



# *Reid Temple Bible College*

11400 Glenn Dale Boulevard  
Glenn Dale, Maryland 20769  
(301) 352-0320, Ext. 720

## *Academic Catalog 2021 - 2022*

*"Let the wise listen and add to their learning, and let the discerning get guidance--" (NIV)*

Reid Temple Bible College is very grateful for the contributions made by the Montgomery Community College, Prince George's Community College and the University of Maryland for providing examples of their policies, procedures, and guidelines so that we could create this version of the *Reid Temple Bible College Academic Catalog*.

**DISCLAIMER:**

This Academic Catalog is under revision and will be updated annually as the College grows.

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**RTBC**  
REID TEMPLE BIBLE COLLEGE

## INTRODUCTION

The purpose of this catalog is to provide information for the prospective and/or current student regarding the academic programs and policies of Reid Temple Bible College (RTBC). Students having questions or concerns that are not answered in this publication are invited to call our administrative offices at (301) 352-0320, Ext. 720. You may also email us at [rtbc@gmail.com](mailto:rtbc@gmail.com), or write to:

**Reid Temple Bible College  
11400 Glenn Dale Boulevard  
Glenn Dale, MD 20769**

### **Mode of Delivery for All Academic Programs:**

RTBC will provide instruction for academic credit that allows immediate interaction between the student and the instructor through lectures, laboratory instruction, seminars, colloquia, and computer-aided instruction with the aid of partner institutions of higher learning, and/or through transfer credit.

## AFFILIATION

Reid Temple Bible College (RTBC) is affiliated with Reid Temple African Methodist Episcopal Church of Glenn Dale, MD 20769.

## STATEMENT OF NON-DISCRIMINATION

Reid Temple Bible College (RTBC) does not discriminate in admission to its educational programs based on race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

## STATEMENT OF GOVERNANCE

Reid Temple Bible College (RTBC) operates under the governance of a Board of Directors.

## MISSION STATEMENT

### **The mission of the Reid Temple Bible College is twofold:**

To provide comprehensive Christ - Centered Biblical Studies and Ministry Preparation Programs that prepare, equip and empower men and women for leadership and service in ministries of the Christian faith to local and global communities; and

To provide a comprehensive multi-disciplinary General Studies program that includes core courses in the Arts & Humanities, English Composition, Social & Behavioral Sciences, Mathematics, and Biological & Physical Sciences and prepares students for the twenty-first century workforce.

The overall goal of RTBC is to provide comprehensive certification and academic programs that address the needs of the students in the local community and global society.

1. To provide high-quality Christ-Centered academic and student development programs that nurture the whole person.
2. To provide opportunities for the personal and professional development of faculty and staff to achieve a work ethic of excellence.
3. To ensure that the physical and virtual infrastructure of the College promotes learning in a safe campus environment.
4. To achieve financial stability for supporting quality higher education programs and service delivery.
5. To engage in external strategic alliances for institutional advancement and increasing opportunities for student exposure and experiences.
6. To increase programs for attracting a more diverse faculty and student body to meet the needs of the local community and a global society.
7. To develop and implement a Field Studies Program that allows students to utilize their academic preparation in furthering their career development.

**The foundational scripture for the College is - *Proverbs 1:5*, which states:**

*“Let the wise listen and add to their learning, and let the discerning get guidance--” (NIV)*

**Reid Temple Bible College's academic Programs include:**

1. General Studies Certificate (31 credit hours)
2. Biblical Studies Certificate (34 credit hours)
3. Ministry Preparation Certificate (37 credit hours)
4. Associate of Arts (A.A.) in Biblical Studies (65 credit hours)
5. Associate of Arts (A.A.) in General Studies (60 credit hours)
6. Associate of Arts (A.A.) in Ministry Preparation (68 credit hours)

## STATEMENT OF FAITH

### ***WE BELIEVE:***

**The Bible to be the Word of God:** “In the beginning was the Word, and the Word was with God and the Word was God. The same was in the beginning with God.” “All scripture is given by the inspiration of God and is profitable for doctrine, for instruction in righteousness.” “For the Word of God is quick, and powerful, and sharper than any two-edged sword.”  
(St. John 1:1, II Timothy 3:16, Hebrews 4:12)

**In One God:** “The Lord our God is one Lord.” “For there are three that bear record in heaven, the Father, the Word and the Holy Ghost: and these are one.”  
(St. Mark 12:29, I John 5:7)

**In Jesus Christ:** “But these are written, that ye might believe Jesus is the Christ, the Son of God: and that believing ye might have life through His name.” “And he hath on His vesture and on His thigh and name written, KING OF KINGS, AND LORD OF LORDS.” “Christ died for our sins according to the scriptures: and that He was buried, and that He rose again the third day.” “Who is gone into heaven, and is on the right hand of God: angels and authorities and powers being made subject to Him.”  
(St. John 20:31, Revelation 19:16, I Corinthians 14:3-4, I Peter 3:22)

**Baptism of the Holy Spirit:** “For John truly baptized with water, but ye shall be baptized with the Holy Ghost not many days hence.” “Then laid they their hands on them, and they received the Holy Ghost. And they all were filled with the Holy Ghost, and began to speak with other tongues, as the Spirit gave them utterance.” “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto Me.”  
(Acts 1:5, Acts 8:17, Acts 1:8)

**The Church is the Body of Christ:** “Now ye are the body of Christ, and members in particular.” “For as we have many members in one body, and all members have not the same office: so we, being many, are one body in Christ, and every one members of another.”  
(I Corinthians 12:28, Romans 12:4–5)

**Christ Will Return/The Resurrection of the Dead:** “For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first. Then we which are alive and remain shall be caught up together to meet with them in the clouds, to meet the Lord.” (I Thessalonians 4:16–17)

**Final Judgment:** “For we must all appear before the judgment seat of Christ; that every one may receive the things done in His body, according to that which he hath done, whether it be good or bad.” (II Corinthians 5:10)

**People are Three Part Beings:** “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.” (I Thessalonians 5:23)

## GREETINGS FROM THE PRESIDENT



Dear Student:

I greet you in the precious name of our Lord and Savior, Jesus Christ!

It is with great pleasure that we welcome you to Reid Temple Bible College. I am delighted that you have considered our College as the vehicle to assist you in learning more of the Word of God and in strengthening your walk with Him. You will find that our curriculum is both challenging and rewarding.

We have an anointed staff of qualified instructors who are committed to the task of helping you grow in the Lord. Our foundation is based on the Word of God and we strive to study to show ourselves approved unto God.

As President, I am committed to your academic success. In like manner, Reid Temple Bible College is committed to training men and women for Kingdom service that may be local, national, or worldwide. I understand that ministry is not confined to the pulpit, but it extends beyond the four walls of the church building. Therefore, our goal is to equip you with the necessary tools to minister the gospel of Jesus Christ into the uttermost parts of the earth.

Once again, I sincerely welcome and thank you for choosing Reid Temple Bible College.

May God continue to add His richest blessings upon your life as you grow in Him.

In His Service,

Reverend Dr. Mark E. Whitlock, Jr.  
President, Reid Temple Bible College

## GREETINGS FROM THE VICE PRESIDENT OF ACADEMIC AFFAIRS



Greetings in the matchless name of our Lord and Savior, Jesus Christ!

It is with great joy that I welcome you to the new Reid Temple Bible College (RTBC). I am honored as your Chief Academic Officer and servant leader to have the opportunity to serve you and be a part of God's plan for your life.

As you are praying and seeking God's direction regarding your education, calling and career, you can know that RTBC is a Christ-centered institution providing educational excellence in Biblical and general studies in order to prepare, equip, and empower men and women for leadership in service in ministries of the Christian faith to the community, and to the world.

We commit to providing our students with anointed, high-quality faculty, appropriate academic advising, an attractive course of study, and a community of servant leaders who have God's heart to ensure your academic and personal success.

Once again, I sincerely welcome you and thank you for choosing Reid Temple Bible College and entrusting us to serve you.

May God continue to bless you.

In His Service,

*Rev. Milwina Locklear*

Rev. Milwina Locklear, MDIV, MSOL  
Vice President of Academic Officer, Reid Temple Bible College

## RTBC ACADEMIC CALENDAR

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### FALL TERM 2021

|                  |              |                       |  |
|------------------|--------------|-----------------------|--|
| <b>August</b>    | 9-31         | Mon-Tue               | Registration for Fall 2021 (online only)                           |
|                  | 28           | Sat                   | New and Returning Student Orientation                              |
| <b>September</b> | 1-11         | Wed-Sat               | Late Registration  |
|                  | <b>7</b>     | <b>Tue</b>            | <b><i>Classes begin for Fall 2021</i></b>                          |
|                  | 7-13         | Tue-Mon               | Add/Drop   |
|                  | 14-30        | Tue-Thur              | Withdrawal Period  |
| <b>October</b>   | 1-31         | Fri-Sun               | Withdrawal Period  |
| <b>November</b>  | 1-30         | Mon-Tue               | Withdrawal Period  |
|                  | 1-4          | Mon-Thur              | Mid-term Week  |
|                  | 8-22         | <i>Mon-Mon</i>        | <i>Early Registration for Spring 2022 Returning Students</i>       |
|                  | <b>24-26</b> | <b><i>Mon-Fri</i></b> | <b><i>College Closed-Thanksgiving Holiday-Holiday Observed</i></b> |
| <b>December</b>  | <b>1-17</b>  | <b><i>Wed-Fri</i></b> | <b><i>Registration for Spring 2022</i></b>                         |
|                  | 10           | Fri                   | Withdrawal Period Ends   |
|                  | 13-17        | Mon-Fri               | Final Exam Week/Last Week of Classes                               |
|                  | <b>20-23</b> | <b>Mon-Thur</b>       | <b>Final Grades Due</b>  |
|                  | <b>24-31</b> | <b><i>Fri-Fri</i></b> | <b><i>College Closed</i></b>                                       |

## SPRING TERM 2022

|          |              |                |  |
|----------|--------------|----------------|--|
| January  | <i>1-4</i>   | <i>Sat-Tue</i> | <i>College Closed</i>  |
|          | 5            | Wed            | Administrative Office Open (Remote Services)                     |
|          | 5-11         | Wed-Tue        | Registration for Spring 2022 (online)                            |
|          | 15           | Sat            | New and Returning Student Orientation                            |
|          | <i>17</i>    | <i>Mon</i>     | <i>College Closed-Martin Luther King, Jr. – Holiday Observed</i> |
|          | <i>18</i>    | <i>Tues</i>    | <i>Classes Begin</i>   |
|          | 18-22        | Tues-Sat       | Late Registration  |
| February | <i>21-28</i> | <i>Mon-Mon</i> | <i>Withdrawal Period</i>   |
| March    | <i>7-11</i>  | <i>Mon-Fri</i> | <i>Mid-term Week</i>   |
| April    | <i>15</i>    | <i>Fri</i>     | <i>College Closed – Good Friday</i>                              |
|          | <i>18-22</i> | <i>Mon-Fri</i> | <i>College Closed – Spring Break</i>                             |
|          | 25           | Mon            | College Open – Classes Resume                                    |
|          | 25-30        | Mon-Fri        | Registration for Summer Term (8-Week Session)                    |
| May      | <b>2-16</b>  | <b>Mon-Fri</b> | <b>Registration for Summer Term (8-Week Session)</b>             |
|          | 2-6          | Mon-Fri        | Last Week of Classes   |
|          | 9-13         | Mon-Fri        | Final Exam Week  |

## SUMMER TERM 2022

|      |              |                |   |
|------|--------------|----------------|---|
| May  | 16-27        | Mon-Fri        | Late Registration                       |
|      | <b>23</b>    | <b>Mon</b>     | <b>Summer Classes Begin</b>             |
|      | 23-27        | Mon-Fri        | Add/Drop                                |
|      | <b>30</b>    | <b>Mon</b>     | <b>College-Closed-Holiday Observed</b>  |
|      | 31           | Tue            | Withdrawal Period                       |
| June | 1-30         | Wed-Thur       | Withdrawal Period                       |
|      | <b>20-24</b> | <b>Mon-Fri</b> | <b>Mid-term Week</b>                    |
| July | <b>4</b>     | <b>Mon</b>     | <b>College Closed-Holiday Observed</b>  |
|      | 15           | Fri            | Withdrawal Period Ends                  |
|      | <b>18-22</b> | <b>Mon-Fri</b> | <b>Last Week of Classes/Final Exams</b> |
|      | 29           | Fri            | Grades Due                              |

## **FACILITIES**

Reid Temple Bible College is located at 11400 Glenn Dale Boulevard, Glenn Dale, MD 20769, on the property of Reid Temple African Methodist Episcopal Church.

