school, he presented the matter to the church he pastored. The church unanimously voted to invite Walter E. Staten to South Point, Ohio, for the establishment of a Bible college organizationally independent of their local church. The local church pledged its cooperation, its financial support and the use of its physical properties.

Tri-state area churches were informed of the new undertaking because Mr. Staten needed the cooperation and prayers of believers. It would be the mission

of Tri-State Bible College to provide professional, college-level training for Christian workers within the local churches. Representatives of supporting churches became board members, giving the college a direct relationship with the local churches.

Tri-State Bible College opened its doors for the first time on August 28, 1970 to students desirous to study the Scriptures. The initial enrollment of fifty-five students exceeded expectations.

A small building, only 26 feet square and located 1.5 miles from the church, was given to the church and moved to the church property. This building was remodeled to contain two offices, two rest rooms, and a larger room that served as the bookstore and classroom. The school also conducted classes in the fellowship hall and other parts of the church facilities when needed.

During the summer of 1974, it became necessary for the college to purchase its own facilities. The college moved to these God-provided facilities during the Christmas holidays, 1974. One large building provided three classrooms, a library, offices, kitchen facilities and a bookstore. A classroom building (36' x 80') was erected in 1975.

In May 1988, God called Walter Staten home to heaven. His labors were over on this earth, but his faithful service and ministry lives on in the lives that he influenced in exalting our Lord and Savior Jesus Christ.

In April 1989, Dewey E. Griffith, a graduate of Dallas Theological Seminary, a former teacher at the college, and a pastor, accepted the position as President of the college. Under the direction of Mr. Griffith and the Board of Directors, Tri-State Bible College continued to be a sacrificial work of faith and love, ministering to students who were preparing to serve the Lord Jesus Christ.

On May 8, 1995, Dr. Clifford L. Marquardt was appointed by the Board of Directors to lead the college. He was officially installed June 17, 1995 as the third president. He has been associated with the college since 1973.

In March 1999, the college received the Certificate of Institutional Authorization from the Ohio Board of Regents to grant degrees. The college now grants the Bachelor of Arts in Bible/Theology and the Associate of Arts degrees in addition to the one-year Certificate of Biblical Studies.

In February 2000 the Accrediting Association of Bible Colleges, now known as The Association for Biblical Higher Education (ABHE), granted Candidate Status to Tri-State Bible College.

February 2004, was the most recent historical highlight when the college was granted "Accredited" status by the Association for Biblical Higher Education.

The college continued to move forward as new challenges appeared. The college received its five - year reaffirmation of accreditation from ABHE on February 20, 2009. This reaffirmation extends for ten years (2019) and assures the college and its constituents of continued accreditation, transfer of credits, Title IV benefits, and the status of a college accredited by the Association for Biblical Higher Education (ABHE) recognized by the Commission for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE).

Two other monumental changes took place. The Board of Directors elected Dr. Jack Finch as the new president on October 20, 2008. Dr. Finch took office March 6, 2009. Dr. Finch served in the public school systems for 38 years and comes with administration expertise as well as his love for the Lord. His plans for the college involve new programs and a new facility.

Dr. Clifford Marquardt was appointed the first Chancellor of the college on March 6, 2009. After his fourteen years of labor taking the college through the accreditation process, he still remains very active in the affairs of the college.

## **ACCREDITATION AND RECOGNITIONS**

### **TRI-STATE BIBLE COLLEGE:**

1. is authorized by the Board of Regents of the State of Ohio to grant the Bachelor of Arts in Bible/Theology, the Associate of Arts degree and the Certificate of Biblical Studies,
2. is approved by the State of Ohio as an incorporated non-profit organization and recognized as such by the Internal Revenue Service,
3. holds accredited status with the Association for Biblical Higher Education. The address of the accrediting association is 5575 S. Semoran Boulevard, Suite 26, Orlando, FL 32822-1781. The phone number for the accrediting association is (407) 207-0808,
4. students are eligible to receive Veterans Administration benefits, if they are qualifying individuals. Those students who qualify for VA training may apply for benefits in any of our regular programs of study,
5. is a member of the Evangelical Council for Financial Accountability (ECFA). The ECFA seal is tangible evidence to donors that the college adheres to the highest standards of Christian ethics in financial accounting and reporting,
6. is a member of the Greater Lawrence County Chamber of Commerce,
7. is a member of CHEA, The Council for Higher Education Accreditation and

8. is a member of The Association of Business Administrators of Christian Colleges (ABACC).

## **THE HENDERSON LIBRARY**

### **Library Services**

The Henderson Library is open during the day and early evening class hours for the convenience of the students. At the time of enrollment student identification cards are normally issued for use in checking out library materials.

The expanding library houses approximately 19,000 volumes and provides resource materials in the form of books, periodicals, audio tapes, visuals, videos and specialized computer programs for students, faculty and limited community use. Faculty members regularly recommend materials that are particularly helpful to the student in the study of specific subjects. The student can greatly enhance his/her effectiveness in the ministry of the Word of God by developing the ability to work with library materials. The library staff stands ready to assist individual library users with reference problems at all times.

### **AFFILIATIONS**

The college is an independent, non-denominational, self-governing institution. As such, it has no affiliation with any specific organized religious body.

In contrast, the college seeks to work closely with any and all local churches that teach and preach the Word of God in basic agreement with our Doctrinal Statement. The college provides speakers for pulpit supply, and other occasional needs to local churches, as well as conducting Bible and Prophecy Conferences held under the direction of the local church.

### **LOCATION AND FACILITIES**

Tri-State Bible College is located at 506 Margaret Street, South Point, OH 45680. South Point is Ohio's most southerly point, hence, the name. The village is situated on the Ohio River between Huntington, WV and Ashland, KY. Together with Ironton, Ohio, this region is referred to as the Tri-State area. The Ohio River is to the south, Huntington, WV, to the east, Ashland, KY, and Ironton, OH, to the west and US 52 splits the village of South Point.

The campus is located on approximately four acres in the village city limits and currently consists of two main buildings: the administration-classroom building and the library building. Facilities for a snack area, bookstore and other necessities are located in the administration building.

The area has an abundance of transportation including a major airport in Huntington, WV, water transportation on the Ohio River, major traffic arteries in I-64 and US 52 and a number of rail lines connecting the area.

The area also has many well-known and reputable hotels and motels, a virtual smorgasbord of fine dining facilities, and various historic landmarks.

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

**Please see the maps on the following page for an easy reference to the college and surrounding areas.**

### **Directions to Tri-State Bible College**

**Going East on US 52:** take the Solida road exit, turn right onto Solida, a right onto Ninth Street, left onto Park Street, then right onto High Street, follow High Street to Margaret Street, turn right on Margaret Street. The college is at the end of Margaret Street.

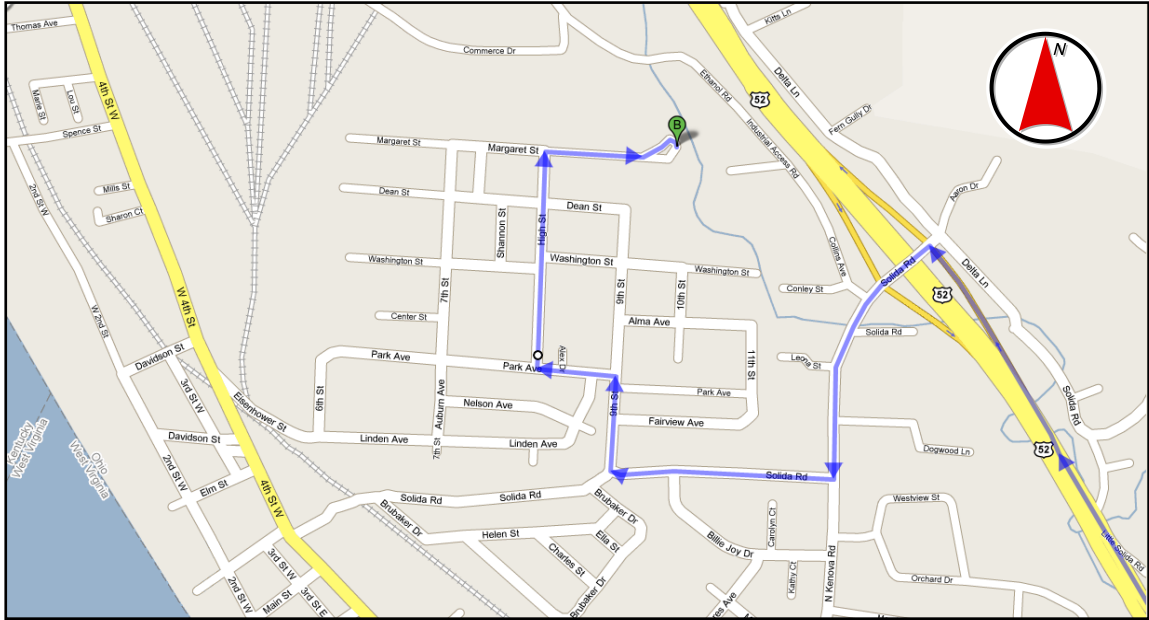
**Going West on US 52:** take the Solida Road exit, turn left onto Solida Road, and follow the previous instructions.

**From the Tri-State Airport:** follow Airport Road to US 52, turn right, take I-64 East to Huntington. Exit at the 17th Street (West Huntington) exit #6 and continue on across the Ohio River Bridge to US 52 West. Travel US 52 West to Solida Road exit, follow previous instructions.

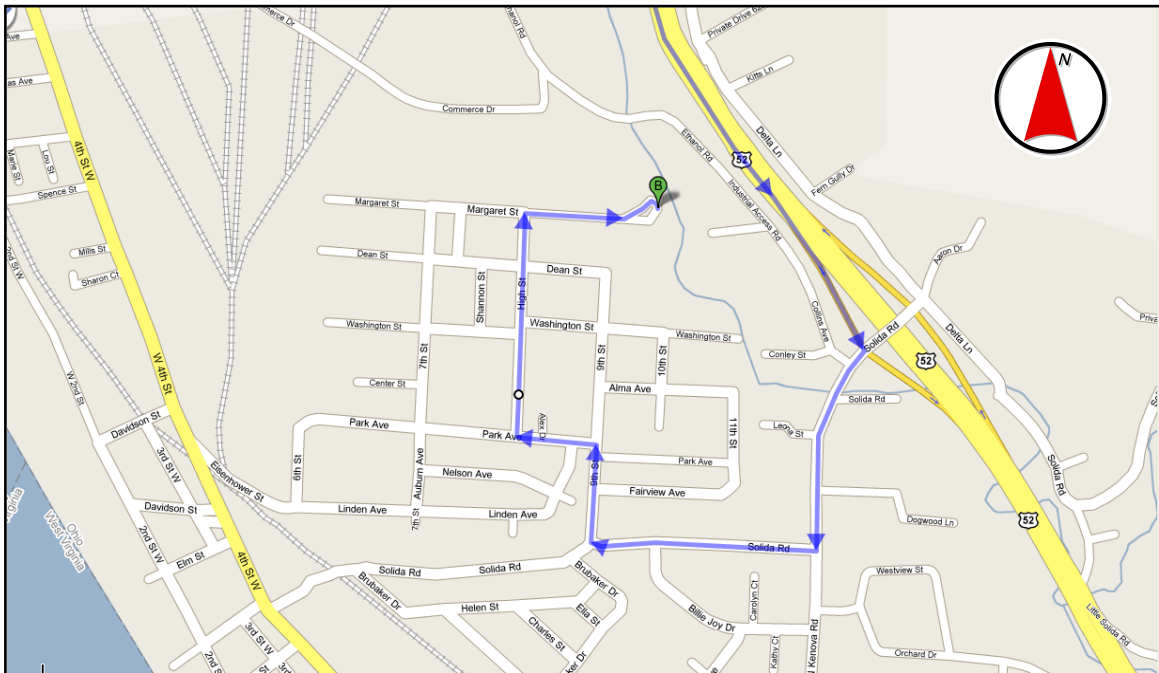
**From Huntington:** cross the Ohio River Bridge to US 52 West, take Solida Road exit and follow previous instructions.

Highly visible highway and village signs will direct the visitor at major junctures.

# MAPS



**From Huntington, West Virginia and Chesapeake, Ohio**



**From Ashland, Kentucky and Portsmouth, Ohio**

## ACADEMICS

### GENERAL INFORMATION

The curriculum of Tri-State Bible College attempts to meet the educational needs of various groups:

1. people who truly desire to know the Scriptures and to serve in the perfect will of God;
2. individuals who are called to be evangelists, pastors, missionaries and specialized Christian workers who want to be fully equipped to fulfill their ministries;
3. church officers, teachers and other workers who intend to improve their abilities in the Lord's work;
4. servants of the Lord, already active in definite areas of Christian ministry, who hope to sharpen their working skills in setting forth biblical truths, and in administering their God given responsibilities and
5. believers in general who yearn to be spiritually mature and to be adequately prepared to serve God effectively.

## POLICIES

### Academic Probation

A GPA level of 2.0 must be maintained in order to continue in good standing in any program:

If the student's GPA falls below this standard, the student is placed on academic probation until such time as the GPA is raised to the required level.

Should the student's GPA fall below 2.0 for two or more continuous semesters of work, the student may be dismissed or be required to proceed with an advisory schedule. **Please note that students who are on academic probation and do not show continued improvement are at risk of losing financial aid. Please note also that a 2.0 GPA is required for graduation from all programs of study at Tri-State Bible College.**

Please see also the section on "Graduation Requirements" in this catalog.

## ACADEMIC PROGRAMS

### BACHELOR OF ARTS in BIBLE/THEOLOGY

#### Description

The Bachelor of Arts in Bible/Theology degree is conferred upon those who satisfactorily complete the required 128-semester hour program. The major in this program is Bible/Theology. This program is available with various minors: Christian Education, Counseling, Business, General Studies, Ministry Studies, Greek Language, Hebrew Language, and Missions.

### BIBLE/THEOLOGY MAJOR

Program Coordinator: Chancellor

#### OBJECTIVES for the Bible/Theology Major

As a graduate of the Bible/Theology Major at Tri-State Bible College you should be able to:

1. construct evidence of Bible knowledge through interpretation and the use of various Bible study tools,
2. market methods of communication as related to biblical truth,
3. articulate knowledge and philosophy of a biblical worldview that integrates biblical, historical, professional and contemporary concepts and
4. exhibit critical thinking skills, a leadership mentality and a maturity of your spiritual gift(s).

### Core Requirements

**For all Baccalaureate degree programs:**

#### Bible and Theology

BI 101	Pentateuch	3
BI 102	Old Testament History Books	3
BI 201	Gospels	3
BI 202	Acts	2

BI 203	Old Testament Poetry Books	2
BI 204	Major Prophets	3
BI 301	Minor Prophets	2
BI 302	Romans	3
BI 303	Pauline Epistles	3
BI 401	Book of Hebrews	2
BI 402	General Epistles	2
BI 404	Revelation	3
TH 102	Spiritual Life	1
TH 201	Prolegomena, Bibliology and Theology Proper	3
TH 202	Christology and Pneumatology	3
TH 204	Dispensationalism	2
TH 301	Anthropology and Angelology	3
TH 302	Hamartiology and Soteriology	3
TH 401	Ecclesiology and Eschatology	3
TH 402	Doctrinal Summarization	3

### **General Studies**

GS 402	Senior Seminar	3
HU 101	History of Western Civilization	3
HU 203	Fundamentals of Speech	3
HU 204	General Psychology	3
HU 205	English Literature	3
HU 206	Church History	3
HU 208	Introduction to Philosophy	3
EN 101	English Gram. & Comp. I	3
EN 102	English Gram. & Comp II	3
HB 303	Basic Hebrew Tools	2
<b>OR</b>		
HB 361	Hebrew I	2
GR 304	Basic Greek Tools	2
<b>OR</b>		
GR 301	Greek I	3
MA 101	Mathematics & Elements of Algebra	2
SC 102	Physical Science & Scientific Reasoning	3

### **Auxiliary Studies**

AB 101	Bible Introduction	3
AB 102	Bible Geography	3
AB 103	Hermeneutics	2
AB 104	Principles of Bible Study	3
<b>OTHER</b>		
CE 201	Introduction to Christian Education	2
PT 101	Evangelism	2

MI 102	Survey of Missions	3
CE 401	Local Church Ministries	2

## MINOR PROGRAMS

### BUSINESS

Program Coordinator: President

Objectives for the Business Minor

As a graduate with the Business minor at the Tri-State Bible College you should be able to:

1. formulate a comprehensive knowledge of the Bible and Systematic Theology,
2. demonstrate skill in the literal, biblical interpretation,
3. actuate practical business skills in meeting the needs of the local church and
4. display an ethical lifestyle in keeping with biblical principles.

