

2019 - 2020

College Catalog and Student Handbook



Covenant Bible College & Seminary

“Training Laborers for The Last Days Harvest!”

*Offering Undergraduate & Graduate
Programs in Ministerial Academics*

Effective August 8, 2019

Covenant Bible College & Seminary

“Training Laborers for the Last Days Harvest”

Good Faith Agreement

This catalog supersedes all other catalogs and other material written prior to August 8, 2019. Therefore, this catalog represents the most recent information concerning degree requirements, tuition fees, etc. Material in this publication does not constitute a legal contract between the student and the College. Rather, it is a set of the most recent and accurate guidelines available at the time of printing. *Covenant Bible College & Seminary* reserves the right to make changes in policy concerning graduation requirements, course offerings, fee schedules, tuition, or other matters without advanced notice, yet with a view to avoid unnecessary hardships.

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Covenant Bible College & Seminary

Mission

To impart the anointing and ministry of reconciliation through the vital knowledge of the Word of God, impacting men and women throughout the world with the power of the Holy Spirit.

Vision

Our goal is to mentor into ministry, men and women who recognize God's call on their lives. This calling may involve aspects of ministry and/or the development of numerous gifts.

Higher Learning at *Covenant Bible College & Seminary* will:

1. *Prepare men and women for ministry by infusing the anointing of the Holy Spirit into their lives.*
2. *Establish fundamental Biblical principles that reflect the Christian perspectives.*
3. *Make Biblical precepts contemporary and assist men and women in their application.*
4. *Inspire faith in men and women to do extraordinary exploits for the Lord.*
5. *Teach students to hear God's voice, live in obedience to Him, and follow the leading of the Holy Spirit.*
6. *Train men and women to stand on God's Word in adversity, while discharging all the duties of their ministry.*
7. *Provide religious and theological instruction to prepare men and women for a religious vocation.*

CBCS is intent on taking the Gospel to the nations through worldwide extension campuses.

Values

All ministry and instruction at *Covenant Bible College & Seminary* is guided by three standards:

Excellence ♦ Faith ♦ Integrity

ACCREDITATION

Covenant Bible College & Seminary is accredited by Transworld Accrediting Commission International (**TACI**) in Riverside, California. TACI is the world's largest independent, non-governmental accrediting agency.

Covenant Bible College & Seminary is also a member of the Apostolic Council for Educational Accountability (**ACEA**). ACEA was formed in 1998 at the New Apostolic Reformation Educator's Summit in Colorado Springs, Colorado. Its Founder was C. Peter Wagner, Chancellor of Wagner Leadership Institute.

Disclaimer

This institution is not certified by the Board of Regents of any state, but is religious and theological in nature; therefore, no liberal arts or sciences are required. The courses and credits obtained may or may not necessarily transfer to a state operated institution or institutions certified by the state.

This institution is not, nor makes any claims, pertaining to job opportunities and/or placement.

Degrees are issued from our Headquarters in the State of Florida.

Covenant Bible College & Seminary is a DBA of and under the corporate umbrella of Jonathan Vorce Ministries, Inc. a non-profit 501 (c) (3) organization recognized by the IRS and the states in which Extension Campuses are established.

Covenant Bible College & Seminary
EXTENSION CAMPUS DIRECTOR'S PROCEDURES HANDBOOK

INTRODUCTION AND GENERAL INFORMATION

Administration

Founder:

William C. Morris, PhD - Fort Worth, Texas

Chancellor/President:

Jonathan L. Vorce, DMin - Hudson, Florida

Provost:

David Sutton, PhD - Bradenton, Florida

Registrar:

Donna Vorce - Hudson, Florida

Board of Regents:

Jonathan L. Vorce, DMin. Chancellor/President - Hudson, Florida David

David Sutton, PhD - Bradenton, Florida

Earle Cushman, PhD - Plant City, Florida Blaine

Bowman, DD—Lebanon, Ohio

Arlene Perdomo, PhD – Tampa, Florida

Thomas Barrett, ThD – Palm Beach, Florida

INTRODUCTION AND GENERAL INFORMATION—continued

History

Covenant Bible College & Seminary was founded as Covenant Christian University in 1998 by William C. Morris, PhD, as an interdenominational Christian institution of higher education in southwestern Ohio. Dr. Morris pioneered the first Life Christian University campuses in Ohio before establishing Covenant.

The institution's name was changed to ***Covenant Bible College & Seminary***. CBCS presently has Extension campuses in several states and many foreign countries, with the Main Campus in Hudson, Florida. The Mission of CBCS is to take the message of the good news of Jesus Christ to the United States and all nations.

After many years of faithful ministry, it became necessary to pass the mantle of leadership to the next generation. In early 2019, under the direction of the Lord, Dr. Morris passed the mantle of CBCS to Dr. Jonathan L. Vorce. With a strong sense of responsibility, a grateful heart and faithful determination, Dr. Vorce has received this commission and is now leading this great work.

Statement of Faith

Covenant Bible College & Seminary considers the following truths to be fundamental to an understanding of our relationship to the One True and Living God.

◆ ONE TRUE GOD

The One True God is the eternally self-existent “I AM”, the Creator of the universe. He has further revealed Himself as a triune Being, manifested as Father, Son, and Holy Spirit. (*Deut. 6: 4; Isa. 43: 10, 11; Isa. 48: 16; Matt. 28: 19; Lu. 3: 22*)

◆ SCRIPTURES INSPIRED

All Scripture is verbally inspired by God as written in the original languages and is inerrant revelation of God to man. The Bible is the infallible authority for faith and conduct. (*II Tim. 3:15-17; I Thess. 2:13; I Pet. 1: 21*)

◆ THE LORD JESUS CHRIST

The Lord Jesus is 100% divine (Son of God) while simultaneously being 100% human (Son of Man). As God Incarnate, He is the express image of the Living God in human form. (*Matt. 1: 23; Jn. 5: 22; II Jn. 3; Heb. 11:1-13*)

◆ ORIGINAL SIN & FALL OF MAN

Man was created good and upright in the image and likeness of God. The first man, Adam, through disobedience, fell from the grace of God and, thus, sin and death entered into the world. Adam’s transgression incurred, not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin, because of his sinful nature, necessitates salvation from the power of sin and a Savior to provide that salvation. (*Gen. 1: 26, 27; Gen. 2:1-17, 3:4-6; Rom. 7: 13-25*)

◆ SALVATION OF MAN

Man’s only hope of redemption and salvation from sin is through the shed blood of the Lord Jesus Christ. His blood is completely sufficient to deliver every person from the power and penalty of sin. (*Acts 4: 12; Rom. 5: 8-13, 10: 9; Ja. 1: 21; Eph. 2: 8*)