## **PARKING**

Reid Temple Bible College (RTBC) has general parking and parking for the physically challenged (i.e., has general and handicapped parking available) on the property of Reid Temple African Methodist Episcopal Church.

## **ADMINISTRATION OFFICE HOURS**

The administrative office hours are 3:30 a.m. – 7:00 p.m., Monday, Wednesday, Thursday and Friday. The RTBC administrative office is presently located at 11400 Glenn Dale Boulevard, Room 1097, Glenn Dale, MD 20769, in the Administration Wing of Reid Temple African Methodist Episcopal Church.

## **LIBRARY**

The Reid Temple Bible College (RTBC) Library is located at 12150 Annapolis Road, Glenn Dale, MD 20769, Suite 314. The Library hours are on Mondays and Wednesdays, 3:30 pm – 7:30 pm. RTBC has acquired the following library partnerships:

- a. Bowie State University Library, Bowie, MD – 10 minutes offsite  
14000 Jericho Park Road  
Bowie, MD 20715
- b. Lancaster Bible College, Greenbelt, MD – 10 minutes offsite  
7852 Walker Drive, Suite 100  
Greenbelt, MD 20770

## **TEXTBOOKS**

Student textbooks can be obtained from the Glad Tidings Bookstore at Reid Temple African Methodist Episcopal Church, Amazon.com, or any online book service.

## ADMISSION REQUIREMENTS

Acceptance to any certificate or degree program at RTBC will be granted only after evaluation of the application; references and official transcripts (where required) have been made. The appropriate fee must accompany the application.

High school graduation or equivalent (GED, General Education Development / Diploma), is generally required for admission. However, students not possessing a GED must present proof of enrollment and active participation in a program to obtain this credential and may qualify for a provisional acceptance into the College for a period of 18 months to allow time for the GED to be obtained. Evaluations of non-high school applicants will be performed at the end of the 18 months and will be in accordance with RTBC's standard admission policy.

The most qualified students usually have taken a high school curriculum consisting of the following:

|                   |   |
|-------------------|---|
| English           | 4 Units                                 |
| Mathematics       | 3 Units (Algebra, Geometry, Algebra II) |
| Science           | 3 Units                                 |
| Social Sciences   | 3 Units                                 |
| Foreign Languages | 3 Units                                 |

### **Certificate Programs:** Biblical Studies, Ministry Preparation and General Studies

1. High School Diploma or GED Certificate.
2. Personal Statement must be 12-point font, no more than two pages, double spaced, with one-inch margins. This statement should be a brief biographical sketch and include reasons why you have chosen a Certificate Program.
3. Recommendation letter from a Pastor Washington, a Spiritual Leader or someone who can speak to your character.

### **Associate of Arts Degree Programs (AA)**

1. High School Diploma or GED Certificate.
2. Personal Statement must be 12-point font, no more than two pages, double spaced, with one-inch margins. This statement should be a brief biographical sketch and include reasons why you have chosen the AA Degree Program.
3. Two letters of Recommendation:
  - a. One letter must be from a Pastor Washington or Spiritual Leader.

- b. One letter must be from a person who can speak to your character.
4. Schedule an appointment to take the English and Mathematics Placement Exams.
5. Schedule Pre-Admission Interview.

### **Specific Course(s) Enrollment**

1. High School Diploma or GED Certificate.
2. Personal Statement must be 12-point font, no more than two pages, double spaced, with one-inch margins. This statement should be a brief biographical sketch and include reasons why you have chosen to enroll in a specific course.

### **THE ADMISSION PROCESS CHECKLIST**

1. Complete on-line application at [www.reidtemplebiblecollege.org](http://www.reidtemplebiblecollege.org).
2. To request an Admission Application, call 301-352-0320 ext. 720.
3. Submit certified/official proof of High School Graduation, GED Certificate and/or other official as required.
4. Submit Personal Statement.
5. Have letters of recommendation, on official letterhead, sent to RTBC – Office of Admission.
6. Schedule Pre-Admission Interview. (Associate of Arts Degree Programs) (AA).
7. Schedule appointment to take English and Math Placement Exams. (AA Programs).
8. Pay application fee of \$ 25.00 (non-refundable) on-line or submitted a money order by mail with application.
9. Unless submitted online, all official documents (e.g. application, official transcripts, personal statement, recommendations, and additional supporting documentation) must be mailed to:

Reid Temple Bible College  
Administration Office  
P.O. Box 631  
Glenn Dale, MD 20769

## **ADMISSION CLASSIFICATION**

- (1) Student – A student who meets all entrance requirements and is pursuing a certificate, or degree program.
- (2) Special Student – A student who desires to take only a limited number of courses for credit, but who is not interested in enrolling in a certificate or degree program. Special students must follow regular application procedures.
- (3) Auditing Student – A student permitted to enroll in a course without being required to fulfill the normal course requirements in that course when it is taken for credit. No credit is granted with this status. Audited courses will be recorded on the official transcript.

## **OFFER OF ADMISSION**

Applicants admitted to the College will receive a written offer of admission. The offer of admission requires a response. If the applicant wishes to accept, decline, or change the effective date of the offer, the College must be notified in writing or the offer of admission becomes void. If the offer is voided, the applicant must submit another application in order to be considered for admission in a subsequent semester.

## **RE-ADMISSION OR ENROLLMENT PROCEDURES**

Students who have not attended classes at Reid Temple Bible College for a period of two year or more are considered inactive and must re-enroll. Therefore, the student is required to follow the initial admission procedures.

## **TRANSFER POLICIES**

Transfer students follow regular admission procedures. In addition, official transcripts of all previously earned college credits must be submitted before final acceptance can be granted. These transcripts will be evaluated by the Registrar to determine transfer credits.

Students desiring to transfer to Reid Temple Bible College (RTBC) from other Bible Institutes, colleges or universities must follow all RTBC Admission Procedures outlined above when applying for admission. RTBC accepts the transfer of undergraduate and graduate credits from institutions of higher learning that are accredited by U.S. Department of Education approved accrediting agencies.

However, each course is individually evaluated before acceptance to ensure that it meets the requirements of similar offerings at RTBC. The decision to accept or reject transfer credits rest solely with RTBC. In order for credits to be considered for transference, in addition to the high school record, the student should request the Registrar of each College attended since high school graduation to send an official transcript (certified and sealed) of his/her

undergraduate/graduate college level work directly to the Admission Office at RTBC. The final decision on transferring credits will be made, documented, and sent to the RTBC Registrar for inclusion in the student's official records. The Registrar will then give the student a timely response as to the acceptance/rejection of transfer of credits. Once the Registrar receives the certified transcript, he/she will forward it to the Chief Academic Officer who will work closely with the members of the appropriate department in making the final decision on transfer of credits. Only work completed with a "C" or better is transferable (i.e., classes passed with a minimum of 2.0 GPA or higher).

All transfer students must spend a minimum of 30 semester credit hours in residency at RTBC to receive a certificate or A.A. degree, regardless of the number of transfer of credits earned elsewhere. In some cases, students who have completed quarter hours of courses from another institution may be required to take or audit a course(s).

Transfer credit will usually be granted for courses which have been evaluated to be equivalent (in content or educational philosophy/purpose) to those offered at RTBC; completed with a 2.0 GPA or higher; and taken at an accredited institute, college or university.

- (1) College credits from non-accredited undergraduate institutions may be transferred to Reid Temple Bible College on a provisional basis. Provisions include: Two (2) semesters (24 credit hours) of enrollment at RTBC, and a minimum of 2.0 cumulative RTBC GPA at the conclusion of 24 semester credit hours attempted.
- (2) Until completion of these 2 semesters (24 semester credit hours), all potential transfers (classes passed with a minimum of 2.0) will be considered "provisional."
- (3) Upon satisfactory completion of the above provisions, applicable credits will then be officially transferred to RTBC by our Registrar. Upon unsatisfactory completion, no credits will be transferred.

RTBC will also follow Maryland Higher Education's Code of Regulations 13B.02.02 for **Second-Degree Students:**

- (1) Students newly enrolling at an in-State institution who are seeking an associate degree or a baccalaureate degree and who hold a baccalaureate degree from a college or university accredited by an organization recognized as an accrediting agency by the United States Department of Education to grant institutional accreditation may be deemed to have satisfied the Maryland general education requirement under section E-(General Education Requirements) of this regulation, but not necessarily the total general education requirements of the institution.

- (2) Students newly enrolling at an in-State institution who are seeking an associate degree and who hold an associate degree from a college or university accredited by an organization recognized by United States Department of Education to grant institutional accreditation may be deemed to have satisfied the Maryland general education requirement for the associate degree under section E-(General Education Requirements) of this regulation, but not necessarily the total general education requirements of the institution.

## TUITION PAYMENT AND FEES

Students are required to fulfill their financial obligation prior to the start of the semester. If a student's financial obligation for the previous semester is delinquent, their account will be placed on hold. As a result, the student will not be allowed to register for additional classes until their obligation has been satisfied.

### METHOD OF PAYMENT

Reid Temple Bible College accepts credit cards, debit cards with the VISA logo, and money orders.