### Course Progression

#### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I.	3
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
MA 101	Math. & Ele. Of Algebra	2
CE 201	Intro. To Chris. Ed.	2
		<b>17</b>

HU 205	English Literature	3
BI 201	Gospels	3
HU 203	Fund. of Speech	3
BU 201	Intro. To Finance	3
TH 201	Prog. Biblio. Theo Prop.	3
		<b>15</b>

#### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
BU 102	Accounting Principles	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O. T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>
HU 206	Church History	3
BI 202	Acts	2
BU 202	Economics	3
	or	
BU	Intro to Business	3
SC 102	Psy. Sc. & Sci. Reas.	3
TH 202	Christ. & Pneumat.	3
BI 204	Major Prophets	3
		<b>17</b>

BI 301	Minor Prophets	2	BI 302	Romans	3
BI 303	Pauline Epistles	3	HU 208	Intro. to Philosophy	3
HU 101	Hist. of Western Civ.	3	AB 102	Bible Geography	3
BU 301	Business Commun.	2	BU 302	Business Law	3
				or	
			BU	Intro to Computers	3
TH 301	Anthro & Angelology	3	TH 302	Ham. & Soter.	3
BI 203	O. T. Poetry Books	2	TH 204	Dispensationalism	2
		<b>15</b>			<b>17</b>
CE 401	Local Church Ministries	2	BI 402	General Epistles	2
BI 401	Book of Hebrews	2	MS 480	Christian Ethics	3
HB 303	Basic Hebrew Tools	2	GS 402	Senior Seminar	3
BU 401	Marketing Principles	3	BI 404	Revelation	3
TH 401	Eccles. & Eschat.	3	TH 402	Doctrinal Sum.	3
HU 204	General Psychology	3	GR 304	Basic Greek Tools	2
		<b>15</b>			<b>16</b>

## CHRISTIAN EDUCATION

Program Coordinator: Vice President of Academic Affairs

### Objectives for the Christian Education Minor

As a graduate with the Christian Education Minor at Tri-State Bible College you should be able to:

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

### Course Progression

#### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I	3
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
HU 101	Hist. of West. Civ.	3
		<b>16</b>

#### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O. T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 205	English Literature	3	HU 206	Church History	3
BI 201	Gospels	3	BI 202	Acts	2
HU 203	Fund. of Speech	3	TH 204	Dispensationalism	2
BI 203	O. T. Poetry Books	2	BI 204	Major Prophets	3
CE 201	Intro. to Ch. Ed.	2	HU 204	General Psychology	3
TH 201	Bib.. & Theo Prop.	3	TH 202	Christ. & Pneu.	3
		<b>16</b>			<b>16</b>
BI 301	Minor Prophets	2	BI 302	Romans	3
BI 303	Pauline Epistles	3	HU 208	Intro. to Philosophy	3
MA 101	Math. & El. of Algebra	2	SC 102	Phys Sci. & Sci. Rea.	3
CE 301	Organ. & Admin.	2	CE 302	Media	2
TH 301	Anthrop & Angelology	3	TH 302	Ham. & Soter.	3
HB 303	Basic Hebrew Tools	2	GR 304	Basic Greek Tools	2
	Humanities Elective	3			<b>16</b>
		<b>17</b>			
BI 401	Book of Hebrews	2	BI 402	General Epistles	2
CE 401	Local Church Ministries	2	CE 185	Human. Grow. & Dev.	1
CE 403	Prin. & Meth. of Teach	2	GS 402	Senior Seminar	3
TH 401	Eccles. & Eschat.	3	BI 404	Revelation	3
CE 102	Church Leadership	2	TH 402	Doctrinal Sum.	3
	Ch. Ed. Elective	3		Ch. Ed. Elective	3
	Elective	2			<b>15</b>
		<b>16</b>			

## COUNSELING

Program Coordinator: Chancellor

Objectives for the Counseling Minor

As a graduate with the counseling minor at the Tri-State Bible College you should be able to:

1. articulate a biblical worldview and a biblical philosophy of counseling,
2. demonstrate a knowledge of systematic theology and biblical truth,
3. communicate biblical and theological truths through counseling and other appropriate means,
4. implement ethically and legally informed counseling practices, and
5. serve with Christian character in your personal and professional lives.

## Course Progression

### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I.	3
AB 101	Bible Introduction	3

### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3

PT 101	Evangelism	2	MI 102	Survey of Missions	3
AB 103	Hermeneutics	2	AB 104	Prin. of Bible Study	3
BI 101	Pentateuch	3	BI 102	O. T. History Books	3
HU 101	Hist. of West. Civ.	3	TH 102	Spiritual Life	1
		<b>16</b>			<b>16</b>
HU 205	English Literature	3	HU 206	Church History	3
BI 201	Gospels	3	BI 202	Acts	2
HU 203	Fund. of Speech	3	TH 204	Dispensationalism	2
BI 203	O. T. Poetry Books	2	BI 204	Major Prophets	3
CE 201	Intro. to Ch. Ed.	2	HU 204	General Psychology	3
TH 201	Prog. Biblio. Theo Prop.	3	TH 202	Christ. & Pneumat.	3
		<b>16</b>			<b>16</b>
BI 301	Minor Prophets	2	BI 302	Romans	3
BI 303	Pauline Epistles	3	HU 208	Intro. to Philosophy	3
MA 101	Math. & Elem of Alg	2	SC 102	Phys Sci. & Sci. Rea.	3
MS 303	Prin. Of Counseling I	3	MS 304	Prin. Of Counseling II	3
TH 301	Anthro & Angelology	3	TH 302	Ham. & Soter.	3
HU 263	Marriage & Family	3			
		<b>16</b>			<b>15</b>
BI 401	Book of Hebrews	2	BI 402	General Epistles	2
MS 402	Mental Health Couns.	2	MS 202	Counseling Skills	3
HB 303	Basic Hebrew Tools	2	GS 402	Senior Seminar	3
MS 301	Christ. Coun.Practicum.	3	BI 404	Revelation	3
TH 401	Eccles. & Eschat.	3	TH 402	Doctrinal Sum.	3
CE 401	Local Church Ministries	2	GR 304	Basic Greek Tools	2
MS 480	Christian Ethics	3			
		<b>17</b>			<b>16</b>

## GENERAL STUDIES

Program Coordinator: Vice President of Academic Affairs

### Objectives for the General Studies Minor

As a graduate with the General Studies Minor at Tri-State Bible College you should be able to:

1. exhibit Christian character in attitude and conduct in an intellectually broad range of cultural values that are in harmony with biblical truth,
2. demonstrate a greater depth or breadth of perspective in relation to the integration of general studies and the Word of God as defined by your choice of electives and
3. effectively enhance your ministry to the local body as a result of a broad range of knowledge.

## Course Progression

### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I	3
AB 101	Bible introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
HU 101	Hist. of West. Civ.	3
		<b>16</b>

HU 205	English Literature.	3
BI 201	Gospels	3
HU 203	Fund of Speech	3
BI 203	O.T. Poetry Books	2
CE 201	Intro. to Ch. Ed.	2
TH 201	Prog., Bib.Theo Prop.	3
		<b>16</b>

BI 301	Minor Prophets	2
BI 303	Pauline Epistles	3
MA 101	Math. & El. of Alg	2
TH 301	Anthrop & Angelology	3
	Humanities Elective	1
	Gen. Study Elective	5
		<b>16</b>

BI 401	Book of Hebrews	2
HB 303	Basic Hebrew Tools	2
	<b>OR</b>	
HB 361	Hebrew I	2
TH 401	Eccles. & Eschat.	3
CE 401	Local Church Ministries	2
	Gen. Studies Elective	7
		<b>16</b>

### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O.T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 206	Church History	3
BI 202	Acts	2
TH 204	Dispensationalism	2
BI 204	Major Prophets	3
HU 204	General Psychology	3
TH 202	Christ & Pneumat.	3
		<b>16</b>

BI 302	Romans	3
HU 208	Intro. to Philosophy	3
SC 102	Phys Sci. & Sci. Rea.	3
TH 302	Ham. & Soter.	3
GR 304	Basic Greek Tools	2
	<b>OR</b>	
GR 301	Greek I	3
	Gen. Study Elective	2
		<b>16</b>

BI 402	General Epistles	2
GS 402	Senior Seminar	3
BI 404	Revelation	3
TH 402	Doctrinal Sum.	3
	Gen. Studies Elective	3
	Humanities Electiv e	2
		<b>16</b>

### GENERAL STUDIES ELECTIVE REQUIREMENT

General Studies are taken from the following categories:

(a) Arts & Humanities, (b) Physical Sciences, (c) Behavioral Sciences, (d) Applied Sciences, (e) Bible & Theology

1. You must choose at least two courses from at least two of the preceding categories,
2. You must have a total of at least 18 semester hours of general studies electives in addition to the general studies courses included in the core requirements for a BA degree and

3. A maximum of 8 semester hours of General Studies electives may be taken in Bible/Theology courses.

## MINISTRY STUDIES

Program Coordinator: Professor of Theology

### Objectives for the Ministry Studies Minor

As a graduate with the Ministry Studies Minor at Tri-State Bible College you should be able to:

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

### Course Progression

#### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I.	3
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
HU 101	Hist. of West. Civ.	3
		<b>16</b>

HU 205	English Literature	3
BI 201	Gospels	3
HU 203	Fund. of Speech	3
BI 203	O. T. Poetry Books	2
CE 201	Intro. to Ch. Ed.	2
TH 201	Prog. Biblio. Theo Prop.	3
		<b>16</b>

BI 301	Minor Prophets	2
BI 303	Pauline Epistles	3
MA 101	Math. & Elem of Alg	2
MS 303	Prin. of Counseling I	3
TH 301	Anthro & Angelology	3
	Humanities Elective	3
		<b>16</b>

#### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O. T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 206	Church History	3
BI 202	Acts	2
TH 204	Dispensationalism	2
BI 204	Major Prophets	3
HU 204	General Psychology	3
TH 202	Christ. & Pneumat.	3
		<b>16</b>

BI 302	Romans	3
HU 208	Intro. to Philosophy	3
SC 102	Phys Sci. & Sci. Rea.	3
MS 304	Prin. of Counseling II	3
TH 302	Ham. & Soter.	3
GR 304	Basic Greek Tools	2
		<b>17</b>

BI 401	Book of Hebrews	2	BI 402	General Epistles	2
MS 301	Homiletics	2	MS 302	Expository Preaching	3
	<b>OR</b>			<b>OR</b>	
CE 403	Prin. & Meth. of Teach	2	CE 364	Teaching Practicum	2
				<b>and</b>	
				Professional Elective	1
HB 303	Basic Hebrew Tools	2	GS 402	Senior Seminar	3
	<b>OR</b>				
HB 361	Hebrew I	2			
MS 401	Pastoral Theology	3	BI 404	Revelation	3
	<b>OR</b>				
CE 483	Cur. Issues in Christian Ed.	3			
TH 401	Eccles. & Eschat.	3	TH 402	Doctrinal Sum.	3
CE 401	Local Ch. Min.	2		Elective	2
	Elective	1			
		<b>15</b>			<b>16</b>

## MISSIONS

Program Coordinator: Chancellor

Objectives for the Missions Minor

As a graduate with the Missions Minor at the Tri-State Bible College you should be able to:

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

## Course Progression

### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I.	3
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
HU 101	Hist. of West. Civ.	3
		<b>16</b>

### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O. T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 205	English Literature	3	HU 206	Church History	3
BI 201	Gospels	3	BI 202	Acts	2
HU 203	Fund. of Speech	3	TH 204	Dispensationalism	2
BI 203	O. T. Poetry Books	2	BI 204	Major Prophets	3
CE 201	Intro. to Ch. Ed.	2	HU 204	General Psychology	3
TH 201	Prog. Biblio. Theo Prop.	3	TH 202	Christ. & Pneumat.	3
		<b>16</b>			<b>16</b>
BI 301	Minor Prophets	2	BI 302	Romans	3
BI 303	Pauline Epistles	3	HU 208	Intro. to Philosophy	3
MA 101	Math. & Elem of Alg	2	SC 102	Phys Sci. & Sci. Rea.	3
MI 201	Cross Cultural Minis.	3	MI 202	Intro. To World Chris.	3
				Missions	3
TH 301	Anthro & Angelology	3	TH 302	Ham. & Soter.	3
MI 303	Liberation Theology In Missions	3			
		<b>17</b>			<b>15</b>
BI 401	Book of Hebrews	2	BI 402	General Epistles	2
MS 301	Homiletics	2	MS 302	Expository Preaching	3
HB 303	Basic Hebrew Tools	2	GS 402	Senior Seminar	3
	<b>OR</b>				
HB 361	Hebrew I	2			
MI 205	The History of Missions	3	BI 404	Revelation	3
TH 401	Eccles. & Eschat.	3	TH 402	Doctrinal Sum.	3
CE 401	Local Church Ministries	2	GR 304	Basic Greek Tools	2
MI 301	Urban Mission & Min.	3		<b>Or</b>	
		<b>17</b>	GR 301	Greek I	3
					<b>16</b>

## MUSIC

Program Coordinator: Vice President of Academic Affairs

### Objectives for the Music Minor

As a graduate with the Music Minor at the Tri-State Bible College you should be able to:

5. articulate a knowledge of the biblical basis and the historical development for music,
6. demonstrate a knowledge of the theological issues involved in music,
7. display practical skills that would guide an individual in progressing from basic music theory to advanced compositions, and
8. organize, co-ordinate and administer a music program for the local church.

## Course Progression

### FALL SEMESTER

EN 101	Eng. Gram. & Comp. I.	3
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
BI 101	Pentateuch	3
HU 101	Hist. of West. Civ.	3
		<b>16</b>

HU 205	English Literature	3
BI 201	Gospels	3
HU 203	Fund. of Speech	3
BI 203	O. T. Poetry Books	2
CE 201	Intro. to Ch. Ed.	2
TH 201	Prog. Biblio. Theo Prop.	3
		<b>16</b>

BI 301	Minor Prophets	2
BI 303	Pauline Epistles	3
MA 101	Math. & Elem of Alg	2
HU 180	Philosophy of Music	3
TH 301	Anthro & Angelology	3
HU 280	Music Theory I	3
		<b>18</b>

BI 401	Book of Hebrews	2
	General Electives	2
HB 303	Basic Hebrew Tools	2
HU 281	Music Theory II	3
TH 401	Eccles. & Eschat.	3
CE 401	Local Church Ministries	2
HU 380	Conducting	3
		<b>17</b>

### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
BI 102	O. T. History Books	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 206	Church History	3
BI 202	Acts	2
TH 204	Dispensationalism	2
BI 204	Major Prophets	3
HU 204	General Psychology	3
TH 202	Christ. & Pneumat.	3
		<b>16</b>

BI 302	Romans	3
HU 208	Intro. to Philosophy	3
SC 102	Phys Sci. & Sci. Rea.	3
HU 181	Music History Survey	3
TH 302	Ham. & Soter.	3
		<b>15</b>

BI 402	General Epistles	2
HU 482	Instru./Vocal Training	3
GS 402	Senior Seminar	3
BI 404	Revelation	3
TH 402	Doctrinal Sum.	3
GR 304	Basic Greek Tools	2
		<b>16</b>

## ASSOCIATE OF ARTS

Program Coordinator: Vice President of Academic Affairs

### Description

The Associate of Arts degree is conferred upon those who satisfactorily complete the prescribed 64 semester hours in the two-year biblical studies program. This program has a major in Bible/Theology but has no specified minor.

### Objectives for the Associate of Arts Program

As a graduate with the Associate of Arts program at Tri-State Bible College you should be able to:

1. demonstrate competence in basic Bible interpretation and the use of various primary tools such as concordances, dictionaries and atlases,
2. demonstrate a basic knowledge of Bible content and the main tenets of Bible doctrine,
3. use the knowledge gained as a basis for future study,
4. develop basic communication skills in order to share the Word of God more effectively,
5. manifest an attitude of respect for and obedience to the Word of God in personal lifestyle and
6. demonstrate a broad perspective that will enhance your understanding of people and a basic biblical world view.

