

# Baptist Bible Seminary

# ACADEMIC CATALOG

## 2022-23



Christ-Focused. Scripture-Driven. Ministry-Ready.





## *A Word from Our President*

***Making the best choice for a seminary is crucial.  
Your choice will shape your whole ministry for Christ.***

Enrolling at BBS is like investing in a time bank for your ministry later. The biblical text only has one meaning, so the sooner you can discern it, the more time you have to help others do the work of service that God has designed them to do. The greater your skills are in the text, the deeper your understanding of great biblical themes that knit the Scripture together, the more honed your exegetical skills—well, it all adds up to more time in the bank. You gain more time to use the text to help people grow. BBS is all about that.

Plus, we offer an internship program that provides one of the best reasons to enroll at Baptist Bible Seminary. You could sit in a classroom and hear lectures on ministry skills, but wouldn't you rather be mentored in those skills in real time as you serve people you love and care deeply for?

Baptist Bible Seminary graduates know the Scripture, and they know how to use it to help others learn how to serve God. Enrolling at BBS will shape your entire ministry for Christ in the best way possible.

In Christ,

James R. Lytle, Th.M., D.Min.  
President



## *From the Desk of the Dean*

The purpose of Baptist Bible Seminary is to train followers of Jesus Christ to serve and glorify the Creator God, whether as pastors, missionaries, counselors, church staff, or lay leaders. In order to train men and women, BBS provides a balance between academic excellence and spiritual growth both inside and outside the classroom. This balance is achieved through the leadership and direction of a credentialed faculty. The goal of the faculty is to assist the student with the acquisition of scriptural knowledge and the practical application of that knowledge.

The faculty not only brings a level of scholarship to the classroom through their unique gifts, experiences, and the highest academic credentials, but they also bring their significant church-related experiences. This strategically positions students to gain knowledge and wisdom from the Word of God, insight to correctly handle the Word of God, and the scriptural discernment necessary for both life-long learning and serving Christ in future ministry opportunities. The faculty also mentor students, thereby building a genuine community and a commitment towards Christlikeness. BBS Faculty have lived ministry and have a love for ministry that they strive to pass on to their students.

BBS faculty understand that students must interact with the culture in which they minister. However, they must do so without surrendering to that culture and its values. They must address the culture with a careful and accurate presentation of Scripture for it is the philosophy of today's culture that rejects absolutes and the authoritative truth of Scripture. They must also remain committed to the obedience of our Lord's Great Commission, to win the lost, baptizing and teaching them (Matthew 28:18-20) to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18). The challenge that faces students today is to emphasize the centrality of the text for theological correctness (1 Timothy 4:12-13) to combat the erosion of biblical authority and the consequent cultural and theological pressure to conform to the secular standard of society. Therefore, one of our primary tasks is exegesis, that is, to rightly divide the Word of Truth (2 Timothy 2:15).

Baptist Bible Seminary fulfills its purpose by providing a biblical worldview through a curriculum of courses in the areas of Bible and theology, church and culture, and life and ministry. We desire that our students use their knowledge, to most of all, love and serve people. But to do this, we also want students to be devoted to an accurate understanding of God's Word. If such a balance between academics and ministry is what you desire, then Baptist Bible Seminary is the place for your ministry training.

Blessings –

Wayne Slusser, Ph.D.  
Seminary Dean

# Everything You Need for Your Ministry

## CHRIST-FOCUSED

Be equipped for serving in Christ's church and His world as you study with Baptist Bible Seminary. You will grow by developing your gifts and refining your love and service for Christ. Your spiritual development will be taken seriously as you prepare and train for ministry leadership roles.

## SCRIPTURE-DRIVEN

Built on a theologically sound foundation, Baptist Bible Seminary focuses on correct use of the biblical languages, exegetical skills in the pursuit of biblical knowledge and ministry development. You will be equipped with theological, Bible exposition, communication and cultural analysis skills necessary to teach Scripture as well as present the gospel and God's word in an appropriate cultural and biblical manner.

## MINISTRY-READY

Knowledge and fervor must be combined with ability. The Baptist Bible Seminary experience prepares you for ministry leadership by teaching you how to serve and giving you opportunity to experience service. For example, in the Master of Divinity program, service is developed through a mentored internship in a local church under pastoral supervision, or other general ministry contexts where students can apply classroom experience to real life situations. Your study will give you the tools to plan, cast vision, administrate and lead others in the church. You will apply the ministry skills needed to serve as a pastor, spiritual counselor or in other ministry roles.

*While every effort is made to ensure the accuracy of the information in this catalog, Baptist Bible Seminary reserves the right to make changes at any time without prior notice. The catalog is for purposes of information and does not constitute the irrevocable terms of the contract between the Seminary and current or prospective students. There are in effect established procedures for making changes; procedures which protect the Seminary's integrity and the individual student's interest and welfare. Usually, a curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accommodated within the span of years normally required for graduation.*

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# General Information



# GENERAL INFORMATION

## HISTORY OF BAPTIST BIBLE SEMINARY

Originally named Baptist Bible Seminary because the school only offered a three-year Bible degree, CSU was established in 1932 by a group of pastors led by Dr. Richard J. Murphy. Its original purpose of preparing men and women to serve Christ as they carried out the biblical command to “go into all the world and preach the gospel” has not changed. The founders insisted the new school be strongly biblical and that it keep high academic standards. Through the years, the school’s leaders have continued those goals. Our current motto, “Christ-Centered, Career-Ready” indicates high regard for God’s Word as well as a commitment to excellent academics.

A three-year Bible program was in place during the early years of 1932–1947. In 1947, four-year programs in a variety of disciplines were added. A few years later, the Regents of New York State granted a temporary charter, and in 1954, they gave permission to grant the Bachelor of Theology and Bachelor of Religious Education degrees. In 1967, the Bachelor of Sacred Music degree was approved.

At that time, the school used the facilities of First Baptist Church, Johnson City, New York. As the number of students grew from the original 40, additional buildings were purchased. In the 1960s, the administration and the board of trustees saw clearly that the school needed a new campus. When the present site in Clarks Summit, Pennsylvania, was purchased in 1968, this vision became a reality.

During 1968, the Association for Biblical Higher Education granted accreditation, and in early 1969, the Pennsylvania Department of Education approved the same programs and degrees offered in New York. In addition, they approved the Associate of Arts degree. In 1971, in order to accurately reflect the courses of study offered, the name of the institution was changed to Baptist Bible College of Pennsylvania. In 1982, the institution was authorized to grant the Bachelor of Science in Bible degree. Accreditation from the Middle State Association of Colleges & Schools (Philadelphia, PA) was given in 1984.

### *The launch of Baptist Bible Seminary*

For many years, the Trustees prepared to start a post-baccalaureate program that would become a recognized theological seminary, and in September 1972, the seminary was launched with 23 students and 3 professors. Initially offering the Master of Divinity (1975) and Master of Theology (1980) degrees, the seminary now also offers the Master of Ministry (1987), Master of Arts (2012), Doctor of Ministry (1992), and Doctor of Philosophy (2000) degrees.

### *Graduate Programs Added to College*

In 1989, the Pennsylvania Department of Education granted approval for the college to offer the Master of Science in Christian School Education degree. In 2010, that degree was renamed the Master of Education. In 1996, the Master of Science in Counseling Ministries degree program was approved, and in 2007, the Master of Arts degree was approved. In 2012, the Master of Arts in Literature was approved.

The Bachelor of Arts, Bachelor of Music in Music Education, Bachelor of Sacred Music, Bachelor of Science, Bachelor of Science in Business Administration, Bachelor of Science in Education, and Bachelor of Science in Counseling degrees were added in 2012. That same year, the Master of Science in Counseling Ministries degree was renamed Master of Science in Counseling. The Bachelor of Science in Criminal Justice was added in 2018.

The Distance Education Department of Baptist Bible College & Seminary offered the first online course through the seminary in the fall of 1997. Two graduate school courses were also made available. That next spring, thirteen online seminary courses were in place. By the summer of 1998, the library catalog was entirely online.

### *Current Degrees offered*

There are several degrees on all levels offered online. On the undergraduate level, there is an Associate of Arts degree, a Bachelor of Arts degree, a Bachelor of Science degree, a Bachelor of Science in Counseling degree, a Bachelor of Science in Business Administration degree, and a Bachelor of Science in Biblical Studies degree. On the graduate level, the Master of Arts and Master of Education degrees are offered entirely online. The Master of Science in Counseling degree is mostly online with some required on-campus modules.

For the Seminary, the Master of Ministry, Master of Divinity, and Master of Arts programs are offered entirely online. There are also several doctoral courses available.

The school achieved university status with the Pennsylvania Department of Education, and the Trustees changed the name to Clarks Summit University in 2016.

## STATEMENT OF MISSION AND VALUES

### *Mission*

Baptist Bible Seminary exists to equip men and women for ministry in Christ’s church and His world. Students will acquire biblical and theological understanding, commit themselves to Christ-like character, and develop skills for ministry. A focus



of the Seminary is on the equipping of men for pastoral ministry, including preparation for ordination. In addition, we see the role of women as integral and valuable to the growth of the church and desire to train women for this role.

The Confession of Faith and Values of the Seminary provide a doctrinal and practical framework within which the mission of the Seminary is used to reflect the spiritual commitments the school seeks to foster.

### *Values*

**Methodological Understanding**—We believe that handling the Word of God appropriately for ministry requires proper use of a grammatical-historical hermeneutic. We also believe that the formation of doctrines must be grounded in sound theological method as Scripture is compared with Scripture. Theology must be properly organized, used to evaluate other academic disciplines, and appropriately applied to life itself.

**Biblical Foundation**—We believe that church leaders should specialize in the preaching and teaching of God's Word—the Bible. Emphasis is therefore placed upon a thorough knowledge of this Book both in the English text and in the original languages of Scripture—Hebrew, Aramaic, and Greek.

**Theological Worldview**—We believe that church leaders must be clear proponents of the great doctrines of Scripture, since the teachings of Scripture form the basis of a Christian worldview. Theology is taught from a dispensational point of view, with the conviction that the Bible in its autographs is inerrant and constitutes the infallible standard for faith and practice.

**Christ-centered Living**—We believe that Jesus Christ is the central figure of the Christian faith. Obedience to His commands and worship of Him should permeate all ministry training and life.

**Baptist Heritage**—We believe that the distinctive principles which have historically characterized Baptists are rooted in God's Word. Therefore, we view them as more than a matter of opinion or preference. The Seminary respects the right of others to believe as they will but affirms the need for doctrinal purity in ministry pursuits, hence, the Seminary teaches that cooperative ministry efforts should exist with those of like faith and order.

**Evangelistic Ministry**—We believe that God wants all believers, but especially church leaders, to be intentional in evangelistic outreach. Theological students should show compassion for unbelievers by preaching the gospel and seeking to win them to Christ.

**Practical Emphasis**—We believe that for church leaders to be successful, thorough knowledge of Scripture must be coupled with many practical skills which must be learned. Church leaders must be able to preach and teach the Bible with an interesting, compelling manner that communicates to the present culture. They must also understand basic principles of interpersonal relationships, be able to counsel individuals effectively, and be trained in the very demanding areas of administrative and ministry responsibilities.

## **INSTITUTIONAL GOALS**

In keeping with the institutional goals of the entire institution of Clarks Summit University, Baptist Bible Seminary provides a biblically based learning environment that guides students to:

- Intellectual discipline characterized by integration of truth and wisdom,
- Spiritual maturity marked by Christlikeness,
- Professional and relational skills demonstrated by competent service to strengthen the church and influence society.