### SCHEDULE OF FEES

#### Application Fees:

|  |             |
|--|-------------|
| <i>General Studies</i>                         | <b>\$25</b> |
| <i>Biblical Studies Certificate</i>            | <b>\$25</b> |
| <i>Ministry Preparation Certificate</i>        | <b>\$25</b> |
| <i>Associate of Arts, Biblical Studies</i>     | <b>\$25</b> |
| <i>Associate of Arts, Ministry Preparation</i> | <b>\$25</b> |

**Course Fee Per Semester Credit Hour:** **\$100**

**Late Registration Fee:** **20% of total costs of course,  
or \$50.00, whichever is less.**

**Audit Fee Per Semester Credit Hour:** **\$30**

**Graduation Fee:** **\$55**  
*Includes Administrative Fees,  
Diploma, and Cap and Gown Rental*

**Transcripts:**

*Unofficial Copy (Issued to Students)*  
*Official Copy (Issued to Colleges, etc.)*

**Complimentary**  
**\$5**

**Diploma Replacement Fee:**

**\$55**

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## REFUND POLICY

Students may receive a refund through the RTBC Administrative Office under the following circumstances:

1. Each student has seventy-two (72) hours to rescind any contract with the College and receive a full refund of all fees including registration fees. This period shall commence from the date of the signing (i.e., or the internet process date), but shall not include or end on any Saturday or legal holiday.
2. Refunds may be received for course fees only, not the late fee, if the refund is requested after seventy-two (72) hours following any contract is signed (i.e., or the internet process date).
3. 80% of the course fee is refunded if a withdrawal occurs during the second week of the semester.
4. 60% of the course fee is refunded if a withdrawal occurs during the third week of the semester.
5. 40% of the course fee is refunded if a withdrawal occurs during the fourth week of the semester.
6. 25%, or the exact prorated proportion of registration fees, within \$5.00, is refunded if a withdrawal occurs after the 11<sup>th</sup> week of the semester.
7. The official termination date of enrollment, when applicable, shall be the student's last day in class.

## STUDENT SERVICES

RTBC provides services that contribute to the holistic development and care of students and that are appropriate to the level of education and its delivery system.

Relative to this pursuit, RTBC is characterized by:

- (1) A commitment to the spiritual, physical, intellectual, emotional, and social development of students that is consistent with biblical higher education.
- (2) Services that respond to the diverse student needs, abilities, and cultures.
- (3) The organization and delivery of student services that are appropriately aligned with RTBC's mission and culture.
- (4) Qualified professionals empowered to supervise and provide student services and programs.
- (5) Leadership development facilitated by curricular and/or co-curricular programs that are integrated with RTBC's educational objectives.
- (6) A regular system of assessing needs, experiences, and levels of student satisfaction in order to improve services.
- (7) Opportunities for students to provide input in institutional decision-making.
- (8) Published procedures for and records of addressing student complaints and grievances.

RTBC students may enhance their opportunity to succeed by attending New Student Orientation, Advising, and Registration which is the first step toward academic success. This step is a one-stop opportunity to learn about services and resources available at RTBC, become familiar with the college policies and procedures, and get an inside view of the institution. RTBC offers students a First Year Experience Track, as RTBC staff will be with the student throughout the first year offering a variety of services and programs that engage the student. At any time during the student's first year, they are encouraged to connect with their assigned advisor should they have questions or encounter any barriers that they feel will impede their academic success, from stress to academic difficulties.

Academic advisors assist students in choosing a major or academic degree program, developing a plan of study, and registering for classes. Academic Advisors, with the approval of the Chief Academic Officer, can recommend students to a mentor, upon the student's request.

Students new to RTBC will be encouraged to follow the RTBC First Year Experience Checklist.

## RTBC First Year Experience Student Checklist

### RTBC First Year Experience - Student Checklist

This checklist is to guide students successfully through their first year at RTBC.

#### **Before RTBC: Plan Ahead**

- Apply for admission
- Receive acceptance letter
- Attend New Student Orientation
- Schedule Math and English placement exams, as needed

#### **Once Admitted: Orient Yourself to RTBC**

- Visit the registrar to register for classes
- Pay tuition and fees. Receive receipt and academic calendar
- Obtain student ID card
- Use Student Calendar to plan class schedule and assignment deadlines.
- Buy books

#### **September and January: Get Involved**

- Attend first class.
- Express interest to join a volunteer committee.

#### **September, October, and March: Discover Resources**

- Attend Spiritual Enrichment Events

Meet with an Academic Advisor to develop an academic plan for the next semester.

- Monitor course progress. Seek help as necessary. Check midterm grades.
- Visit RTBC Library (12150 Annapolis Road, Suite 314, Glenn Dale, MD 20769)
- Attend student development workshop(s), as necessary
- Request or access H.E.L.P., as needed.

#### **December and April: Prepare for Finals**

- Study for final exams
- Seek academic advising, as needed

## Disability and Support Services

Students with disabilities can get available support and accommodation through the service of the college by contacting the Administration Office.

## Veterans Services

Veterans of the armed services are entitled to various education benefits depending on when and how long they served. We at RTBC are honored to have students who are veterans of the armed forces, active-duty service members, reservists, and guardsmen. We strive to create a welcoming environment for veterans and service members who want to advance their education.

Our dedicated team will work with you to help you achieve your educational goals and make sure you are receiving the benefits to which you are entitled.

For your convenience, military.com has created recourses on tuition assistance for each specific branch. We recommend you refer to their website for branch-specific information on using Tuition Assistance (TA):

1. [Air Force Tuition Assistance](#)
2. [Army Tuition Assistance](#)
3. [Coast Guard Tuition Assistance](#)
4. [Marines Tuition Assistance](#)
5. [National Guard Tuition Assistance](#)
6. [Navy Tuition Assistance](#)
7. [Reserve Tuition Assistance](#)

## **RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

### **RTBC HELP Program - Academic Support**

The purpose of the H.E.L.P. (How to Expand Learning Proficiency) Program at RTBC is to provide an additional advisor to students who are falling below the graduation minimum of a cumulative GPA of 2.0, or for students who are concerned that they might be struggling academically.

There are two ways to be a part of the H.E.L.P. Program:

1. Voluntarily:
  - a. Students who are concerned about their academic progress may register to be in the H.E.L.P. Program.
  - b. Students will be given regular updates on their progress throughout the semester from Instructor feedback.
  - c. Students will have a meeting with the H.E.L.P. Coordinator every two weeks to receive:
    - (1) An update on their progress
    - (2) Advice based on their progress
  - d. Students will receive a Mid-Term Grade Report.
  - e. Students will have no restriction on their normal absence allowances.
  
2. Mandatory:
  - a. Students whose cumulative GPA falls below the 2.0 level will be automatically placed in the H.E.L.P. Program.
  - b. Students will be given regular updates on their progress throughout the semester from Instructor feedback.
  - c. Students will have a meeting with the H.E.L.P. Coordinator every two weeks to receive:
    - (1) An update on their progress
    - (2) Advice based on their progress
  - f. Students will receive a Mid-Term Grade Report.
  - g. Students will be allowed half the normal number of absences.

### **Student Identification Cards**

Information about Student IDs for credit students may be received from the RTBC Registrar.

### **Transfer Services**

RTBC will provide academic advisement to support graduates transferring to four year colleges.

## **Health Education Services**

RTBC encourages students in need to use the Dimensions Healthcare System that includes the Bowie Health Campus. Dimensions Healthcare System is an integrated, not-for-profit healthcare system serving residents of Prince George's County, MD and surrounding areas. The Community Outreach component of the Bowie Health Campus offers a wide range of services and programs RTBC students may take advantage of such as support groups, health screenings, and informative seminars to help individuals make healthier choices and lifestyle changes. The Community Outreach programs include Community Education, Dimensions Smoking Cessation Program, Senior health Center, Support Groups, and Volunteer Services. Volunteers who wish to give back to their communities will find many opportunities to make a difference in the lives of others and are considered a vital part of the Dimensions Healthcare System.

## **Student Assessment Services Testing**

The RTBC Administration Office staff administers college placement tests and proctored course exams.

## **Transcript and Verification Requests**

RTBC students may request an official college transcript or an official verification of enrollment from the Registrar.

## RTBC Library

The RTBC Library is located at 11400 Glenn Dale Blvd., 2<sup>nd</sup> Floor (Antioch), Glenn Dale, MD 20769. While the library is reference only at this time, RTBC has established Library Partnerships with Bowie State University Library and Lancaster Bible College Library. Please contact the RTBC Librarian for more details at 301-383-2103.

- a. Bowie State University, Thurgood Marshall Library\* - 10 minutes offsite  
14000 Jericho Park Road  
Bowie, MD 20715  
<https://www.bowiestate.edu/academics-research/library/>
- b. Lancaster Bible College\* – 10 minutes offsite  
7852 Walker Drive, Suite 100  
Greenbelt, MD 20770  
<https://www.lbc.edu/library/locations/greenbelt.html>

\*Location and hours of operation can be found on their website.

## Bookstore

RTBC has established partnership with the privately-run Reid Temple Bookstore, Glad Tidings Bookstore, located onsite at the college, 11400 Glenn Dale Boulevard, Glenn Dale, MD, 20769, at (301) 352-1773, or on the website at <https://www.gladtidingsbookstore.com>.

## **ACADEMIC POLICIES**

Academic Policies begin with the Satisfactory Academic Progress Guidelines.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) Guidelines**

All students are required to meet both Quantitative (number of credits earned) and Qualitative (GPA/grade point average) standards. A review will be made at the end of each academic semester to determine if the student meets these criteria, as Reid Temple Bible College operates on a semester system.

### **CREDIT HOUR**

One semester hour of credit will be awarded for a minimum of 15 hours of 50 minutes each for classroom instruction.

### **ENROLLMENT APPEAL PROCESS**

An appeal is defined as a request to a higher authority to change a decision that was made, typically a decision that the student believes adversely affects her/his academic career. For any academic appeal or grievance, if a student is enrolled in class(es) while the case is being heard, the student is responsible for the policies and procedures associated with the class(es).

The student's failure to make satisfactory academic progress will be considered if the student has suffered undue hardship such as a death of an immediate family member, injury or illness, or other special circumstances as determined by the enrollment administrator (i.e. Registrar, Chief Academic Officer). Students requesting an appeal must submit a letter requesting reinstatement to the Registrar's Office explaining the circumstances which affected the student's academic performance. All appeals should be submitted to the Chief Academic Officer three weeks prior to the start of a semester.

The appeal letter should:

- be properly addressed and grammatically correct;
- include the student's name, address, phone number, student ID number and Degree program;
- state clearly why the student was not able to make SAP (Satisfactory Academic Progress);
- state what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation;
- detail why the student wants to attend RTBC; and
- detail what the student will do differently, from an academic and personal perspective, if they are granted an appeal to continue matriculation at RTBC.

Additionally, the letter of appeal will be sent to the Admissions Committee for review. If the Admissions Committee recommends approval, an academic success plan will be developed, agreed upon and signed by (a) the student, and (b) a designee of the College. If the appeal is disapproved, the Admissions Committee will provide an explanation. All documentation

concerning the appeal will become a part of the student's official records at Reid Temple Bible College.

### **ACADEMIC PROBATION**

Students with less than a 2.0 cumulative GPA at the end of any semester will be placed on academic probation. While on academic probation, students will be limited to a maximum of twelve (12) semester credit hours. Students must receive a passing grade of a C or higher for all courses in the following semester of enrollment, and they must raise the cumulative GPA to 2.0 or higher by the end of that subsequent semester of enrollment. Students not meeting this requirement will be academically dismissed from the College.

Only courses from Reid Temple Bible College will be included in the computation of the GPA. In the case of repeated courses, the last grade points and semester credit hours earned replace the previous grade points and semester credit hours in the computation of the GPA. However, all grade entries made to the transcript will remain a part of the student's permanent academic record.