### Course Progression

#### FALL SEMESTER

BI 101	Pentateuch	3
EN 101	Eng. Gram. & Comp. I	3
HU 261	Parliamentary Proc.	1
AB 101	Bible Introduction	3
PT 101	Evangelism	2
AB 103	Hermeneutics	2
	Elective	2
		<b>16</b>

HU 101	Hist. of West. Civ.	3
BI 201	Gospels	3
MA 101	Math & Elem of Alg	2
BI 303	Pauline Epistles	3
TH 401	Eccles. & Eschat.	3
CE 201	Intro. to Ch. Ed.	2
		<b>16</b>

#### SPRING SEMESTER

EN 102	Eng. Gram. & Comp. II	3
TH 202	Christ. & Pneumat.	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
AB 102	Bible Geography	3
TH 102	Spiritual Life	1
		<b>16</b>

HU 204	General Psychology	3
BI 102	O.T. Poetry Books	2
SC 102	Phy. Sci & Sci. Rea.	3
BI 404	Revelation	3
TH 302	Ham. & Soter.	3
BI 202	Acts	2
		<b>16</b>

### CERTIFICATE OF BIBLICAL STUDIES

Program Coordinator: Chancellor

#### Description

The Certificate of Biblical Studies is presented to students who satisfactorily complete the required general Bible course of 32 semester hours. Similar to the Associate of Arts, the Certificate of Biblical Studies has a major in Bible/Theology but has no specified minor.

## Objectives for the Certificate of Biblical Studies Program

As a graduate with the Certificate of Biblical Studies Program at Tri-State Bible College you should be able to:

1. demonstrate a basic familiarity with evangelism, missions, the church and the origin and transmission of the biblical text,
2. perform satisfactorily in the areas of Bible study: observation, interpretation and application,
3. demonstrate the basics of a biblical world view,
4. cultivate an acceptable program of personal daily devotions and Bible study and
5. demonstrate an eagerness to build upon the foundations of evangelism, missions, church, Bible and theology.

### Course Progression

#### FALL SEMESTER

PT 101	Evangelism	2
AB 101	Bible Introduction	3
TH 401	Eccles. & Eschat.	3
AB 103	Hermeneutics	2
	Bible Electives	7
		<b>17</b>

#### SPRING SEMESTER

AB 102	Bible Geography	3
MI 102	Survey of Missions	3
AB 104	Prin. of Bible Study	3
TH 302	Ham. & Soter.	3
TH 102	Spiritual Life	1
BI 202	Acts	2
		<b>15</b>

### POST SECONDARY ENROLLMENT OPTIONS PROGRAM FOR OHIO HIGH SCHOOL STUDENTS

HU 101 History of Western Civilization I	3 hours
HU 102 History of Western Civilization II	3 hours
EN 201 English Grammar & Composition I	3 hours
EN 202 English Grammar & Composition II	3 hours
EN 401 English Literature I	3 hours
EN 402 English Literature II	3 hours
MA 101 Math I	3 hours
MA 102 Math II	3 hours
EN 301 American Literature I	3 hours
EN 302 American Literature II	3 hours

## ACADEMIC DIVISIONS

### BIBLE AND THEOLOGY

Auxiliary Bible Studies	[AB]
Bible Studies	[BI]
Practical Theology	[PT]
Theology	[TH]

### PROFESSIONAL STUDIES

Christian Education	[CE]
Creation Science	[CR]
Missions	[MI]
Ministry Studies	[MS]
Business	[BU]

### GENERAL STUDIES

General Studies	[GS]
Humanities	[HU]
Greek	[GR]
Hebrew	[HB]
English	[EN]
Mathematics	[MA]
Science	[SC]

## ACADEMIC RECORDS

### Permanent Record

The college keeps a permanent academic record of each student. This record is maintained in the Office of the Registrar. Every class for which a student registers and every grade assigned are recorded on this record.

### Transcripts

A photocopy of the student's permanent academic record becomes the student's official transcript when requested to be forwarded to another institution. Official transcripts are signed and have the seal of the college affixed. Official transcripts are forwarded to educational institutions, churches, mission boards, businesses, etc. Students may request a copy marked *Issued to Student* for their own records. Each request for a transcript must be made in writing, signed in the student's own handwriting and addressed to the attention of the Registrar's Office. A fee is required for the second and all subsequent copies.

## **ACADEMIC POLICIES**

### **Academic Advising**

While other faculty and administrative personnel are available to help, the primary responsibility for academic advising falls upon the Registrar and/or Vice President of Academic Affairs.

Students may be counseled at any time, especially at the beginning of each semester, concerning their schedule. Appropriate check sheets are maintained in order to help students stay on track in relation to their academic objective.

Any student on academic probation or with other extenuating circumstances must see the Registrar at the beginning of each semester to have an appropriate schedule approved.

### **Adding and Withdrawing**

#### **Individual Classes**

In order to add or drop a course, the student must notify the Registrar's office. Courses must be added prior to the second meeting of the class. During the summer term, course addition will not be permitted after the second week of classes.

Students withdrawing from a course through the eighth (8) week will receive a DR (Drop). After the eighth week withdrawals will receive a WP (Withdrawn Passing) or WF (Withdrawn Failing) as of the date they withdraw.

#### **Withdrawal from the College**

In order to make a complete withdraw from the college, the student must clear with the administration, library, bookstore, etc. The proper form is available in the Registrar's office. Failure to comply with the withdraw procedure may result in the student receiving a failing grade in all courses.

#### **Class Assignments**

Regular attendance is expected at all classes. Students should avoid being absent from class except for matters of absolute necessity or illness. The instructor reserves the right to require make-up work for all absences.

#### **Auditing**

A student may register to audit any class(es) in the semester offerings for which he/she has the appropriate prerequisites and/or approval of the instructor(s).

Once a student has registered as an auditor, he/she may not then change to a for credit status for that semester. A student who has registered for a class on a for credit basis, however, may change to an audit basis until the end of the third week of classes.

### **Dean's List**

The Dean's List signifies those full-time students who maintain a semester scholastic grade point average (GPA) of 3.600 to 4.000 for all work taken at Tri-State Bible College. A student must carry a minimum of 12 semester hours to qualify for this distinction.

### **Graduation Honors**

Graduation Honors (Applicable for Bachelor of Arts degree only). In order to graduate with honors the student must complete a minimum of 60 semester hours of work at Tri-State Bible College.

#### **"Cum Laude"**

reserved for those students whose cumulative grade point average (GPA) earned at Tri-State Bible College lies between 3.300 and 3.599.

#### **"Magna Cum Laude"**

reserved for those students whose cumulative grade point average (GPA) earned at Tri-State Bible College lies between 3.600 and 3.850.

#### **"Summa Cum Laude"**

reserved for those students whose cumulative grade point average (GPA) earned at Tri-State Bible College is above 3.850.

### **Cancellation of Classes**

Any class with three or more students registered will be taught. Those classes with less than three students registered are subject to be cancelled at the discretion of the administration.

### **Classification of Students**

1. Full-time: Students carrying at least twelve (12) semester hours of college credit.
2. Part-time: Students carrying less than twelve (12) semester hours of college credit.
3. Freshman: Students with less than 32 semester hours of college credit.
4. Sophomore: Students with at least 32 semester hours, but less than 64 semester hours of college credit.

5. Junior: Students with at least 64 semester hours of credit, but less than 96 semester hours of college credit.
6. Senior: Students with at least 96 semester hours of college credit.
7. Special: Students with any number of college credits, and possibly a candidate for a Certificate of Biblical Studies but not pursuing a degree program.
8. Auditor: One who attends class, being exempted from tests and papers and does not receive academic credit.

Note: Those enrolled under the Special classification may take any classes they wish as long as the necessary prerequisites are completed. Should a student desire to change from the Special student classification to a regular program in order to graduate with a degree, he/she must meet the catalog requirements at the time of election and entrance into such program.

### **Correspondence**

The college offers a limited number of college credit courses through a Correspondence Department. The first nine (9) semester hours of work taken here by correspondence may be taken without an application being submitted for admission to a regular college program. Commencing with the tenth (10) hour, the student must apply and be admitted to a regular college program. At this point, the student's GPA for correspondence work taken at this institution will then reflect the first nine (9) hours. For the first nine (9) hours, the student will not receive any federal or state financial aid. (According to federal regulations, Pell Grants do not cover correspondence courses for certificate students. However, state grants may possibly apply once the individual becomes a regular student and the courses are applied to the certificate program).

For those students already admitted to the regular college, all correspondence work will be registered on the regular, official college transcript and figured into the total GPA of the student. Completion of the correspondence class/classes will be limited to one semester.

### **Correspondence Work**

The college allows a number of hours of approved correspondence work to be credited to the curricular programs. The VP of Academic Affairs, upon receipt of appropriate transcripts and other necessary documentation, determines such credit. **All** correspondence work from other institutions is accepted in the same way as transfer credit and will not be figured into the student's GPA.

### **Online Education**

The college offers a limited number of college credit courses through its Online Education Department. All courses necessary for the one-year ***Certificate of***

**Biblical Studies** program are scheduled for implementation within five years. Those persons interested in such courses should contact the college directing inquiries to the **Online Education Department**.

The **attendance policy** for Tri-State Bible College is that a student must attend at least 85% of all class meetings (thirteen sessions out of a sixteen session semester). To confirm that you are active in the online classes, **you must log in** to the course website at least once a week, in each class that you are registered for prior to midnight each Sunday. Your participation will be validated by the timely submission of your weekly assignments. Failure to sign in could result in excessive absences and a failing grade. If you are receiving financial aid, such absences could result in your being required to repay any financial aid received, as well as, any additional charges incurred at TSBC.

### **Course Levels & Numbering System**

The courses of instruction are normally designated according to the following system:

The abbreviation designates the division or subject:

AB	Auxiliary Bible Studies
BI	Bible Studies
BU	Business
CE	Christian Education
CR	Creation Science
EN	English
GR	Greek
GS	General Studies
HB	Hebrew
HU	Humanities
MA	Mathematics
MI	Missions
MS	Ministry Studies
PT	Practical Theology
SC	Science
TH	Theology

The catalog number designates the following:

First digit = year of study

- 1 = Courses primarily for Freshmen
- 2 = Courses primarily for Sophomores
- 3 = Courses primarily for Juniors
- 4 = Courses primarily for Seniors

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

Third digit = Semester offered  
Odd number = Fall semester (normally)  
Even number = Spring semester (normally)  
Summer session = may be designated either or both  
Correspondence Courses = followed by a **CEO**  
Online Courses = followed by a **DEO**

### **Credit by Examination**

The college provides for a maximum of 12 semester hours of credit to be extended for Credit by Examination. This program is designed for those students who have a mastery of various academic disciplines and materials to obtain credit for specified courses. This credit is granted after the student successfully passes the appropriate college prepared exam.

The Credit by Examination option is not available for those courses previously audited. Credit is recorded as a P grade. A non-refundable fee of \$25 per exam is payable prior to taking each exam. Upon passing the exam the student must pay the regular tuition charge for the semester hour value of the class. Those interested in learning more about Credit by Examination at Tri-State Bible College should contact the Registrar's Office.

### **Credit Hour**

The unit of credit measurement used at the college is the semester hour. A semester credit hour is one fifty-minute period per week for one semester. To convert quarter hours to semester hours divide the number of credit hours by 1.5.

### **Employment Policy**

It is the policy of the college to allow students to engage in gainful employment on or off campus. This employment, however, must not adversely affect the student's academic performance or spiritual and personal well being. It will be the responsibility of the instructor to report suspected irregularities in this area.

### **Examinations**

#### **Regular Exams**

Regular examinations are to be taken at the scheduled times. Mid-term and final examinations are considered regular exams. All regular exams are scheduled on the appropriate class syllabi.

## Make-Up Exams

If it is necessary to miss an examination, arrangements must be made with the instructor to make up the examination. The instructor reserves the right to deny a make-up examination for an unexcused absence or student neglect in arranging for the make-up exam.

## Grade Point Average (GPA)

Quality points for a course are determined by multiplying the total semester credit hours by the quality point equivalent of the letter grade received in a course. The total quality points are the sum of the quality points earned in each course.

The grade point average is computed by dividing the total quality points earned by the total number of semester hours attempted.

## Grading System

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

Grade	Meaning	Quality Points Per Sem. Hr.
A (94-100)	Excellent	4
B (88-93)	High	3
C (78-87)	Average	2
D (70-77)	Fair	1
F (below 70)	Failure	0
I	Incomplete	0
DR	Dropped	0
AUD	Audit	0
CR	Credit (no grade attached)	0
P	Pass (Pass/Fail Option)	0
S	Satisfactory (no grade attached applicable only to courses continuing into other grading periods)	0
W/F	Withdraw Failing	0
W/P	Withdraw Passing	0

The grade of **I** shall be given if a student has done satisfactory work but has been unable to complete the work on time because of unavoidable circumstances. An **I** must be removed from the student's record within one calendar month from the end of the term, unless otherwise approved by the Vice President of Academic Affairs.

The grade of **DR** shall be given if a student follows proper administrative procedures in withdrawing from a course. The **DR** grade does not count against the student in the computation of grade point average.

A student auditing a course will receive an **AUD** grade. The student is expected to attend and participate in the course; however, the student receives no credit.

## **Graduation**

The highlight of the college calendar is the annual graduation exercises where recognitions are made and where degrees and certificates are granted. A prominent speaker is invited to minister the Word of God, complemented by appropriate music. All students, staff and faculty are expected to attend this special event.

## **Registration**

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

## **Repeat Rule**

Any student who earns a grade of **D** or **F** in any course taken during or prior to the semester in which the student has attempted the sixtieth (60th) semester hour at this institution may elect at the student's request to repeat the identical course only at this institution. The first grade received is disregarded and only the repeated grade, whether higher or lower, will stand. The original grade received will remain on the official transcript, but only the repeated grade and its accompanying quality points will be used to calculate the student's GPA. The student will be allowed to attempt a repeat of a specific course two times under this provision.

## **Residency Requirements**

A transfer student is required to take in residence at Tri-State Bible College 25% of the required semester hours of credit (32 hours for the BA program, 16 hours for the AA program and 8 hours for the Certificate program). Of the hours required to be taken in residence at Tri-State Bible College, a minimum of 6 semester hours must be taken in **BI** or Bible courses and a minimum of 6 semester hours in **TH** or Theology courses. In the Certificate program 4 hours must be taken in the **BI** or Bible courses and 4 hours must be taken in the **TH** or Theology courses. It should be noted that correspondence and online courses count toward the in residence requirements.

## **Schedule Changes**

Any student desiring to add or drop a class(es) must notify the Registrar. This will assure that proper academic records are maintained and that the student will receive any appropriate refund due. Under extenuating circumstances, this requirement may be accomplished by mail or by phone.

## **Semester Load**

The normal semester load for a full-time student is 16 semester hours. The college has a policy governing the student's work hours. It is recommended that the student seriously consider his/her work schedule in planning the course load.

## **Summer School**

The college normally offers a summer session usually beginning the Monday immediately following the graduation exercises or shortly thereafter. Classes offered are both required and elective in nature and carry varying amounts of credit. Additional information is available by contacting the college.

## **Transcript of Record**

A student who graduates, or for any reason withdraws from the college, is entitled to one transcript of the student's academic record issued without charge. Additional transcripts will be provided upon payment of a nominal fee. Official transcripts are made only at the written request of the student concerned. Official transcripts, those signed and affixed with the seal of the college, are normally issued to schools, churches, mission boards, etc.

## **Transfer Credit**

All transfer credit shall be determined from the beginning as though the student were registering for a B.A. program, regardless of the program for which the student actually registers. This means that even though a student should register for a Certificate of Biblical Studies or an Associate of Arts degree, his/her transfer credit will be determined and recorded as though applying for a B.A. degree. Often this policy shows the student with additional hours toward classification as a student, yet many of these credits may not be applicable to his/her current program of study.

The following guidelines are used in the evaluation of transfer credits:

1. No transfer credit is given for a course unless the student earned at least a grade of "C".

2. Credits are received from other college-level institutions accredited by a regional accrediting association and/or nationally by the Association for Biblical Higher Education. Credits from college-level institutions accredited by other nationally accrediting associations (i.e., approved by the U.S. Department of Education) are accepted on a case-by-case basis.
3. Transfer of credits from non-accredited schools will be validated by examination or a period of probationary study, a minimum of 24 semester hours at TSBC, and according to the requirements set forth by the Association for Biblical Higher Education.
4. Final validation of transcripts of transfer students may be withheld until satisfactory completion of one year of full-time study at Tri-State Bible College.
5. The administration evaluates the transcripts of the transfer student. Credits will be generally accepted if the courses are substantially equivalent to those offered by the college. For other course work, the administration evaluates the acceptability and the transfer conditions of credits.
6. Transfer credit in the areas of Bible and Theology will be accepted **only** from schools of like faith and doctrine.
7. When computing the grade point average for students who have credits transferred from other institutions, only the work completed at Tri-State Bible College is included.
8. Residency Requirements (See p. 45).