◆ BAPTISM IN WATER

Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized. (*Matt. 28: 19; Mark 16: 16; Acts 10: 47, 48; Rom. 6: 4; Col. 2: 11, 12*)

◆ THE CHURCH & ITS MISSION

The church is the Body of Christ and is comprised of all believers. God inhabits the Body of Christ by the Holy Spirit both individually and corporately. Since God’s purpose concerning man is to seek and to save that which is lost, to be worshipped by man, and to build a body of believers in the image of His Son, the Church’s responsibility is: 1. To evangelize the world, and 2. To be a corporate body in which man may worship and glorify God. (*Acts 1: 8; Matt. 28: 19, 20; Mark 16: 15, 16; I Cor. 12: 28, 14: 12*)

◆ HOLY COMMUNION

The Lord’s Supper, consisting of bread and a cup of the fruit of the vine, is a memorial of Jesus’ suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again. (*II Pet. 1: 4; I Cor. 11: 26*)

◆ BAPTISM OF THE HOLY SPIRIT

The Baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance. This experience is distinct from and subsequent to the experience of the new birth. With the baptism of the Holy Spirit comes the enduing of power for life and service and the bestowing of spiritual gifts. (*Acts 2: 4; Lu. 24: 49; Acts 1: 4, 8; I Cor. 12: 1-31; Acts 8: 12-17, 10: 44-46, 15: 7-9, 19: 1-7*)

◆ EVER INCREASING FAITH

Faith of heart is based on the hearing (spiritual understanding) of God’s Word. Without faith it is impossible to please God. Christians are saved through faith, justified by faith, shall live by faith, and overcome the world by faith. (*Rom. 10: 9, 10, 17; Heb. 11: 6; Eph. 2: 8; Rom. 3: 28, 5: 1; Gal. 2: 16, 3: 11; Rom. 1: 16, 17; Heb. 10: 38; I Jn. 5: 4*)

◆ DIVINE HEALING

Divine healing is provided for in both the Old and New Testaments and is integral to the Gospel. (*Ex. 15: 23-26; Ps. 103: 1-3; Isa. 53: 4, 5; Matt. 8: 16, 17; Acts 5: 16; Ja. 5: 14-16*)

◆ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

As the climax to God’s dealing with man, Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting kingdom of God. (*I Thess. 4: 16, 17; Zech. 14: 5; Matt. 24: 27-30; Rev. 1: 7, 19: 11-14, 20: 1-6*)

Non-Discrimination Policy

Covenant Bible College & Seminary does not discriminate on the basis of race, color, nationality, ethnic origin, or gender. We guarantee the rights, privileges, and the availability of all programs and activities to all students of the College.

Privacy

Statute 20, United States Code, 1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provided for the institution to establish a category of student information termed “directory information.” When available in college records, any information falling into the category of “directory information” will be available to all persons on request, i.e., the IRS, FBI, or other government agencies, and for use in CBCS publications.

CBCS has identified the following student data as “directory information”:

- | | |
|---|--|
| 1. Name | 7. Church membership |
| 2. Street address, city, state
postal (Zip) code | 8. Denominational affiliation |
| 3. Telephone listing | 9. Dates of attendance |
| 4. Race | 10. Degrees & awards received |
| 5. Date & place of birth | 11. Most-recent previous educational institution
attended |
| 6. Major field of study. | |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the President in the discharge of his official responsibility as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Entrance Requirements

◆ NEW STUDENTS

Applicants expecting to enter a degree credit program at *Covenant Bible College & Seminary* must have either earned a diploma from an accredited high school, passed the General Equivalency Diploma (GED) test or have an equivalent education.

Audit, Certificate, and Diploma Students of *Covenant Bible College & Seminary* do not need a high school diploma.

◆ TRANSFER CREDIT

Students transferring credits from other institutions of higher learning must provide official, sealed transcripts sent directly from the institution to the local CBCS Extension Campus.

Students may be granted credit for work done on an equivalent level and for a similar amount of time in subjects that are appropriate to the student's program of study at *Covenant Bible College & Seminary*. Transferable grades must be "C" or above. Transferred grades will be included in the student's overall grade point average (GPA) at CBCS.

Formal transfer credit evaluation is done by the Registrar's Office at the Main Campus after all official transcripts have been forwarded from the Extension Campus. Official transcripts should be received by the Main Campus Registrar's office within 60 days of the student's entry to CBCS in order for the transfer credit to be included in that academic year.

To transfer credits to receive a degree, students must have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit hours in one of CBCS' programs.

◆ MINISTRY LIFE EXPERIENCE CREDIT

Ministry Life Experience credit recognizes academic study for consistent ministry experience that has been sanctioned by the church or ministry where the experience was gained. Evaluation of ministry experience and the number of credits awarded is at the complete discretion of the administration. However, in no case will more than 30 credit hours be awarded. See "Tuition" section of this handbook for information.

◆ AUDITING

Anyone may audit classes. There are two requirements. An audit form must be filled out and a non-refundable audit fee must be paid prior to beginning the course. A person auditing a class is not required to pay a registration fee, take any test, do any homework or audibly participate in the class discussions. No attendance records or grades are kept. No academic credits can be awarded for auditing. However, if a student is auditing as a "trial," meets all audit requirements, and keeps up with the course work, at the end of the first audited class he or she may elect to take the final exam and turn in the required paper. In this case, by completing a student application and paying the required fees, the audit student may become a College student and received credit for that course. This may only be done once, and only for one course.

Application Process

All the following steps must be completed before an application will be processed by the Registrar:

1. Completely fill out the CBCS Student Application. Any omission will cause the application to be returned to the student. This will delay formal acceptance and academic assessment.
2. Include the \$35 application fee.
3. Submit either proof of high school graduation or an official transcript from other institutions of high learning:
 - A. *Proof of high school graduation includes a photocopy of any one of the following three items: a high school diploma, a GED certificate, or other proof of equivalent education.*
 - B. *The purpose of a transcript from an institution of higher learning as part of your application is to prove that you have graduated from High School, since these institutions will already have determined that you are a High School graduate. Thus, we will accept photocopies of your diploma or transcript for the sole purpose of entry into the College. (If, at a later time, you wish to apply for transfer credit, **official, sealed transcripts** from previous institutions of higher learning must be sent directly to your Extension Campus.)*
4. For those with ministry experience: If you are applying for Ministry Life Experience credit, please include a completed Biographical Resume, along with a \$250 MLE application fee.

Student Standards of Conduct

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the Scriptural ideals of the College, will be spiritually counseled and will be disciplined to such extent as the Dean of Students deems advisable. The College reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the College seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another work as your own) are not acceptable behaviors and will not be tolerated. Both are grounds for immediate dismissal.