### **DISMISSAL**

Students are academically dismissed if they meet the criteria for probation two semesters in a row. Any student academically dismissed from Reid Temple Bible College may petition the Admissions Committee for readmission. The case will be carefully reviewed to determine if there is a basis for the student's resuming their program at Reid Temple Bible College. Readmission is not guaranteed and should not be assumed. A student academically dismissed and then readmitted by the Admissions Committee is placed on academic probation and must maintain a GPA of 2.0 or higher for each semester thereafter in order to remain in the College.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the College, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and College authorities alike.
4. Each student subject to disciplinary action arising from violations of College Student Rules shall be assured a fundamentally fair process.

### **Student Responsibilities**

1. Student has the responsibility to respect the rights and property of others, including other students, the faculty and College officials.
2. Student has the responsibility to be fully acquainted with the published College Student Rules and to comply with them, as well as federal, state, and local laws.
3. Student has the responsibility to recognize that their actions reflect upon the individuals involved and upon the entire College community.
4. Student has the responsibility to maintain a level of behavior which is consistent in supporting the learning environment of the institution and to recognize the College's obligation to provide an environment for learning.
5. Student has the right to inspect and review their educational record maintained by the school.
6. Student has the right to request that the school correct records which they believe to be inaccurate or misleading; otherwise the student may request a hearing by appropriate personnel of the institution for resolution.
7. The institution must have written permission from the student to release their educational record.

## GRADES AND GRADING POLICIES

At the end of each semester, the semester grade point average and cumulative grade point average (GPA) are calculated. Both GPAs are shown on the official transcript.

### Calculation of Grade Point Average

All grades are to be converted to a four-point grading system. Pass/Fail and Audit course grades are not used in the calculation of the Grade Point Average (GPA).

- (1) GPA
  - a. Multiply the number of semester credit hours for each course by the number of quality points earned, as follows: A=4; B=3; C=2; D=1; F=0. Quality points representing + or – grades should be utilized in computing the GPA.
  - b. Divide the total number of quality points by the total number of semester credit hours. The quotient will be the grade point average.
- (2) Cumulative GPA Calculation
  - a. Multiply the total quality points by the total credits earned.
  - b. Divide the product of the total quality points and the total credits earned by the total credits attempted. The quotient will be the cumulative GPA.

## GRADING SYSTEM

RTBC uses the semester credit measure in which 1 credit = sixteen 50-minute hours of in-class instruction.

| Letter Grade   | Description                | Percentage      | Quality Points |
|--|----------------------------|-----------------|----------------|
| <b>A</b>   | <b>Excellent</b>           | <b>90-100</b>   | <b>4.00</b>    |
| <b>B</b>   | <b>Good</b>                | <b>80-89</b>    | <b>3.00</b>    |
| <b>C</b>   | <b>Average</b>             | <b>70-79</b>    | <b>2.00</b>    |
| <b>D</b>   | <b>Below Average</b>       | <b>60-69</b>    | <b>1.00</b>    |
| <b>F</b>   | <b>Failure</b>             | <b>Below 60</b> | <b>0.00</b>    |
| <b>Grade designations not used in calculation of GPA</b> |                            |                 |                |
| <b>AU</b>  | <b>Audit</b>               |                 | <b>N/A</b>     |
| <b>I</b>   | <b>Incomplete</b>          |                 | <b>N/A</b>     |
| <b>P</b>   | <b>Pass</b>                |                 | <b>N/A</b>     |
| <b>W</b>   | <b>Withdrawal</b>          |                 | <b>N/A</b>     |
| <b>N</b>   | <b>No Grade</b>            |                 | <b>N/A</b>     |
| <b>XF</b>  | <b>Academic Dishonesty</b> |                 | <b>N/A</b>     |

## Grade Designations Not Used in Calculation of GPA

### **AU    Audit Class**

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration.

Tuition and fees will be assessed at the same rate for audited classes as those taken for credit. Students are not required to attend class or take exams in audited courses. Audits appear as an "AU" on transcripts and do not count toward your GPA.

### **I        Incomplete**

The "I" is the letter that is assigned if a student has satisfactorily completed 75 percent or more of a course's requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and Chief Academic Officer and submitted to the RTBC Administrative Office when final grade for the course is submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the "I" grade is changed to the grade noted on the contract. Students should not re-register for a course in which they have an "I" grade. It is the responsibility of the student to contact the instructor who assigned the "I" grade and arrange to complete the work required for a regular grade to be assigned.

### **P        Passing**

Signifies a passing grade in a non-graded course.

### **W        Withdrawal**

Indicates that the student voluntarily withdrew from the course prior to the final exam.

### **NG      No grade**

No grade submitted at the time grades were being processed.

### **XF      Academic Dishonesty**

The normal sanction for academic dishonesty is a grade of "XF -failure due to academic dishonesty." That grade will normally be recorded on the student transcript, in addition to any other action taken (e.g., suspension or expulsion). The normal penalty for students is dismissal. The Chief Academic Affairs Officer investigates allegations of academic dishonesty and convenes a committee to adjudicate charges.

## **ACADEMIC ADVISEMENT**

Academic Advisors are provided to assist students in planning their academic programs. Academic advisors are not authorized to change established policy for the College. Students should contact the RTBC administrative office to arrange appointments, as advisement is available for all certificate programs. Should this read all programs?

## **ATTENDANCE**

Students who have not attended classes at Reid Temple Bible College (RTBC) for a period of two year or more are considered inactive and must re-enroll. Therefore, the student is required to follow the initial admission procedures.

## **AUDIT POLICY**

Students may enroll in courses on an audit basis within the first two weeks of the semester. However, while grades may be received for course work, grades are not received for the course itself. Thus, audited courses are not included in the calculation of grade point average. Class attendance and full participation, however, are required. Students may request the option to receive a grade, meaning their course status will change to "For Credit," by submitting the Change of Registration form to the Registrar. Students are required to pay the difference between the audit fee and the "For Credit" fee no later than the last week of the midterm of the semester of enrollment (i.e., the eighth week). A late fee is not assessed when auditing courses during regular registration periods. However, if a course is audited during late registration periods, a late fee will be assessed.

## **COURSE LOAD REQUIREMENTS**

Students are required to take at least one 3 credit course per semester to maintain active enrollment. All courses are 3 semester credit hours unless noted otherwise.

## **WITHDRAWAL PROCEDURES**

To initiate the withdrawal process, the Add/Drop form should be submitted to the RTBC Registrar. The withdrawal will be reflected by a course grade of (W) on the student's academic transcript. The withdrawal has no grade value.

## **COURSE CANCELLATION POLICY**

The administration may cancel a course at the close of any registration period due to unforeseen circumstances. Courses may also be cancelled if the enrollment falls below the College's minimum enrollment requirement. Students will be notified upon official cancellation of a course and given one week from the date of notification to register for a different course, at no additional charge. Otherwise, the student may request a refund in accordance with the refund policy.

## ACADEMIC CODE OF HONOR

At all times, students are to conduct themselves in a manner that reflects good Christian character. Students are required to read, sign and date the school's *Academic Code of Honor* in the *Academic Code of Honor & Certification* section of the student's Application for Admission. Signing the paper admission form or processing the application for admission online is a student's confirmation of agreeing to adhere to the *Academic Code of Honor*. Upon reading the *Academic Code of Honor* online, students are required to type their name as a confirmation of this agreement. This signed certification serves as a written agreement between the student and the administration.

Violation of the *Academic Code of Honor* and other violations, such as possession and/or use of alcoholic beverages, illicit drugs, profanity, and sexual impropriety, are grounds for suspension or dismissal from the College. Cheating is grounds for automatic suspension.

Conduct that violates the *Academic Code of Honor* also includes the following:

- 1. Dishonesty.** "This lack of integrity is exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty include copying from the examination paper of another, allowing one's own examination paper to be copied, reading without the instructor's consent a copy of the examination prior to the date it is given (Does this happen?); giving or receiving unauthorized aids; submitting the same work product in more than one course without the express permission of the instructor(s); or disclosing or accepting information about test questions or answers if one takes a test at different time than other students in the same course."
- 2. Plagiarism.** "Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation, thereby giving the impression that it is the student's own work. Plagiarism ranges from a failure to acknowledge one's indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, etc."

## DRESS CODE

Students are expected to dress appropriately at all times. As representatives of Christ, they are to present their bodies a living sacrifice, holy and acceptable to God. (Romans 12:1).

## **STUDENT RECORDS**

Student records are maintained in the RTBC administration office. All information is confidential and protected by the Family Educational Rights and Privacy Act (FERPA). Students are allowed to view their academic records in the presence of the Registrar or another RTBC officer (e.g., Chief Academic Officer). They may not view the records of another student.

## **TRANSCRIPTS**

Official transcripts of a student's record are issued by the Registrar and may be released to a third party only upon receipt of written authorization from the student. Request for transcripts will not be honored unless all financial obligations due the College are satisfied. Financial obligations include fees owed to the school.

## **STUDENT GRIEVANCE POLICY**

A student who desires to file a complaint against Reid Temple Bible College should:

- (a) Submit the complaint in writing to the Chief Academic Officer (CAO) and it will be reviewed by the Faculty Admissions Committee. A response from the CAO, relative to a resolution, will be provided within 30 days of the complaint being submitted;
- (b) Sign the complaint and state the complainant's name, address and phone number; and
- (c) Mail or deliver the complaint to the college President.

## ACADEMIC PROGRAMS

### **General Studies Certificate Program Overview**

Certificate of General Studies (31 credit hours) – **in person instruction**

The **One-year General Studies Certificate** program at Reid Temple Bible College is an attractive course of study because it gives students a certificate that they can use as a qualification for some employment opportunities or as a basis for pursuing an Associates of Arts or Bachelor's degree. This concentration of Bible and Theology courses prepares students for successful Christian living and for effective service in their local churches and in the community.

The **One-year General Studies Certificate** program is ideal if you do not know yet where the Lord is leading you or you plan to transfer to another college or university for further training. This program will prepare you for life and for service for Christ no matter what you do.

### **General Studies Certificate Program Outcomes**

Students who complete the Certificate of General Studies program will be able to:

1. Identify the contribution of major biblical books, characters, and doctrines.
2. Describe the relationship between Old and New Testaments and how they collectively reveal God to humankind.
3. Integrate fundamental truths of the Bible into life situations.
4. Describe the importance of the Holy Spirit in the life of the believer.
5. Develop a statement of their personal ministry purpose.

### **General Studies Learning Objectives**

All students enrolled in Reid Temple Bible College will:

1. Gain knowledge of biblical concepts and principles.
2. Be equipped for practical application of the Bible in their lives.
3. Be introduced to the concept of ministry from the biblical perspective of service to the community.
4. Engage in ministry according to their individual gifts.