### **Non-traditional Students**

The college offers a limited program of college credit to be earned by those classified as Non-traditional students. Non-traditional students are those students in good standing at another institution and are taking credit courses at Tri-State Bible College to be transferred to their primary institution. The first nine (9) semester hours of work taken here by a non-traditional student may be taken without the standard application being submitted for admission to the regular college. There is a special application for this purpose. Commencing with the tenth (10) semester hour, the student must apply and be admitted to a regular college program, unless they are pursuing a Bible minor through a corroborative arrangement between their college and Tri-State Bible College.

## **Withdrawal**

(See: Adding and Withdrawing)

## **Graduation Requirements**

### **1. Application for Graduation**

A properly completed **Application for Graduation** must be filed with the Registrar's Office. This form, with a receipt from the Business Office showing payment of the Graduation Fee, is due by March 1 of the year in which the student plans to graduate.

### **2. Graduation Check Sheet**

A properly completed **Graduation Check Sheet** must be filed with the Registrar's Office during the last week of final exams in the semester in which the student plans to graduate. This form is a check off from each division of the college (business, library, deans, bookstore, etc.) indicating that all obligations to the college have been fully met and that all other materials have been filed.

### **3. Acceptable Christian Character**

The student must have demonstrated an acceptable Christian character evidenced to the college faculty and administration. Before graduation the faculty determines this criterion. Any student failing to demonstrate this necessary element will have previously received a warning from the proper administrative officials of the college and will have had appropriate opportunity to display an altered attitude in this area of the student's Christian life.

### **4. Christian Service Activity**

All students desiring to graduate from Tri-State Bible College are required to have on file in the Christian Service Office appropriate documentation to an acceptable level of appropriate Christian Service activity. The specific requirements for each program of study are found in the Christian Service section of the Student Handbook.

### **5. Commencement Participation**

All students receiving any graduation award (degree, certificate, etc.) are required to attend the graduation ceremony unless expressly excused by the President or the Vice President of Academic Affairs. Requests for exemption should be filed by April 1 of the year of graduation.

### **6. Agreement with the College Doctrinal Statement**

All students anticipating graduation must sign their agreement with the college doctrinal statement as found in the college catalog.

## **7. Comprehensive Assessment**

All candidates for the B.A. degree must successfully pass a doctrinal summarization course and provide other evidence of their successful proficiency in the major field of study. Part of this procedure is in the form of a comprehensive exam during the spring semester in TH 402 Doctrinal Summarization, and is partially fulfilled in an exit interview.

## **8. Payment of all Financial Obligations to the College**

All financial obligations to the college must be fully paid before the student may receive any graduation award (degree, certificate, etc.), a semester grade report or have a transcript of his/her official record issued.

## **9. Acceptable Grade Point Average**

The minimum acceptable cumulative Grade Point Average (GPA) for all work undertaken at Tri-State Bible College applicable to the awarding of a degree or a certificate is 2.000 based upon a 4-point scale.

## **10. Local Church Affiliation**

The prospective graduate must provide a completed form, available from the Registrar's office, from his/her local church to the college during the month of April preceding graduation indicating that the student is in good standing.

## **11. Residency Requirements**

The minimum residency requirements for graduation from Tri-State Bible College are as follows:

### **(a) Certificate of Biblical Studies**

A minimum of 12 semester hours (6 hours of which are required in the area of Bible and 6 hours in Systematic Theology)

### **(b) Associate of Arts Degree**

A minimum of 24 semester hours (6 hours of which are required in the area of Bible and 6 hours in Systematic Theology)

### **(c) Bachelor of Arts in Bible/Theology Degree**

A minimum of 30 semester hours (6 hours of which are required in the area of Bible and 6 hours in Systematic Theology)

## **12. Academic Requirements**

The student must satisfactorily complete one of the official curricular programs as listed and outlined in the official college catalog.

## **13. Admission Requirements**

All admission requirements must have been completely met.

## **COURSE DESCRIPTIONS**

### **BIBLE/THEOLOGY DIVISION**

#### **A. Auxiliary Bible Study**

- AB 101 BIBLE INTRODUCTION** 3 hours  
An introduction to both the Old and New Testaments including inspiration, manuscripts, textual criticism, documentary theory, culture, political and historical background, key problems and purpose of the books.
- AB 102 BIBLE GEOGRAPHY** 3 hours  
A study of the major geographic locations as related to the Bible including the journeys of Abraham and Jacob; Joshua's military campaigns; the divisions of the land; the topography of Palestine, etc.
- AB 103 HERMENEUTICS** 2 hours  
A study of Biblical interpretation including the history of Biblical interpretation, a discussion of certain non-literal methods used today and an emphasis on the principles and practices of the literal, grammatical, historical method of interpretation.
- AB 104 PRINCIPLES OF BIBLE STUDY** 3 hours  
This course is an introduction to first-hand, inductive study of the biblical text centered on the framework of observation, interpretation and application. The course deals with observing the terms and literary structure employed by the biblical writers and their significance for understanding their purpose and message. The student engages in his/her own observation of selected passages.
- AB 172 BIBLE MANNERS & CUSTOMS** 2 hours  
This course is a study of the practices of everyday life in the Ancient Near Eastern world that illuminates and explains the Bible.

#### **B. Bible Study**

- BI 101 PENTATEUCH** 3 hours  
This course consists of an historical analysis of the first five books of the Bible as they relate to the human family. Attention is given to the following: creation, the Hebrew nation, the Tabernacle, feasts and offerings.
- BI 102 OLD TESTAMENT HISTORY BOOKS** 3 hours  
This course consists of an historical analysis of Joshua through Esther covering the settlement, kingdom, exile and restoration. Emphasis is placed on political, social and religious problems.

- BI 161 THE SEVEN CHURCHES OF ASIA** 1 hour  
This study consists of an explanation of Revelation 2-3 resulting from an exegetical study of the aforementioned Greek text.
- BI 163 GENESIS** 3 hours  
A study of the four major events (Creation, the Fall, the Flood and Babel) as found in chapters 1-11, and the four major people (Abraham, Isaac, Jacob and Joseph) as found in chapters 12-50.
- BI 180 GALATIANS** 1 hour  
This course is a study of Paul's epistle to the Galatians. This study examines how the Apostle dealt with the problem of legalism as applied to both justification and sanctification.
- BI 182 THE VIRTUOUS WOMAN** 1 hour  
This study consists of a detailed survey and examination of the biblical concept of the virtuous woman as found in the book of Proverbs, chapter 31, especially as seen in verses 10-31.
- BI 183 EPHESIANS** 1 hour  
This course is a study of Paul's epistle to the Ephesians with an emphasis on our position in Christ, and it explains the practical outworking of that position in the life of the believer.
- BI 184 STUDIES IN THE PSALMS** 2 hours  
This course is an exegetical study of selected psalms of various types (praise, prayer, lament, messianic, etc.) in which technical terms and key words are included.
- BI 201 GOSPELS** 3 hours  
This course consists of a careful study of the synoptic gospels, and it includes an overview along with an exposition of certain portions of John.
- BI 202 ACTS** 2 hours  
Contained in this course is a careful study of Acts with an emphasis on the problem passages such as Acts 2, 8, 10 and 19.
- BI 203 OLD TESTAMENT POETRY BOOKS** 2 hours  
This course is an analysis of Job through Song of Solomon. An emphasis is placed on the argument of the books as well as the unique character of wisdom literature and poetry.
- BI 204 MAJOR PROPHETS** 3 hours  
A course which is designed to acquaint the student with the books of the Major Prophets, and to build a foundation for further in-depth study in the





**TH 201 PROLEGOMENA, BIBLIOLOGY AND THEOLOGY PROPER 3 hours**

**Prolegomena** - Is a study of the following: terminology, the necessity of theology, the possibility of theology, the methods of theology, and the disciplines of theology.

**Bibliology** - Is a study of the following: general and special revelation, theories of inspiration, the Bible as an objective propositional revelation, illumination, canonicity, authority, animation and, preservation of the Scriptures.

**Theology Proper** - Is a study of the following: the knowledge of God, the existence of God, the names of God, the nature of God, the decrees of God, the doctrine of the trinity, and the works of God.

**TH 202 CHRISTOLOGY AND PNEUMATOLOGY 3 hours**

**Christology** - Is a study of the following: the deity of Christ, appearances, incarnation, offices, kenosis, impeccability, sufferings and death, resurrection, ascension, present work, return, reign, and future work of Jesus Christ.

**Pneumatology** - Is a study of the following: the nature, ministries, manifestation, and spiritual gifts of the Holy Spirit.

**TH 204 DISPENSATIONALISM 2 hours**

This course is a study of the dispensational interpretation of God's plan of the ages, including its distinction from other systems, its validity, the definition of a dispensation, and an exposition of the dispensations.

**TH 273 SPIRITUAL GIFTS 2 hours**

A specific examination of the spiritual gifts referred to in the New Testament. It is intended that each student will determine his/her own individual gift(s) with a view toward the faithful exercise thereof.

**TH 301 ANTHROPOLOGY AND ANGELOLOGY 3 hours**

**Anthropology:** a study of the creation of man, his personality and fall.

**Angelology:** a study of angels, which includes the doctrine of Satan and demons.

**TH 302 HAMARTIOLOGY AND SOTERIOLOGY 3 hours**

**Hamartiology:** a study of the entrance of sin into the human race, its results and its remedy.

**Soteriology:** a study of the redemption, reconciliation and justification of sinners.

**TH 383 INTRODUCTION TO APOLOGETICS** 3 hours  
This course is a study of the defense of the Holy Scriptures with an approach to help the student defend the faith which was once for all delivered to the saints against the attacks and ridicule of those who oppose Christianity.

**TH 401 ECCLESIOLOGY AND ESCHATOLOGY** 3 hours  
**Ecclesiology:** a study of the origin of the church, the church as an organism and organization, church offices and the mission of the church.

**Eschatology:** a detailed study of biblical covenants, the present age, the rapture, the tribulation period, biblical judgments, the resurrection, the return of Christ, the millennium and the eternal state.

**TH 402 DOCTRINAL SUMMARIZATION** 3 hours  
**Prerequisites:** TH 201, TH 202, TH 301, TH 302, TH 401  
This course is a comprehensive review of the major areas of biblical theology included in systematic theology. A personal, doctrinal examination is required for completion of the course.

## PROFESSIONAL STUDIES DIVISION

### A. Christian Education

**CE 102 CHURCH LEADERSHIP** 2 hours  
This course is a study of the biblical principles of church leadership with an emphasis on application in the local church. Consideration will be given to the different types and maturity of the leadership.

**CE 181 INTRODUCTION TO HOME SCHOOLING** 1 hour  
A survey course designed to acquaint the student with the growing, nationwide movement of home schooling, presenting biblical guidelines and practical training and teaching tips for various subjects and levels.

**CE 183 THE HOME SCHOOL** 2 hours  
An introductory course designed to acquaint the student with the growing, nationwide movement of home schooling, giving biblical guidelines and purposes for such, as well as practical training and teaching tips for various subjects and levels.

- CE 184 THE SUNDAY SCHOOL** 1 hour  
A survey of the Sunday School as an educational agency of the local church, including the history, philosophy, and the organization and administration of the movement.
- CE 185 HUMAN GROWTH AND DEVELOPMENT** 1 hour  
This course is a study of the basic age group characteristics for all ages of the church family with specific emphasis on the spiritual, mental, and social aspects of each group division. The relationship of various church agencies in fulfilling specific needs is emphasized.
- CE 201 INTRODUCTION TO CHRISTIAN EDUCATION** 2 hours  
An introductory course designed to acquaint the student with the historical Christian education movement, a biblical philosophy of Christian Education, and the importance of a total program of Christian education to meet the spiritual needs of every age group in the local church. Emphasis is given to areas of leadership, teaching and service.
- CE 280 CURRENT ISSUES IN CHRISTIAN EDUCATION** 1 hour  
A survey of current thought and trends in the contextual Christian Education community. Emphasis is placed upon those areas more closely aligned with maintaining purity of biblical truth and the teaching-learning aspect of the discipline.
- CE 282 WRITING FOR PUBLICATION** 1 hour  
A course designed to aid the prospective writer in the procedures and the possibilities of publishing his/her works. Emphasis is placed upon determining the needs of various publishers and those elements that may enhance one's possibilities for success.
- CE 301 ORGANIZATION AND ADMINISTRATION** 2 hours  
This course is a study of the general principles of church organization and administration. Practical application is made with respect to such areas as boards and committees, leadership, buildings and equipment, budgeting and agencies.
- CE 302 MEDIA** 2 hours  
This course is a study of the use and value of audio-visual methods, materials and equipment. Emphasis is placed upon preparation and presentation of teaching materials and the operation of equipment.
- CE 364 TEACHING PRACTICUM** 2 hours  
This course provides the student with a continuous, intensive classroom teaching/learning experience. Each student prepares and delivers one lesson per week on an assigned topic. Written lesson plans and self-

evaluative critiques are required. Peer evaluation and feedback are provided, and various measurement devices and techniques are used and evaluated.

**CE 380 LOCAL CHURCH EVALUATION** 1 hour  
The process and procedures for performing a local church evaluation are covered. Evaluative instruments are studied and application made to the proper techniques of data collection and interpretation. Individual study of the student's own local church is undertaken and a report is presented.

**CE 401 LOCAL CHURCH MINISTRIES** 2 hours  
This course is a presentation of the ministries of the local church for the purpose of spiritual edification as well as growth. Consideration is given to methods used in the local ministry.

**CE 403 PRINCIPLES AND METHODS OF TEACHING** 2 hours  
This course is a careful and thorough study of the principles of the teaching-learning process and an investigation of the various methodologies employable in achieving the desired goals.

**CE 480 CHRISTIAN EDUCATION INTERNSHIP** 3 hours  
**Prerequisite:** Senior Standing. This course provides a hands-on professional experience in the area of Christian Education. Such experiences are usually served in a local church environment and are approximately one semester in length. All internships are conducted under the supervision of an on-sight supervisor as well as a college faculty advisor.

**CE 481 CHRISTIAN EDUCATION WORKSHOP** 3 hours  
**Prerequisite:** Bible college graduation, upper level standing or permission of the instructor. A course designed to update previous studies in the field of Christian Education. Major emphases include methodology, technology and other recently implemented innovative concepts.

**CE 483 CURRENT ISSUES IN CHRISTIAN EDUCATION** 3 hours  
A survey of current thought and trends in the contextual Christian Education community. Emphasis is placed upon those areas more closely aligned with maintaining purity of biblical truth and the teaching-learning aspect of the discipline.

## **B. Ministry Studies**

**MS 301 HOMILETICS** 2 hours  
**Prerequisites:** AB 103; AB 104. This course consists of a step-by-step study of sermon preparation. There is an emphasis on both the preparation and delivery of an expository message.

- MS 302 EXPOSITORY PREACHING** 3 hours  
**Prerequisites:** AB 103; AB 104; MS 301. This study is a presentation of the proper methods of formulating sermonic materials, making outlines and sermon preparation. Written sermons and outlines are required as well as oral sermons. Critiquing of the oral sermon is made through the use of videotape.
- MS 303 PRINCIPLES OF COUNSELING I** 3 hours  
This is a course in the techniques of counseling. Attention is given to the analysis of the problems and the application of biblical principles for the solutions to problems.
- MS 304 PRINCIPLES OF COUNSELING II** 3 hours  
Prerequisite: MS 303. Problems are presented and techniques are reviewed and applied. Problems are dealt with in seminar fashion and critiqued with proper solutions offered.
- MS 401 PASTORAL THEOLOGY** 3 hours  
This is a study of the personal disciplines, administration and services of the pastor. Areas of study include study habits, preparation for services, conducting of different types of meetings and the problems confronting the pastor.
- MS 402 Mental Health Counseling** 3 hours  
The Mental Health Counseling Course is designed to study the symptoms and underlying personal and interpersonal dynamics of individuals with mental health disorders. The role of pastors and church leaders often requires that they respond to the troubled and suffering within their church and community. The purpose of this course is to understand the emotionally disturbed person and how to proceed in care and counseling.

### **C. Creation Science**

- CR 101 INTRODUCTION TO CREATION SCIENCE** 2 hours  
This course is an introductory study of creation science. The course will contain both biblical and scientific components. The biblical components will examine relevant biblical data relating to creation, the fall of man, the Genesis flood, etc. and the implications of this data to the modern creation/evolution debate. The scientific components will evaluate data from various fields of science as it relates to the modern creation-evolution debate.