◆ **PERSONAL HABITS**

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding appearances of evil.

◆ **WOMEN'S DRESS CODE**

Modesty, femininity and good taste are the guiding principles of women's dress at *Covenant Bible College & Seminary*. Think "Business Casual." Proper hygiene must always also be maintained.

◆ **MEN'S DRESS CODE**

To be well-groomed, clean, neat and tidy are the guiding principles of men's dress at *Covenant Bible College & Seminary*. Think "Business Casual." Proper hygiene must always also be maintained.

◆ **IDENTIFICATION BADGES**

Your campus may require you to wear a student I. D. badge during class sessions. I. D. badges help your instructors and fellow students get to know you. Policies concerning your badge during classes; replacement costs for lost badges, etc. are all determined by your Extension Campus.

◆ **MINISTRY PRACTICUM**

Students are required to serve in their local church for a minimum of 72 hours during the 9-month school year. This service, verified by a church leader, earns the student 3 credit hours for their Ministry Practicum. This program is designed to benefit the local church while providing the student with ministry experience. For four-year students and graduate students, at least 50% of their hours should be in a service directly related to their major field. Other practicum credits are available.

◆ **ATTENDANCE, ABSENTEE & TARDY POLICIES**

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time.

Students who miss a class are required to review the recording of the missed class within one week of the absence. If this is not done, the student's course grade will be dropped by one letter grade for each night of class missed.

Student Standards of Conduct Continued...

◆ **LATE EXAMS AND MISSED ORAL PRESENTATIONS**

Exams are due one week after the last class meeting date — if not otherwise specified — even if the student is absent on that date. Oral presentations must be given on the assigned date. If a personal emergency prevents this, students are required to contact the Extension Campus Director prior to class for the absence to be considered excused. Proper documentation may be required for excused absences. The exception with oral presentations is that they are to be given at the very next class. If the student has an excused absence, and the exam was not turned in on the due date, the exam is considered late and will receive an “I” for Incomplete and an automatic letter grade reduction (8 pts) for each week it is late. However, students with excused absences must turn in any late exams no later than two weeks past the due date in order to receive a letter grade. (See Incomplete work for more details). If all work is not turned in within those two weeks, the “I” will be changed to an “F” and the student will be required to retake the course incurring all costs associated with taking the course again.

◆ **LATE TERM PAPERS**

Term Papers are due on the last class meeting date — if not otherwise specified — even if the student is absent on that date. If a personal emergency prevents this, students are required to contact the Extension Campus Dean prior to the class for the absence to be considered excused. Proper documentation may be required for excused absences. If the student has an excused absence, and the term paper was not turned in on the due date, the term paper is considered late and will receive an “I” for Incomplete and an automatic letter grade reduction (8 pts) for each week it is late. However, students with excused absences must turn in any late term papers no later than two weeks past the due date in order to receive a letter grade. (See Incomplete work for more details). If all work is not turned in within those two weeks, the “I” will be changed to an “F” and the student will be required to retake the course, incurring all costs associated with taking the course again.

Students who do not call prior to class time and who do not turn in their exams will receive an “F” for the course and will be required to repeat the course. A guide for preparing research papers acceptable at CBCS is enclosed.

◆ **INCOMPLETE WORK**

Work is considered incomplete when (1) all work is not turned in on the specified due date and (2) the student has contacted the Extension Campus Director. If the student receives an “I” there is a \$45 Change of Grade fee. As part of academic excellence, it is up to the student to ensure that all required work is presented on the assigned date. The change in grade must be made within two weeks of the due date. After the two-week period, an incomplete grade automatically changes to an “F”. Once an “F” has been issued, the grade cannot be changed, and the student must repeat the course.

◆ **FAILING GRADE**

If a student fails a course, he or she will be expected to take the entire course over again. Demonstration of satisfactory work for the entire course must be shown for a passing grade to appear on their transcript.

◆ **NO INDIVIDUAL CLASS RECORDING** - There will be no individual recording of class sessions.

◆ **MASTER’S & DOCTORAL CREDIT STUDENTS SPECIAL REQUIREMENTS**

All Master’s and Doctoral credit students attending undergraduate courses must complete all course requirements, submit a 7-10 page research paper for Master level or 10-15 page Doctoral level, and complete a minimum of 500 pages of reading to receive graduate or post-graduate credit for the course.

Both the research paper and additional reading must be completed by the last class meeting if not otherwise specified - even if the student is absent on that date. Late research papers – or failure to complete the required reading – will follow the same guidelines as above for Late or Incomplete Work.

All Master’s and Doctoral credit level thesis/dissertation topics must be approved in advance of any student work. All dissertation work must be of publishable quality. Therefore a dissertation must be an original and thorough treatment of the subject area chosen. Master’s and Doctoral credit students should request a copy of the official *Covenant Bible College & Seminary* Thesis and Dissertation Guidelines from their Campus Dean or Director. Every thesis and dissertation must follow these guidelines.

Degree and Diploma Programs

Degree Programs are available when the criteria established by the Academic Council for Educational Accountability (ACEA) and Transworld Accrediting Commission International (TACI) www.transworldaccrediting.com are met and any qualified degree college or seminary accepts a student's academic achievements. A minimum of 30 credits must be taken from CBCS for any Diploma or Degree program.

Diploma

The Diploma program is designed to provide an introduction in the fields of Biblical studies and basic theology. It is foundational and provides insight for both laity and those who wish to become involved in active ministry. Thirty credits are required with a 2.0 Grade Point Average (GPA) on a scale of 4.0. The Thirty credits must be taken from CBCS.

Associate

The Associate program is designed to provide further introduction in the fields of Biblical studies and theology. It is foundational and provides insight for both laity and those who wish to become involved in active ministry. Sixty credits are required with a 2.0 Grade Point Average (GPA) on a scale of 4.0. Thirty credits must be taken from CBCS.

Advanced Associate

The Advanced Associate program is designed to provide the beginning enrichment in the areas of Biblical truths and effective ministry. A total of ninety credits (this includes 60 from the Associate program) are required with a 2.5 GPA on a scale of 4.0. Thirty credits must be taken from CBCS.

Bachelor

The Bachelor program is designed to provide enrichment in the areas of Biblical truths and effective ministry. A total of 120 credits (this includes 60 from the Associate program) are required with a 2.5 GPA on a scale of 4.0. Thirty credits must be taken from CBCS.

Master

The Master program is designed for those who feel called to further their academic career. This program requires independent research and study. Entrance into the Master's program requires the candidate to have a 3.0 GPA, on a scale of 4.0 on their undergraduate transcripts. To receive a Master Degree, a total of 156 credits (which includes 120 credits from the Baccalaureate program) are required with a 3.0 GPA, on a scale of 4.0. The 36 credits (above the 120 Bachelor credits) can be accomplished in one of two ways:

- 1) By taking nine courses (27 credits), plus Ministry Practicum (3 credits) and a Master's Thesis (6 credits).
- 2) By taking eleven courses (33 credits), plus Ministry Practicum (3 credits).