## **ACADEMIC GOALS**

The Seminary's academic goals are based upon the stated mission of Baptist Bible Seminary. As such, upon the successful completion of any of our masters or doctoral degree programs, the graduates will be able to:

- Articulate a thorough knowledge and understanding of the Bible;
- Practice leadership skills necessary to direct various ministries around the world;
- Employ appropriate and sharpened skills in preaching, teaching, church administration, worship, and counseling;
- Think independently and constructively in respect to vital areas of ministry;
- Demonstrate growth intellectually, spiritually, personally, and professionally in relation to their understanding of the Christian message and ministry;
- Demonstrate personal discipline and suitable use of methods in their continuing study of the Scriptures for future ministry.

## **STRATEGIC PLAN**

In seeking to fulfill our mission, the Board of Trustees and Administrators of Clarks Summit University have developed a strategic plan that will keep CSU as a leader in higher education. Regular administrative meetings are held to evaluate the progress on the strategic plan. All employees have an opportunity to help implement as well as fine-tune the plan. Department meetings, employee/supervisor meetings, and all-employee meetings are held to both explain progress as well as seek feed-back on various issues in the strategic plan. The strategic plan can be found at:

<https://www.clarkssummitu.edu/about-csu/consumer-info/>.

## CONFESSION OF FAITH

We believe in the verbal and plenary inspiration of the text of the original manuscripts of the 66 books of the Old and New Testaments, which alone constitute the inerrant Word of God. We believe the Bible supports using a grammatical, historical method of interpretation in light of the progress of revelation. Thus, we believe that the Bible is the clear, sufficient, and supreme authority for all belief, life, and ministry.

We believe in the trinity of the Godhead: one immutable and omnipotent God, omniscient in all things past, present, and future, who eternally exists in three equal Persons: Father, Son, and Holy Spirit.

We believe in the deity, virgin birth, perfect humanity, sinless life, substitutionary death, bodily resurrection, and ascension of the Lord Jesus Christ. He is the only means of salvation from sin and the sole mediator between God and man.

We believe in the personality and deity of the Holy Spirit, through whose ministry believers today are regenerated, baptized into Christ and His body, indwelt, sealed, gifted, and empowered for service.

We believe that gifts of the Holy Spirit are given to build up the body of Christ. We believe that the sign gifts of the Spirit were given only for the apostolic era, providing revelation and authenticating the ministry of the apostles.

We believe that God created the universe (including mankind) in six literal, consecutive 24-hour days apart from the process of evolution and that Adam and Eve were historical persons. We believe that mankind was created in the image of God and retains that image after the fall. All humans, from the time of their conception, including those who are physically or mentally challenged, have value as image-bearers. Therefore, we affirm the dignity of human life and oppose the use of abortion or euthanasia to end life. We affirm that all people are worth pursuing for the cause of Christ. Based on the model of God's creative design, we believe that marriage joins one man and one woman and is the only relationship in which sexual intimacy should be expressed.

We believe that all human beings are totally depraved and guilty before God as a result of the fall of Adam. We commit acts of sin because we are sinners by nature.

We believe that the Triune God saves sinners by grace alone through faith in Christ alone. God secures their eternal salvation, having sovereignly elected them to be willing recipients of His grace in Christ, whose blood was shed for the remission of sins.

We believe that salvation is demonstrated through good works that are part of a holy life. We believe that every Christian has the joyous responsibility of evangelizing sinners in obedience to Christ's Great Commission.

We believe that the universal Church is the body of Christ, comprised of all true believers from Pentecost until the Rapture. Jesus Christ is the sole head of the Church.

We believe that the local church is an assembly of immersed believers, led by pastors and served by deacons, independent and congregationally governed, in fellowship with other churches of like faith and order.

We believe that the local church is responsible to fulfill the Great Commission. It must observe the ordinances of believers' baptism and the Lord's Supper; foster true fellowship, prayer, and worship; edify and equip believers; and evangelize the world.

We believe that the only biblical mode of baptism is immersion; that baptism is for believers only; that it is a testimony of their identity by faith with Christ's death, burial, and resurrection; and that it is a prerequisite for local church membership.

We believe that the ordinance of the Lord's Supper is solely a memorial of Christ's death, and that the body and blood of Christ are not present in the bread and cup.

We believe in the priesthood of all believers and that we have direct access to God apart from any mediator except Christ. We respect the God-given capacity of individual soul liberty through which each person will give account for living by the dictates of his own conscience.

We believe in the separation of church and state, and that believers must fulfill biblical responsibilities to each.

We believe that the Bible directs us to a life of holiness, requiring separation from worldliness and ecclesiastical apostasy unto God.

We believe in the personal existence of angels as created spirit beings. God's holy angels are ministering spirits. Satan and other fallen angels can influence believers, but believers cannot be demon possessed.

We believe in the pre-tribulational rapture and bodily resurrection of the Church at Christ's imminent coming. Believers will give account for their works at the Judgment Seat of Christ, which will follow the Rapture.

We believe in the distinction between the nation of Israel and the Church, the Spirit-baptized Body of Christ. The Church is not the collection of all believers of all times.

We believe that God will fulfill the biblical covenants made with the nation of Israel. Though they are now dispersed among the nations, they will be re-gathered in the land of Israel and saved as a nation at the premillennial coming of Christ to the earth. At that time, Christ will begin his Davidic rule over the world for 1,000 years and continue to reign in the eternal state.

We believe in the bodily resurrection and judgment of unbelievers after the millennial reign of Christ. We believe in the eternal existence and punishment of all unbelievers in the lake of fire and the eternal existence and blessedness of all believers in the new heavens and earth.

#### *Statement on our Charismatic Movement Position*

The Seminary does not believe that the modern charismatic movement is biblical. Students connected with the institution who are found claiming to exercise the gift of tongues or other miraculous gifts, encouraging others to seek it, or promoting it will be dismissed from the Seminary.

#### *Statement on our Complementarian Position*

Clarks Summit University & Baptist Bible Seminary is dedicated to the biblical view of men and women and their relationship to each other in the home and church. We affirm the biblical view of manhood and womanhood, namely, that men and women are created to glorify God, having complete equality in their humanity, personhood, value, dignity, and worth (ontological equality), though having God-designed, distinct, and complementary roles. In applying the biblical view of complementarian roles of men and women, we believe that God has appointed men to the pastoral ministry position. As such, our seminary curriculum offers two distinct curriculum tracks in each degree program: one *Pastoral Ministry* track, designed for men who are pursuing pastoral ministry positions; and a *General Ministries* track, designed for men and women who are pursuing non-pastoral ministry positions in the church and in para-church organizations. We affirm that God has honored women by appointing many ministry positions to them within the church, parachurch organizations and ministries, educational institutions, and mission agencies.

## STANDARDS OF CONDUCT

### *Personal Holiness*

Baptist Bible Seminary believes that it has a responsibility to guide students in their spiritual, moral, and intellectual development so they will be servants for Christ. We desire all those associated with Baptist Bible Seminary to be characterized by the pursuit of godliness and biblical discernment in every area of life.

Philippians 4:8 instructs believers to be committed to whatever is “true, honorable, right, pure, lovely, and of good report.” Additional Scripture passages that speak to this issue are Psalm 1 and 101; Romans 12:1–2; 1 Corinthians 10:31; 2 Corinthians 10:4–5; and Ephesians 5:1–17. First Corinthians 8–10 directs us to evaluate whether our choices might harm a weaker brother or destroy our testimony to the unsaved. We want to foster a positive and godly community spirit on campus that assists students in preparation for effective ministry leadership. This includes a Christ-like spirit in speech, attitude, and conflict resolution.

Trustees, employees, and students choose to use media, technology, and literature in a way that is consistent with Christ-honoring discernment. We choose to avoid any activity that does not promote values consistent with biblical principles of righteousness and personal purity. For instance, we choose not to use alcoholic beverages, tobacco, or non-medicinal drugs. We refuse to be involved in occult practices. We will not be involved in gambling, worldly dancing, and immodest dress.

Those who do not abide by the values or whose spirit is evidently unsympathetic toward the standards and ideals of the institution or who seem to be exerting any negative or harmful influence upon the school may be asked to leave.

### *Statement on Ecclesiastical Cooperation and Separation*

The spiritual unity of all true believers in the Lord Jesus Christ is a great and blessed teaching of Scripture. All who minister for Christ quickly learn that spiritual unity is challenging to implement in the practical realities of ministry life.

As we equip our students for effective ministries and careers, we must help them understand the great value of wisely partnering with others to fulfill the Great Commission. Attendant to that is their responsibility to help them learn to identify unwise or unbiblical associations they should avoid. At times, we choose to limit our partnerships to ensure the opportunity to preach the whole counsel of God.

## ACCREDITATION AND CERTIFICATION

As a seminary operating under Clarks Summit University, Baptist Bible Seminary is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street; 4<sup>th</sup> Floor, MB #166; Wilmington, DE 19801 (267.284.5011). The University has been accredited by Middle States since 1984.

Since 1968, the University has been accredited by the Association for Biblical Higher Education (ABHE) Commission on Accreditation, 5850 T.G. Lee Blvd., Suite.130, Orlando, FL 32822 (407.207.0808).

MSCHE and ABHE are institutional accrediting agencies recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

All degrees offered by Clarks Summit University have been approved by the Pennsylvania Department of Education.

Clarks Summit University is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. More information can be found at <http://www.ohe.state.mn.us/sPages/ohecontact.cfm> or by contacting



them at the following: Minnesota Office of Higher Education; 1450 Energy Park Drive, Suite 350; St. Paul, MN 55108-5227. (651) 642-0567; (800) 657-3866; or (651) 642-0675 fax.

## **CHAPLAIN TRAINING**

Baptist Bible Seminary is approved by the United States Chaplain Corps for training chaplains for service in the U.S. Armed Forces.

## **CAMPUS LOCATION**

Baptist Bible Seminary and Clarks Summit University are located in Clarks Summit, Pennsylvania, a residential suburb that is part of the greater Scranton/Wilkes-Barre area with a population exceeding 500,000.

The seminary is easily reached by public transportation. Several airlines serve the Wilkes-Barre/Scranton airport at Avoca, and there is a major bus terminal nearby.

Access by car is also convenient. Scranton is at a crossroads of the interstate highway system of the northeastern United States. Interstate 81, the Northeast Extension (I-476) of the Pennsylvania Turnpike, and U.S. Highways 6 and 11 pass within two miles of the campus, and Interstates 80, 380 and 84 are only a short distance from the University.

Organizations contributing to community cultural life include the Northeastern Philharmonic Orchestra and the Everhart Museum of Natural History, Science, and Art.

Other colleges in the area include The University of Scranton, Marywood University, Penn State Scranton, Wilkes University, King's College, Misericordia University, and Johnson College.

## **CAMPUS FACILITIES**

The 111-acre campus contains 18 major buildings.

Jackson Hall houses the administrative and faculty offices, most of the classrooms, a science lab, and the Murphy Memorial Library. The Department of Music occupies Buckingham Hall with music classrooms, practice rooms, and studio offices. The Phelps Student Center includes the cafeteria and the Huckaby Gymnasium, which is home to Defender Athletics events. Elsewhere Performance Hall is a black-box performance space for the Theatre Department. The 62,000-square foot Recreation Center includes a running track, three basketball courts, weight room, and cardio room. The building is the setting for corporate chapels and other special events and houses the Athletic Department offices, classrooms and furnished gathering areas.

Twelve three-story residence halls provide on-campus housing for undergraduate, graduate and married students as well as housing for guests.



# School Personnel



# SCHOOL PERSONNEL

## ADMINISTRATIVE RELATIONSHIPS

The Seminary is governed by the Board of Trustees and is served by the administration. The Board of Trustees has a standing Academic Committee, which has the responsibility of matters pertaining to the Seminary. The President is the administrative head of the institution. The Seminary Dean leads the academic programs of the seminary, and keeps the institution informed of the interests and programs of the seminary.

## BOARD OF TRUSTEES

Matthew Calderón, M.S.E., *Chairman*

James Lytle, D.Min., *President*

Tom Benefiel, M.R.E.

Kezia Curry, Ph.D.

Grace Dyson, M.B.A.

Larry Green, M.Div.