## D. Missions

- MI 102 SURVEY OF MISSIONS** 3 hours  
A survey of missions including a history of missions, the advent of the Third World into missions, and the preparation necessary for missionary service.
- MI 201 CROSS-CULTURAL MINISTRIES** 3 hours  
This course is a study of the conflicts, struggles, and challenges encountered by the Christian minister/missionary seeking to reach out across cultural barriers and the larger issues of cross-cultural living, work, and ministry.
- MI 202 INTRODUCTION TO WORLD CHRISTIAN MISSIONS** 3 hours  
God has one unified, global purpose for all He does. This course introduces the exciting biblical, historical, cultural, and strategic dimensions of His plan. It addresses key issues; the basis of and necessity for world missions, and the status of and plan for world missions. Students are introduced to the basics they need to pursue missionary training or to help lead their local church in its global ministry.
- MI 303 LIBERATION THEOLOGY IN MISSIONS** 3 hours  
Liberation theology has sought to liberate the disenfranchised from poverty, oppression, and injustice – but at what price? This course addresses the historical and thematic development of Liberation Theology in the context of Latin America. It covers the various denominational roots, as well as their methodologies. The instructor presents a systematic theology of liberation, analyzing its relation to soteriology, Christology and ecclesiology.
- MI 205 THE HISTORY OF MISSIONS** 3 hours  
History is “His Story”; the account of God at work establishing His purposes and His Kingdom. In this course, the instructor covers the historic development of the Christian world mission in chronological sequence from Pentecost to the birth of the modern missions movement (1800). He then introduces the modern period along geographical lines: Asia, Middle East, Africa, Latin America, and Europe. The course culminates by evaluating the achievements of the past and the prospects for the future.
- MI 301 URBAN MISSION AND MINISTRY** 3 hours  
As the cities go, the world goes – politically, intellectually, economically, socially, and religiously. This course addresses Christian mission and ministry in the world’s growing cities. A biblical basis for urban ministry is presented and case studies of effective urban strategies worldwide are



notes on a staff to writing melody and building chords that would accompany melody.

- HU 281 MUSIC THEORY – AURAL** 3 hours  
This course will develop the learner's ability to site read music and will develop their ability to look at a piece of music and hear it mentally and sing it without the aid of an instrument through the solfeggio system of singing as it relates to the various keys.
- HU 380 CONDUCTING** 3 hours  
This course examines the basics of conducting technique and allows the learner to effectively communicate rhythm and beat to ensembles and congregations.
- HU 480 INSTRUMENTAL AND VOCAL TRAINING** 3 hours  
Comprised of individual and group instruction, this course will help learners develop in the areas of instrumental and vocal talents. Instrumental groups, coral groups, and ensembles will be developed in this course and will perform at special events.
- HU 203 FUNDAMENTALS OF SPEECH** 3 hours  
This is an introductory course that deals with the area of verbal communication. This course utilizes theory and practice in basic speech skills for impromptu and extemporaneous speaking. Students are required to prepare oral presentations in these areas: impromptu, informative, demonstrative, persuasive, stimulative and an oral interpretation.
- HU 204 GENERAL PSYCHOLOGY** 3 hours  
An introductory course in general psychology concerned with the history of psychology, the various schools of thought and their methods and investigation. Special consideration is given to human behavior, development and personality.
- HU 205 ENGLISH LITERATURE** 3 hours  
This course is a survey course in reading and discussion of selected works of major British writers. Areas of concern cover Anglo-Saxon to the modern 20th century.
- HU 207 AMERICAN LITERATURE I** 3 hours  
This course is a survey course in reading and discussion of selected works of early American writers. Areas of concern cover early Native American writings to post Civil War regionalism and realism. A focus will be placed on the writings in the settlement of America and her first centennial of existence.

- HU 206 CHURCH HISTORY** 3 hours  
This course is a study of the history of the church from the Day of Pentecost, through the Reformation and to the present.
- HU 208 INTRODUCTION TO PHILOSOPHY** 3 hours  
An introduction to philosophy from a Christian perspective with emphasis upon basic terminology, the gaining of an understanding of one's own particular world view, and developing a framework for a distinctly Christian approach to thinking.
- HU 261 PARLIAMENTARY PROCEDURES** 1 hour  
This is a course to acquaint the student with standard rules of Parliamentary Procedure as they apply to the local church. Course progression begins with the Constitution and By-laws and continues through a discussion of the basic principles of conducting business meetings so as to diminish confusion and controversy.
- HU 262 INTRODUCTION TO FINANCIAL STEWARDSHIP** 1 hour  
A survey course designed to equip the student with a knowledge and understanding of the biblical mandate of financial stewardship and its accompanying personal application in daily living.
- HU 263 MARRIAGE AND FAMILY** 3 hours  
This is a study of marriage and the family including the biblical concepts of premarital relationships, the roles of the members and the principles and practices essential to the maintenance of a Christian home.
- HU 264 FINANCIAL STEWARDSHIP** 3 hours  
A course designed to equip the student with a knowledge and understanding of the biblical mandate of financial stewardship and its accompanying personal application in daily living.

### **C. English**

- EN 101 ENGLISH GRAMMAR AND COMPOSITION I** 3 hours  
A basic course in the fundamentals of English grammar and composition designed to aid the student in both speaking and writing grammatically correct sentences.
- EN 102 ENGLISH GRAMMAR AND COMPOSITION II** 3 hours  
**Prerequisite:** EN 101. This course is a continuation of EN 101 with emphasis on ability to write clearly, precisely and with proper grammar and form.

## D. Greek

- GR 200 INTRODUCTION TO GREEK** 1 hour  
**Note:** Not open to students with credit for GR 301. This course is a preliminary exposure to the beginning study of New Testament Greek grammar and vocabulary.
- GR 301 GREEK I** 3 hours  
This course is an introduction to Greek grammar, vocabulary, pronunciation and translation.
- GR 302 GREEK II** 3 hours  
**Prerequisite:** GR 301. This course is a continuation of GR 301. Portions of I John are translated toward the end of the second semester.
- GR 304 BASIC GREEK TOOLS** 2 hours  
**Prerequisites:** EN 101 & EN 102. A preparatory course designed to equip the student with the necessary basic skills needed to study the Greek New Testament. Emphasis will be placed upon providing students with very elementary yet practical skills that will enable them to read, define, understand and contextually interpret basic Greek words.
- GR 401 GREEK III** 3 hours  
**Prerequisites:** GR 301 & GR 302. A course designed to complete the foundation for independent study of both the Greek New Testament and Greek grammar and syntax, consisting of extensive translation in the Greek New Testament, with attention to parsing, vocabulary, principal parts of verbs and a selective study of syntax.
- GR 402 GREEK IV** 3 hours  
**Prerequisites:** GR 301, GR 302, GR 401. This course is a continuation of GR 401, Greek III.
- GR 465 GREEK EXEGESIS** 2 hours  
**Prerequisite:** GR 301, GR 302, GR 401 & GR 402. This course involves an exegetical study of a selected New Testament book based on the Greek text.

## E. Hebrew

- HB 303 BASIC HEBREW TOOLS** 2 hours  
**Prerequisites:** EN 101 & LA 102. A preparatory course designed to equip the student with the necessary basic skills needed to study the Hebrew Old Testament. Emphasis will be placed upon providing students with very

elementary yet practical skills that will enable them to read, define, understand and contextually interpret basic Hebrew words.

**HB 361 HEBREW I** 2 hours  
This course consists of an introductory study of the basic elements of Hebrew grammar. Along with the grammar, the student will be exposed to vocabulary, translation and Hebrew language tools.

**HB 362 HEBREW II** 2 hours  
**Prerequisite:** HB 361. This course is a continuation of HB 361. Along with vocabulary, translation and Hebrew tool exercises the course will emphasize the Hebrew verb system.

**HB 461 HEBREW III** 2 hours  
**Prerequisites:** HB 361 & HB 362. This course continues the review and exercise of Hebrew grammar but emphasizes syntax and translation.

**HB 462 HEBREW IV** 2 hours  
**Prerequisites:** HB 361, HB 362 & HB 461. This course concentrates on utilizing syntax in translation. Further details of syntax will be covered as well.

**HB 463 HEBREW EXEGESIS** 2 hours  
**Prerequisites:** HB 361, HB 362, HB 461 & HB 462. This course takes the student through the translation of an Old Testament book. All previous materials of grammar, syntax and vocabulary are reviewed as they are utilized in translating the Hebrew text.

## F. Mathematics

**MA 101 MATHEMATICS AND ELEMENTS OF ALGEBRA** 2 hours  
This course is a developmental course in mathematics and elements of algebra. Topics covered include fractions, proportions, sign numbers, unit analysis, exponents, roots, linear equations, factoring, and an introduction to graphing and scientific notation.

## G. Science

**SC 102 PHYSICAL SCI AND SCIENTIFIC REASONING** 3 hours  
**Prerequisite:** MA 101. This course is an introduction to the theories and concepts of the biological sciences, including the chemical basis of life, biological cells, genetics, and diversity of life. The principles of biology are related to historical and contemporary technological and societal issues.

**SC 103      BIOLOGICAL SCIENCE      3 hours**  
A survey course in biology to acquaint the student with the basic principles and major concepts of life science, with emphasis upon scientific research and problem solving, biological levels of organization, chemical foundations of biology, cellular anatomy and physiology.

**EXTERNAL STUDIES  
(Correspondence Course Department)**

**AB 101-C      HERMENEUTICS      2 hours**  
A study of Biblical interpretation including the history of Biblical interpretation, a discussion of certain non-literal methods used today and an emphasis upon the principles and practices of the literal, grammatical, historical method of interpretation.

**AB 102-C      BIBLE GEOGRAPHY      3 hours**  
A study of the major geographic locations as related to the Bible including: Abraham's, Jacob's, David's and Paul's journeys; Joshua's military campaigns; the divisions of the land; the topography of Palestine, etc.

**AB 104-C      PRINCIPLES OF BIBLE STUDY      3 hours**  
This study involves an introduction to first-hand inductive study of the biblical text. The course deals with observing the terms and literary structure employed by the biblical writers and their significance for understanding God's purpose and message. The student engages in his/her own study of selected passages.

**BI 161-C      THE SEVEN CHURCHES OF ASIA      1 hour**  
This study involves a careful explanation of Revelation 2-3 resulting from an exegetical study.

**BI 201-C      GOSPELS      3 hours**  
This course involves a careful study of the argument of Matthew, the unique material in Luke, and an overview of John.

**BI 302-C      ROMANS      3 hours**  
A study of the great doctrines of the Christian faith with a practical emphasis upon the relationships of the believer as set forth in the epistle to the Romans.

**BI 382-C      I PETER      3 hours**  
This course consists of an expositional study of every verse in the epistle of I Peter.

- BI 392-C II CORINTHIANS** 3 hours  
This study involves an exposition of II Corinthians dealing with each passage in the book.
- BI 303-C PAULINE EPISTLES** 3 hours  
This course is a survey of the Pauline Epistles with an emphasis upon their thematic development.
- BI 401-C BOOK OF HEBREWS** 2 hours  
This course contains a verse-by-verse expositional study of the book of Hebrews.
- BI 404-C REVELATION** 3 hours  
This course consists of a detailed study of the book of Revelation from the premillennial viewpoint.
- CE 191-C FUNDAMENTALS OF TEACHING I** 2 hours  
This course sets forth seven indispensable principles of successful teaching.
- CE 192-C FUNDAMENTALS OF TEACHING II** 2 hours  
A study of the seven indispensable learning principles every teacher must know to successfully understand and meet the needs of his/her students.
- HU 206-C CHURCH HISTORY** 3 hours  
This course is a study of the history of the church from the Day of Pentecost through the Reformation and to the present.
- HU 263-C MARRIAGE AND FAMILY** 3 hours  
This course is a study of marriage and the family including the biblical concepts of premarital relationships, the roles of the members, and the principles and practices essential to the maintenance of a Christian home.
- MI 102-C SURVEY OF MISSIONS** 3 hours  
A survey of missions including a history of missions, the advent of the Third World into missions, and the preparation necessary for missionary service.

**(Online Education Department)**

- AB 101-D BIBLE INTRODUCTION** 3 hours  
An introduction to both the Old and New Testaments including inspiration, manuscripts, textual criticism, documentary theory, culture, political and historical background, key problems and purpose of the books.

- AB 102-D BIBLE GEOGRAPHY** 3 hours  
 A study of the major geographic locations as related to the Bible including the journeys of Abraham, and Jacob; Joshua's military campaigns; the divisions of the land; the topography of Palestine, etc.
- BI 161-D THE SEVEN CHURCHES OF ASIA** 1 hour  
 This course consists of a careful explanation of Revelation 2-3 resulting from an exegetical study.
- BI 272-D OLIVET DISCOURSE** 3 hours  
 This study involves a close examination of Matthew 24 and 25 in the context of the Second Coming of Christ.
- BI 201-D GOSPELS** 3 hours  
 This study consists of a careful study of the argument of Matthew, the unique material in Luke, and an overview of John.
- BI 382-D I PETER** 3 hours  
 This study involves an expositional study of every verse in the epistle of I Peter.
- BI 404-D REVELATION** 3 hours  
 This course is a detailed study of the book of the Revelation from the premillennial viewpoint.

## **STUDENT LIFE**

### **SPIRITUAL**

#### **General**

The college deems it important to make a significant contribution to the spiritual life of the student, both on campus and in the community. To this end attendance at regularly scheduled chapel services is required for all on campus staff, faculty, and students. Chapel services are arranged to promote worship in music and the spoken word. Speakers are urged to share a fresh message from the Word and to share a practical challenge for daily living. Special speakers, providing a missionary or other special emphasis, are occasionally presented.

Most class sessions also lend encouragement from the Word and a fresh motivational appeal to a strong spiritual constitution.

#### **Christian Service Program**

The Christian Service requirements may be satisfied by involvement in such ministries as visitation, Sunday School teaching, jail ministries, preaching, rescue

mission work, children's church, church bus ministries, mission work, tract ministry, youth work, Bible clubs, home Bible study and others. There is a list of faculty approved Christian service assignments (CSA) in the student handbook. Any and all students may receive credit by turning in the appropriate forms, for any service on this faculty-approved list. Juniors and seniors should select their CSA in harmony with their Christian Service Advisor. Any Christian service assignment that is not on this list must be submitted to the Vice President of Student Affairs and be approved in writing by the Christian Service Committee before any student can receive credit. The number of Christian service credits necessary for graduation under any program, certificate, AA or BA is listed in the Student Handbook. The Student Handbook and Christian Service Office may be consulted for further and more in-depth information concerning this program. Students are encouraged to fulfill their Christian service through church related programs. Students who are attending classes through a corroborative agreement between Tri-State Bible College and another college will be bound by the Christian service requirements of their parent college.

## **STANDARDS**

### **Principles of Conduct**

Attendance at the Tri-State Bible College is a privilege that carries with it certain responsibilities. The basis of Christian conduct is love for the Lord Jesus Christ and obedience to the Word of God. Jesus Christ said, "If ye love me, keep my commandments" (John 14:15). Each student and staff member at the college is expected to practice the principles of conduct set forth in the Bible.

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

All members of the college community are expected to demonstrate love for the Lord Jesus Christ and their fellow man. Social behavior hindering a person's testimony for the Lord, causing a brother to stumble, and undermining the purpose of the college is forbidden.

### **Discipline Procedure**

A member of Tri-State Bible College violating the principles of conduct will be counseled and upon evidence of repentance may be restored to the classroom.

Upon refusal of counseling and adherence to the standards as stated in this catalog and in the current Student Handbook, this student will be dismissed after the due process as provided for in the Student Handbook.

## **Housing**

At the present time the college is a totally commuter school with no need for on-campus housing. A student may possibly secure appropriate housing in the immediate area. Please contact the Vice President of Student Affairs for a listing of any owners having expressed an interest in this project. Administrative approval is strongly suggested for housing selected by students.

## **Vehicles**

At the present time the college has no specific policy regarding the use of vehicles on campus. However, vehicles brought to the campus should reflect the student life and testimony of the school. Those vehicles displaying inappropriate language and/or graphics should not be brought to the campus. Parking is plentiful and common sense is the order of the day. The college cannot be responsible for any damage to or by vehicles while on campus. Any and all valuables brought onto campus are the responsibility of the owner and should not be left unattended at any time. Valuables left in vehicles should be kept secure by locking the vehicle. The college reserves the right to inspect vehicles any time they are on campus and the right to remove any vehicle left on the premises for an unreasonable time without administrative approval. The vehicle owner will be responsible for any costs and or damages caused by removal. Tri-State Bible College reserves the right to require vehicle owners/operators to move their vehicle in the event of any natural disaster or emergency such as fire, hurricane, campus maintenance, etc...etc or for any reason that the administration deems necessary. If the moving of a vehicle becomes necessary and the owner/operator is unavailable or refuses to move the vehicle, the vehicle may be moved at the owner's expense.