Doctorate

The Doctorate program requires in-depth research into various areas of theology and ministry. This program necessitates independent study and writing. Admission to the Doctorate credit program requires a Master's degree with a 3.0 GPA, on a scale of 4.0 on graduate and undergraduate transcripts. CBCS offers two Doctoral degree credit programs: A Doctorate of Ministry (DMin.) and the Doctorate of Philosophy (PhD). See tuition section for further information.

Degree & Diploma Programs cont'd

Diploma, Associate and Advanced Associate Level

The Diploma program is one year. The Associate Degree requires two years. The Advanced Associate Degree is a three year program.

A Diploma or Associate Degree in Biblical Studies and basic Theology is issued

Bachelor Level

At least 60 credits above the Associates level is required. A student may obtain one of the following degrees at the Bachelor Level:

Bachelor of Science in Biblical Studies
Bachelor of Science in Theology
Bachelor of Science in Ministry
Bachelor of Science in Biblical Counseling

Graduate Level

At least 56 credits above the Bachelor Level is required. A student may obtain a degree in one of the following:

Master of Science in Biblical Studies
Master of Science in Theology
Master of Science in Ministry
Master of Science in Biblical Counseling

Post Graduate Level

CBCS offers two levels of post-graduate degrees:

The Doctor of Ministry requires 156 total credits plus a 150-page Dissertation

The Doctor of Philosophy in Theology requires 171 total credits plus a 150-page Dissertation

Tuition and Fees

◆ LOW TUITION PHILOSOPHY

The philosophy of *Covenant Bible College & Seminary* is that a quality spiritual education that trains an individual for service to the Lord Jesus Christ should not leave that individual with an oppressive financial debt.

Accordingly, we have not sought the very costly regional accreditation that leads to qualification for government-guaranteed student loans and other government programs. Institutions using such loans generally charge the maximum tuition allowable, leaving students with a sizable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt lingering over their finances; therefore, *Covenant Bible College & Seminary* has elected a less-costly, independent theological accreditation through the Transworld Accrediting Commission International (TACI) - www.TransworldAccrediting.com.

Our approach is to provide the most affordable, quality, spiritual education that we can, as a ministry to the Lord and His servants.

◆ STUDENT LOANS

The policy of CBCS is to provide an in-house, interest-free, student loan in the form of a "pay-as-you-go" program rather than requiring the student to pay the full tuition at the beginning of each academic year. At CBCS, tuition and book fees are due the first night of each course. Degrees will not be released until all coursework is completed, and all course fees, book fees, application fees, MLE fees, graduation fees, or any other fees are paid in full.

If a student cannot pay for the course, he or she must discontinue attending classes. Continuance of the class may resume upon payment of any successive course during the academic year. *There are no provisions for partial payments.*

An advantage of the programs provided at CBCS is the flexibility of schedule. Unlike most institutions where students can only enter college twice a year at the beginning of a Semester, CBSC students can begin at the start of any Term (typically any calendar month in which classes are offered). Therefore, they can finish their programs of study or achieve their educational goals over a period of time convenient to them. Their own personal preferences, work schedules, and their own finances determine the speed at which they progress.

◆ MINISTRY LIFE EXPERIENCE (MLE) STUDENT EVALUATIONS

Any student who has been in ministry a minimum of five years may submit a resume detailing his/her ministry experience. Up to thirty credit hours will be awarded upon approval of the resume and receipt of a one-time, non-refundable fee of \$250.00

◆ REFUND POLICY

Notification of withdrawal from a course must be made in writing. The application fee (covers both processing the application and assessing academic standing) and Ministry Life Experience fee (which covers the assessment of MLE experience) are non-refundable.

After the beginning of classes, re-funds will be made according to the following schedule: There will be 100% refund of tuition before the 2nd week of classes begins. No re-funds are provided after the 2nd class is held.

◆ **UNDERGRADUATE PROGRAM ANNUAL TUITION**

The cost of a full year of undergraduate studies at CBCS is \$1,350 per year. This cost is the same whether a student is working toward a **Diploma, Associate’s Degree, Advanced Associates, or Bachelor’s Degree**. It is payable in 9 installments of \$150 (\$50.00 per credit hour). This includes the cost of Ministry Practicum credits, but it does not include the cost of textbooks.

Description	Credit-Hours	Cost
Tuition	27	\$1,350
+ Ministry Practicum	3	0
= Totals	30	\$1,350
9 payments of		\$150

◆ **MASTER’S DEGREE TUITION**

The cost of a one-year Master’s Degree Program is \$2,035.00, payable in 11 installments of \$185 (\$61.66 per credit hour). This includes the cost of Ministry Practicum credits but does not include the cost of textbooks.

Description	Credit-Hours	Cost
Tuition	33	\$2,035
+ Ministry Practicum	3	0
= Totals	36	\$2,035
11 payments of		\$185

NOTE: Student has option of writing a Master’s Thesis in lieu of 2 of the courses.

◆ **DOCTOR OF MINISTRY DEGREE CREDIT TUITION**

CBCS offers two levels of Doctoral Degree Credits. One is the Doctor of Ministry Program in which 30 credit-hours are awarded for a doctoral dissertation. No additional course work is required. The cost of a Doctor of Ministry Program is \$1,600 payable in 10 installments of \$160 (\$53.33 per credit hour). This does not include the cost of textbooks.

Description	Credit-Hours	Cost
Doctoral Dissertation	30	\$1,600
10 payments of		\$160

PROGRAM REQUIREMENTS

The Doctor of Ministry requires one (1) major dissertation with a minimum of 150 pages OR, upon the approval of the Academic Dean, six (6) well documented in-ministry projects. Formal CBCS dissertation guidelines are available to doctoral candidates upon request.

Tuition and Fees Continued..

◆ DOCTOR OF PHILOSOPHY DEGREE

This program is the capstone to all previous academic degrees. It represents the most prestigious accomplishment in a student's educational endeavor. The Doctor of Philosophy is a forty-five (45) credit-hour program. These include 15 credit-hours of coursework and a 30 credit-hour doctoral dissertation.

The cost of the coursework phase of this program is \$925, payable in 5 installments of \$185 (\$61.66 per credit hour). The cost of the dissertation phase is \$1600 payable in 10 installments of \$160 (\$53.33 per credit hour). This does not include the cost of textbooks.