### **General Studies Certificate Curriculum Outline – Next Page**

## General Studies Certificate Curriculum Outline

**Certificate of General Studies** (2 semester plan for full-time students)  
*(Courses to be offered regularly)*

| General Studies Required Courses          |   | General Studies Courses                |   | Professional Studies                   |           |
|---|---|--|---|--|-----------|
| 1 <sup>st</sup> Semester                  |   |  |   |  |           |
| BIBL105 Introduction to Old Testament     | 3 | ENGL102 English Composition or COMM201 | 3 | COMM250 Social Media                   | 3         |
| BIBL106 Introduction New Testament        | 3 | Public Speaking                        |   | CHRS202B Christian Service Field Study | 1         |
| CHRS201 Christian Discipleship            |   |  |   | <b>1<sup>st</sup> Semester Total</b>   | <b>16</b> |
| 2 <sup>nd</sup> Semester                  |   |  |   |  |           |
| THEO207 Doctrines of the Bible            | 3 | Fine Arts Elective                     | 3 | General Studies Elective               | 3         |
|   |   | General Studies Elective               | 3 | General Studies Elective               | 3         |
|   |   |  |   | <b>2<sup>nd</sup> Semester Total</b>   | <b>15</b> |
| <b>Total Credit Hours for Certificate</b> |   |  |   |  | <b>31</b> |

## **General Studies Associate of Arts Degree Program Overview**

Associate of Arts in General Studies (60 credit hours) – **in person instruction**

The Associate of Arts in General Studies Degree Program is ideal if you do not yet know where the Lord is leading you or you plan to transfer to another college or university to pursue a four year degree. The program will prepare you for life and service for Christ no matter what you decide to do.

## **General Studies Associate of Arts Degree Program Outline**

**RTBC's Associate of Arts in General Studies Program includes the following required courses:**

### General Education:

- 6 credits of English
- 3 credits in Math
- 3 credits in Science (coincides with the Math taken)
- 3 credits Social Science
- 3 credits Biology
- 3 credits Speech Communications

21 Total Credits

### Required Courses:

- 3 credits - Internship
- 3 credits - Introduction to Intercultural Communications
- 3 credits - Entrepreneurship
- 3 credits - Social Media
- 3 credits - Computer Literacy
- 3 credits - Financial Literacy
- 3 credits - Leadership Development
- 3 credits - Career Development -
- 3 credits - Introduction to Nutrition
- 3 credits - Advanced Public Speaking
- 3 credits - Interpersonal Communication
- 3 credits - Linguistics
- 3 credits - African American History

39 Total Credits

## **Biblical Studies Certificate**

### **Biblical Studies Certificate Program Overview**

Certificate of Biblical Studies (34 credit hours) – **in person instruction**

The **One-year Biblical Studies Certificate** program at Reid Temple Bible College is an attractive course of study because it gives students a certificate that they can use as a qualification for some employment opportunities or as a basis for pursuing an Associates of Arts or Bachelor's degree. This concentration of Bible, Theology, and Practical Life courses prepares students for successful Christian living and for effective service in their local churches and in the community.

The **One-year Biblical Studies Certificate** program is ideal if you do not know yet where the Lord is leading you or you plan to transfer to another college or university for further training. This program will prepare you for life and for service for Christ no matter what you do.

### **Biblical Studies Certificate Program Outcomes**

Students who complete the Certificate of Biblical Studies program will be able to:

1. Identify the contribution of major biblical books, characters, and doctrines.
2. Describe the relationship between Old and New Testaments and how they collectively reveal God to humankind.
3. Integrate fundamental truths of the Bible into life situations.
4. Describe the importance of the Holy Spirit in the life of the believer.
5. Develop a statement of their personal ministry purpose.

### **Biblical Studies Certificate Learning Objectives**

All students enrolled in Reid Temple Bible College will:

1. Gain knowledge of biblical concepts and principles.
2. Be equipped for practical application of the Bible in their lives. (Correct font)
3. Be introduced to the concept of ministry from the biblical perspective of service to the community.
4. Engage in ministry according to their individual gifts.

### **Biblical Studies Certificate Curriculum Outline – Next Page**

## Biblical Studies Certificate Curriculum Outline

**Biblical Studies Certificate** (2 semester plan for full-time students)  
*(Courses to be offered regularly)*

| Biblical Studies Certificate Required Courses |   | General Studies Courses |   | Professional Studies       |                                      |
|---|---|-------------------------|---|----------------------------|--------------------------------------|
| 1 <sup>st</sup> Semester                      |   |                         |   |                            |                                      |
| BIB105 Introduction to Old Testament          | 3 | ENGL102 English         | 3 | COMM250 Social Media       | 3                                    |
| BIB106 Introduction New Testament             | 3 | Composition or COMM201  |   | CHRS200 Christian Life     | 3                                    |
| CHRS201 Christian Discipleship                | 3 | Public Speaking         |   | Skills                     |                                      |
|   |   |                         |   |                            | <b>18</b>                            |
| 2 <sup>nd</sup> Semester                      |   |                         |   |                            |                                      |
| BIBL207 The Holy Spirit                       | 3 | Fine Arts Elective      | 3 | CHRS202B Christian Service | 1                                    |
| THEO207 Doctrines of the Bible I              | 3 | HIST100A Church History | 3 | Field Study                |                                      |
|   |   |                         |   |                            | Concentration Elective               |
|   |   |                         |   |                            | 3                                    |
|   |   |                         |   |                            | <b>2<sup>nd</sup> Semester Total</b> |
|   |   |                         |   |                            | <b>16</b>                            |
| <b>Total Credit Hours for Certificate</b>     |   |                         |   |                            | <b>34</b>                            |

## **Biblical Studies Degree Program**

### **Biblical Studies Degree Program Overview**

Associate of Arts Degree in Biblical Studies (60 credit hours) – **online**

The two-year **Associates of Arts (AA) degree in Biblical Studies** program at Reid Temple Bible College is an attractive course of study because it gives students an Associate of Arts degree they can use as a qualification for some employment opportunities or as a basis for pursuing a Bachelor's degree at another college, and especially upon accreditation of the program. This concentration of Bible, Theology, and Practical Life courses prepares students for successful Christian living and for effective service in their local churches and in the community.

### **Biblical Studies Degree Program Outcomes**

Students who complete the Associate of Arts Degree in Biblical Studies will be able to:

1. Identify the contribution of each biblical book.
2. Identify the relevance of major biblical characters and doctrines in a modern-day context.
3. Demonstrate understanding of the relationship between Old and New Testaments and how they collectively reveal God to humankind.
4. Integrate the truths of Scripture into life situations.
5. Describe the example of Christ in ministering to the varied needs of people.
6. Identify their spiritual gifting(s) for ministry.
7. Demonstrate effective ministry in at least one church or community setting.
8. Communicate effectively in both oral and written ways.
9. Analyze the Christian influence on society.

### **Biblical Studies Degree Student Learning Objectives**

All students enrolled in Reid Temple Bible College will:

1. Gain knowledge of biblical concepts and principles.
2. Be equipped for practical application of the Bible in their lives.
3. Be introduced to the concept of ministry from the biblical perspective of service to the community.
4. Engage in ministry according to their individual gifts.

### **Biblical Studies Degree Program Outline – Next Page**

## Biblical Studies Degree Program Outline

**Associate of Arts Degree in Biblical Studies** (4 semester plan for full-time students)

*(Courses to be offered regularly)*

| Biblical Studies Degree Required Courses         |   | General Studies Courses                |   | Professional Studies                 |           |
|--|---|--|---|--------------------------------------|-----------|
| 1 <sup>st</sup> Semester                         |   |  |   |                                      |           |
| BIBL105 Introduction to Old Testament            | 3 | ENGL102 English Composition or COMM201 | 3 | COMM250 Social Media                 | 3         |
| BIBL201 Christian Discipleship                   | 3 | Public Speaking                        |   |                                      |           |
| BIBL203 Old Testament Characters                 |   |  |   | <b>1<sup>st</sup> Semester Total</b> | <b>18</b> |
| 2 <sup>nd</sup> Semester                         |   |  |   |                                      |           |
| BIBL100 Principles of Bible Study                | 3 | Fine Arts Elective                     | 3 |                                      | 3         |
| BIBL106 Introduction to New Testament            | 3 |  |   |                                      |           |
| BIBL204 New Testament Characters                 | 3 |  |   | <b>2<sup>nd</sup> Semester Total</b> | <b>12</b> |
| 3 <sup>rd</sup> Semester                         |   |  |   |                                      |           |
| BIBL206 The Study of the Gospels                 | 3 | Math                                   | 3 |                                      |           |
| BIBL207 The Holy Spirit                          | 3 | Biology                                | 3 |                                      |           |
| THEO207 Doctrines of the Bible I                 | 3 |  |   | <b>3<sup>rd</sup> Semester Total</b> | <b>15</b> |
| 4 <sup>th</sup> Semester                         |   |  |   |                                      |           |
| THEO208 Doctrines of the Bible II                | 3 | Social Science Elective                | 3 | Concentration Elective               | 3         |
| Bible/Theology Elective (i.e. Hebrew)            | 3 | HIST100A Church History I              | 3 |                                      |           |
|  |   |  |   | <b>4<sup>th</sup> Semester Total</b> | <b>15</b> |
| <b>Total Credit Hours for Associate's Degree</b> |   |  |   |                                      | <b>60</b> |

## **Christian Ministry and Leadership Preparation Certificate**

### **Christian Ministry and Leadership Preparation Certificate Program Overview**

Ministry Preparation Certificate (37 credit hours) – **in person instruction**

The **One-year Christian Ministry and Leadership Preparation Certificate** program at Reid Temple Bible College is an attractive course of study because it gives students a certificate that they can use as a qualification for employment opportunities or as a basis for pursuing an Associates of Arts or Bachelor's degree. This concentration of Bible, Theology and Practical Life courses prepares students for successful Christian living and for effective service in their local churches and in the community.

The **One-year Christian Ministry and Leadership Preparation Certificate** program is ideal if you have not discerned where the Lord is leading you, or you plan to transfer to another college or university for further training. This program will prepare you for life and for service for Christ no matter what you do.

### **Christian Ministry and Leadership Preparation Certificate Program Outcomes**

Students who complete the Ministry Preparation Certificate program will be able to:

1. Identify the contribution of major biblical books, characters, and doctrines
2. Describe the relationship between Old and New Testaments and how they collectively reveal God to humankind.
3. Integrate fundamental truths of the Bible into life situations.
4. Describe the importance of the Holy Spirit in the life of the believer.
5. Develop a statement of their personal ministry purpose.

### **Christian Ministry and Leadership Preparation Certificate Student Learning Objectives**

All students enrolled in Reid Temple Bible College will:

1. Gain knowledge of biblical concepts and principles.
2. Be equipped for practical application of the Bible in their lives.
3. Be introduced to the concept of ministry from the biblical perspective of service to the community.
4. Engage in ministry according to their individual gifts.