## **TSBC Campus Safety**

### **Crime Prevention Tips:**

- Always lock your car doors.
- Store valuables out of sight. Record the serial number, model number and brand name of any valuables that you bring on campus.
- Never leave your jewelry or other valuables unattended.
- Be aware of strangers loitering suspiciously in the halls.
- Do not allow people you do not know to enter the building with you. If an unauthorized person pushes past you or follows you in the door, immediately inform Campus Safety.
- Never prop open any entrance doors.

- Students and faculty should always escort guests. Guests should be registered with administration upon entering any campus building.
- Confront unknown persons on campus who have no escort. If you are uncomfortable doing this yourself, call Campus Safety for assistance. If necessary, ask faculty personnel to help you confront the person.
- Never lend your keys or ID card to anyone.

Report any suspicious activity to Campus Safety at x27.

## **Emergency Information Emergency Numbers**

Tri-State Bible College  
Campus Safety  
Emergency Information

[What is an Emergency?](#) | [What is NOT an Emergency?](#)  
[What if your Complaint or Concern is Not an Emergency?](#) | [Emergency Numbers](#)

### **What is an Emergency?**

An emergency is when someone's health, safety, or property is threatened and that person needs the immediate assistance of the campus safety, police, fire or ambulance services to deal with that threat.

Immediate Police assistance is needed when reporting a crime in progress or a life-threatening or violent situation.

Immediate Fire assistance is needed when reporting a fire on campus or any other location.

Immediate Ambulance assistance is needed when immediate medical attention or transport is needed for victims of serious accidents or illness such as a heart attack.

### **What Is NOT An Emergency?**

It is not an emergency when the situation is not dangerous and immediate action is not necessary.

Please ***Do Not Call***, x27, x29 or 9-1-1:

For general information, i.e. school closings, office or department hours, etc.

For directory assistance

For non-emergency escorts

For information about library assistance

For information about parking

For broken lights or equipment

### What If Your Complaint or Concern Is Not An Emergency?

If your complaint or concern is not an emergency, dial the non-emergency number for the Campus Safety x27. Use that number for non-emergency calls such as parking complaints, or concerns pertaining to Campus Safety, students, faculty, staff, and college property. If it is not a Campus Safety issue, you will be directed to call the appropriate department that should address your concern.

### Emergency Numbers:

	<b>College Phone</b>	<b>Non-College Phone</b>
Ambulance - Emergency Medical Service	911	800-282-7777 740-643-0546
Fire	911	911
Ohio State Highway Patrol	911	740-377-4311
Lawrence County Sheriff		740-532-3525
<b>*Campus Safety</b>	27	740-377-2520
King's Daughters Hospital		606-327-4000
St. Mary's Hospital		304-526-1234
Cabell Huntington Hospital		304-526-2000
Poison Control Center		800-222-1222
<b>*Counseling Center</b>	23, 24, 26, 27,29	740-377-2520
<b>*Campus Ministries</b>	24, 26, 27, 29	740-377-2520
<b>*Library</b>	29	740-377-2520
<b>*Attendant Services</b>	24	740-377-2520
<b>*Financial Aid</b>	25	740-377-2520
<b>*Physical Properties</b>	26	740-377-2520
<b>*Registrar</b>	23	740-377-2520

**\*Services are available on campus**

### Emergency Situations:

In an emergency situation anyone may call 911 using any telephone on campus.

After speaking with the 911 dispatcher call Campus Safety at ext. 27, if possible, to assist.

***Emergency Number for South Point Police, Fire, or Ambulance:*** 9-1-1

***Pertinent Non-Emergency Numbers:***

- Ohio State Highway Patrol: 740-377-4311
- South Point Fire Department: 911
- Lawrence county Poison Center: 1-800-222-1222

The Ohio State Highway Patrol will respond to all calls made from any member of the College community. Response time will be determined by situational priority.

The South Point Fire Department will need to be contacted by College personnel via 911.

For any emergency situation that requires 911 assistance please be prepared to tell the dispatcher your name, location, telephone number and the nature of the emergency.

**Fire:**

If you detect a small fire (i.e. trash can fire) prior to an alarm sounding, it may be extinguished with one of the wall mounted fire extinguishers located in every building. The fire extinguishers may be used by pulling out the pin and squeezing the handle at the top of the extinguisher. Point the stream at the base of the flame source until it is completely extinguished.

If you discover a large fire, immediately pull the building fire alarm to notify the occupants and call the fire department! Place a second call to the Campus Safety at ext.27 to ensure that there will be staff available to assist in clearing the building.

If your first indication of a fire is from the alarm, quickly leave the building using the nearest exit. Keep calm and assist any handicapped individuals. After exiting the building, remain clear of the building until receiving an "all clear" from Campus Safety.

Fire drills for students, visitors, faculty and staff, will be conducted by Campus Safety at various times during each semester.

It is a violation of the law not to evacuate the building during a fire drill.

**Medical Emergencies:**

For any medical emergency, dial 911 from any campus location for assistance.

Inform the dispatcher of the situation. If possible, inform Campus Safety so that personnel can assist.

If the person is conscious and able to talk, find out who they are and what happened. Try to make them comfortable until the paramedics arrive.

Note: If the person has a preference for a particular ambulance service or hospital, inform the dispatcher.

**Police Emergency:**

If a situation develops where police assistance is needed, call the Ohio State Highway Patrol either via 911 (emergency) or 740-377-4311 (non-emergency). Call the Campus Safety Department, if possible, to assist. Response time to your call will be dependent upon the specific need and call volume at that time (for example, a stolen bicycle complaint will be prioritized lower for immediate police response than a fight-in-progress call). Please be patient and wait at the location from which you contacted the dispatcher.

**Campus Evacuation Areas:**

In the event of a fire alarm or any other incident that requires the evacuation of a building, all personnel must evacuate immediately to the designated exterior evacuation locations.

The process of emergency evacuations (other than fire alarms) shall be initiated by the Department of Campus Safety, President of the College, or a designated representative.

Evacuation locations from individual buildings:

Academic & Classroom	Center of lot containing flag poll
Library	

**In Case of a Campus “Event”:**

A campus event is defined as any incident that threatens the lives or safety of TSBC students, faculty or visitors to the campus. This includes, but is not limited to, natural disasters such as fire, flood, tornado, earthquake etc., or man made threats such as chemical spills, terrorists attacks and the actions of those intent on doing bodily harm to anyone on TSBC property or any facilities being used by TSBC by permission.

**Notification during business hours:**

Upon notification of a potential or actual event, Campus Safety Director will immediately attempt to notify all building Evacuation/Safety Captains and advise

them of all necessary details and pertinent safety measures to be implemented. Safety captains have the responsibility of notifying all students both on and off campus of the event. Students not on campus will be contacted via phone or email. Information regarding the event will also be placed on the website. Due to the number of calls, the caller will limit the call to the following: "This is a campus safety alert: due to the potential or on-going campus event, all students are requested to remain clear of the campus until further notice. If possible, updates will be issued by phone, on the website, or by email later." **Please do not attempt to gain more information from the caller.**

### **Campus Captains and Their Assigned Tasks Include:**

1. **Christian Service Director and/or Registrar:** evacuates the main building.
2. **Librarian and/or Chancellor:** evacuates the library.
3. **Business Manager and/or Admissions Director:** contact all students by phone.
4. **Vice President of Academic Affairs/IT and/or Vice President of Student Affairs:** post website alert, contact students by email.
5. **Campus Safety Director:** President, contacts authorities.
6. **Alternate Safety Director:** Vice President of Operations

The captain(s) also have the responsibility of notifying people within their immediate areas.

### **All Clear Notification:**

The Campus Safety Director will not issue an all clear notification until verification from the Ohio State Highway Patrol, local law enforcement and/or emergency medical/fire and hazardous materials personnel has been given. Campus Safety will then only issue an all clear to the Captains. When possible, runners for Campus Safety will provide all clear notifications to campus evacuees. If some period of time has elapsed without contact, the Captains should call Campus Safety at X: 27 to verify and give the all clear to the occupants of their building.

When a tornado warning occurs, proceed to the shelter area. The better your shelter; the better your ability will be to avoid injury.

- Persons in each building should go to the lowest floor. If possible go to a building with a basement. Secure a place in hallways out of the line of flying glass.
- If there is not time to go to a lower floor, lie on the floor or under a desk with your head pointed away from windows and outside wall openings.
- Heavy furniture or desks provide protection.

- Remain stationary for at least 15 minutes in case the tornado doubles back.
- If you suspect the building you are in has structural damage, evacuate as soon as the all clear has been sounded.

### **Some Information About Tornadoes:**

- Tornadoes may travel at speeds of 40 to 60 MPH.
- Wind speeds can be as high as 250 MPH on the outside of the funnel.
- Some tornadoes have been known to slash a path more than 100 miles long.
- Most tornadoes come from the southwest and travel to the northeast.

"...the safer places in a school with no basement usually will be on the lowest floor in interior corridors that run only to the east and north, where wind forces usually will be less destructive" ("In a Life and Death Arena, Some New Ideas About Tornadoes," by Ed Weigel).

Researchers say that in their opinion, the principle effects of a large tornado are, in order of importance, "First, the disintegrating pressure of wind against windows, doors, and walls; Second, the devastating effect of missile type objects propelled by these winds; Third, the collapse of high portions of buildings such as chimneys into lower parts which otherwise would suffer little damage; And fourth, the explosive pressure differential when air pressure inside a building is momentarily greater than outside."

### **Earthquakes:**

You will have little to no notice of an earthquake. In the event of an earthquake:

- If outdoors, move away from any building, avoiding utility poles and overhead wires.
- If indoors, try to stay clear of windows, light fixtures, & suspended objects. Also, stay clear of rooms where there are long spans between ceiling supports (i.e. Gym).

After the quake has stopped, quickly evacuate the building and move personnel outside of all buildings and to an open area outside. Remember, there may be aftershocks that follow, so move quickly when the quake stops! Do not re-enter any building until it has been inspected and declared safe by competent personnel.

A damaged structure can be re-occupied only after authorization by the city and/or state building division. College officials will be notified of the corrective actions to be taken to return a building to use.

### **Hazardous Materials Incidents (HAZMAT Incidents):**

For any suspected HAZMAT incidents the Ohio State Highway Patrol should be

called immediately for assessment of the incident. Stay clear of the area! Officials who respond to damage-structure reports assume there are hazardous materials in all laboratories. If the structure is damaged, the laboratories must be checked by qualified persons before entry by any other person.

**Spills:**

The accidental spill of material considered hazardous must be handled by qualified personnel. First, the qualified personnel will seal off the area to prevent entry. If possible, they will shut off any sources of ignition at the source of the spill.

The spill must be contained to prevent the chemical from entering the drains or other uncontrolled areas.

Clean-up should be completed with proper equipment and materials for the particular substance. Once the clean-up is completed, the substance and other materials must be disposed of according to EPA standards.

Transportation of hazardous material that is either highly flammable or suspected to be explosive shall be directed by the Ohio State Highway Patrol and/or Fire Department. Such transfer and/or transportation must be executed with life safety as the number one priority at all times.

**Handling of Body Fluids/Waste:**

Do not handle body fluids with ungloved hands. Body fluids consist of blood, urine, feces, vomit, saliva, etc. If you need to clean up soiled items, surfaces, materials and objects contaminated by body fluids, you must wear disposable protection (gloves, masks, etc.) Wherever possible, call the custodians at x26 and advise them of the situation - they are trained and equipped to handle these items.

If you find body fluids, notify the custodians and use the following procedures to minimize possible contact:

1. Cover the area with paper towels, newspapers, etc.
2. Keep the area clear of other people until it has been properly cleaned.
3. Wash any exposed skin that may have come into contact with the fluid thoroughly using soap and water.

Further questions should be directed to the poison control center 1-800-222-1222

## **News Releases, Interviews, etc.:**

In order to coordinate communications with the news media, all news releases and media requests will be coordinated through the President of College Communications or an appointed representative.

This includes any written communication, oral statement, interview, or pictorial material that would have any information about an occurrence, individual, or situation of any sort relating to TSBC.

The President of College Communications or an appointed representative shall be responsible for designating an area, away from the incident, as a press information/conference area (bearing in mind that a disaster or crime scene is the responsibility of fire and police personnel and premature intrusion is a violation of Ohio Revised Statutes). News media personnel should not gather, assemble or intrude beyond any police line.

TSBC places the highest priority on personal safety for students, faculty, and staff. Campus safety is everyone's business and responsibility! Here are a few tips for keeping yourself safe on campus:

- Lock your room and your automobile when not occupying either of them.
- Engrave an identifying number (preferably your driver's license number and state) on your personal property such as TV's, VCR's, stereo's, etc.
- Do not keep large amounts of cash or jewelry on your person or in your classroom.
- Do not prop open entrance doors after lock-up.
- Know who you are admitting to the building or your office.
- Do not jog or walk alone after dark in areas not patrolled or that are unlit or dimly lighted.
- Report any suspicious individuals or activities to Campus Safety.
- Keep your College ID with you at all times. The ID will be required for your admittance to fellowships, athletic events and use of the library.
- Use the escort service that is provided by the Campus Safety Department by calling x27 from any telephone on campus.

Campus Safety has the authority and responsibility to report college students who are violating college rules and regulations. As part of their patrol function any Campus Safety staff may ask a student for identification. It is important that you carry your ID card with you and present it when asked. You must surrender your ID card to a campus safety staff member if requested. A student may face judicial consequences for failure to provide correct identification.

## **Campus Safety and 9-1-1**

### **When I call 9-1-1, What Will the Dispatcher Ask Me?**

The 9-1-1 dispatchers are trained to always verify your location. Be sure to tell the dispatcher exactly where you are, including if you are in a house, an apartment, a vehicle, etc. Tell the dispatcher the telephone number where you are calling from so that they may call you back should you become disconnected or if more information is needed later. Be sure to communicate to the dispatcher the exact nature of the problem. In the event of a serious police emergency or an emergency medical service call, the dispatcher may ask you if you can stay on the telephone with them while the police or ambulance is enroute. Many times further information can be learned to help the police, or you may be able to help a sick or injured person (maybe even save a life!) with instructions from the dispatcher until the ambulance arrives.

The following section describes the Do's and Do Not's of 9-1-1 under its original "emergencies only" purpose.

### **Dial 9-1-1 Only For an Emergency**

An emergency is any serious medical problem (chest pain, seizure, bleeding), any type of fire (business, car, building), or any life-threatening situation (fights, person with weapons, etc.). Most jurisdictions also urge citizens to use 9-1-1 to report crimes in progress, whether or not a life is threatened.

Do not dial 9-1-1 for a non-emergency. Instead, dial Ohio State Highway Patrol non-emergency telephone number (740-377-4311). A non-emergency incident is a property damage accident, break-in to a vehicle when suspect is gone, theft of property (when suspect is gone), vandalism (when suspect is gone), panhandlers, intoxicated persons who are not disorderly, or cars blocking the street or alleys.

Do not pick up the telephone and put it down if you don't hear a dial tone--you'll tie up the telephone network and delay obtaining a line. Stay on the line until you hear the dial tone. If you hear a fast busy, all circuits are busy--try again later. If you reach a recording, the telephone system isn't available for your call--try again later.

Your 9-1-1 call will automatically be routed to the police, fire or EMS agency that handles the area where the telephone is located. In general, 9-1-1 calls are answered by the area's law enforcement agency, which either handles the call or transfers it immediately to the appropriate agency.

**If You Dialed 9-1-1 in Error...**

Do not hang up the telephone. Instead, stay on the line and explain to the dispatcher that you dialed by mistake and that you do not have an emergency. If you hang up, a dispatcher will call back to confirm that there is no emergency. If you don't answer, a police officer or deputy must be dispatched to confirm that you are OK. This will needlessly take resources away from genuine emergencies.

**Briefly Describe the Type of Incident You Are Reporting**

For example, "I'm reporting an auto fire," or "I'm reporting an unconscious person," or "I'm reporting a shoplifter." Then stay on the line with the dispatcher---do not hang up until the dispatcher tells you to. In some cases, the dispatcher will keep you on the line while the emergency units are responding to ask additional questions or to obtain on-going information.

**Let the Call-taker Ask You Questions**

Call-takers have been trained to ask questions that will help prioritize the incident, locate it and speed an appropriate response. Your answers should be brief and responsive. Remain calm and speak clearly. If you are not in a position to give full answers to the call-taker (the suspect is nearby), stay on the phone and the dispatcher will ask you questions that can be answered "yes" or "no."