John Greening, D.Min.

Scott Greening, M.A.R.

Donn Hauser, B.R.E.

Jeffrey Howell, M.Div.

Daniel Kallman, B.S.B.A.

Milt Kornegay, B.S.B.

Aaron Marshall, M.A.

William Park, D.Min.

Richard Christen, Th.B., *Emeritus*

John McNeal, D.D., *Emeritus*

Gary Moosey, Th.B., *Emeritus*

Russell Phelps, B.S.B.A., *Emeritus*

Ruth Trott, B.R.E., *Emeritus*

## CABINET

### **JAMES R. LYTTLE, D.MIN.**

#### *President*

B.R.E., Clarks Summit University  
M.Div., Baptist Bible Seminary  
Th.M., Baptist Bible Seminary  
D.Min., Trinity Evangelical Divinity School

### **THEODORE A. BOYKIN, M.S.C.C., M.DIV.**

#### *Vice President for Student Development*

B.S., St. John's University  
M.S.C.C., Cairn University  
M.Div., Baptist Bible Seminary

### **DENA L. CAMBRA, M.ED.**

#### *Vice President for Marketing and Communications*

B.S., Northwest University  
M.Ed., Clarks Summit University

### **DARLENE CATLETT, B.A.**

#### *Executive Assistant to the President*

B.A., California State University, Fullerton

### **ALLEN R. DREYER, M.MIN.**

#### *Executive Director of Administrative Services*

B.S.B., Clarks Summit University  
M.Min., Baptist Bible Seminary

### **PAUL C. GOLDEN, M.DIV.**

#### *Executive Director of Alumni and Development*

B.S., Clarks Summit University  
M.Div., Baptist Bible Seminary

### **WILLIAM J. HIGLEY, PH.D.**

#### *Vice President for Academics*

B.S., Clarks Summit University  
M.B.A., William Howard Taft University  
M.A.C.E., Dallas Theological Seminary  
Ph.D., The Southern Baptist Theological Seminary

### **TERRY PERRINE, M.DIV.**

#### *Vice President for Enrollment*

B.S., Centenary University  
M.A., Clarks Summit University  
M.Div., Baptist Bible Seminary

### **ERICA A. YOUNG, M.S.E.**

#### *Executive Director of Online Learning*

B.S., Pennsylvania State University  
M.S.Ed., Purdue University

## ADMINISTRATION AND RESIDENT FACULTY



### DR. WAYNE SLUSSER

*Seminary Dean*

*Professor of New Testament, Greek, and English Bible*

B.S.E.D., University of Oklahoma

M.A.B.S., Baptist Bible Graduate School, Missouri

M.Div., Baptist Bible Graduate School, Missouri

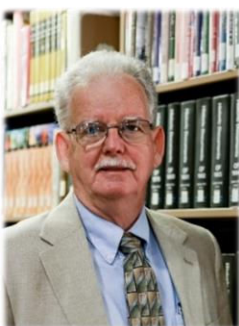
Ph.D., Baptist Bible Seminary

Pastor, 14 years

Previous Seminary Dean, Ministry Studies Division Chair, and Assistant

Professor, 14 years

Baptist Bible Seminary, 2015—



### DR. MARK MCGINNISS

*Assistant Seminary Dean*

*Professor of Old Testament Literature, Language, and Exegesis*

*Editor, Journal of Ministry and Theology (JMAT)*

*Director of Ph.D. program*

B.S., Richard Stockton State College

M.A.B.S., Dallas Theological Seminary

Th.M., Baptist Bible Seminary

Ph.D., Baptist Bible Seminary

Additional studies: Princeton Theological Seminary

Pastor, 16 years

Christian school teaching and administration, 27 years

Baptist Bible Seminary, 2006—



### MR. DAVID GUNN

*Associate Professor of Theology, English Bible, and Apologetics*

B.S., Shasta Bible College

M.Div., Corban University School of Ministry

Th.M., Liberty Baptist Theological Seminary

Ph.D., Candidate, Baptist Bible Seminary

Director of Publications, Regular Baptist Press

Baptist Bible Seminary, 2017—



### DR. KEN PYNE

*Associate Professor*

*Seminary Chaplain*

*Director of Internships*

*Director of D.Min. program*

B.S.M., Baptist Bible College

M.Div., Th.M., Baptist Bible Seminary

D.Min., Northern Baptist Seminary

Assistant Pastor, Evangel Baptist Church, Taylor, MI, 27 years

Seminary Chaplain & Director of Internships, 2014—

## ADJUNCT FACULTY

Baptist Bible Seminary has the unique privilege of partnering with adjunct faculty who are highly skilled and successful in their particular teaching subjects.

### DR. MIKE AUGSBURGER

#### *Pastoral Ministry*

B.S., Faith Baptist Bible College  
M.Div., Faith Baptist Theological Seminary  
D.Min., Trinity Evangelical Divinity Seminary  
Lead Pastor, Willow Creek Baptist Church, West Des Moines, IA  
Baptist Bible Seminary, 2017—

### DR. JARED AUGUST

#### *New Testament*

B.S., Clarks Summit University  
M.A., Clarks Summit University  
M.Div., Baptist Bible Seminary  
Ph.D., Baptist Bible Seminary  
Associate Professor of New Testament & Greek, Northeastern Baptist College, Bennington, VT  
Baptist Bible Seminary, 2019—

### DR. DANN AUSTIN

#### *Pastoral Ministry*

B.R.E., Cornerstone University  
M.R.E., Grand Rapids Baptist Seminary  
D.Min., Baptist Bible Seminary  
Doctoral studies: Trinity International University  
Adjunct Instructor, Grand Rapids Baptist Seminary  
Adjunct Instructor, Baptist Bible Seminary  
Pastor of Christian Education, Calvary Baptist Church, Grand Rapids, MI  
Baptist Bible Seminary, 1987—

### BRETT BIXBY

#### *Youth Ministry*

B.S., Clarks Summit University  
M.Div., Baptist Bible Seminary  
Pastor of Youth and Outreach Ministries, Bridgewater Baptist Church, Montrose, PA  
Baptist Bible Seminary, 2002—

### DR. SCOTT BIXBY

#### *Pastoral Ministry*

B.S., Clarks Summit University  
M.Div., Baptist Bible Seminary  
D.Min., The Southern Baptist Theological Seminary  
Pastor of Outreach, Northridge Church, Rochester, NY  
Baptist Bible Seminary, 1998—

### DR. ROBERT COWMAN

#### *Evangelism and Discipleship*

B.S., Clarks Summit University  
M.Div., Baptist Bible Seminary  
D. Min., Baptist Bible Seminary  
Pastoral Ministry  
Baptist Bible Seminary, 2005—



#### **DR. KEN L. DAVIS**

##### *Church Planting*

B.A., Bob Jones University  
M.A., Bob Jones University  
D.Min., Trinity Evangelical Divinity School  
Professor of Missions, Crossroads Bible College, Indianapolis, IN  
Missionary Church Planter, Baptist Mid-Missions, North America  
Director of Church Planting, Baptist Bible Seminary, 1999—2019  
Baptist Bible Seminary, 1988—

#### **DR. DONALD ELLSWORTH**

##### *Worship Ministries Leadership*

B.S., Ithaca College  
M.M., Ithaca College  
D.M.A., University of Southern California  
Minister of Music/Worship Pastor  
Professor and Chairman of Department of Church Music, Clarks Summit University  
Professor and Chairman of Department of Music, San Diego Christian College, CA  
Baptist Bible Seminary, 2007—

#### **DR. KEN GARDOSKI**

##### *Systematic Theology*

B.S., Clarion University  
M.Div., Baptist Bible Seminary  
Th.M., Baptist Bible Seminary  
Ph.D., Trinity Evangelical Divinity School  
Missionary, Baptist Mid-Missions, Poland  
Professor of Theology, International Baptist Seminary, Poland  
Baptist Bible Seminary, 2000—

#### **DR. WILLIAM HIGLEY**

##### *Leadership and Practical Ministry*

B.S., Clarks Summit University  
M.A.C.E., Dallas Theological Seminary  
M.B.A. studies: University of the People  
Ph.D., The Southern Baptist Theological Seminary  
Pastor of Family Ministry  
Dean, School of Global Ministries, Clarks Summit University  
Professor of Education Ministry, Clarks Summit University, 2001—  
Adjunct Professor, Liberty University School of Divinity, 2009—  
Vice President of Academics, Clarks Summit University, 2015—  
Baptist Bible Seminary, 2018—

#### **DR. ALAN D. INGALLS**

##### *Old Testament Languages and Literature*

B.A., Cedarville University  
Th.M., Dallas Theological Seminary  
Th.D., Dallas Theological Seminary  
Additional studies: Northern Michigan University, University of Rhode Island  
Pastor  
Adjunct Instructor, Dallas Seminary Lay Institute  
Baptist Bible Seminary, 1999—

#### **DR. DAVID MAPPES**

##### *Systematic Theology and Bible Exposition*

B.A., Ottawa University

M.Div., Western Conservative Baptist Seminary

Th.M., Western Conservative Baptist Seminary

Ph.D., Dallas Theological Seminary

Associate Professor, Department Chairman, and Dean of Students, Southwestern College

Associate Professor of Bible and Pastoral Ministry Program Director, Cedarville University

Pastoral Ministry

Academic Ministry, Piedmont International University, Liberty University, Clarks Summit University, 1996—

Founder and Director, Noble and Knowable Truth Ministries, 2017—

Baptist Bible Seminary, 2008—

#### **DR. KEITH MARLETT**

##### *Pastoral and Counseling*

A.A.S., Auburn Community College

B.S., Liberty University

M.A., Liberty University

Ph.D., Liberty University

Provost, Davis College

Professor of Counseling, Davis College

Assistant Professor of Counseling, Grace College & Seminary

Counseling Center Director

Senior Pastor

Professor of Counseling, Clarks Summit University, 2017—

Baptist Bible Seminary, 2017—

#### **DR. DON MCCALL**

##### *Pastoral Theology and Homiletics*

B.R.E., Clarks Summit University

Th.B., Baptist Bible College

M.Min., Baptist Bible Seminary

D.Min., Baptist Bible Seminary

Additional studies: Biblical Theological Seminary, Conservative Baptist Seminary

Pastor, Langhorne Terrace Baptist Church, Langhorne, PA

Intentional Interim Pastor ministries, 2000—

Professor of Pastoral Theology & Homiletics, Clarks Summit University, 2000—

Baptist Bible Seminary, 2008—

#### **DR. JIM RUFF**

##### *Missions*

B.A., California State University, Hayward

M.Div., Denver Baptist Theological Seminary

D.Min., Baptist Bible Seminary

Additional Studies: Penn State University-Harrisburg

Missionary Church Planter and Educator, Japan

Mission administrator, instructor, and coach, ABWE, 1999—

Baptist Bible Seminary, 2015—

## **DR. MIKE STALLARD**

### *Theology*

B.S., University of Alabama at Huntsville  
M.Div., Liberty Baptist Seminary  
S.T.M., Dallas Theological Seminary  
Ph.D., Dallas Theological Seminary  
International Ministries Director, Friends of Israel  
Pastor  
Instructor, Liberty Baptist College  
Instructor, Arlington Baptist College  
Previous Professor of Systematic Theology  
Previous Seminary Dean at Baptist Bible Seminary  
Urban church planting  
Baptist Bible Seminary, 1994—

## **DR. JOHN VO**

### *New Testament and Practical Ministry*

B.S., University of California, Riverside  
M.Div., The Master's Seminary  
Ph.D., Baptist Bible Seminary  
Lead Pastor, Truth Baptist Church, South Windsor, CT  
Associate Pastor, CrossPoint Church, Huntington Beach, CA  
English Pastor, New Life Christian Alliance Church, Whittier, CA  
Youth Pastor, Home of Christ, Fremont, CA  
Baptist Bible Seminary, 2022—

## **MIKE WESTON**

### *Church History*

B.A., Pensacola Christian College  
M.Div., Baptist Bible Seminary  
Associate Pastor, Northridge Church, Rochester, NY  
Baptist Bible Seminary, 2012—



# Student Life



# STUDENT LIFE

## STUDENT CONDUCT

Baptist Bible Seminary aspires to be a learning community of believers dedicated to biblical higher education, who love and serve God with all their heart, soul, mind, and strength, and who love their neighbor as themselves. Baptist Bible Seminary serves students by guiding them to think and act biblically and to live in community with other believers. In this way, Baptist Bible Seminary prepares students to serve Jesus Christ through a variety of ministries and careers. The following four biblical principles are the foundation for all students at Baptist Bible Seminary.