Description	Credit-Hours	Cost
Tuition	15	\$925
+ Doctoral Dissertation	30	\$1,600
= Totals	45	\$2,525
by 5 payments (1 per course during coursework phase)		\$185
+ 10 payments (during dissertation phase)		\$160

Graduation Requirements

◆ **GENERAL REQUIREMENTS**

The graduation requirements for the conferring of diplomas and degree credits are as follows:

1. Each student must have completed all required course work for 30 credit hours of CBCS courses (9 courses plus Ministry Practicum credits given for 72 hours or more of volunteer ministry) prior to graduation. This is in addition to any transfer credits or MLE Credits.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA) in Diploma and Associate programs; and a 2.5 or greater GPA for the Bachelor program while attending *Covenant Bible College & Seminary*. Graduate students must have maintained a 3.0 or greater GPA while attending CBCS at the graduate level.
3. Each student should submit a Ministry Practicum Form documenting their minimum of 72 hours of volunteer work for his or her local church or ministry. Less than 72 hours will not be accepted and credits will not be given, thus preventing the student from graduating.
4. Each student must have paid all tuition and fees before graduation.
5. The student must complete a Course Tracking & Intent to Graduate Form and submit it to the Campus Director at least thirty (30) days prior to the scheduled graduation exercise. No partially completed forms will be accepted.
6. The graduating student is expected to attend the commencement exercise.

Academic Standards

◆ GRADING SYSTEM

Grade	Description	Percentages	Grade Points
A	Superior	95 - 100	4.0
A-		93 - 94	3.7
B+		91 - 92	3.3
B	Excellent	87 - 90	3.0
B-		85 - 86	2.7
C+		83 - 84	2.4
C	Average	79 - 82	2.0
C-		77 - 78	1.7
D+		75 - 76	1.3
D	Below Average	72 - 74	1.0
D-		70 - 71	0.7
F	Failing	00-69	0.0
W	Withdrawn*		0.0
I	Incomplete		0.0

◆ GRADUATING WITH HONORS

The following honors are granted to graduating students with superior achievement and are reflected on their degree certificate:

Summa Cum Laude:	3.90 – 4.00 cumulative GPA
Magna Cum Laude:	3.65 – 3.89 cumulative GPA
Cum Laude:	3.50 – 3.64 cumulative GPA

◆ GRADE REPORTING

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed.

Should any student desire to withdraw from school, he/she should write a letter and speak with the Campus Director to formally withdraw. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Dean or the Campus Director. The student who just stops attending class and does not formally withdraw will receive an “F” for any course with unsatisfied requirements. A withdrawal (“W”) does not count against a student’s GPA.

◆ UNSATISFACTORY STUDENT PERFORMANCE

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late reports, lack of meeting course requirements, missing of final exams, etc.) may be reason for the College to terminate a student’s enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

Miscellaneous Information

◆ General

All the programs at CBCS are designed to include the necessary course work to equip our graduates for the various disciplines in the ministry. This course work includes general ministry courses such as Church History, Homiletics, and Christian Counseling.

◆ Audit Program

Students may audit any class/course for \$75 per class/course. No Degree credit, Certificate, or Diploma will be issued. Exams, homework, and papers are not required.

◆ Course Changes

Covenant Bible College & Seminary reserves the right to change any and all programs without advance notice.

Course Descriptions

Please note that the Course Descriptions on the following pages are an example of a typical program of study. Courses may be offered in a different order than shown below. Some courses may be replaced as we continually evaluate our curriculum to provide our students with the best possible education.

BTH 101 - Prayer

The purpose of this course is to develop an understanding of the basic discipline of prayer, to help you see the importance of prayer, and to challenge you in regard to the regular and systematic practice of prayer in your life. Praying is not an option and you must make a place in your life for this practice in order to maintain and deepen your personal relationship to God. This course has a 3 credit hour value.

BTH 102 – The Holy Spirit

Since the Holy Spirit is the third person/personality in the Godhead, it is important that we have a thorough knowledge of who He is, what He does, and how He relates to us. We will study His doctrine, His fruit, and His gifts. This course has a 3 credit hour value.

BTH 103 – Foundations of Faith/Studying the Bible

God has told us that without faith it is impossible to please Him, but He has also, in His Word, told us how to obtain it. If we don't have faith, God is not to blame. We will learn in this course: What is Faith? How to obtain Faith? Where does Faith come from? How important is Faith?, etc. Faith is our entrance into the kingdom. It takes faith to be born- again, to live the Christian life, and it takes faith to die. Faith comes by hearing the Word. You will also learn some excellent Word/Bible study principles throughout this course. This course has a 3 credit hour value.

BTH 104– Biblical Economics

In the course, we will survey the Word of God, both Old and New Testaments, studying the general theme and teachings on Biblical finance. We will cover the scriptural principles of tithing, offerings and Godly increase. This course has a 3 credit hour value.

BTH 105 – New Testament Survey

The books of the New Testament are surveyed from Matthew through Revelation, studying the general theme and teaching of each book, its writer, and the people it addresses. This course has a 3 credit hour value.

BTH 106– The Life of Christ

This course will provide an outline of the life & teachings of Jesus Christ and survey the order of the events in His earthly ministry. This course has a 3 credit hour value.

BTH 107 – The Healing Christ

The objective in this course is to understand that physical healing has been provided in the atonement; to discover God's Will in his desire to heal "all;" to understand the significance of the blood covenant as our guarantee of redemption; to see God's methods of healing, and to discover the hindrances to healing. This course has a 3 credit hour value.

BTH 108 – Old Testament Survey

The Old Testament is surveyed from Genesis through Malachi so that the student will gain a general understanding of the first thirty-nine (39) books of the Bible. We will also see how all Old Testament books point forward to the Christ. This course has a 3 credit hour value.

BTH 109 – Experiencing Lifestyle Worship.

In this course, we will study the Tabernacle of David; how it relates to the Tabernacle of Moses, and what it has to do with the way we worship in our generation. We will also study various aspects of the 'Praise Life.' This course has a 3 credit hour value.

MP 100 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. This has a 3 credit hour value.

TH 201 – Bible Doctrines I

In this course, we will study basic, Bible doctrine foundations, such as Repentance, Faith, Water Baptism, etc. This course has a 3 credit hour value.

TH 202 – Bible Doctrines II

In this course, we will continue our study of study of basic, Bible doctrine foundations, such as Tithes and Offerings, Fruit and Gifts of the Spirit, Praise and Worship, etc. This course has a 3 credit hour value.

TH 203 - Believer's Authority

In this lesson we will learn that from the beginning of time God established that every- thing must function within His Ordained Order. Without order there is chaos, confusion, lack of direction and unity. We will discuss, in detail, Submitting to God's Authority and exercising God's Authority in our own lives. This course has a 3 credit hour value.