**Be Prepared to Describe Your Location and the Location of the Emergency**

Although an Enhanced 9-1-1 system will display your telephone number and location, the dispatcher must confirm the displayed address or may ask you for more specific location information about the victim or suspects.

If you are a cellular caller, your telephone number and location will not be displayed for the dispatcher's reference. You must be able to describe your location so emergency units can respond. Be aware of your current city or town, address, highway and direction, nearby cross-streets or interchanges, or other geographic points of reference.

Cellular 9-1-1 calls are frequently routed to a central PSAP that could be many miles from your location. Be prepared to give the dispatcher your complete location---city or town, address or location, inside or outside, what floor or room, etc.

**Be Prepared to Describe the Persons Involved in Any Incident**

This includes their race, sex, age, height and weight, color of hair, description of clothing, and presence of a hat, glasses or facial hair.

### **Be Prepared to Describe Any Vehicles Involved in the Incident**

This includes the color, year, make, model and type of vehicle (sedan, pick-up, sport utility, van, tanker truck, flatbed, etc.). If the vehicle is parked the dispatcher will need to know the direction it's facing. If the vehicle is moving or has left, the dispatcher will need to know the last direction.

### **Be Patient as the Dispatcher Asks You Questions**

While you are answering the dispatcher's questions, he/she is entering or writing down the information. If you are reporting an emergency, most likely a response is being made while you are still on the line with the dispatcher.

### **Listen to the Dispatcher's Instructions for Assistance if You Are in Danger Yourself**

The dispatcher may tell you to leave the building, secure yourself in a room or take other action to protect yourself.

### **Don't Hang Up Until the Call-taker Tells You to Hang Up**

Follow any instructions the dispatcher gives you, such as meeting the officers at the door, or flagging down the firefighters at the curb.

### **If You Are Able and Have Certified Training, Apply First Aid to Any Patients Who Need It**

Give the victim reassurance that help is on the way. Secure any dogs or other pets that may interfere with the emergency response. Gather any medications the patient is taking and which the medical crew will need to take with the patient.

## **Attendant Service**

### **TSBC Campus Safety Attendant Service**

In an effort to provide a continual public safety awareness and community support, the TSBC Campus Safety will provide an attendant service to Faculty, Staff, Students and Visitors to our campus.

- An attendant service is available during hours of operation by calling on-campus extension 24, 26, 23 from any on-campus phone to request attendant services, or dialing 740-377-2520
- The attendant service will be provided by either the director of Campus Safety, or a Campus Safety Student Worker.
- If a Student Worker is providing the attendant, they will be readily identified by a student ID.
- The attendant service is restricted to the campus property and the city streets in the immediate area.

- We regret that Campus Safety is not equipped to provide a vehicle lock-out response.

## Annual Crime Statistics Report

Tri-State Bible College Annual Crime Statistics Report				
<i>Criminal Offence</i>	2007	2008	2009	2010
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0
<b>Sex offenses-Forcible</b>	0	0	0	0
<b>Sex-offences-Non-Forcible (including only incest and statutory rape)</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	0	0	0	0
<b>Motor vehicle theft</b>	0	0	0	0
<b>Arson</b>	0	0	0	0
<b>Illegal weapons possession</b>	0	0	0	0
<b>Drug law violations</b>	0	0	0	0
<b>Liquor law violations</b>	0	0	0	0
<b>Total</b>	0	0	0	0

Crime statistics and Campus Event Procedures are also available on the website at [www.tsbc.edu](http://www.tsbc.edu). Additionally, crime statistics are kept on file in the Registrar/Financial Aid office and are available upon request.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

### **Release of Student Information**

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

Specific questions regarding college policies should be addressed to the college president or registrar. Information regarding FERPA and details of college records protected by FERPA can also be obtained from the Registrar's Office.

The college considers some information to be directory information that may be disclosed to others without student permission. This list includes: name, address, telephone number, denomination, sex, marital status, dates of enrollment, classification, degrees, diplomas, certificates, awards and honors, program of study, previous institutions attended, date of birth, place of birth, participation in school activities, class schedule and photograph. However, if a student does not want this information released, he or she must fill out the "Request to Withhold Directory Information" form. This form must be filled out each semester by the end of the second week of classes in order for the college to withhold this information. This form is available in the Office of the Vice President of Academic Affairs.

Personally identifiable information from the student's educational record, other than directory information, will not be disclosed to any third party, except those required by law, without the student's written consent.

The required notification of rights under the Family Educational Rights and Privacy Act of 1974 is contained in the current Student Handbook. This publication is available to all currently registered students at the college bookstore and/or from the office of the Vice President of Academic Affairs. It is also contained on the Student CD.

## **SERVICES**

### **Bookstore**

The school operates a bookstore located in the administration building. The bookstore exists to support the educational program of the college. Students may purchase Bibles, textbooks, stationery supplies, tapes, tracts and other materials as well as other items of evangelical literature.

## **Counseling**

Academic counseling is available to each student from the Registrar's Office. All faculty members are available to the students for personal counseling.

## **Food Service**

A food center, where snacks and soft drinks may be obtained, is operated for the convenience of students, faculty and staff. It is located in the administration/classroom building. Students are expected to cooperate in keeping the refreshment area as clean as possible.

Each instructor reserves the right to establish his/her own policy regarding the bringing of food and drink into the classroom.

## **Medical**

Written agreements with a local medical clinic and a local dentist have been secured to care for any emergency needs arising during their regular office hours. After hours emergencies will be transported to one of the local area hospital emergency units. The local ambulance service may be employed, if needed, for this purpose. A listing of all available emergency numbers is posted on the main bulletin boards of the college. They are also found in the Student Handbook. Each student will be responsible for his/her own medical expenses and/or admission to any medical facilities required. Students with specific medical needs and those taking medication should file a form with the administration containing the needs and a list of all prescription medications to aid in situations that facilitate the need for emergency care. This form is available in the Office of the Business Administrator and will be kept on file there for use in a medical emergency.

## **Alumni Association**

The Tri-State Bible College Alumni Association is comprised of both graduates and other students who have a minimum of 12 semester hours of academic credit taken at the college. The Association functions through a board of directors and a president. The purpose of the association is to support the college with spiritual, physical, and financial aid. It has been instrumental in providing limited financial scholarships and enhancing the physical properties of the school. Each year it has been the practice to recognize an outstanding "Alumnus of the Year." Faculty and staff members are granted honorary membership. Membership for qualified individuals is automatic.

## Alumni Placement

The college strives to assist the student in every way possible and with every means possible to obtain suitable positions of service. This is not a promise of placement, but only a promise to assist in placement as opportunities present themselves. The official placement policy is found in the current Student Handbook. Prospective students needing this information may contact the Vice President of Student Affairs.

**INFORMATION CONCERNING GRADUATION RATES AND CRIME STATISTICS, INCLUDING ANY REGISTERED SEX OFFENDERS WHO MAY BE ON CAMPUS, IS AVAILABLE UPON REQUEST FROM THE OFFICE OF THE REGISTRAR AND/OR FINANCIAL AID. THE FINANCIAL AID OFFICE ALSO MAINTAINS A COST OF ATTENDANCE SCHEDULE.**

## FINANCES

### Costs

Regular & Normal

### Tuition (per semester hour)

Regular College	\$300.00
Correspondence	\$300.00
Distance Education (Online)	\$300.00
Audit	\$300.00

### Application Fee (one time only).

Regular College	\$25.00
Correspondence Department	\$10.00

### Registration Fee

Per Semester	\$250.00
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### Miscellaneous & Special

Credit by Examination Fee (per test)	\$25.00
Late Registration Fee	\$10.00
Graduation Fee (Cert.)	\$150.00
Graduation Fee (AA)	\$200.00
Graduation Fee (BA)	\$250.00
Transcript Fee (each)	\$5.00

## **EXPLANATION OF FEES**

### **Tuition**

Revenues from tuition and fees cover only a minor portion of the cost of instruction. The school must rely upon donations from interested individuals and supporting churches and businesses to help defer the cost of operating the college.

Every possible effort is made to keep the student's cost at a reasonable and acceptable level. We desire the prayers of friends that the Lord will raise up loyal and generous supporters to aid financially in the ministry of the college.

The registration of the student signifies that he/she has made a personal commitment to retire the financial debt to the institution by the beginning of each semester unless the student qualifies for Title IV benefits or obtains administrative approval. A student who fails to meet his/her financial obligations is not permitted to register for the following semester without administrative approval.

### **Application Fee**

The one-time application fee, required of first-time students, covers the costs associated with the admissions process. It is not refundable.

### **Registration Fee**

The registration fee is collected in order to support the library, matriculation and Populi, a database management system.

### **Credit by Examination Fee**

The Credit by Examination fee covers the costs incurred by the college for administering, scoring and evaluating the Credit by Examination test. This fee must be paid in advance and is payable for each separate exam taken. This fee is not refundable.

### **Late Registration Fee**

A late registration fee may be charged if a student registers after the official registration period.

### **Audit Fee**

The fee for auditing a course is the same as for taking the class on a "for credit" basis. This fee is partially refundable on the same basis as is the tuition fee.

### **Graduation Fee**

The Graduation fee must be paid prior to graduation. This fee covers the cost of printing the diploma, cost of cap and gown, and other graduation related expenses.

### **Transcript Fee**

The transcript fee, after the first, which is free, is \$5.00 each.

### **Online Technology Fee**

The online technology fee is included in the registration fee. The fee covers expenses incurred from hosting online services.

## **MISCELLANEOUS EXPENSES**

### **Books and Supplies**

The cost of books and supplies will vary greatly according to the course(s) of study undertaken. Books may be purchased through the college bookstore via credit card, check or cash.

### **Transportation**

Since each student is a commuter, the cost of transportation must be calculated individually.

## **POLICIES**

### **Student Accounts**

Tuition charges are due and payable at the time of registration unless arrangements have been made. Textbooks and other materials, purchased from the college bookstore, must be paid by cash, check, Visa, Master Card, Discover Card or debit card. Except for tuition and Sunday school literature, the college does not carry credit accounts.

The registration of the student signifies that he/she has made a personal commitment to retire his/her financial debt to the college. All accounts must be cleared by the end of each semester. A student who fails to meet all financial obligations is not permitted to register for the following semester without administrative approval.

## **Optional Payment Plans**

Deferred payments are to be spread over the time period involved for each session (Fall, Spring, and Summer), but the first payment should be made at the time of registration.

## **Refund Policy**

The Refund Policy of the college is fair, equitable and uniformly enforced in that a total of five (5) weeks is allowed for dropping classes or for withdrawing from the college and still being eligible for refund. Refunds will be based on the official date of the withdrawal as determined by the Registrar's Office and will be processed with three weeks of notification. The official date of withdrawal is the date that the college is first notified. No refund is made until the student follows the proper withdrawal procedures. Official withdrawal forms are available in the Registrar's Office.

## **Drop Policy and Refunds**

- A. The Percent Plan for Fall and Spring Semesters:
  - 1. During the First calendar week the refund is 90%
  - 2. During the Second calendar week the refund is 80%
  - 3. During the Third calendar week the refund is 60%
  - 4. During the Fourth calendar week the refund is 40%
  - 5. During the Fifth calendar week the refund is 20%
  - 6. AFTER the Fifth calendar week there is no refund
- B. The Percent Plan for Summer Sessions:
  - 1. During the First calendar week the refund is 50%
  - 2. After the First calendar week there is NO refund

## **Payment of Accounts**

All library books must be returned and all other financial obligations met before certificates and degrees are awarded.

## **FINANCIAL AID**

As an accredited college Tri-State Bible College is able to process Title IV Pell Grants, Ohio State Grants and William D Ford Student Loans for all eligible students. Those interested in applying for grants and loans can speak with the Financial Aid Director.

## **Veterans Benefits**

Veteran's benefits are available to qualified students of the college. Anyone wishing to use these benefits should make the proper arrangements with the

Veterans Administration and complete the proper forms to begin this process. The Registrar must likewise be consulted.

### **Scholarships**

The Alumni Association grants a scholarship each semester to a deserving and qualified student(s) when finances are available. The leadership of the association makes this determination.

### **Married Couples Benefit**

If one student (husband/wife) takes a minimum of twelve semester hours in any one semester, the spouse (a non-student) is permitted to take up to three semester hours that same semester at no tuition charge. The spouse will still pay library and other fees.

### **Work Study**

A limited student work program is available for registered students of the college. For information, please see the President.

### **Grants**

Pell Grants and various Ohio state grants are available. Please see the Financial Aid Office for more information and forms.

### **General Policies**

General Policies include the following statements:

- A. All student aid funds will be credited to the student's account in the Business Office.
- B. All financial aid will be subtracted from the balance due and the student will be expected to remit the balance due on registration day unless the financial aid has not yet been credited to student accounts. The balance due can be placed on a specific deferred payment schedule worked out in the Business Office. If the grant monies are late, the student will not be expected to pay because the account is unpaid and the student is not at fault. All students are expected to provide documentation for any financial aid that will be received by that student other than financial aid provided by Tri-State Bible College.
- C. All grant monies must be used first to retire the student's account. The remaining payments will follow the same installment schedule used by non-aid students.
- D. Applications for federal and state grants must be filed annually after January 1st of the current year. TSBC uses the Free Application for

Federal Student Aid for Pell Grants and for Ohio state grants. This form may be obtained in the Financial Aid Office.

- E. The Financial Aid Director will examine student eligibility.
- F. The system used to identify and resolve discrepancies in information received from various sources about student's application for financial aid involves the usage of Income Tax Forms (parents/student), Verification worksheets, the Post-Secondary Institution Attended form, Child Support documents, Social Security benefits and Welfare payments. These are to be checked by the Financial Aid Office and then shared with the Scholarship Committee.
- G. Satisfactory academic progress for recipients of federal student financial aid is defined as maintaining a 2.000 GPA. Students who fall below the 2.000 GPA in one semester will be placed on academic probation for the next semester. Students who progress upward in their cumulative GPA during that semester but still do not achieve a 2.000 GPA will be placed on probation for one more semester. They may receive grants during this time. Students who do not progress upward during this probationary period may not receive grants for the next semester. This procedure allows the Registrar to furnish the Director of Financial Aid with the cumulative GPA of each financial aid student on academic probation, and the Director of Financial Aid will determine the eligibility to receive Title IV funds and institutional financial aid based on TSBC's published policy and the student's record. Satisfactory progress must be evident to continue to receive financial aid.
- H. All B.A. students who have completed at least 64 semester hours and whose GPA is under 2.0 will be placed on academic probation.
- I. All full-time Pell Grant students must complete enough hours each semester to remain on course for completing a four year program in a maximum of six years.
- J. If a student withdraws during a semester and has received a direct disbursement of federal funds that is determined to be in excess of the living expenses he or she could have reasonably incurred while still enrolled, then a portion of the disbursement was not earned and must be returned by the student to the Student Financial Aid (SFA) program. A special formula is used by the Financial Aid Office (FAO) to determine this amount. Any refunds to the student will be made within 45 days of the student's last date of attendance as determined by the records of the college.
- K. The student must fill out a FAFSA (hard copy or electronic version), and send it in or turn it in to the FAO. Once the application is analyzed by the U.S. Department of Education, the results are sent to the student in the form of a report entitled the Student Aid Report (SAR) within 4-6 weeks. Therefore, it is advisable to file as early as possible. The student may bring the SAR to the FAO. Some applicants will be asked to provide verification data.