### *Love God*

As redeemed image bearers, students should commit to give the Lord Jesus Christ pre-eminence in every area of life by seeking an intimate, personal relationship with Him and striving for professional competence in their chosen profession for the glory of God. Students should worship, work, study, and play with all of their might for the glory of God.

### *Love Your Neighbor*

As redeemed image bearers, students should love their neighbor as Christ loves them. This involves yielding their rights for the sake of others, refusing to be a stumbling block in another's way, considering others before themselves, and living a life of personal sacrifice for the good of others and for the glory of God.

### *Live in Community*

As redeemed image bearers who live in community, on-campus students pledge to live, learn, and grow together in the Baptist Bible Seminary community in such a way as to perpetuate the unity and growth of the body of Christ and to advance the Great Commission for the glory of God.

### *Learn Discernment*

As redeemed image bearers who strive to practice discernment, students should think and act biblically as they engage the culture, interact with media, be a light in their society, and behave ethically for the glory of God.

## Dismissal

The Baptist Bible Seminary judicial system seeks to be redemptive and restore students to a good standing before Christ and in the Baptist Bible Seminary community. However, punitive measures may be used to enforce standards and policies. Baptist Bible Seminary reserves the right to instruct, correct, discipline, or dismiss students whose conduct it deems does not conform with university standards. The dismissal of a student occurs at the discretion of the Seminary Dean. Students who are dismissed may not visit campus without approval from the Dean. Students may appeal a dismissal to the first-line administration. Dismissal may be without the benefit of refund.

For students permitted to return after dismissal, see information in the Admissions section.

To learn more about the values and community standards, specifically for on-campus students, please visit the Student Handbook at <https://www.clarkssummitu.edu/student-life/osd-values/>

## SEMINARY CHAPLAIN

The Seminary Chaplain provides pastoral care for the Seminary students and their families. He is available for individual and family counseling concerning spiritual, physical, and family needs and concerns. The chaplain also works with the Seminary students in the areas of career decisions, student activities, and student leadership development.

## COUNSELING SERVICES

In addition to the Seminary Chaplain, all professors are prepared to give general counsel to students regarding God's will for their lives and matters pertaining to their ministry or academic problems.

## CAREER SERVICES

To prepare for the workforce following graduation, the Career Services Department advises students on interviewing skills, cover letter preparation, and resume building. Baptist Bible Seminary does not guarantee employment or offer referrals to future employers. For more information, [see Career Services](#) on the website.

## CHURCH ATTENDANCE

Students and their families are expected to attend regularly and be involved in some aspect of ministry in a local Bible-believing church. They are free to choose the church where they will attend and serve.

## CHAPEL

The Seminary recognizes that preparation for ministry leadership roles needs to address the whole person. Chapel services are scheduled for the entire university family during each week of the semester and are designed to develop the spiritual life of the whole Seminary family. Chapel services include prayer times as well as messages from visiting speakers, faculty, and students. All residential students are required to attend chapel services.

## CULTURAL PROGRAMS

The university sponsors musical presentations, special concerts, and dramatic productions throughout the school year. These are available to Seminary students and their families.

## ATHLETIC PROGRAM

The university has a program of intercollegiate and intramural athletics, and seminary students may organize intramural teams and participate in the intramural sports program.

## ALUMNI SERVICES

The Alumni Office maintains an active relationship between the school and its alumni. It assists the Alumni Association in uniting alumni for spiritual fellowship, in promoting projects that support the school, and in maintaining enthusiasm for the University.

## VISITING THE CAMPUS

Prospective students are encouraged to visit the campus at their convenience. Arrangements should be made in advance by completing an inquiry form (<http://discover.clarkssummitu.edu/inquiryform>) and requesting a visit through the Schedule a Visit tab on your personalized application page. Opportunities will be provided during such visits for personal interviews with members of the Seminary faculty, attendance in class, and meeting with your Admissions Counselor. Meals and lodging can be provided if a visiting prospective student so desires and when rooms are available.

Such visits are not a required part of the admission procedure, but they have proven helpful to both the students and admissions personnel in evaluating the student's needs, interests, and theological education. If a prospective visitor has applied for admission, they should correspond with their Admissions Counselor about a proposed visit.

## HOUSING

Limited seminary housing is available to students. Please contact the Office for Student Development (570.585.9180) regarding availability and costs.





# Admissions & Registration



# ADMISSIONS AND REGISTRATION

## GENERAL INFORMATION

### *Transfer Credits*

Applicants who have completed courses in an accredited college, university or seminary, may receive transfer credit for courses which apply to one of the seminary degree programs, and which reflect the required grade according to college undergraduate, graduate, or seminary transfer policies. Credits from non-accredited schools are also eligible for transfer based upon above mentioned criteria. Only the credit is transferred into the degree program. The grade and grade points are not calculated in the student's grade point average. Students who take a course at BBS who have received transfer credit for an equivalent course at BBS will forfeit the transfer credit.

Credits from both accredited and non-accredited institutions and other sources must be validated prior to awarding transfer credits. Evaluation of credits for transfer is done by the Registrar. The validation process considers the following:

- Acceptable course grade according to the individual undergraduate, graduate, or seminary credit transfer policies.
- The academic credentials of the course instructor.
- The course description and or content of the course.
- The acceptance of the credits by other reputable colleges, universities, or seminaries.
- ACE recommendations
- For graduation, each degree has a policy of either a minimum number of credits that must be earned at CSU or a maximum number of credits that can be transferred in. The university reserves the right to adjust these requirements in exceptional cases.

The maximum number of transfer credits allowed is as follows:

<i>Degree/Program</i>	<i>Possible to Transfer In</i>
M.A. degree	12 credits (4 courses)
M.Min. degree	12 credits (4 courses)
M.Div. degree	36 credits (12 courses)
Th.M., D.Min., Ph.D. degree	Generally no transfer credits are accepted with few exceptions.

Clarks Summit University accepts transfer credit for suitable scores in Advanced Placement (AP) exams, International Baccalaureate (IB) courses, College Level Examination Programs (CLEP) exams, Defense Activity for Non-Traditional Education Support (DANTES) exams, and ACE approved training (including military experience).

### *International Students*

This school is authorized under federal law to enroll non-immigrant alien students. Inquiries concerning admission policies and procedures should be sent to [admissions@ClarksSummitU.edu](mailto:admissions@ClarksSummitU.edu). At least six months should be allowed to process international student applications.

The Seminary encourages qualified international students to make application if they have a financial guarantor in the United States, or if they have sufficient evidence from some responsible organization in their home country to show means of support and necessary travel expenses for attendance at the Seminary. The Seminary is unable to grant full financial scholarships to any international students. Furthermore, it is difficult for non-immigrant students to receive permission for off-campus employment during their studies in the United States. Under no circumstance should an applicant prepare to arrive in the United States until he or she has been granted final acceptance. Applicants arriving without means of support and a student visa are normally deported at the expense of their national governments and are not eligible for readmission to the United States.

An examination to establish the applicant's ability to use the English language for graduate study in theology is required for students who live in a country where English is not an official language. The required examination is the Test of English as a Foreign Language (TOEFL). Applicants are responsible to make their own arrangements for this examination by registering at [www.ets.org/toefl](http://www.ets.org/toefl). The testing organization should send the results directly to the Seminary. Minimum scores are 500 (paper-based exam), 173 (computer-based exam), or 60 (IBT).

After enrollment, if the student's command of English proves inadequate, the Seminary reserves the right to require further language study by the student before such student is qualified for graduation. (More information at [www.ets.org](http://www.ets.org).)

### ***Military Benefits***

The University is an approved institution for Reserve Officers' Training Corps (ROTC), Tuition Assistance, and GI Bill® benefits. Students wishing to use the ROTC Scholarship should contact their recruiter. Students using Tuition Assistance should request authorization through their Education Office. Students using the GI Bill® should obtain their Certificate of Eligibility from the Veterans Administration and provide it to the Office of Financial Aid at registration.

*"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

### ***Non-Discriminatory Policy***

Clarks Summit University admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students. It does not discriminate based on race, color, national and ethnic origin, or handicap in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-sponsored programs.

Clarks Summit University does not discriminate based on handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for university compliance with Section 504 of the Rehabilitation Act of 1973 is the Human Resources Coordinator.

### ***Incentive Policy***

Clarks Summit University does not allow its employees to accept any inducements (e.g., gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals or any other items having a monetary value of more than a de minimus amount) for the purpose of enrolling any student or any group of students. The employees (admissions, recruiters, financial aid, etc.) of Clarks Summit University do not utilize any high-pressure recruitment tactics as a means to enroll its students. There are no institutional recruiters, admission counselors, financial aid personnel or anyone in any position who receives any commission, bonus, or other incentive payment for securing student enrollments or securing financial aid (e.g., federal, state, institutional, local, military, etc.) of any kind.

### ***Readmission Policy and Procedures***

If a student leaves for any reason and would like to return, an application for readmission must be submitted. A committee will review the request and decide on readmission.

Here is a checklist of steps:

- Students must apply for readmission through the admissions/enrollment department and complete a readmission application. Please [email admissions](#) for the application.
- All fines and restorative processes must be fulfilled prior to application.
- Upon completion of the readmission application, students will be made aware of additional requirements needed for the readmission committee.
- Students who have been dismissed will not be allowed to return for at least one year.
- The application for readmission, along with any requirements, will be reviewed by the readmission committee who will either grant or deny readmission.

Note: At the discretion of the Admissions Committee, a personal interview may also be required.

Students who arrive at registration expecting to be readmitted without fulfilling these requirements should expect to wait until after registration to have their applications considered. The university cannot guarantee acceptance in such cases. Students readmitted to one of the undergraduate programs will normally be subject to the current requirements for that course of study.

### ***Registration***

Please reach out to your advisor for course registration.

All new students enrolled in their first on-campus D.Min. or Ph.D. course will meet in a Program Colloquy on the Monday of their first on-campus course.

All doctoral course syllabi are available at the D.Min. or Ph.D. Hub.

## MASTER OF ARTS, MASTER OF MINISTRY, AND MASTER OF DIVINITY PROGRAMS

### *Prerequisites for Entrance*

Any student entering a Masters program must have a baccalaureate degree or its equivalent.

**Note:** Students with a divorce in their background or that of their spouse may matriculate at Baptist Bible Seminary and Clarks Summit University in any of the programs not designed to prepare individuals for ordainable positions. In applying this for Seminary programs, no person with a divorce in his or her background will be admitted to the Pastoral Track of any of the degree programs but may apply for admission in the General Ministry Track of each program. This policy applies to a divorced or annulled marriage, one who is married to a person with a divorce or annulled marriage, or one who is separated from his or her spouse. Individuals who have been divorced, or are married to a divorced person, should request a complete copy of the divorce policy from the Admissions Office.

### *Admission Procedure*

- An application completed in full.
- An application fee (non-refundable). This fee must accompany the application.
- Official transcripts are required from each institution where the applicant earned a degree and where the applicant is transferring credits from. The applicant must request the school(s) to send the transcript(s) directly to the registrar's office.
- Endorsement letter from pastor or mentor.
- If married and entering the Pastoral Ministry concentration, the spouse must sign the Spouse Agreement Statement.
- Interview with admissions counselor.
- If a student's primary language is not English, the student must demonstrate proficiency in spoken and written English via exams such as TOEFL. Each applicant will be individually assessed.
- The admissions committee reviews each application, and the applicant will be notified of its action by both email and personal letter.