TH 204 - Life Management I

This course is for the student to closely examine how they are to manage their lives in every area, from a Biblical perspective, part one. This course has a 3 credit hour value.

TH 205 - Life Management II

This course is for the student to closely examine further how they are to manage their lives in every area, from a Biblical perspective, part two. This course has a 3 credit hour value.

TH 206 – Ministry of Helps

This course will help us understand the supernatural gift of helps. We will learn the diversity of gifts involved in the helps ministry; study the spiritual and physical attributes of a servant of God. We will also review some practical applications of the helps ministry in the local church. This course has a 3 credit hour value.

TH 207 – Armor Bearer

We will Study the spirit of an armor bearer. Armor Bearers in the Old Testament stood beside their leaders assisting and protecting them against their enemies. Christian leaders today need armor bearers. We will study how to find and fulfill your purpose; how to work together as a team; the qualifications of an armor bearer, etc. This course has a 3 credit hour value.

BC 208 – Helping People in Crisis/Intro. To Biblical Counseling I

Everyone experiences crisis throughout their lives. This course is designed to both educate and empower the student on the process of ministering in crisis. This course will teach how to deal with crisis while introducing the student to Biblical Counseling practices. This course has a 3 credit hour value.

BC 209 – Helping People in Crisis/Intro. To Biblical Counseling II

Everyone experiences crisis at times throughout their lives. This course is a further continuation of BC 208 – Helping People in Crisis/Biblical Counseling I and is designed to both educate and empower the student on the process of ministering in crisis. This course will teach how to deal with crisis while introducing the student to Biblical Counseling practices. This course has a 3 credit hour value.

MP 200 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. This has a 3 credit hour value.

TH 301 - Acts

To acquaint the student with the wonderful account of the Acts of the Apostles in the extended ministry of Jesus the Living Christ. This course has a 3 credit hour value.

TH 302 - Romans I

We will study the first (8) chapters of the Book of Romans in this course. Martin Luther wrote, about Romans, "It is the true masterpiece of the New Testament, and the very purest gospel." This study will assist us in the daily pursuit of the truth that is found in this book. This course has a 3 credit hour value.

TH 303 - Romans II

We will study the last (8) chapters of the Book of Romans in this course. Martin Luther wrote, about Romans, "It is the true masterpiece of the New Testament, and the very purest gospel." This study will assist us in the daily pursuit of the truth that is found in this book. This course has a 3 credit hour value.

TH 304 - General Epistles I

This course will help you understand the doctrine and general teaching of the persecuted early church. You should be able to recognize the false teachings discussed in the books covered by this course, know who the author of each book is, and know to which audiences the Books were written. This course has a 3 credit hour value.

TH 305 - General Epistles II

This course will help you understand the doctrine and general teaching of the persecuted early church. You should be able to recognize the false teachings discussed in the books covered by this course, know who the author of each book is, and know to which audiences the Books were written. This course has a 3 credit hour value.

TH 306 - New Testament Church History I

This course will cover the history of the New Testament Church from the Day of Pentecost until the downfall of the Western Roman Empire. The 3 general periods covered in this study are the Apostolic Church, The Persecuted Church and the Imperial Church. This course has a 3 credit hour value.

TH 307 - New Testament Church History II

This course will cover the history of the New Testament Church from the Progress of the Papal Power to the Church in the Twentieth Century. The 3 general periods covered in this study are the Medieval Church, The Reformed Church and the Modern Church. This course has a 3 credit hour value.

TH 308 - Elements to Facing Problems I

Part one to discover the elements of facing problems in order to bring about Biblical change. This course has a 3 credit hour value.

TH 309 - Elements to Facing Problems II

This is the second portion of the course to discover the elements of facing problems in order to bring about lasting Biblical change. This course has a 3 credit hour value.

MP 300 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student's specific area of ministry. This has a 3 credit hour value.

TH 401 – Ministry of Preparation – Attitudes

It is important for us to develop the heart of a servant if we are to be true ministers. Our attitude plays a key factor if our ministry is to be productive. Our attitude determines the fruit we will produce. In this course, we will begin with a study of the need for change and work our way up to becoming a principled minister. This course has a 3 credit hour value.

TH 402 – Ministry of Preparation – Motivational Gifts

The desire to minister is within every Christian. We will study the various gifts that God gives for us to fulfill our calling, whether it is five-fold or foundational/ motivational. Every Christian should operate in some gift that God has given. This course has a 3 credit hour value.

TH 403 – Ministerial Ethics

Ministerial ethics begins with ministerial integrity, which can be defined as “completeness” or “wholeness.” This course will cover one of the most important aspects of ministry. The ministry is all about leading men and women to Jesus. Following Jesus does not mean one thing for ministers and something else for laity. This course will teach you, as a minister, how to live and lead others in the ways of the Lord. This course has a 3 credit hour value.

TH 404 - Teaching the Bible

Teaching is a divine calling. The Christian teaching ministry involves thousands of churches, ministries and institutions, with millions of students. In this course we will touch on innovative approaches to teaching after we establish a foundation of down to earth principles. Bible teaching is a combination of knowing, being and doing, however, who a teacher is, what he or she does in a class is just as important. After this course you will be equipped to embark on the wonderful journey of Bible Teaching. This has a 3 credit hour value.

TH 405 - Homiletics

This course is designed to acquaint the student with practical principles of preaching and teaching. We will cover the preparation of sermon outlines and their delivery through verbal and non-verbal communication. This has a 3 credit hour value.

TH 406 - Systematic Theology

In this course we will define theology. We will define God, His nature and His works. This course has a 3 credit hour value.

TH 407 - Personal Evangelism

Since personal evangelism is a Biblical directive to all Christians, it is incumbent on all Christians to acquire knowledge in how to win people to Jesus. This course presents the scriptures and the expertise needed to become a soul winner for the Lord. On completion of Personal Evangelism, you will be able and ready to share the Word of God in any situation. This course has a 3 credit hour value.

TH 408 - Proverbs

The purpose of this course is to teach us to acquire wisdom by applying the principles of knowledge and understanding, and to learn the ways of wisdom and its subsequent effect on our lives. This has a 3 credit hour value

TH 409 – Old Testament People of Faith

We will study faith as it relates to the Old Testament heroes of faith from Adam through Daniel and the three Hebrew children, Shadrach, Meshach and Abednego. This course has a 3 credit hour value.

MP 400 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student’s specific area of ministry. This has a 3 credit hour value.

MBC 501 - Becoming a Healthy Leader I

The objective of this course is to assist students in recognizing the need for emotional healing and how essential emotional healing is to becoming a healthy leader. This course will examine the tri-fold nature of man giving greater insight into mankind's emotions. "And the very God of peace sanctify you wholly; and I pray God your whole spirit and soul and body be preserved blameless unto the coming of our Lord Jesus Christ" (1 Thessalonians 5:23, KJV). This course has a 3 credit hour value.