### **Christian Ministry and Leadership Preparation Certificate Curriculum Outline – Next Page**

## Christian Ministry and Leadership Preparation Certificate Curriculum Outline

**Christian Ministry and Leadership Preparation** (2 semester plan for full-time students)  
(*Courses to be offered regularly*)

| Christian Ministry & Leadership Preparation Certificate Required Courses |   | General Studies Courses                                |   | Professional Studies                 |           |
|--|---|--|---|--------------------------------------|-----------|
| 1 <sup>st</sup> Semester   |   |  |   |                                      |           |
| BIBL105 Introduction to Old Testament                                    | 3 | ENGL102 English Composition or COMM201 Public Speaking | 3 | MINI280 Church Administration I      | 3         |
| BIBL106 Introduction New Testament                                       | 3 |  |   | COMM250 Social Media                 | 3         |
| BIBL201 Christian Discipleship   | 3 |  |   |                                      |           |
| PREA201 Homiletics I   | 3 |  |   |                                      |           |
|  |   |  |   | <b>1<sup>st</sup> Semester Total</b> | <b>21</b> |
| 2 <sup>nd</sup> Semester   |   |  |   |                                      |           |
| BIBL207 The Holy Spirit  | 3 | Fine Arts Elective                                     | 3 | CHRS202B Christian Service           | 1         |
| EVAN201 Evangelism I   | 3 | HIST100A Church History I                              | 3 | Field Study                          |           |
| THEO207 Doctrines of the Bible I   | 3 |  |   |                                      |           |
|  |   |  |   |                                      | <b>16</b> |
| <b>Total Credit Hours for Certificate</b>                                |   |  |   |                                      | <b>37</b> |

## **Christian Ministry and Leadership Preparation Degree Program**

### **Christian Ministry and Leadership Preparation Degree Program Overview**

Associate of Arts Degree in Christian Ministry and Leadership Preparation (60 credit hours) – **in person instruction**

The two-year **Christian Ministry and Leadership Preparation Associates of Arts (AA) Degree** program at Reid Temple Bible College is an attractive course of study because it gives students an accredited Associate of Arts degree they can use as a qualification for some employment opportunities or as a basis for pursuing a Bachelor's degree at another college. This concentration of Bible, Theology, Ministry and Practical Life related courses prepares students for successful Christian living and for effective service in their local churches and in the community.

The two-year **Christian Ministry and Leadership Preparation Associates of Arts (AA) Degree** program is ideal if you have not discerned where the Lord is leading you or you plan to transfer to another college or university for further training. This program will prepare you for life and for service for Christ no matter what you do.

### **Christian Ministry and Leadership Preparation Degree Program Outcomes**

Students who complete the Associate of Arts Degree in Ministry Preparation will be able to:

1. Identify the contribution of each biblical book.
2. Identify the relevance of major biblical characters and doctrines in a modern-day context.
3. Demonstrate understanding of the relationship between Old and New Testaments and how they collectively reveal God to humankind.
4. Integrate the truths of Scripture into life situations.
5. Describe the example of Christ in ministering to the varied needs of people.
6. Identify their spiritual gifting(s) for ministry.
7. Demonstrate effective ministry in at least one church or community setting.
8. Communicate effectively in both oral and written ways.
9. Analyze the Christian influence on society.

### **Christian Ministry and Leadership Preparation Degree Program Student Learning Objectives**

All students enrolled in Reid Temple Bible College will:

1. Gain knowledge of biblical concepts and principles. (Change font)
2. Be equipped for practical application of the Bible in their lives.
3. Be introduced to the concept of ministry from the biblical perspective of service to the community.
4. Engage in ministry according to their individual gifts.

## Christian Ministry and Leadership Preparation Degree Program Outline

**Associate of Arts Degree in Christian Ministry and Leadership Preparation** (4 semester plan for full-time students) (*Courses to be offered regularly*)

| Christian Ministry & Leadership Preparation Degree Required Courses |   | General Studies Courses                                 |   | Professional Studies                 |           |
|---|---|---|---|--------------------------------------|-----------|
| 1 <sup>st</sup> Semester  |   |   |   |                                      |           |
| BIBL105 Introduction to Old Testament                               | 3 | ENGL102 English Composition or COMM201 Public Speaking  | 3 | COMM250 Social Media                 | 3         |
| BIBL201 Christian Discipleship                                      | 3 |   |   |                                      |           |
| BIBL203 Old Testament Characters                                    | 3 |   |   |                                      |           |
| PREA201 Homiletics I  |   |   |   | <b>1<sup>st</sup> Semester Total</b> | <b>18</b> |
| 2 <sup>nd</sup> Semester  |   |   |   |                                      |           |
| BIBL106 Introduction to New Testament                               | 3 | Fine Arts Elective (i.e. History of Gospel Music, etc.) | 3 |                                      |           |
| BIBL204 New Testament Characters                                    | 3 |   |   |                                      |           |
| EVAN201 Evangelism I  | 3 |   |   |                                      |           |
| PREA202 Homiletics II   |   |   |   | <b>2<sup>nd</sup> Semester Total</b> | <b>15</b> |
| 3 <sup>rd</sup> Semester  |   |   |   |                                      |           |
| EVAN202 Evangelism II   | 3 | Math  | 3 |                                      |           |
| BIBL207 The Holy Spirit   | 3 | Biology   | 3 |                                      |           |
| THEO207 Bible Theology/Doctrines I                                  | 3 |   |   |                                      |           |
|   |   |   |   | <b>3<sup>rd</sup> Semester Total</b> | <b>15</b> |
| 4 <sup>th</sup> Semester  |   |   |   |                                      |           |
| THEO208 Bible Theology/Doctrines II                                 | 3 | Social Science Elective                                 | 3 | CHRS200 Christian Life Skills        | 3         |
| THEO530 Hermeneutics I  | 3 |   |   |                                      |           |
|   |   |   |   | <b>4<sup>th</sup> Semester Total</b> | <b>12</b> |
| <b>Total Credit Hours for Associate's Degree</b>                    |   |   |   |                                      | <b>60</b> |

## GRADUATION REQUIREMENTS

Eligibility requirements for graduation are as follows:

1. Students must submit an application for graduation along with the appropriate fee to the RTBC Administration Office by the application deadline. (See Academic Calendar). All financial obligations must be satisfied prior to the date of graduation.
2. Completion of all program required courses with a minimum average of 2.0 on 4.0 scale.
3. Meet the minimum required semester hours and level of instruction for the Conferral of Formal Awards.
4. Meet the requirements for the acceptance of transfer credit.
5. Associate degree, consisting of not less than 60 and not more than 70 semester credit hours and a minimum average of 2.0 on a 4.0 scale for graduation.
6. Associate degree will consist of a minimum of 30 semester credit hours of direct instruction.
7. Credit for remedial education will not count towards the credit required for graduation, even if obtained from another institution.
8. Meet the **General Education** requirements:

That is, no less than 20 semester hours at the Associate level and 40 semester hours at the Bachelors level of required Arts & Sciences Core Courses with at least one 3 semester hour course taken from each category.

Categories of General Education Core Courses:

1. Arts & Humanities
2. English Composition
3. Social & Behavioral Sciences
4. Mathematics
5. Biological & Physical Sciences

## JOB PLACEMENT

Reid Temple Bible College (RTBC) does not presently offer job placement; however, students are referred to the Reid Temple Employment Assistance Ministry at Reid Temple AME Church. RTBC will, upon the request of the student, confirm their enrollment and forward their transcripts to institutions and agencies.

## COURSE IDENTIFICATION

All courses have been assigned a name and course number. The alphanumeric course number sequences are determined by utilizing three or four letters of the alphabet and three numbers. Each group of letters represents a specific division of the program. The number is used to differentiate between the courses in a particular division. Definitions of the letters used in the course numbers are outlined accordingly:

|      |                              |
|------|------------------------------|
| ART  | Art                          |
| BIOL | Biology                      |
| BIBL | Biblical Studies             |
| COMM | Communications               |
| CISY | Computer Information Systems |
| CHRS | Christian Service            |
| ENGL | English                      |
| ENTR | Entrepreneurship             |
| EVAN | Evangelism                   |
| HEAL | Health Education             |
| HIST | History                      |
| MATH | Math                         |
| MINI | Ministry                     |
| MUSI | Music                        |
| ORGL | Organizational Leadership    |
| PAST | Pastoral                     |
| PREA | Preaching                    |
| PSYC | Psychology                   |
| SCIE | Science                      |
| SOCI | Sociology                    |
| THEO | Theology                     |
| YOU  | Youth Ministry               |

## **RTBC COURSE DESCRIPTIONS**

### **Arts – (ART)**

#### **ART101 Introduction to Fine Arts 3 credits**

This course is a survey of Western culture focusing on the great painters from the Middle Ages to the twentieth century and the great composers from J.S. Bach through Igor Stravinsky. The meaning and significance of artistic expressions will be examined from historical, philosophical, and theological points of view.

#### **ART102 Introduction to Humanities 3 credits**

This course is an introductory exploration of the humanities through the examination and discussion of select artistic, literary and philosophic works of Western civilization. Students will exercise hermeneutic, critical thinking, and communication skills, while laboring to uncover the power of these works and texts to express and/or form a worldview. Ultimately, students will confront their own worldviews in light of these competing visions of reality in order to better understand, embrace and share the Christian worldview.

### **Biology – (BIOL)**

#### **BIOL100 General Biology 3 Credits**

This course surveys ecology, chemistry of life, cell physiology, human organs systems, genetics, and molecular genetics. The ability to think critically and to draw conclusions on evidence will be emphasized.

### **Biblical Studies – (BIBL)**

#### **BIBL101 – Old Testament Characters 3 credits**

This course is a study of Biblical Characters in the Old Testament and how God used them for the work of the ministry in fulfilling His purpose and plan for humankind.

#### **BIBL102 – New Testament Characters 3 credits**

This course is a study of Biblical Characters in the New Testament and how God used them for the work of the ministry in fulfilling His purpose and plan for humankind.

#### **BIBL103 - African Americans and the Cross; A Suffering Hope - 3 credits**

This course will provide insight on the universal necessity of enduring suffering that will foster an understanding of hope that the cross represents to bring liberation from the bondages of pain.

**BIBL105 –Life of Christ 3 credits**

This course is a study of the earthly life and ministry of Christ as revealed in the four Gospels. The study, which will place value on the harmony of the Gospels, will emphasize understanding that Jesus Christ was and is, what He did, and why such revelation is important.

**BIBL110 – Pentateuch**

A study of the Old Testament historical books (Genesis through Deuteronomy). Special attention is given to interpreting Genesis 1-11 and to explaining the flow of the patriarchs and national history of Genesis 12 through Deuteronomy 34. Contemporary approaches to the Pentateuch are evaluated.

**BIBL111 – Tabernacle**

This is an analysis of the portable sanctuary that served as a place of worship for the Israelites from the time of the wilderness wanderings until the building of the temple of Solomon, typifying God's dwelling with His people. The study includes the court where the great altar of burnt offering and the bronze laver were used by the priest for ritual oblations.

**BIBL112- Pre-Exilic Prophets 3 credits**

This course is a study of Divine origin and functions of the Old Testament prophets. There is careful analysis of selected Pre-Exilic Prophets; reconstruction of the religious and political conditions of the times in which the prophets ministered.

**BIBL113-Post-Exilic Prophets 3 credits**

This course examines the divine origin and functions of the Old Testament prophets. Careful analysis is given to selected portions of the post-exilic prophets, and the religious and political conditions of the times in which the prophets ministered is reconstructed. Prerequisite: BST100

**BIBL115– The Study of the Gospels 3 credits**

This course is designed to lead the student in researching the four gospels. Students will also study the life and ministry of Jesus and examine the literary content of the synoptic gospels (Matthew, Mark and Luke), discovering how they differ from the Gospel of St. John.

**BIBL116- Gospel of John 3 credits**

This course is an expositional study of the fourth Gospel emphasizing its literal, grammatical, historical context; the development of John's argument; key themes and doctrine; and a critical examination of problem passages. Prerequisite BST100.

**BIBL117- Romans 3 credits**

This course is a methodical and inductive study of Romans with emphasis upon the argument of the book, its doctrinal themes, and its demands upon the believer.