Admission to the Seminary is limited to those who show evidence that they have been born again, are committed to the will of God for their lives and are supportive of the doctrinal convictions taught in the Seminary. Ethnicity is not a factor in consideration for applicants.

### *Registration Procedure*

Students are expected to register at the time specified in the academic calendar in consultation with their academic advisor.

## MASTER OF THEOLOGY PROGRAM

### *Admission Procedure*

The Master of Theology curriculum is an integrated part of the Doctor of Philosophy curriculum. Students desiring to enroll in the Th.M. degree program should do so by applying for Ph.D. studies. Th.M. studies parallel the foundational course work of the Ph.D. degree.

### *Degree Prerequisite*

Students pursuing a Th.M. degree must possess a M.Div. degree or its equivalent from an accredited institution. This must include Old Testament Hebrew and New Testament Greek language studies.

### *Academic Prerequisite*

The student must possess a grade point average in the master's level studies of at least 3.0 on a 4.0 scale. The student must demonstrate excellent study skills and academic readiness for the program.



## DOCTOR OF MINISTRY PROGRAM

### *Entrance Requirements*

#### **Students Holding a Master of Divinity degree**

The D.Min. program for those holding an M.Div. degree or its equivalent will include nine courses (27 credit hours) plus a dissertation project (3 credit hours) for a total of 30 credit hours.

#### **Students Holding a Master of Theology degree or equivalent**

The D.Min. program for those holding a Th.M. degree or its equivalent will include eight courses (24 credit hours) plus a dissertation project (3 credit hours) for a total of 27 credit hours.

#### **Students Holding a Master of Ministry degree or equivalent**

Students holding a master's degree (a minimum of a 30-credit hour degree) with an emphasis on biblical ministry, such as the Master of Ministry, Master of Arts in Biblical Studies, Master of Religious Education, or a similar degree can be accepted in the D.Min. program with transcript verification of a minimum of 70 credits in Bible, ministry, and theology courses in all previous degrees.

### *Program Prerequisites*

- The typical prerequisite for the D.Min. is the M.Div.
- A student may be accepted into the D.Min. program based on a master's degree program in Bible and Theology (e.g., Master of Arts, Master of Ministry, Master of Religious Education, etc.) with a minimum of 70 total credit-hours in Bible/theology/ministry courses between the bachelor's and master's degrees earned.
- The student should have a 3.0 average on a 4.0 scale in all graduate studies.
- The student should be currently serving in full-time Christian ministry.
- The student should have a minimum of one year of full-time Christian ministry.

### *Application Procedures*

- An application completed in full.
- An application fee (non-refundable). This fee must accompany the application.
- Official transcripts are required from each institution where the applicant earned a degree and where the applicant is transferring credits from. The applicant must request the school(s) to send the transcript(s) directly to the registrar's office.
- Endorsement letter from pastor or mentor.
- If married and entering the Pastoral Ministry concentration, the spouse must sign the Spouse Agreement Statement.
- If a student's primary language is not English, the student must demonstrate proficiency in spoken and written English via exams such as TOEFL. Each applicant will be individually assessed.
- The admissions committee reviews each application, and the applicant will be notified of its action by both email and personal letter.

## DOCTOR OF PHILOSOPHY PROGRAM

### *Program Prerequisites*

- The prerequisite for the 39-credit-hour Ph.D. is the Master of Theology
- The prerequisite for the 60-credit-hour Ph.D. is the Master of Divinity
- The prerequisite for the 72-credit-hour Ph.D. is the Master of Arts (Bible, Language, and Theology concentration)
- The ability to utilize Hebrew and Greek language in biblical studies and research

### *Application Procedures*

- An application completed in full.
- An application fee (non-refundable). This fee must accompany the application.
- The applicant is required to submit a master's level research paper to the Seminary.
- Official transcripts are required from each institution where the applicant earned a degree and where the applicant is transferring credits from. The applicant must request the school(s) to send the transcript(s) directly to the registrar's office.
- Endorsement letter from pastor or mentor.
- If a student's primary language is not English, the student must demonstrate proficiency in spoken and written English via exams such as TOEFL. Each applicant will be individually assessed.
- The admissions committee reviews each application, and the applicant will be notified of its action by both email and personal letter.





# Academic Information



# ACADEMIC INFORMATION

## SELECTION OF DEGREE PROGRAM

All degree programs at the seminary are offered in a dual-track format. The Pastoral Ministry Track is designed for men only who are pursuing and preparing for pastoral ministry roles in a local church and other ministry professions that would lead toward ordination (1 Timothy 3; Titus 1). The General Ministry Track is designed for men and women who are pursuing and preparing for non-pastoral ministry roles in the church and parachurch organizations that would not lead toward ordination. All students are encouraged to select a degree program; however, a student is permitted to enroll for classes (if qualified for admission) without choosing a degree program.

## GRADUATION HONORS

Graduation honors announced at commencement are based upon a student's cumulative grade point average at the beginning of the last semester before graduation. The final transcript and diploma will reflect honors standing based upon completion of all academic studies. The grade point averages of such students will be determined upon only grades received while at the Seminary.

The following standards apply:

3.5	Cum Laude
3.8	Magna Cum Laude
4.0	Summa Cum Laude

## WEEKLY CLASS SCHEDULE

Each semester is 12 weeks in length. Four kinds of course schedules are followed:

- Courses that meet one (1) day per week for 12 weeks
- Courses that meet two (2) days per week for 12 weeks
- Courses that meet four (4) days a week for one (1) or two (2) week modules
- Online courses that meet each week (asynchronous) for eight or twelve weeks.

Class schedules for future semesters will be posted when available.

## CREDIT HOUR DEFINITION

At Baptist Bible Seminary, academic credit is measured in semester hours. A semester hour represents the equivalent of at least one class period of 50 minutes per week for 14 weeks not including final exams. It is expected that students will spend approximately two hours outside of class for each hour in class or its equivalent. It is expected that online students will spend approximately two hours on coursework for each course credit hour per week, for eight weeks.

## GRADING SCALE

Letter grades given fall with the range of the following percentile scale:

A	=	95–100
A-	=	94
B+	=	93
B	=	88–92
B-	=	87
C+	=	86
C	=	78–85
C-	=	77
D+	=	76
D	=	71–75
D-	=	70
F	=	Below 70

## GRADING SYSTEM

Academic credit will be measured in semester hours. A semester hour represents the equivalent of at least one class period of 50 minutes per week for a minimum of 15 class periods. The grading system is as follows:

- A indicates thorough mastery of material plus creative resourcefulness in the use of knowledge gained. (4 grade points)
- B indicates good mastery of subject material plus evidence of ability to use to good advantage the knowledge gained. (3 grade points)
- C indicates average mastery of subject material plus evidence of ability to use profitably the knowledge gained. (2 grade points)
- D indicates a limited mastery of subject matter. It signifies work which in quality or quantity falls below the acceptable standard. It is, however, of sufficient weight to be counted in the hours for graduation if balanced by superior work in other courses. This grade is not usually accepted by another institution in student transfer. (1 grade point)
- F failure (0 grade points)
- I incomplete. Indicates that the semester's work is incomplete, and the instructor has given the student a specified extension of time to complete the course requirements. No incomplete grade may be extended longer than the end of the semester following the semester in which the incomplete was received. Any incomplete not cleared up within this time will be replaced with an appropriate grade determined by the instructor's evaluation of the student's completed work.
- NG no grade given. Student has completed course work, but grade has not been posted.
- W Withdrawal during first 1/3 of a course, not computed in grade point average:
  - one (1) hour course, five (5) class hours (50 minutes each)
  - two (2) hour course, 10 class hours
  - three (3) hour course, 15 class hours
  - four (4) hour course, 20 class hours
- WP withdrawal after 1/3 of a course is completed with passing grades; not computed in GPA.
- WF withdrawal after 1/3 of a course is completed with failing grades; is computed in GPA.
- AU class audited—course not taken for credit and not included in the student's average. The student does not have the automatic right to audit any particular course. Permission must be granted by the academic advisor and by the professor teaching the course.

## GRADE POINT AVERAGE

Grade point average (GPA) is a numerical measure of all grades. It is calculated by dividing the total number of grade points earned by the total number of credit hours attempted (excluding courses marked AU, I, NG, P, S, U, W or WP). The student's GPA is based only upon courses taken at Baptist Bible Seminary.

## ACADEMIC PROBATION AND DISMISSAL

### *Academic Probation*

- Serious academic deficiency will result in a student being placed on academic probation. Normally, probation means that the student's cumulative grade point average has fallen below 2.0. The student will be eligible for academic dismissal unless the average is lifted to 2.0 by the end of the next semester.
- Special academic probation may be imposed in certain cases by the faculty committee. In such cases, the specific details of the probation will be given to the student.

### *Academic Dismissal*

At the conclusion of each semester, the Seminary Dean reviews the achievement of all students with semester or cumulative grade point averages below 2.0, and he may administer academic dismissal if a student:

- Has been on academic probation for that semester and has failed to raise the grade point average sufficiently to remove the probation.
- Has failed to meet the requirements of special academic probation which may have been imposed.
- Has experienced extreme academic deficiency during that semester even though he or she was not under academic probation and the prospect for significant improvement seems remote.

Students who receive academic dismissal may appeal this decision under the following conditions:

- First-year students who have been dismissed may not be readmitted for one academic year.
- Appeal to the Seminary faculty stating the reason(s) why the student feels consideration for readmission should be taken.
- The Seminary faculty will consider the merits of each student's case and inform whether the appeal is granted or denied.

## COURSE GRADES

During the semester, students may access their course grades in the university's learning management system. Final course grades are usually entered in Portal within three business days after the end of the course. Students may access their grades through the Student Portal. Instructions for Portal are available from the Registrar's Office.

## REPEATED COURSES

When a course is repeated, the new grade replaces the former one in calculating the student's grade point average. GPA is affected only when both the original and the repeated course are taken at the Seminary.

## COURSE WAIVER

Petitions for waiver of individually required courses (by reason of previous courses) should be submitted to the Academic Advisor. In the event a waiver is granted, the student will normally be required to choose a substitute course in the same department for which the waiver is granted.

## STUDENT STATUS BY CREDIT HOUR

The following semester-hour equivalencies apply:

<b>Degree Program</b>	<b>Full-Time</b>	<b>3/4 Time</b>	<b>Half-Time</b>	<b>Less than Half Time</b>
M.Min.	6	5	3	2
M.A.	6	5	3	2
M.Div. Equiv.	6	5	3	2
M.Div.	9	7	5	4
Th.M.	3	3	3	1
D.Min.	1	0	0	0
Ph.D.	1	0	0	0

The school year runs from graduation to graduation and includes courses offered in summer modules, fall semester, and spring semester.

## EDUCATION OPTIONS

Baptist Bible Seminary recognizes the changes in methods of delivery that have come to higher Christian education. Students desiring the kind and quality of biblical and theological training available through the different ways of scheduling courses will find that BBS can meet their educational needs.

### **Residential Courses**

For the benefit of pastors and others living within a short radius of the Seminary, master's courses are offered regularly in a once-a-week format. This facilitates taking courses only one or two days a week.

In addition, some courses are offered in modular format, scheduled during breaks from other semester-long courses. Modules are taught four days a week for two weeks. Summer modules meet each morning for five days each week.

### **Online Learning**

A complete master's degree program may be earned via online courses.

All BBS courses are accredited and meet the highest standard for global learning.

The inspiring interaction among instructors and peers provides a unique opportunity to gain a national and international perspective on various topics and issues. A sense of community is built, and friendships are developed.