MBC 502 - Becoming a Healthy Leader II

To assist Christian Leaders in developing a mentoring program to train and equip emerging leaders to greatly enhance the effectiveness of the local assembly. Mentoring leaders will create a harmonious atmosphere for learning thus creating the opportunity for one generation to impact the lives of another generation. This course has a 3 credit hour value.

MBC 503 - Jesus in the Tabernacle I

The writer of the Hebrews states that the Tabernacle and its activities were "patterns" or "copies of things in heaven" (Heb. 9:23). You will find that the Tabernacle is a picture of Jesus and His redemptive work, which will lead you into practical victorious living in everyday life. This course has a 3 hour credit value.

MBC 504 - Jesus in the Tabernacle II

This is the second portion to this course. The writer of the Hebrews states that the Tabernacle and its activities were "patterns" or "copies of things in heaven" (Heb. 9:23). You will find that the Tabernacle is a picture of Jesus and His redemptive work, which will lead you into practical victorious living in everyday life. This course has a 3 hour credit value.

MTH 505 - Daniel

We will study the Book of Daniel in its entirety, with the objective of understanding its place in the prophetic writings of Scripture as the most vindicated of all history books written in advance of the actual history. This course has a 3 hour credit value.

MTH 506 - Revelation

In this course we will study the entire book of Revelation, the only prophetic book in the New Testament. Our incentive and our goal are both found in John's own inspired prologue: "*The Revelation of Jesus Christ, which God gave Him to show His servants-- things which must shortly take place. And He sent and signified it by His angel to His servant John, who bore witness to the word of God, and to the testimony of Jesus Christ, to all things that he saw. Blessed is he who reads and those who hear the words of this prophecy and keep those things which are written in it; for the time is near.*" **Revelation 1:1-3 (NKJV)**. This course has a 3 hour credit value.

MBC 507 - Chaplaincy I

In this lesson we will learn that from the beginning of time God established that everything must function within His Ordained Order. Without order there is chaos, confusion, lack of direction and unity. We will discuss, in detail, Submitting to God's Authority and exercising God's Authority in our own lives. This course has a 3hour credit value.

MBC 508 - Chaplaincy II

This course is a practical training on walking in the role of a Community Service Chaplain. The principles of chaplaincy are applicable across a broad spectrum of ministry environments, and the 3 parts of this entire training series will prepare the student for hands on ministry in any of these fields of harvest. This course has a 3 hour value.

MBC 509 - Chaplaincy III

In this lesson, we will learn that from the beginning of time God established that everything must function within His Ordained Order. Without order there is chaos, confusion, lack of direction and unity. We will discuss, in detail, submitting to God's Authority and exercising God's Authority in our own lives. This course has a 3 hour credit value.

MP 500 – Ministry Practicum

Ministry Practicum is internship ministry in different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service to their local church or other acceptable ministry. The majority of these hours should be geared towards the student's specific area of ministry. This has a 3 credit hour value.

RESEARCH AND COURSE PAPER WRITING GUIDELINES

COVENANT BIBLE COLLEGE AND SEMINARY

TERM PAPER WRITING GUIDELINES

Term Papers & Essays

For every course taken a term paper is required. In addition to completing the syllabus and taking the final exam, a term paper is required before a final grade can be given. Listed below are the requirements for each level of students:

Diploma Level:

For students working toward a diploma, a term paper consisting of 3-5 pages with a minimum of two (2) outside sources other than the syllabus and the Bible is required.

Associate Credit Level:

For students working toward an Associate Degree, a term paper consisting of 3-5 pages with a minimum of two (2) outside sources other than the syllabus and the Bible is required.

Advanced Associate Credit Level:

For students working toward an Advanced Associate Degree, a term paper consisting of 5-7 pages with a minimum of two (3) outside sources other than the syllabus and the Bible is required.

Bachelor Credit Level:

For students working toward a Bachelor Degree, a term paper consisting of 5-7 pages with a minimum of three (3) outside sources other than the syllabus and the Bible is required.

Master Credit Level:

For students working toward a Master Degree, a term paper consisting of 7-10 pages with a minimum of four (4) outside sources other than the syllabus and the Bible is required.

Note: This does not count as your Thesis.

Doctorate Credit Level:

For students working toward a Doctorate of Philosophy Degree, a term paper consisting of 10-15 pages with a minimum of five (5) outside sources other than the syllabus and the Bible is required. *Note: This does not count as your Dissertation.*

Research and Course Paper-Writing Guidelines cont.

These guidelines have been given to help you write a quality paper. These guidelines should be followed to obtain credit for the work.

General Paper Presentation Requirements

Every paper must be typed (using a word processor or computer; not typewriter) on white, letter size paper and fastened at the top left with a single staple for easy reviewing and grading. **No other fancy cover should be used.**

Font

The body of the paper is never written with all capital letters. Upper and lower case letters must be used. **No frilly font should be used.** A **12-point** business-like font, such as **Arial** or **Times New Roman**, should be used.

Pagination

All pages, except for the cover/title page, **must be numbered at the bottom**, centered or in the lower right hand corner of the page.

Spacing

As in this example paragraph, typed lines should be set for **1 1/2 spaces** between lines. If you indent the first word of every paragraph you continue with the **1 1/2** line spacing. If you do not indent the first word of each new paragraph you should have double spaces between paragraphs.

Margins

Each page should have margins of **1 1/4"** on the left, **1"** on the right, top and bottom.

Quotations

When you refer to any material you have consulted, the author's last name and page number must be provided at the end of the reference (sentence). You must first put parenthesis, then the last name of the author, followed by a colon, and the number of the page or pages from which the information came (De la Torre: 32). If the number of lines you quote is less than three, you should write them as part of your text, but in quotation marks, remembering to reference them. If there are more than three lines, then they should be quoted as follows:

To begin writing the quote, you should tab two (2) times (or ten spaces) before writing the first word, and tab one (1) time (or five spaces) before writing the next line. The quote should be all single-spaced. When you reference in this way, it is not necessary to use quotation marks. Remember though, to always reference the work cited. **(De la Torre: 34)**

Research and Course Paper-Writing Guidelines cont.