- L. A student should not wait until acceptance at a college is completed before applying for financial aid. The student is responsible to make all required payments at registration according to the guidelines outlined in the financial information section of the catalog. The student will be refunded the amount of financial aid that subsequently arrives and constitutes an overpayment.
- M. The college has added several Ohio state grants to the financial aid program. Check with the FAO to see if you qualify.
- N. Right To Appeal procedures include: All Title IV recipients have the right to appeal a financial aid suspension decision by submitting an appeal form (no later than the 10<sup>th</sup> day of classes of the semester for which the appeal is sought) to the Financial Aid Office with a written explanation of the following: (1) how an error may have occurred, or (2) how mitigating circumstances beyond their control affected their academic performance. Appeal forms are available from the FAO. Other appeals should be filed in a timely manner (no later than the 21st day of classes of the semester for which the appeal is sought). Appeals that are submitted after the 21st day of classes will be held over to the next semester. Students will be notified of a decision within two weeks of the appeal decision. If the appeal is denied, a final appeal may be made to the Director of Financial Aid within two weeks of the date of the denial letter. A student may only appeal his/her ineligible status two times during his/her undergraduate academic career at Tri-State Bible College.
- O. Mitigating circumstances may cause a student to fail to achieve satisfactory academic progress. Mitigating circumstances include the following: (1) death in the family, (2) separation or divorce, (3) severe accident or illness of the student or parent(s), (4) extended hospitalization of the student, (5) changes in the student's major course of study, (6) re-enrollment after a period of extended absence (three or more years), and (7) other extreme circumstances as determined by the FAO. Documentation of any mitigating circumstances is required at the time of appeal.
- P. Eligibility of Reinstatement is defined as the following: A student may be reinstated for federal financial aid after one (or more) of the following has been completed: (1) approval of an appeal by the FAO, or (2) successful completion of the deficiencies at the student's expense. In cases of suspensions and/or denial appeals, the student will be required to notify the FAO with proper documentation when he/she is eligible for reinstatement. After eligibility has been established, any award will depend upon the availability of funds.
- Q. Notice of Financial Aid Warning/Suspension will be fulfilled by the FAO in writing when the FAO has received GPA status reports from the Registrar's Office each semester.
- R. Return of Pell Grant Money for Withdrawing Students: If the student attends 60% or more of the scheduled hours for each semester, no

Pell money will be returned to the government. For all students who withdraw before this time (approximately half way through the semester or less) a formula is used to determine the amount of Pell grant money to be returned. If this money has been remitted to the student, it is the responsibility of the student to repay the government the remaining balance. All government grants are processed according to their stated guidelines. Additionally, the Pell Grant system provides funding on a limited basis of 150% of the amount of time it takes to complete the declared degree. For example: A student pursuing a 4 year degree on a full time basis has 6 years (or twelve semesters) to complete that degree after which he/she is no longer eligible for Pell Grants. Please keep this in mind as you apply for grants and consider how many hours for which you wish to register each semester.

- S. Verification: All students who apply for federal or state grants may be required to submit to the process of verification whereby additional information such as income tax records, child support documents, social security benefits and welfare payments will be checked by the Financial Aid office. The purpose of this investigation is only to confirm the eligibility of the student requesting financial aid and the accuracy of FAFSA information previously submitted. This process is usually done on a random basis but can be instigated by the Financial Aid officer. Verification documentation is not collected unless it is used for this purpose and once collected must be applied to the verification process. Once the verification process is completed, all tax information is either returned to the student or shredded.

## **ADMISSIONS**

### **Spiritual**

Applicants for admission must submit an acceptable, written, personal salvation testimony and references, providing evidence of Christian life standards. All students are expected to have a sincere desire to study the Word of God and to be neat and clean in appearance.

### **Academic**

Admission to the college requires a high school diploma or its equivalent (G.E.D., etc.) except for qualifying high school juniors and/or seniors. Please contact the Registrar's Office if you have questions in this area.

## **ADMISSIONS POLICIES**

### **Admission to the College**

#### **Regular Procedure**

To be a fully admitted student at Tri-State Bible College you must complete the following items:

1. submit an acceptable, completed APPLICATION FOR ADMISSION form,
2. pay the APPLICATION FEE of \$25.00,
3. submit OFFICIAL transcripts from ALL colleges attended, and submit an OFFICIAL high school transcript if less than 12 semester hours of acceptable college work have been completed. Unofficial transcripts and/or transcripts "issued to student" are NOT acceptable,
4. complete the STANDARDIZED BIBLE CONTENT TEST (to be taken online at TSBC at [www.bibleexams.com](http://www.bibleexams.com). This is a timed exam (45 minutes) and has no fee attached. There is no required score, and
5. receive a LETTER OF ACCEPTANCE from the Admissions Office.

#### **Transfer Students**

To be considered for admission as a transfer student, the applicant must present official transcripts of credits from all institutions of higher learning attended, as well as all other forms listed above. Official transcripts must provide evidence of good standing.

#### **Re-Admission**

A student who withdrew from Tri-State Bible College in **good standing** may be readmitted. A new application form may be requested. If college level work has been completed elsewhere during the interim period, the student must request a transcript of such credit. Please see or write the Registrar's Office for additional information.

#### **Correspondence Procedure**

Application for admission to the correspondence department may be made at any time.

Each applicant must submit the following forms:

1. A completed Application for Admission form obtained from the Correspondence Department located in the Registrar's Office or from the college website.
2. A completed Registration form found on the back of the application with the accompanying payment in full, or as agreed upon by the business office.

## Online Procedure

Application for admission to the Online Education Department should be made as early as possible so that necessary arrangements for entrance may be made. Each applicant must carefully implement the following steps:

1. You must certify (on the Application Form) that you are an American Citizen or have Permanent Resident status and must provide a notarized copy of the Residency Affidavit Form (downloadable from the college's website),
2. Download the Application Form and mail it to Tri-State Bible College along with the required \$25.00 Application Fee. This fee must be payable in U.S. funds and must be paid by money order, credit card or Pay Pal (Forms must be in English).
3. Download three copies of the Reference Form. Distribute these to three individuals who have agreed to provide a reference for you to the college. These individuals may NOT be related to the student either by blood or marriage. These forms must be returned directly to the college from the individual that completed the form. The forms must be filled out in English,
4. Download a copy of the High School Transcript Request Form if you have not completed a minimum of 12 semester hours of acceptable college credit. This transcript must be sent directly from the institution from which the student graduated. No transcript marked "Issued to Student," or those sent by the student will be acceptable. For those completing the GED requirements rather than the diploma option, the proper materials must be sent directly from the state or other official issuing office to the college. These documents must be in English.
5. Download a copy of the College Transcript Request Form for each collegiate institution of higher education attended. These signed requests for transcripts must be sent to the previously attended college directly by the student. The actual transcripts must be sent directly from the institution from which the student completed the work. No transcripts marked "Issued to Student," or those sent by the student will be acceptable. These documents must be in English.
6. You cannot be officially admitted to online studies without taking the "Standardized Bible Content Test."
7. When the college has received all proper forms, your materials will be forwarded to the Admissions Committee for evaluation. At such time as this committee makes a favorable action, the student will be granted an Acceptance Letter.
8. At this point the student may access the Registration Form found within the student section of the website and choose the class(es) desired. This form must be downloaded, completed, and be accompanied by proper fees (this may be done by money order or by credit card). The student will then be officially registered in the proper class(es). The Online Education Department will ensure that each properly registered student receives a User ID and Password granting access to the appropriate classes.

Appropriate materials will also be sent to the properly registered student(s).

### **Admission to a Degree Program**

To be admitted to a **DEGREE PROGRAM** of the college you must complete one of the following items:

1. acceptable transfer credit for 6 semester hours of English (grammar and/or composition), or
2. a minimum acceptable score on the English section of an acceptable standardized exam, or
3. take and pass the college administered English exam, or
4. register for EN 101 English Grammar & Composition I, or
5. obtain the permission of the Vice President of Academic Affairs.

Those students **NOT** fulfilling one of the above criteria are permitted to register and pursue classroom studies as a **Special** student or as an Auditor and may be permitted to graduate with a Certificate of Biblical Studies, but not a degree. This may affect the student's eligibility for state and/or federal financial aid.

### **ADMISSIONS DOCUMENTS**

An Application Packet containing all necessary documents for regular admission is available from the Admissions Office or online. An additional document is the Standardized Bible Content Test (and possibly the English Placement Exam).

### **Application**

A completed Application for Admission must be submitted to the Admissions Office prior to the semester in which the student desires to enroll for regular admission. A \$25 Application Fee (non-refundable) is to be submitted with this form. The Application for Admission, and all other applicable documents, must be received in sufficient time for the Admissions Committee to act prior to Registration. Provision has been made whereby a student may receive tentative acceptance prior to the receipt of all completed documents, yet this procedure requires that full acceptance be achieved before he/she may enroll in the second semester.

Non-traditional students, those students in good standing at another institution and taking credit courses at Tri-State Bible College to be transferred to their primary institution, and those registered for work by correspondence only may use the appropriate alternative Admissions form. The first nine (9) semester hours of work taken here by these individuals may be taken without the standard application being submitted for admission to the regular college. Commencing with the tenth (10) semester hour, the student should apply and be admitted to a regular college program.

## **Transcripts**

The prospective student must request a copy of his/her official high school transcript, unless a minimum of 12 semester hours of acceptable college level work has been completed. In this instance only an **official college** transcript is required. Should the student have undertaken work from more than one institution, an **official** transcript must be received from all institutions previously attended. Forms for requesting transcripts are found in the Application packet. **All** transcripts must be official and forwarded directly from the issuing institution.

Transient students need not forward official transcripts from other institutions but must have a letter from a certifying official at their primary institution forwarded to Tri-State Bible College signifying good standing and approval of the courses to be taken here and assurance that they will be accepted in transfer when all such requirements are met.

## **Standardized Bible Content Test**

An additional requirement for admission is the completion of one of the series of the Standardized Bible Content Tests, published by the Association for Biblical Higher Education. This test is available and administered by the Registrar's Office after all other documents are completed or have been received. The prospective student should set aside at least one hour to complete this test. There is no fee associated with this requirement. Online students please refer to the online section of this catalog for additional instructions.

## **English Placement Exam**

Those students having acceptable transfer credit for six semester hours of English Grammar and/or Composition or who have an acceptable score on a nationally recognized standardized exam in English, will be exempt from the English Placement test. All others will be required to take the English Placement test or to register for EN 101 English Grammar & Composition I unless granted special arrangements for this requirement by the Vice President of Academic Affairs. After the first attempt, additional retakes of the English Placement Exam will incur a fee. An acceptable score on this exam will be credited as Credit by Exam and appropriate credit will be given for EN 101 English Grammar & Composition (3 semester hours). Those granted credit by the Credit by Exam option would still be charged the regular tuition rate for these three (3) semester hours. The English courses offered at TSBC must begin by the semester following the student's accumulation of 12 semester hours of credit taken at this college, unless especially excused on a case-by-case basis by the Vice President of Academic Affairs. Unless and until the above requirement is completed, the student will be considered a Special student. Such students may receive the Certificate of Biblical Studies, but may not be "degree" candidates. Those registered as a Special student are NOT eligible to receive Pell Grants or

State of Ohio Grants, and usually are not eligible for other non-college funded financial aid. Please see the Financial Aid Office for details.

### **Math Placement Exam**

This is a voluntary exam. Those students attaining an acceptable score on this exam will be credited as Credit by Exam and appropriate credit will be given for MA 101 Mathematics and Elements of Algebra (2 semester hours). Those granted credit by the Credit by Exam option would still be charged the regular tuition rate for these two (2) semester hours. Please see the Registrar's Office for details.

## **GENERAL CONSIDERATIONS**

### **Catalog Requirements**

As long as a student is making satisfactory academic progress toward an educational program and has no period of more than two consecutive semesters of non-enrollment, the catalog under which he/she initially enrolled will be the catalog of record concerning graduation requirements. Should a period of more than two consecutive semesters of absence of enrollment occur, the catalog in effect at the resumption of studies will be the catalog of record at the discretion of the Vice President of Academic Affairs.

### **Disabled Students**

The college makes every effort to assure that every student has equal access to all facilities open for student use. Should a problem arise, the administration will make acceptable arrangements upon notification.

### **Doctrinal Agreement**

A student is not required to hold to all tenets of the Tri-State Bible College Doctrinal Statement to be admitted. NEVERTHELESS, THE STUDENT IS REFERRED TO THE SECTION ON GRADUATION REQUIREMENTS FOR ADDITIONAL INFORMATION. The student is forbidden, however, to press his/her doctrinal position or to proselyte other students to his/her position either in the classroom or otherwise.

### **Equal Opportunity & Nondiscrimination**

Tri-State Bible College does not discriminate on the basis of age, race, color, sex, nationality, handicap or ethnic origin. No applicant will be denied admission on the basis of age, race, color, sex, nationality, handicap or ethnic origin.

## **Promotional Materials**

By enrolling in the Tri-State Bible College, the student agrees to permit his/her name, photograph, and/or other information designated as Directory Information to be used in official college publications and/or for other official college uses, unless specifically completing a "Request to Withhold Directory Information" form.

## PERSONNEL

### Board of Directors

Arnold, John	Proctorville, OH
Bias, Wetzel**	Proctorville, OH
Childers, Richard	Huntington, WV
Ferguson, Joey	Hamlin, WV
Finch, Jack	Chesapeake, OH
Harris, Paul	Barboursville, WV
Marquardt, Clifford	South Point, OH
Smith, Barry*	Chesapeake, OH
Webb, Mitch	Chesapeake, OH
*Chairman	
**Vice Chairman	

### Administration

Jack Finch	President Vice President of Institutional Effectiveness
Clifford Marquardt	Chancellor Librarian
Kenneth Law	Vice President of Academic Affairs Director of Admissions Registrar
Roberta Mercer	Executive Secretary to the President Director of Financial Aid
Leroy Fulford	Vice President of Student Affairs Director of Christian Service
Manfred Langer	Vice President of Operations
Clyda Hester	Vice President of Finances
John Arnold	Chaplain
Mitch Webb	Director of International Missions
Clifton Norwood	Vice Chancellor (TSBC-N)
Jonas Butts	Dean of Education (TSBC-N)
Alicia Malone	Administrative Dean (TSBC-N)

Keyra Sheares Registrar (TSBC-N)

Tameaka Morris Director of Admissions (TSBC-N)  
Administrative Assistant (TSBC-N)

### **Faculty**

Barbour, Robert M.A. Dallas Theological Seminary  
B.A. Marshall University

Bloomfield, Crystal M.Ed. Lindsey Wilson College  
B.S. Ohio University Southern

Bloomfield, Kevin Ed.D. Nova Southeastern University  
Th.M. Dallas Theological Seminary  
B.S. Marshall University

Butts, Jonas D.Min. Ashland Theological Seminary  
M.Div. Eastern Theological Seminary  
B.A. Antioch University

Dunfee Susan M.A. Marshall University  
B.A. Marshall University

Finch, Jack DPS Rio Grande University  
M.Div. Luther Rice University  
M.A. Marshall University  
B.S. University of Rio Grande

Frazee, R. Thomas M.S. Iowa State University  
B.S. Marshall University

Fulford, Leroy M.A.B.C. Luther Rice University  
B.A. Tri-State Bible College

Golson, Robert D.Min. Faith Evangelical College & Seminary  
M.C.M. Faith Evangelical College & Seminary  
Th.M. Faith Evangelical College & Seminary  
B.A. Faith Evangelical College & Seminary

Hernandez, Michael D.Min. Ashland Theological Seminary  
Th.M. Dallas Theological Seminary  
B.I.A. Kettering University  
Th.B. William Tyndale College

Kincaid, Todd	M.Div. Luther Rice University B.A. Luther Rice University
Kinney Phillip	M.Ed. Ashland University B.A. Cedarville University
Langer, Manfred	M.S. Philadelphia Biblical University Th.B. Tri-State Bible College
Law, Kenneth	Ph.D. ( <i>Candidate</i> ) Capella University M.B.A. Regent University B.A. Northland International University
Lipscomb, Brady	M.Div. Grace Theological Seminary B.A. Marshall University
Malone, Alicia J.	D.Min. Ashland Theological Seminary M.Div. Ashland Theological Seminary M.A. Ashland Theological Seminary B.A. Ashland Theological Seminary A.A. University of Akron
Marquardt, Clifford L.	D.Min. Luther Rice Seminary Th.M. Dallas Theological Seminary B.A. Moody Bible Institute
McCall Arlis	M.A. Luther Rice Seminary B.A. Tri-State Bible College
Skaggs, Leo	M.Ed. Marshall University A.B. Marshall University
Spradling Robert	M.A. Bob Jones University Th.M. Grace Theological Seminary Th.B. Piedmont Baptist College
White, Paul	Th.M. Dallas Theological Seminary B.A. University of California (Riverside)
Williams, Theodore	M.S. Marshall University M.A. Marshall University

**COLLEGE CALENDAR  
2011-2012**

**Fall Semester**

Pre-Registration	Open
Registration	August 22 - September 20
Classes Begin	September 6
Last Date to Add a Class	September 20
Final Date of Late Registration	September 20
Thanksgiving Recess	November 24-25
Pre-Registration for Spring	Open
Semester Final Examinations	December 12-16
Semester Ends	December 16

**Spring Semester**

Registration	December 26 - January 16
Classes Begin	January 2
Last Date to Add a Class	January 16
Final Date of Late Registration	January 16
Semester Final Examinations	April 16-20
Semester Ends	April 20
Graduation	May 5

**Summer Session**

Registration Begins	Open
Online Classes Begin	May 7
Semester Final Examinations	Varies
Online Summer Session Ends	August 24