## ACADEMIC STANDARDS—ONLINE

### **Student Services**

Clarks Summit University desires our online students to be part of the CSU community regardless of their location of learning. To assist in that goal, our Online Department has dedicated online admissions counselors who work closely with potential students through the process from inquiry to enrollment. The admission process will help determine if a



student is prepared for online education. As part of this process, the admissions counselors will answer any questions concerning the specifics of a distance education program at CSU.

The Baptist Bible Seminary catalog will contain all curriculum information and details for programs, courses, and curriculum. Academic policies, graduation information, financial aid policies, student progress requirements, and other important information is in the annual catalog. Students should be familiar with their particular enrollment-year catalog.

The CSU website will be the main source of information concerning student-success helps. Our Online Resource Hub has a variety of helpful tips for online students to succeed, links to various departments, and technology support. All online students have access to the writing center, student support services (accommodations), and library resources. All new online students are automatically enrolled into a Schoology Orientation course, providing an overview of CSU's learning management system. Students are also assigned to an academic advisor to assist them in creating a pathway to ensure timely degree completion. The online academic advisor takes a proactive approach in following up with students who were admitted with unique academic conditions and need to reach satisfactory academic progress.

Clarks Summit University believes our distance education program provides an exceptional education through outstanding faculty and therefore desires students to join our programs. We recruit students in various ways such as radio advertisements, print pieces, internet advertisements, social media posts, website stories, emails, mailings, and more. CSU welcomes transfer students hoping to help them finish a degree. Evaluation of transfer credits is the same regardless of the course structure (online or residential).

### **Faculty Support**

Online adjunct instructors are provided with learning management system training. Synchronous training is offered to adjunct instructors on how to ready their courses each session, increase instructor presence, and support students. Online instructors are also provided with just-in-time resources on how to record attendance and final grades. The Online Learning Department is available to support online instructors. The Department contains a Faculty Development Specialist who was hired specifically for online instructor support.

The Online Learning Department provides support to online instructors by holding a virtual professional development session every eight weeks. The Department assists instructors in adapting new pedagogically-appropriate technology into their courses, such as the Turnitin plagiarism checker tool. Further, the Department communicates online instructor expectations and helps instructors uphold those expectations throughout each online session.

Instructors are evaluated regularly through multiple departments. Student evaluations are collected for each course. Instructors work closely with their Department Chairs and School Deans to ensure quality content is delivered in online courses. The Online Learning Department reviews online courses to be sure that courses are organized and accessible to online students.

### **Curriculum And Instruction**

All online program offerings are a virtual mirror of residential offerings. They are the same programs containing essentially the same courses. Course objectives are the same in both formats, but the online delivery method simply uses different learning and assessment methods. Academic policies, such as grading policies and plagiarism policies, are the same across both modalities.

Instructors in online courses are actively involved in online courses through the Schoology course management system. The Online Learning Department encourages each course to contain discussion boards as one means of facilitating learning through instructor-to-student and student-to-student communication.

All instructors are vetted for their academic qualifications whether full-time, part-time, or adjunct. Online instructors must have the next highest-level degree than that which they are teaching and their degree must be in the area they are teaching. For online assignments, preference is given to instructors actively working in the field in which they are instructing.

### **Evaluation and Assessment**

Online programs are included in the University's annual program evaluation using a program matrix. The matrices are used to close the learning loop to improve learning experiences. The goal is to measure how well the course assessments are fulfilling the program, degree, and institutional objectives. Based on the program evaluation, course materials and assessments are adjusted to better achieve learning goals.

At the conclusion of each course, students are asked to fill out a course evaluation. Those evaluations are compiled, returned to the appropriate Dean, and then used to improve the course. The instructor portion of those evaluations are discussed with the instructor.

Final grades for each online course are due three business days after the completion of the course. Final grades are based upon student completion of the requirements in the syllabus. Institution-wide grading scales are utilized in all online courses. Undergraduate, graduate, and seminary courses follow their respective grading scales, as described in the catalog. Online courses run either 8, 10 or 16 weeks. If a student has not completed their course work at the end of the course, instructors may allow for an extension.



During each course, online instructors are required to provide a list of at-risk students at two specific points during the course, depending on the length of the course. Advisors are notified of those students and follow-up to offer assistance.

## ALTERNATE FORMS OF INSTRUCTION

### *Summer Modules*

The summer term schedule is designed for the convenience of the student—the busy pastor, missionary, or Christian education director who wishes to continue in theological education. Students and Christian workers who qualify for graduate studies may enroll.

The summer term program, which is conducted in May, includes one modular session for masters level classes, and modules in June for doctoral level classes. The masters modules are two-week sessions held during the morning hours; doctoral modules are held in the morning and afternoon. Advance class schedules are available.

### *Independent Study Courses*

Independent study courses are intended to be taken by students to enrich their studies as they work closely with a faculty member of Clarks Summit University to study a topic not traditionally covered in the Clarks Summit University curriculum. The best interests of the students, faculty, and institution should be taken into account when an independent study course is approved. Independent study courses are not intended as a scheduling convenience for students who desire to take courses that are offered in the regular academic schedule.

The student who desires to take an independent study course must first obtain approval from the Seminary Dean and then the approval from the faculty member of the desired independent study. The faculty member should prepare a course description for the course being taught, and this should accompany the request for an independent study.

Weekly interactions are suggested as a means for faculty members to monitor students enrolled in independent study courses. The interaction may be done in person or through use of communications technology, including mail, telephone, videoconferencing, computer technology, or other electronic means.

### *Off-Schedule Courses*

Students may take courses off schedule if the faculty member will manage it with the student. These requests require approval of the faculty member, School Dean, and Vice President for Academics.

### *Practical Training Courses*

Students at Clarks Summit University have the opportunity to participate in practical training experiences for academic credit. These experiences vary from program to program, but they may include internships, practicums, observations, apprenticeships, student teaching, or mentored courses. These courses are listed in the Baptist Bible Seminary catalog with appropriate course codes, names, and descriptions.

In order for a student to complete the courses, these practical training experiences will require appropriate assignments to be submitted to the Clarks Summit University instructor of record. The activities submitted for grading are controlled by Clarks Summit University, not by the officials of the job establishment where the experiences may be taking place. The student will spend at least as much time in preparation and training as is normally required by Clarks Summit University for its other residential courses.

Class attendance will be posted at least once per week. The grading system used for these courses will be the same as the system used for other residential subjects offered by Clarks Summit University.

## RICHARD J. MURPHY MEMORIAL LIBRARY

[ClarksSummitU.edu/library](https://ClarksSummitU.edu/library)

From its location on the 1st and 2nd floors of Jackson Hall, the Richard J. Murphy Memorial Library provides students and faculty with resources for their intellectual, cultural, and spiritual development. Services are available for over 80 hours each week during the academic year. Both residential and online students are encouraged to access our library via the university website.

Library collections reflect the quality of many years of planned growth and development in support of the institution's educational objectives. The library specializes in the areas of biblical studies, theology, and Christian ministries, but also maintains strong collections in history, education, literature, music, and counseling. Careful attention is given to providing a diversity of viewpoints in keeping with its purpose as an information center. The library's Reference Room contains course reserves as well as selected reference material appropriate to a seminary education, and computers are available for student use. Printed resources total nearly 80,000 volumes.

The library also maintains a collection of scholarly journals and periodicals of significance in the field of biblical and theological studies through subscription databases such as Atla (Atla Religion Database with AtlaSerials), the premier database of electronic journals on religion; ProQuest (ProQuest Dissertation & Theses Global: Humanities and Social Sciences Collection, and Religion Database); Theological Journal Library; and TREN (Theological Research Exchange

Network). These databases provide thousands of journal titles and doctoral dissertations in full text. Items not owned by the library may be obtained through interlibrary loan services.

Thanks to library memberships in Southeastern Pennsylvania Theological Library Association (SEPTLA), Association of Christian Libraries (ACL), and Atla, students and faculty enjoy reciprocal borrowing privileges at colleges and seminaries throughout the United States and Canada.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Student records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 in restricted-access storage facilities or electronic environments. The information contained in the student's permanent educational record will be made available to the student but not to others without the student's written permission. Specific details are available in the Registrar's Office. Admission records including transcripts and standardized test scores, academic deficiency, dismissal, athletic eligibility, financial aid, CSU/BBS transcript, and graduation processing records are maintained. Transcript and standardized test records are maintained permanently, and all other records are purged six years after graduation or withdrawal.

## **TRANSCRIPTS**

At the Seminary, student transcripts are released only upon the student's request or with permission except that such permission is not required when government agencies request transcripts for official purposes.

## **TEXTBOOKS AND BOOKLISTS**

Our virtual bookstore, eCampus, provides students with a convenient location to view and purchase textbooks. Booklists are available approximately four weeks before the beginning of each semester. You can also purchase CSU gear on the site year-round. Student books, materials, and supplies may be purchased through the online bookstore or any other provider.

<https://ClarksSummitU.eCampus.com>



# Academic Policies



# ACADEMIC POLICIES

## CLASS ATTENDANCE

### Online Classes

Course attendance for online classes is to be reported in Portal weekly. If a student does not participate in an online course for two consecutive weeks the student will be marked absent and given a FN grade (failure for non-attendance). An online student is considered present in a course when they submit a gradable activity for that course.

### Residential Classes

Student attendance for residential classes is recorded in Portal for each class period. Attendance is recorded daily for the first full week of class and then at least weekly thereafter. If a student does not participate in a course for two consecutive weeks, the student will be marked absent and given a FN grade (failure for non-attendance). Residential seminary students who exceed the allowable limit may appeal their absences, at the end of the semester, to the Absence Appeals Committee.

In-class interaction with professors and classmates maximizes the benefits of the educational program of Baptist Bible Seminary. We expect you to attend all scheduled classes regularly and punctually. We want you to appreciate your learning opportunities while developing personal responsibility, self-discipline, and decision-making skills.

The Seminary faculty is encouraged to assist you in developing these important qualities through class attendance requirements. Faculty members use various approaches to encourage attendance, and they are explained in the course syllabi. Academic bonuses or penalties related to attendance will not exceed five percent of the final grade. Instructors will work with individual students on the submission and grading of any assignments or assessments that are missed due to absences.

Generally, it is understood that absences should be reserved for emergencies, sickness, or school-sponsored activities. As questions arise in this area, please speak to your professor. The following standards have been established to allow reasonable absences as you develop personal discipline.

### Maximum Absences

- Multiply the number of class meetings per week by two (except modified schedules) to find the maximum number of allowable absences per semester for any reason.
- The student should determine when and why he or she takes an absence. Absences (including excused absences) beyond the maximum number allowed are considered excessive and will lower the course grade as follows:
  - Classes meeting two days/week, a 3% reduction in the final grade per absence over the limit will be assessed.
  - Classes meeting one day/week, a 6% reduction in the final grade per absence over the limit will be assessed.
- Three tardy arrivals to class will result in one absence. On the third tardy, the student will be marked absent in Portal. A student is considered tardy if he/she arrives after the class has started and attendance has been recorded.

### Automatic Failure

Automatic failure will result if a student's absences exceed one quarter of the scheduled sessions for a course, even if some of the absences are for university-approved and university-sponsored activities. In extraordinary circumstances, the Academic Office will consider an appeal for this failure.

Failure will occur when a student's absences reach the following levels.

<i>Class Sessions Per Week</i>	<i>Absences</i>
5 day-a-week full semester class	19 absences
4 day-a-week class	16 absences
3 day-a-week class	12 absences
5 day-a-week compressed class	8 absences
2 day-a-week class	8 absences
1 day-a-week class	4 absences

### Adjustments for Extracurricular Activities

Students are encouraged to be involved in extracurricular activities such as field trips, athletic contests, musical events, special ministries, etc., sponsored by the University. Sometimes participation in such an activity may force the student to be absent from class, and he or she will need to use cuts for such extra-curricular events. In addition, upon appeal, students may be granted up to the following additional absences:

- One additional absence for classes meeting 1-2 days/week

In unusual cases, a student may be permitted to take exams or quizzes late without penalty for university-sponsored absences, illness, or a death in the family.