Writing a Research Paper – Helpful Hints

1. Be careful to proofread your paper before you turn it in. It is **HIGHLY** recommended that you read your paper out loud. This helps to catch grammatical mistakes.
2. Be sure to make paragraph breaks.
3. Proving your point with scriptures. Papers should contain more of your thoughts regarding what you learned rather than Scriptures and quotes.
4. Suggested reference material for your personal library:
 - a) *Practical English Handbook*, Watkins, Dillingham, Martin
 - b) *The Elements of Style*, Strunk and White

5. Communication in general:

*As a minister of the gospel, **communication skills are of the utmost importance**. We must convey to others that which the Holy Spirit has revealed to us, through His written Word, in a concise and organized manner, to aid the hearer in understanding.*

It has been said, “When the natural and the supernatural come together, they make an explosive force for God.” We then, must do all we can in the natural to facilitate the Holy Spirit’s work in the supernatural.

Whether you are communicating via the written word or spoken word, organization of your thoughts will bring clarity to your audience and you will bless mightily!

SAMPLE COVER PAGE

HEALING IS OURS TODAY

**BY
ROBERT SMITH
THE HEALING CHRIST – BTH 106
COVENANT BIBLE COLLEGE AND SEMINARY
MAY 2, 2006**

(set the margins for the entire paper at: Left = 1.25" top, right, bottom = 1.00")

TITLE

(5" from top of page: to account for the top, 1-inch margin, the TITLE should be on the 4-inch mark on your computer's ruler; centered, all caps, bold; 14pt font size)

BY

YOUR NAME

COURSE TITLE - COURSE #

COVENANT BIBLE COLLEGE AND SEMINARY

DATE

(7" from top of page: to account for the top, 1-inch margin, the TITLE should be on the 6-inch mark on your computer's ruler; all caps; bold; 14pt font size)

Introduction Paragraph. (Introduce the main theme and include the various points that you will write about in your paper.)

Point #1 (first) Paragraph. (You may include book quotations, Bible Scripture paraphrases, examples, but it must include your own thoughts. Telling how to apply the point to daily life is always a great way to close the paragraph).

Additional Paragraphs

Conclusion Paragraph. (In Conclusion, can start your paragraph and will include a brief summary of your main theme and its points).

(Number of pages and sources depend on your degree program

BIBLIOGRAPHY

(List resources in alphabetical order according to author's last name. If there is no author, start with the resource title. Remember it must appear in the list in alphabetical order).

Below is an example of:

Title of Resource. Publisher, Copyright Year.

Amplified Bible. Zondervan Publishing House, 1987.

Below is example of:

Author's Last name, Author's First name. Title of Resource. Publisher, Copyright Year.

Maxwell, John C. The Winning Attitude. Thomas Nelson, Inc., 1993.

Student Specific Academic Responsibilities

All Students

All students working on Diploma or Degree programs from Covenant Bible College & Seminary must complete all Core (year one) courses, and must earn at least 30 credits from CBCS.

◆ Termination

Extension Campus Directors are responsible for terminating students when their academic performance falls below an acceptable level; when they will not comply with College policies; or when they are not acting in a manner appropriate to the walk of a Christian.

Consistently unsatisfactory academic performance (such as consistent course failure, consistent unexcused absences, consistently late exams and term papers, consistently does not comply with all course requirements, etc.) may be reason for the College to terminate a student's enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the College, will be spiritually counseled and may be disciplined to such extent as the Extension Campus Director deems advisable. The College reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards, which the College seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another person's work as your own) are not acceptable behavior and will not be tolerated. Plagiarism occurs when quotes from the Bible or a resource are not noted in the paper and/or on the Bibliography. Both are subject to immediate dismissal.

◆ Missed Work

Students are expected to take all exams, term papers, deliver any scheduled oral presentations, and turn in any other work required, on that specifically assigned date. If the missed work is not turned in, the student will receive a grade of "F" in the course.

The one exception to this general rule is an event beyond the student's control. Examples of events beyond the student's control include, but not limited to, a medical emergency or sudden illness (supported by appropriate documentation), a death of an immediate family member, or business related travel. In this case, a grade letter "I" (incomplete) will be temporarily posted to the course. NOTE: In no case will an "I" remain on the course for more than two weeks. If the work is not turned in within the two weeks period, a grade of "F" will be posted to the entire course.

Students anticipating being out of town for a class night should apply for an "excused" absence at least one week before the class date. In the event, and only in the event, of an excused absence, turning in exams, term papers, etc. is the responsibility of the student.

Students are responsible for contacting the STC office to make up any missed work. If the office is not contacted within 24 hours of the scheduled date to make up the work, a final grade of "F" will be posted and the student will be expected to take the entire course over again.

ONLY students who have an "excused" absence have a maximum of two (2) weeks to make up any missed work (term paper, exam, etc.). If the work is not made up within the first two weeks period a grade of "F" will be posted to the entire course.

Unexcused late work will not be accepted after the scheduled date and a grade of "F" will automatically be assigned to the work. It is in the student's best interest to be prepared.

Ministry Practicum

Ministry Practicum is a volunteer ministry that occurs in two different areas over the course of the academic school year. Students are REQUIRED to give an average of 2 hours per week, or a minimum of 72 hours (over 9 months), of volunteer service, to their local church or acceptable ministry within the academic year.

This Practicum is REQUIRED for ALL non-audit, non-doctoral candidates. The “degree credit program” student, as well as diploma students, must COMPLETE this practicum requirement!

The two areas of practicum are as follows:

Christian Service Practicum: 3 credits for 72 hours of service in the student’s church or acceptable ministry. ie; Usher, Greeter, Sunday School Teacher, Praise & Worship team, Visitation Team, etc.

Pastoral Practicum: 3 credits given to Pastors and those in full-time ministry.

Students satisfactorily completing the work and submitting the completed Ministry Practicum Form with pastor or leadership signatures receives a grade of “A” and 3 degree credits. Students not completing the work will be assigned an “I” for incomplete work and will not be eligible to graduate or participate in the graduation ceremony.

General Requirements

- **Diploma Level Credits:** 30 total credits
- **Associates Level Degree Credits:** 60 total credits
- **Advanced Associate Level Degree Credits:** 90 total credits
- **Bachelor's Level Degree Credits:** 120 total credits
- **Master's Level Degree Credits:** 156 total credits, which is 36 credits above Bachelor's.
NOTE: Student may opt to write a Master's Thesis in lieu of 2 of the courses.
- **Doctorate Level Degree Credits:**

Doctor of Ministry: 186 total credits,
which is the 156 Master Degree credits plus 30 credits awarded for a 150-
page Dissertation. No course or course work is required.

Doctor of Philosophy: 201 total credits,
which is 15 course credits above Master's Level plus 30 credits
awarded for a grade of "A" on a 150-page Dissertation.

STUDENT CATALOG AND HANDBOOK ACKNOWLEDGMENT

My signature on this form verifies that I have received and read the
Covenant Bible College & Seminary Student Course Catalog and
that I agree to abide by the policies stated therein.

Printed Student Name: _____

Written Student Signature: _____

Date: _____

Extension Campus Director: _____