**BIBL118- Acts 3 credits**

This course is an expository analysis. Emphasis is placed upon the birth and beginnings of the Church, transitional and dispensational programs, teaching concerning the Holy Spirit, biblical basis of missions and the missionary journeys of the Apostle Paul, and the nature and form of the Christian Church in its early development. Prerequisite: BST100

**BIBL120- Prison Epistles 3 credits**

This course is an exposition of selected portions of these epistles designed to illustrate inductive Bible study, historical setting, and the manner in which these epistles fit into Paul's life. Prerequisite: BST100

**BIBL200 Principles of Bible Study 3 credits**

This course is an introduction to various tools of Bible study and a methodical and inductive approach to study of the Scriptures, basic laws, and principles of interpretation. This course includes opportunities to practice using the tools, methods, and principles.

**BIBL205– Gift of the Spirit 3 credits**

This is course is the study of theological terms which are endowments that come through the grace of God. As an example, they are healing, helping, administering, speaking in tongues, driving out evil spirits, prophesying, and having a keenness of discernment and wisdom. All gifts will be comprehensively studied.

**BIBL206– Pneumatology: The Holy Spirit 3 credits**

This course will investigate the Biblical doctrine of the Holy Spirit; the personality of the Holy Spirit, the deity of the Holy Spirit, and the works of the Holy Spirit, in the church and the future.

**BIBL207– Principles of Spiritual Warfare**

Students will be given an in-depth study of the laws and rules of spiritual warfare, including what warfare is and how to do warfare. Using the scriptures, students will study the techniques used in different situations and the strategies that brought about victory and deliverance from the enemy by the Word of God.

**BIBL210- Pastoral Epistles 3 credits**

This course is designed to study the New Testament Epistles of 1 and 2 Timothy and Titus. Authorship, date, argument, and historical setting are analyzed for each of these late Pauline Epistles.

**BIBL215-Introduction to Old Testament 3 credits**

This course is a survey of the entire Old Testament with an emphasis on its historical and theological foundation to the great ideas of the Bible—creation, transgression, redemption, and consummation. The three main genre of the Old Testament (narrative, poetry, and prophecy) will be studied along with the significance of the great eschatological covenants (Abrahamic, Davidic, Palestinian, and New) and Israel's place in God's plan.

**BIBL216 - Introduction to New Testament 3 credits**

This course is a survey of the Old Testament roots of the Judeo-Christian Religion, as a reference for examining, in context, the origins of the New Testament Canon and its literature. The end result of the course is for the student to apply the principles and concepts of the 1<sup>st</sup> Century New Testament toward the enrichment of one's life for the 21<sup>st</sup> Century.

**BIBL217– Parables 3 credits**

This course is an interpretive study of the parables. This course examines parables in the Old and New Testaments in light of the manners, customs and timelines of the biblical period. Emphasis is placed on the divine purpose of God's parables for His people.

**Christian Service – (CHRS)****CHRS200 – Christian Life Skills 3 credits**

This course will help you define and explain your spiritual gifts as they relate to your personal ministry and to your ministry in a local church, identify and meet the needs of others in the community and the local church through the use of your ministry skills. The course will aid in more effectively communicate the gospel and grace of our Lord in evangelism and discipleship, as well as understand New Testament's teaching on Christian Service

**CHRS201 - Christian Discipleship 3 credits**

This course will examine Christian Discipleship from a theological and biblical context. This course is intended to inform students to research and explore what Christian Discipleship is and is not, and gain an in-depth understanding from the words of Jesus Christ when He said, "Take up your cross and follow Me."

**CHRS202 - Christian Stewardship 3 credits**

Students will learn how to maintain the affairs of the church, such as tithes and offering and legal matters of the Church and understand how to use one's talent(s) to enhance the church's ministries. This course deals with legal matters, financial accountability and godly stewardship over one's time, talents and gifts.

**Communications – (COMM)****COMM102 – Public Speaking 3 credits**

This course is designed to introduce students to the basic tenets of effective public speaking and the different types of speech presentations (e.g., informative, persuasive, etc.) Along with academic instruction, major emphasis will be on actual presentations. This course will take one through the steps of preparing a good speech and the method of delivery.

**COMM205 - Principles of Effective Communications I 3 credits**

This course will provide students with principles and strategies designed to improve the ways in which they interact with others in numerous communication contexts. Topics will include, but not be limited to verbal/nonverbal, interpersonal, group/team, intercultural, organizational and leadership communications. This is not the Public Speaking Course.

**COMM210 Interpersonal Communication 3 credits**

This course provides students with principles and processes of communication in interpersonal contexts. Students will be engaged in examining their individual roles as communicators and how it relates to the understanding the self, dyadic and group dynamics, emotional intelligence, relational development, and conflict management.

**COMM214- Linguistics: Language, Culture and Society 3 credits**

This course is an introduction to influence of language (its formation, structure and meaning) on cultural, social, and personal relationships. In addition to examining the basic linguistic components of language, this course will explore how language impacts communication, identity, ethnicity, and gender.

**COMM220 – 21<sup>st</sup> Century Social Media 3 credits**

This course is designed to expose the student to the fundamentals of social media and its effects on human communication in the 21<sup>st</sup> century. Students will learn to navigate through platforms such as Facebook, Twitter and Instagram, while obtaining an understanding of how the infusion of technology into communication has changed everyday life and the culture of the 21st Century church.

**COMM225 Introduction to Intercultural Communication 3 credits**

This course will examine the ways in which interpersonal communication is influenced by cultural beliefs, values, norms and social practices of those involved. It will cover topics related to cultural identity and cultural biases, ethnocentrism and ethno relativism, verbal and nonverbal patterns, cultural taxonomies (structures), and strategies for developing becoming culturally competent.

**Computer Information Systems (CISY)****CISY105 Computer Literacy - 3 credits**

This course introduces students to current technologies. Special focus is on ensuring that students become technologically competent and computer literate with emphasis placed on technology fundamentals and terminology through the evaluation of hardware and software. Students will be provided with a working knowledge of operating system use, file management and security, as well as an introduction to the internet as a research and communication tool. Application software will be covered to ensure the fundamental computer skills for personal, academic and business use are obtained.

**English - (ENGL)****ENGL100 – Introduction to Composition 0 credits**

This course is designed to prepare students for ENGL110. Course emphasis is on effective communication, study skills, fundamental grammar skills, and writing skills needed for success in college. *Not a college level course.*

**ENGL105– English Grammar 3 credits**

This course will aid students in identifying parts of speech, recognizing their specific aspects, constructing various forms, understanding their functions, and comprehending syntax. Students will become familiar with the simple, compound, complex, and compound-complex sentences to enhance the students' ability in written and spoken language. Punctuation marks will also be reviewed.

**ENGL110– English Composition 3 credits**

This course focus is on fundamentals of effective writing. Students will develop writing skills by use of details, description, comparison and contrast, narration, explanation, reasoning, and persuasion.

**ENGL200 English as a Second Language 3 credits**

This course is designed for students who are speakers of other languages to learn the fundamentals of the English language.

**ENGL201A World Literature I 3 credits**

This course presents a chronological study of great literary works of Western culture from the ancient classics through the Renaissance. This is a writing-intensive course that requires reading, discussion, writing, and critical thinking. It will include analysis of literary techniques, themes, and literary genre presented by great authors. Prerequisite: EN103, EN105, or LI210

**ENGL201B World Literature II 3 credits**

This course includes the study of great masterpieces of world literature from the seventeenth century through the Post-modern period. It examines literary approaches included within Neoclassicism, Romanticism, Realism, Naturalism, Modernism, and Post-modernism. This is a writing-intensive course that requires reading, discussion, writing, and critical thinking. Prerequisite: EN103, EN105, or LI210

**Evangelism – (EVAN)****EVAN201 Evangelism I 3 credits**

This course is designed to provide students with an introduction to the art and science of delivering the gospel of Jesus Christ to persons of all walks of life in an effort to win the lost. Students will gain the tools necessary to equip them for this work of ministry. Students will also study evangelism in the Bible in comparison to present day evangelism.

**EVAN202 - Intercultural Evangelism 3 credits**

This course is designed to help students develop an effective practical approach to bringing the unchanging Gospel to culturally diverse settings in today's world. Core Gospel concepts will be reviewed along with an evaluation of methods of engagement, challenges of communication, indigenous worldviews, cultural patterns and identification of local practical needs will be explored with a view to determining the logical starting point when communicating the Gospel to the target culture.

**Entrepreneurs hip (ENTR)****ENTR230 - Financial Literacy - 3 credits**

In this course, students will learn principles of financial literacy, applicable to both individuals and organizations. Individuals must be able to balance a checkbook, comprehend personal income taxes, and understand the concept of budgeting in order to make wise decisions with money. Businesses, on the other hand, must have management or personnel who understand financial statements in order to make decisions about the future of the organization.

**ENTR231 - Small Business Startup 3 credits**

This course helps to establish a biblical foundation and framework for business planning that puts God first, resulting in the advancement of the kingdom of God as well as the profitability of one's business. The emphasis is on starting a small business.

**ENTR232 - Governance and Administration of Non-Profit Organizations 3 credits**

This course will train students to research theories of governance and administration with a view to prepare students to interact effectively with all levels of a non-profit organization from any position within that organization

**Health Education – (HEAL)****HEAL105 Introduction to Nutrition**

This course is designed to provide the student with an understanding of the fundamental concepts of human nutrition, including digestion, absorption, metabolism, and functions of nutrients as they relate to human health and disease.

**History – (HIST)****HIST100A - Church History I, 3 credits**

This course is designed to educate the student on the History of the early church, its distinctive and how God's purpose for man has been fulfilled through His dealings with the church.

**HIST100B - Church History II, 3 credits**

This course is an advanced student designed to educate the student on the History of the early church, it's distinctive and how God's purpose for man has been fulfilled through His dealings with the church.

**HIST101 - Western Civilization Overview 3 credits**

This course introduces the student to the seminal events, ideas, thinkers and works of Western Civilization. The primary means of our investigation will be direct interaction with poetic, philosophic and historical texts in the light of divine revelation granted us in Scripture. Underlying ideas, which influence deeds, will be our focus as we examine the flow of history and thought from the first civilizations to the present century.

**HIST102 - Introduction to African History 3 credits**

This course is a basic survey of the continent of Africa, noting the influence of religion, geography, Colonialism, and other cultural features on the various people groups. Attention is also given to contemporary challenges facing the nations of the continent. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways they made their own history while simultaneously shaping and contributing to the history of the United States.

**HIST201 - Survey of Blacks in the Bible - 3 credits**

This course will research and explore the spiritual evidence that blacks were alive and well during biblical times. Students will learn that there is a rich heritage of prominent, educated Black men and women that predated the records of modern history.

**HIST205 - History of Christianity 3 credits**

The history of the Christian Church from its beginning to the present is studied. Particular attention will be given to the institutions, thought, and outstanding personalities in the development of the church.

**Mathematics - (MATH)**

**MATH102 College Mathematics I 3 credits**

This is the first course in a two–course sequence designed to develop, review, strengthen, and extend basic concepts and skills in mathematics. The course begins with an introduction to problem solving and proceeds through elementary set theory, logic, number systems and bases, an examination of the basic arithmetic operations of addition, subtraction, multiplication and division of integers and fractions, number theory, real numbers and beginning algebra. Future K–4 teachers will develop a deeper understanding of the mathematical topics they will be teaching in their own classrooms.