## GUIDELINES FOR WRITTEN WORK

All course papers must be submitted in Microsoft Word. Unless otherwise indicated in the course syllabus, they should conform to the standards outlined in the latest edition of *A Manual for Writers of Research Papers, Theses and Dissertations*, by Kate L. Turabian.

## ACADEMIC DISHONESTY

Students are expected to display integrity in all their academic work. Academic dishonesty or cheating of any kind is a direct violation of biblical principles. Baptist Bible Seminary takes dishonesty very seriously. The following policy outlines how academic dishonesty is handled. It is expected that all work students submit to any class for grading is their original work unless the student gives credit to the source. A student who does not exhibit academic integrity may be dismissed from the University.

### *Plagiarism Policy*

Plagiarism, the act of presenting another person's work as one's own, is a serious, punishable offense. Plagiarism is a form of cheating and is an academic integrity issue. Plagiarism involves presenting another's text, idea, vocabulary, or sentence structure as one's own.

Plagiarism issues also include copying one's own or another student's work, submitting one paper to multiple professors (without prior permission), or cutting and pasting passages from another work into one's work and presenting it as original. Further, proper referencing issues, source documentation, and collaboration are also plagiarism issues.

It is the responsibility of the student to examine and understand the act of plagiarism to ensure correct presentation of original thought and research in academic work.

### *Processing Academic Dishonesty*

The steps below will be followed when any incident of academic dishonesty occurs.

- Faculty members will handle formatting issues and minor textual issues during grading.
- **First Offense:** Any submitted work exhibiting academic dishonesty will receive a failing grade. The faculty member will confront the student privately and make sure that the student understands the offense. The faculty member will keep a copy of the submitted work, a copy of the supporting proof of the cheating, and other pertinent documentation of the offense. Notice and record of the offense will be given to the School Dean and the Academic Vice President. That documentation will be kept on file in the Academic Office. The Office of Student Development and the Seminary Chaplain will be notified.
- **Second Offense:** A second offense in any course by the same student will result in a failing grade for the course where the second offense occurred. The School Dean and the Academic Vice President will be notified, the documentation of this offense will be added to their Academic Office file, and the Seminary Chaplain and OSD will be notified.
- **Third Offense:** A third offense in any course by the same student will result in dismissal from the school. The School Dean and the Academic Vice President will be notified, the documentation of this offense will be added to their Academic Office file, and the Seminary Chaplain and OSD will be notified. The student may apply for re-admission to the school upon demonstrated evidence of personal growth.

### **Notifications**

- In the case of online students, the Executive Director of Online Learning should also be notified.

### **Appeal Process**

- Any offense may be appealed by the student by following the process outlined in the Students Appeal and Grievance Policy. The student has 30 calendar days from notification of a decision to appeal that decision. The grievance process is outlined below.

Depending on the severity of each case, the University reserves the right to immediately dismiss a student for cheating.

## STUDENT APPEALS AND GRIEVANCE POLICY

Academic decisions are intended to be final and binding. All students, however, have the privilege of making appeals and addressing grievances related to exams, assignment grades, course grades, plagiarism, academic integrity issues, or any other issues relating to academic standards or performance. Students with such concerns should follow this process.

- Complete the [CSU Student Complaint and Grievance Form](#) located on the website.
- The grievance should first be directed to the faculty member in charge of the course.
- If there is no resolution, the student may appeal to the dean of the school under which the course falls.
- If there is still no resolution, the student may appeal to the Vice President for Academics.



- If there is still no resolution, the student may appeal to the Academic Affairs Committee, whose decision will be final and binding.

### **Timing**

- All complaints must be filed within 30 calendar days after the incident occurs. The student has 15 calendar days from notification of a decision to appeal that decision.
- The faculty member, dean and Vice President for Academics must respond within 5 business days to the student grievance.

### **Notes**

- When the grievance is concerning a dean, the grievance is submitted to the Vice President for Academics.
- At each stage of this process, if matters are not resolved to the student's satisfaction, then both the student and the University's representative in that stage should document the issues in writing for submission of the matter to the next stage of appeal.

### **Complaint Information—Wisconsin Online Students**

If you have tried to resolve an issue with CSU, but the matter is not resolved, you may file a complaint with the Education Approval Program in Wisconsin. More information can be found at:

<https://dsps.wi.gov/Pages/Programs/EducationalApproval/Student.aspx>

Educational Approval Program

Attention: Student Complaints

P.O. Box 8366

Madison, WI 53708-8366

(608) 266-1996

[DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)



# Academic Curriculum



# ACADEMIC CURRICULUM AND DEGREES

## CERTIFICATES (NON-CREDIT)

### ***Biblical Greek Language***

online; three courses

This certificate program will equip you for competence in using Koine Greek in a number of ministry-related fields. By completing this certificate, you will be able to apply biblical Greek to your life and ministry.

Upon completion of this certificate program, the student will be able to:

- Read entire chapters of the New Testament in its original language
- Develop translation and exegetical skills of biblical Greek
- Confidently use Greek in ministry and in one's personal faith journey.

Required Courses:

- NT502 Elements of Greek – 1
- NT503 Elements of Greek – 2
- NT506 Greek Exegetical Methods

### ***Biblical Hebrew Language***

online; three courses

This certificate program will equip you for competence in using the Old Testament original language in a number of ministry-related fields. By completing this certificate, you will be able to apply biblical Hebrew to your life and ministry.

Upon completion of this certificate program, the student will be able to:

- Read entire chapters from the Hebrew text
- Develop translation and exegetical skills of biblical Hebrew
- Confidently use Hebrew in ministry and in one's personal faith journey.

Required Courses:

- OT502 Elements of Hebrew – 1
- OT503 Elements of Hebrew – 2
- OT600 Hebrew Exegesis

## DEGREES

### ***Master of Ministry (M.Min.)***

- Pastoral Ministry track
- General Ministry track

### ***Master of Arts (M.A.)***

- Bible, Language and Theology concentration
- Biblical Apologetics concentration
- Biblical Languages concentration
- Biblical Studies concentration
- Church Planting and Renewal concentration
- New Testament Studies concentration
- Old Testament Studies concentration
- Theological Studies concentration

### ***Master of Divinity (M.Div.)***

- Pastoral Ministry track
- General Ministry track

### ***Master of Theology (Th.M.)***

### ***Doctor of Ministry (D.Min.)***

- Biblical Exposition concentration
- Pastoral Ministry concentration
- Ministry concentration

### ***Doctor of Philosophy (Ph.D.)***

- Old Testament/Hebrew concentration

- New Testament/Greek concentration
- Systematic Theology concentration
- Bible Exposition concentration



# Masters Programs





# MASTERS PROGRAMS

## DUAL TRACK: PASTORAL OR GENERAL MINISTRY

All the Masters' degree programs at the seminary are offered in a dual-track format:

- The Pastoral Ministry Track is designed for men only who are preparing for pastoral ministry roles in a local church and other ministry professions that would lead toward ordination (1 Timothy 3; Titus 1).
- The General Ministry Track is designed for men and women who are preparing for non-pastoral ministry roles in the church and parachurch organizations that would not lead toward ordination.

This is consistent with the complementarian position—that Clarks Summit University & Baptist Bible Seminary is dedicated to the biblical view of men and women and their relationship to each other in the home and church. We affirm the biblical view of manhood and womanhood, namely, that men and women are created to glorify God, having complete equality in their humanity, personhood, value, dignity, and worth, though having God-designed, distinct, and complementary roles.

In applying the biblical view of complementarian roles of men and women, we believe that God has appointed men and men only to the pastoral ministry position. As such, our seminary curriculum offers these two distinct curriculum tracts in each degree program: one *Pastoral Ministry* track, designed for men only who are pursuing pastoral ministry positions; and a *General Ministries* track, designed for men and women who are pursuing non-pastoral ministry positions in the church and in parachurch organizations. We affirm that God has honored women by appointing many ministry positions to them within the church and parachurch organizations such as educational institutions and mission agencies.

## MASTER OF MINISTRY DEGREE (M.MIN.)

30 credit hours ▪ All courses are three credits unless noted otherwise

The Master of Ministry program is designed to sharpen and add to the skills of pastors, missionaries, and other ministry professionals already involved in full-time ministries. It fits the special needs and time constraints of people in full-time ministry. Courses are designed to meet the unique challenges in professional ministry. Courses are offered in short-term modules during the fall and spring semesters, summer term, and online. There are also once-a-week class options throughout the semester. The 30 credit hours of required courses and electives are available with great flexibility.

### PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to demonstrate:

- The use of appropriate communication and biblical exposition skills necessary to both teach Scripture and effectively communicate it in cultural settings.
- The development of leadership and administrative skills necessary in a ministry context in order to plan, cast vision, administrate, and lead people in accomplishing tasks.
- The application of ministry skills needed to serve in a role of pastor, spiritual counselor, or other leadership role, while showing an ability to present the gospel in an appropriate biblical and cultural manner.
- The effective use of theological and cultural analysis skills necessary to systematize the teaching of scripture and exegete various cultural settings.
- Personal development of spiritual life and character necessary for successful ministry leadership roles.

### GRADUATION REQUIREMENTS

- A candidate must successfully complete the prescribed 30 credit hours of work.
- A candidate must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A candidate must manifest commendable Christian character and demonstrate personal dedication to Christian service.
- A candidate may participate in commencement activities.

## CURRICULUM

### *Pastoral Ministry Track*

30 credit hours • All courses are three credits unless noted otherwise.

- 24 required credits
- 6 elective credits

#### **Bible and Theology Courses—9 credits**

OT500 Introduction to Old Testament & Old Testament Literature  
NT501 Introduction to New Testament & New Testament Literature  
TH531 God's Plan for the Ages

#### **Life and Ministry Courses—9 credits**

PT510 Pastoral Ministry Skills  
PT520 Theology and Practice of Worship  
Choose One Course:  
PT512 Principles of Spiritual Formation  
PT500 Training Ministries of the Church  
PT800 The Theology & Practice of Family

#### **Preaching Courses—3 credits**

Choose One Course:  
PT611 Preaching the Old Testament  
PT612 Preaching the New Testament

#### **Church and Culture Courses—3 credits**

Choose One Course:  
MI815 World Ministry and the Local Church  
PT509 Evangelism and the Growing Church  
PT609 Contemporary Cultural Engagement  
TH809 Introduction to Apologetics

#### **Elective Courses—6 credits**

### ***General Ministry Track***

30 credit hours • All courses are three credits unless noted otherwise.

- 21 required credits
- 9 elective credits

### **Bible and Theology Courses—9 credits**

OT500	Introduction to Old Testament & Old Testament Literature
NT501	Introduction to New Testament & New Testament Literature
TH531	God's Plan for the Ages

### **Life and Ministry Courses—6 credits**

PT520 Theology and Practice of Worship

Choose One Course:

PT512	Principles of Spiritual Formation
PT500	Training Ministries of the Church
PT800	The Theology & Practice of Family

### **Preaching Courses—3 credits**

Choose One Course:

GM611	Communicating the Old Testament
GM612	Communicating the New Testament

### **Church and Culture Courses—3 credits**

Choose One Course:

MI815	World Ministry and the Local Church
PT509	Evangelism and the Growing Church
PT609	Contemporary Cultural Engagement
TH603	Developing a Biblical Worldview
TH809	Introduction to Apologetics

### **Elective Courses—9 credits**

## MASTER OF ARTS DEGREE (M.A.)

30, 36, 39 or 48 credit hours ▪ All courses are three credits unless noted otherwise.

The Master of Arts program is designed to prepare students according to their ministry interests and gifts. A common core of courses supports the mission and values of BBS, while giving all students a foundational understanding of God's word. Students will build upon this core by choosing from one of the various concentrations that best fits their ministry. Courses are designed to meet the unique challenges that face students in today's culture. Courses are offered in short-term modules during the fall and spring semesters, summer term, and online. There are also once-a-week class options throughout the semester.