**MATH104 College Mathematics II 3 credits**

This is the second course in a two–course sequence. The topics covered include concepts from elementary algebra, geometry, trigonometry, and statistics. The student will demonstrate an ability to solve equations in algebra. Students will demonstrate understanding of plane and

three-dimensional geometry, trigonometry of both right and non-right triangles, and of statistics through correlation and linear regression.

## **Ministry (MINI)**

### **MINI100 Introduction to Christian Ministry 3 credits**

This course is an overview of practical essentials for success in ministry. Special attention will be given to holistic approaches in equipping the lay and minister's work in and through the church. This course is designed to help students learn the personal preparation, and the attributes that are necessary to commit and serve in ministry. Introduction to ministry through observation and preparation will prepare students to assume leadership roles.

### **MINI200 - Dynamics of Spiritual Growth 3 credits**

This course is a study of biblical texts concerning sanctification and discipleship along with practical implementation through spiritual disciplines. Emphasis will be made on application to the student's personal and ministry life.

### **MINI205 - Administration of Ministries - 3 credits**

Students will learn the spiritual and practical administrative work of the church. Special focus will be on how to develop a mission statement, strategic plan, ministry teams, and ministry proposals.

### **MINI210A - Church Administration I 3 credits**

This course is designed to assist the student in acquiring and improving administration skills for use in the local church; to improve management skills and increase the productivity in the church, a committee, department, or auxiliary/ministry within the church itself. The student will also examine the principle role of the church administrator.

### **MINI210B - Church Administration II 3 credits**

This course is an advanced study designed to assist the student in acquiring and improving administration skills for use in the local church; to improve management skills and increase the productivity in the church, a committee, department, or auxiliary/ministry within the church itself.

## **Music - (MUSI)**

### **MUSI101 - Praise & Worship**

This course teaches key principles of using praise and worship as appropriate for individual ministries. Praise and worship are placed in the concept of soul winning, service enhancement, and spiritual growth. The course will explore the true meaning and significance of praise and worship in the church and in the personal life of the Christian.

## **Leadership & Organizational Leadership (ORGL)**

### **ORGL200 - Principles of Effective Leadership 3 credits**

This course will provide students with principles, fundamental skills, and strategies intended to equip students to become effective leaders in the contexts where they serve, be it the local church or communities outside of the church. Topics will include, but are not limited to leadership styles, skills to effectively influence individuals and groups to build an understanding of leadership concepts, processes and behaviors.

### **ORGL201 Servant Leadership for the Church 3 credits**

This course is designed to equip leaders on the spiritual, philosophical, and practices of servant leadership and offer distinctions of other types of leadership for clarity on what servant leadership is not. This course will examine practical tools to assist with effectively managing an organization or ministry.

### **ORGL202 - Leading in Active Learning Ministry Environments 3 credits**

This course is a study of organizational leadership theory and practice as it relates to the development and facilitation of active learning environments. Emphasis will be placed on identifying and evaluating students' personalities and leadership styles, adapting and using leadership approaches and exploring principles for moving individuals and organizations toward growth and development.

### **ORGL203 - Developing Dynamic Teams 3 credits**

This course leads students in an application of group and team theory for recruiting, developing, mobilizing, and mending teams for maximum effectiveness.

### **ORGL204 - Leadership Development and Team Building 3 credits**

This course is a study of principles necessary to recruit, equip, maintain, and motivate people in spiritual leadership in organizations and churches in a team setting. Included in the content will be Biblical models of equipping, recruiting, various equipping venues for leadership development, and a focus on team building in your church or organization.

## **Pastoral – (PAST)**

### **PAST201 - Pastoral Ministries Seminar 3 credits**

This course is designed to familiarize the student with concepts, skills, and competencies necessary for effective pastoral ministry. It will involve the student in exploring characteristic of a healthy church and staff relationships, exposing them to various responsibilities of the pastoral function, and demonstrating numerous practices expected of pastors.

**PAST202 Pastoral Counseling 3 credits**

This course focuses on helping the student to understand the fundamental causes of the deep personal struggles people are experiencing in our homes, churches, and society, and then, to equip the student with the necessary skills and materials to effectively bring about life change. Recognition of the place of truth, the preeminence of Jesus Christ and the work of the Holy Spirit in the healing process will be central to the dynamic of this emphasis.

**Preaching – (PREA)****PREA201A Homiletics I 3 credits**

This course is an introductory course that focuses on the development and delivery of sermons. The goal of the course is also to equip students with the tools necessary to present a sermon for all occasions in any ecumenical setting.

**PREA201B Homiletics II 3 credits**

This course is an advanced practicum that challenges the student to improve their gift of preaching. The student will learn to identify various preaching styles. Prerequisite is PR201.

**Psychology – (PSYC)****PSYC100 General Psychology 3 credits**

This course is an introduction to the field of psychology as a scientific discipline concerned with the study of behavior and cognitive processes. Included is a survey of fields such as biological bases of behavior, sensation and perception, learning, motivation and emotion, cognition, development, personality, intelligence, social behavior, abnormal behavior, and counseling.

**PSYC201 - Personality Theory 3 credits**

This course is an exploration of major theories regarding the development, structure, and dynamics of human personality.

**PSYC202 - Human Growth and Development 3 credits**

This course is a study of human biological, sociological, and psychological development from birth through senescence. Emphasis is given to the child and adolescent periods.

**PSYC210 - Introduction to Counseling 3 credits**

This course is a study of counseling theories and practices which apply to all people-related professions. A biblical counseling model covering intake to termination of a counseling relationship is presented.

**PSYC212 - Social Psychology 3 credits**

This course is a study of the influence of social forces and interaction on human behavior. The effects of social class, mass media and group membership upon attitude formation are considered. Application is placed on ministry settings.

**Science (SCIE)****SCIE220 Understanding Science 3 credits**

This course is an interdisciplinary view of science. Students will study the relationship between modern science and history, philosophy, and popular culture to gain an understanding of the nature and limitations of science.

**SCIE230 Astronomy 3 credits**

This course is a survey of basic astronomical concepts. Students will demonstrate an understanding of stars, planets, galaxies, and the universe along with various techniques for collecting astronomical data.

**Sociology – (SOCI)****SOCI111 - Introduction to the Human Sciences 3 credits**

This course offers a survey of the major disciplines that constitute the human sciences. Students will consider the fundamental character of disciplines such as psychology, economics, history, jurisprudence, and politics both from positivistic and praxeological standpoints. Furthermore, they will consider the contributions and place of each within the Christian Worldview.

**SOCI211 - Global Cultures and Geography 3 credits**

This course exposes the student to introductory material dealing with culture and geography especially designed for teaching geography in the secondary school. Geographical thinking about spatial relations, natural resources, human geographic processes, and key geographic topics provide the tools for examining worldwide cultures.

**Theology – (THEO)****THEO110 - Introduction to Christian Theology 3 credits**

This course introduces the ten major doctrines of Christian Theology: Theology Proper, Bibliology, Christology, Soteriology, Pneumatology, Anthropology, Eschatology, Angelology, Hamartiology, and Ecclesiology.

**THEO205 - Doctrines of the Bible 3 credits**

This course gives a detailed treatment of the basic Bible doctrines upon which Christianity is based. This course continues its exploration of who God is, the plan of salvation, power of the Holy Spirit, the church and Satan. Included in this course are Doctrine of Church, Doctrine of Holy Spirit, Doctrine of Prayer, Doctrine of Salvation, Doctrine of Sin, and Doctrine of Trinity.

**THEO210 - Christology 3 credits**

This course explores biblical, historical, and contemporary Christological constructions with aim of assisting students' in developing, interpreting, and applying their own Christology.

**THEO215 – Pneumatology and Ecclesiology 3 credits**

Beginning with the person and work of the Holy Spirit, the course work continues with the origin and nature of the church as the body of Christ and with the local church in its organization, ordinances, and ministry. An overview of the principles of Christian life and church organization is included and how the Holy Spirit moves through individuals in fulfilling His work in the church.

**THEO220 – Prophecy 3 credits**

This is an in-depth study of the nature and social implications of prophecy. This course will focus on revelation and the origin and structure of prophetic books, and the books of Isaiah, Jeremiah, Ezekiel, Daniel and Revelation. Prophecies will be studied as they relate to fulfilled and unfulfilled prophecies. Specific emphasis will be place on prophetic theology as it relates to Eschatology.

**THEO221A Revelation and the End Times I 3 credits**

This course is an exegetical and theological study of Old Testament Prophecy in the book of Daniel. I Thessalonians and Prophetic Revelation chapters 1 through 3, the second advent of Christ, the resurrection of the dead (the rapture of the Church), and judgment seat of Christ will be studied.

**THEO221B Revelation and the End Times II 3 credits**

This course is an exegetical and theological study of II Thessalonians and Prophetic Revelation chapters 4 through 22. The underlying hermeneutics of covenant and dispensational theology, the kingdom program, death, the resurrections, and the eternal destinies are given extensive consideration. Finally, the major views regarding the rapture of the Church, the tribulation, the second coming of Christ, the millennium, and final destiny.

**THEO225 - Apologetics 3 credits**

This course is designed to present the truths of biblical Christianity in comparison to other religions and world views. Students have the opportunity to explore the biblical and philosophical basis for knowing and communicating their Christian faith. The course seeks to help students understand their Christianity and joyfully share their lives with others around the world.

**THEO230A - Biblical Exegesis I 3 credits**

This course is designed to introduce the skill of interpretation that is based upon contextual, grammatical and historical research. Special emphasis is placed on the qualifications of an interpreter, methods of interpreting, and a brief history of the art of biblical interpretation.

*BIBL200 is a prerequisite for this course.*

**THEO230B - Biblical Exegesis II 3 credits**

This course is designed to continue the study of Biblical interpretation. Information covered regards the literal, historical, literary/lexicographic means of analyzing parables, prophecies of scripture, and poetry. Special emphasis continues on the qualifications of the interpreter, methods of interpreting, and the history of the science of Bible interpretation. *THEO23A is a prerequisite for this course.*

**Youth Ministries (YOUT)****YOUT101 - Youth Ministry Philosophy 3 credits**

This course is designed to help students establish a Biblical foundational philosophy for ministering to youth and to introduce students to basic skills and competencies necessary for effective youth ministry in any culture. Emphasis will be placed on understanding non-negotiable Biblical principles, exploration of characteristics unique to youth and youth culture, and applying ministry principles to the specific needs of adolescents.

**YOUT102 - Youth Ministry Strategy 3 credits**

This course is designed to introduce students to practical competencies and skills for the effective development and use of a wide range of programming as tools for accomplishing biblical ministry objectives.

**YOUT103 - Adolescents & Youth Culture 3 credits**

This course is designed to help students understand modern youth culture and its impact on adolescents, then engage them from a biblical worldview.

**YOUT104 - Communication in Youth Culture 3 credits**

This course is designed to help students establish a comprehensive strategy for effective communication in youth ministry. Emphasis will be placed on engaging the various stakeholders in student ministry with relevant, timely and clear communication across various contexts and channels.

**YOUT407 - Youth Evangelism 3 credits**

The goal of this course is to help students develop ministries which will enable them to train teens to influence their world with the Gospel of Jesus Christ. A secondary goal is to help students develop a personal plan to have an effective.