These programs capitalize on the strengths of the faculty and prepare students for a wide range of ministries while opening additional opportunities to further their education at a higher level. All these programs fit into the M.Div. program and all these programs could qualify students for D.Min. studies.

These MA offerings provide 2-year affordable degree concentrations that allow students to specialize in six different areas. The 3-year 39-credit hour biblical languages concentration provides students with the full sequence of Hebrew and Greek.

### PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to:

- Accurately know and communicate the word of God to others.
- Humbly love and follow God.
- Lovingly engage culture and serve the church.

### GRADUATION REQUIREMENTS

- A candidate must successfully complete the prescribed credit hours of work.
- A candidate must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
- A candidate must manifest commendable Christian character and demonstrate personal dedication to Christian service.
- By the date of graduation, a candidate must have met all financial obligations to the institution.
- A candidate may participate in commencement activities.

### PROGRAM CURRICULUM

#### *Required Courses—15 credits*

BI604	Principles of Biblical Interpretation
NT501	Introduction to New Testament & New Testament Literature
OT500	Introduction to Old Testament & Old Testament Literature
PT512	Principles of Spiritual Formation
TH531	God's Plan for the Ages

#### *Concentrations*

##### **Bible, Language and Theology**

Dive deep into the Word and be equipped to clearly communicate its truths in a variety of settings. Through courses in theology, biblical languages and electives related to your area of interest, you will be prepared to move directly into your Ph.D. studies at BBS. 48 total hours.

##### *Language Courses—18 credits*

NT502	Elements of Greek 1
NT503	Elements of Greek 2
NT506	Greek Exegetical Methods
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis

##### *Theology Courses—6 credits (pick two courses)*

TH500	Foundations of the Christian Faith
TH563	Pneumatology & Ecclesiology
TH600	Angelology, Anthropology, & Hamartiology
TH601	Christology & Soteriology

*Ph.D. Concentration Courses—6 credits (pick two courses that correspond with desired Ph.D. concentration)*

*Elective Courses—3 credits (pick one course in an area of interest)*



### **Biblical Apologetics**

As a believer, you want to better understand, articulate, defend and contextualize the Christian faith in a credible and compassionate way. Learn to understand the Scriptures and evaluate competing claims to truth as you formulate biblically correct and culturally sensitive evangelistic methods. You will be better prepared to interact with cultural, theological and hermeneutical challenges as you serve within your local church and in other ministry settings. 30 total credit hours.

#### **Required Courses—15 credits**

TH809 Introduction to Apologetics  
TH527 Studies in Presuppositional Apologetics  
TH528 Studies in Evidential Apologetics  
TH or BI Department Elective  
Elective

### **Biblical Languages**

The biblical languages program immerses you in a full study of both Hebrew and Greek, equipping you to reach your career and ministry goals. You will benefit from a rigorous study of the biblical languages as it prepares you for ministries including communication, Bible translation and various publishing opportunities. 39 total credit hours.

#### **Required Courses—24 credits**

NT502 Elements of Greek 1  
NT503 Elements of Greek 2  
NT506 Greek Exegetical Methods  
NT\_\_\_\_\_ Greek Exegesis Elective  
OT502 Elements of Hebrew – 1  
OT503 Elements of Hebrew – 2  
OT600 Hebrew Exegesis  
OT\_\_\_\_\_ Hebrew Exegesis Elective

### **Biblical Studies**

This concentration offers a highly customizable program packed with biblical electives that appeal to your interests. Build on the core set of courses that directly impacts your life and expands your ministry. 30 total credit hours.

#### **Required Courses—15 credits**

TH500 Foundations of the Christian Faith  
BI, OT, NT Department Elective  
BI, OT, NT Department Elective  
BI, OT, NT Department Elective  
Elective

### **Church Planting and Renewal**

You have a passion for spreading the gospel through planting new churches or revitalizing established ones. Through theoretical and experiential learning, this concentration prepares you for vocational church planting, both in your own culture and cross-culturally as a launch pastor or team member. Learn how to start biblically sound yet culturally relevant healthy churches that can reproduce. 36 total credit hours.

#### **Required Courses—21 credits**

MI803 Foundations for Missional Church Planting  
MI804 Preparations for Missional Church Planting  
MI821 Launching and Growing a Missional Church  
MI823 Models for 21st Century Church Planting  
PT603 Church Planting (or Renewal) Mentored Apprenticeship  
MI or PT Department Elective  
Elective

### **New Testament Studies**

The study of biblical Greek and New Testament books develop exegetical skills for accurate, meaningful, and relevant communication of the Gospels and Epistles. These tools equip you with a deeper understanding of the New Testament for various ministry opportunities. 30 total credit hours.

#### **Required Courses—15 credits**

NT502 Elements of Greek 1  
NT503 Elements of Greek 2  
NT506 Greek Exegetical Methods  
NT\_\_\_\_\_ Greek Exegesis Elective  
Elective

### **Old Testament Studies**

Specialize your studies in biblical Hebrew and various Old Testament books in the Old Testament Studies concentration. You will develop your exegetical skills for accurate, meaningful, and relevant communication of God's first testament preparing you for broader ministry experiences. 30 total credit hours.

#### **Required Courses—15 credits**

OT502 Elements of Hebrew – 1  
OT503 Elements of Hebrew – 2  
OT600 Hebrew Exegesis  
OT\_\_\_\_ Hebrew Exegesis Elective  
Elective

### **Theological Studies**

Academic study of theology meets authentic spiritual growth and practical application in the Theological Studies concentration. You will complete focused study on Christ, salvation and his church as you expand your theological foundation and build with electives that match your interests. 30 total credit hours.

#### **Required Courses—15 credits**

TH500 Foundations of the Christian Faith  
TH563 Pneumatology & Ecclesiology  
TH601 Christology & Soteriology  
TH\_\_\_\_ Department Elective  
Elective

# **BACHELOR OF SCIENCE AND MASTER OF DIVINITY DEGREES— PASTORAL MINISTRIES (B.S. & M.DIV.)**

## **PROGRAM DESCRIPTION**

The five-year Accelerated Pastoral program is a blended Bachelor of Science and Master of Divinity professional program designed primarily to train for worldwide Christian ministry those persons who are committed to God for a particular service for which they recognize a need for graduate theological studies. It seeks to maintain a balance between content and communication in its choice and arrangement of courses.

## **PROGRAM OBJECTIVES**

Upon successful completion of the M.Div. degree program, the student will be able to demonstrate:

- The use of appropriate communication and Bible exposition skills necessary to both teach Scripture and effectively communicate it in cultural settings.
- The use of biblical language (Hebrew and Greek) exegesis skills in the pursuit of biblical knowledge and ministry development.
- The development of leadership and administrative skills necessary in a ministry context in order to plan, cast vision, administrate, and lead people in accomplishing tasks.
- The application of pastoral and outreach skills needed to serve in a role of pastor and spiritual counselor, while showing an ability to present the gospel in an appropriate biblical and cultural manner.
- The effective use of theological and cultural analysis skills necessary to systematize the teaching of Scripture and exegete various cultural settings.
- Personal development of spiritual life and character necessary for successful ministry leadership roles.

## **PROGRAM CURRICULUM**

151 Credits total • All courses are three credits unless noted otherwise.

121 credits for the B.S. degree • Courses not highlighted are required for the B.S. degree.

Seminary courses are numbered 500 or higher. Please reference the BBS catalog for information on Seminary courses.

## Pastoral Ministries—Accelerated

### Fall Year 1 (15 credits)

CSU101	CSU First Year Experience (0)
BI100	Principles of Bible Study
EN121	Academic and Research Writing
SP100	Speech Communication *
ELEC	History Core Elective
ELEC	Humanities Elective

### Fall Year 2 (18 credits)

NT502	Elements of Greek – 1
OT500	Introduction to Old Testament & Old Testament Literature
PA311	The Personal Life of the Ministry Leader
PA412	Expository Preaching
ELEC	Humanities Elective
ELEC	Seminary Elective

### Fall Year 3 (18 credits)

OT502	Elements of Hebrew – 1
PT612	Preaching the New Testament
PH206	Worldviews: Humanities and Science *
TH500	Foundations of The Christian Faith
ELEC	Seminary Bible or Language Elective
ELEC	Seminary Life and Ministry Elective

### Fall Year 4 (15 credits)

PT500	Training Ministries of the Local Church
PT510	Pastoral Ministry Skills (may substitute PA404 Pastoral Ministries Seminar and add Seminary elective)
ELEC	Seminary Bible or Language elective
ELEC	Seminary Church and Culture elective
ELEC	Seminary elective

### Fall Year 5 (6 credits)

PT740	Internship I (6)
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### Spring Year 1 (16 credits)

EN122	Writing Across the Disciplines
HP101	Living Well (1) *
LI203	Survey of Biblical Themes in Literature
PS100	General Psychology
TH120	Building a Biblical Lifestyle
TH211	Theology Survey

### Spring Year 2 (18 credits)

EM412	The Family Life of the Ministry Leader, or PT800 The Theology & Practice of Family (fall course)
EN406	Advanced Expository and Criticism
NT501	Introduction to New Testament & New Testament Literature
NT503	Elements of Greek – 2
ELEC	Math or Science Elective
ELEC	Seminary Church and Culture Elective

### Summer Year 2 (3 credits)

NT506	Greek Exegetical Methods
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### Spring Year 3 (18 credits)

OT503	Elements of Hebrew – 2
PS310	Dynamics of Discipleship
PT512	Principles of Spiritual Formation
PT520	Theology and Practice of Worship
PT611	Preaching the Old Testament
TH563	Pneumatology & Ecclesiology

### Summer Year 3 (3 credits)

OT600	Hebrew Exegesis
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### Spring Year 4 (15 credits)

PA404	Pastoral Ministries Seminar (may substitute PT510 Pastoral Ministry Skill and add Ministry Leadership elective)
TH531	God's Plan for the Ages
TH708	Doctrinal Paper
PT714	Internship Colloquy (0)
ELEC	Ministry Leadership Elective
ELEC	Seminary Church and Culture elective

### Spring Year 5 (6 credits)

PT741	Internship II (6)
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\* Courses offered both semesters

## ***Pastoral Ministries—Accelerated Online***

### ***Undergraduate Bible and Theology Core (9 Credits)***

- BI100 Principles of Bible Study
- TH120 Building a Biblical Lifestyle
- TH211 Theology Survey

### ***Undergraduate Arts & Sciences Core (34 Credits)***

- EN121 Academic and Researched Writing
- EN122 Writing Across the Disciplines
- EN406 Advanced Expository and Criticism
- HP101 Living Well (1)
- LI203 Survey of Biblical themes in Literature
- PH206 Worldviews: Humanities and Science
- PS100 General Psychology
- History Core Elective (HI111, HI112, HI205, or HI206)
- Humanities Elective (9)
- Math or Science Elective

### ***Undergraduate Pastoral Courses (18 Credits)***

- EM412 The Family Life of the Ministry Leader –OR– PT800 Theology & Practice of Family
- PA311 Personal Life of the Ministry Leader
- PA412 Expository Preaching
- PS310 Dynamics of Discipleship
- Ministry Leadership Electives (6)

### ***Seminary Pastoral Courses (54 Credits)***

- NT502 Elements of Greek I
- NT503 Elements of Greek II
- NT501 Introduction to New Testament & New Testament Literature
- NT506 Greek Exegetical Methods
- OT500 Introduction to Old Testament & Old Testament Literature
- OT502 Elements of Hebrew – 1
- OT503 Elements of Hebrew – 2
- OT600 Hebrew Exegesis
- PT500 Training Ministries of the Local Church
- PT510 Pastoral Ministry Skills
- PT512 Principles of Spiritual Formation
- PT520 Theology and Practice of Worship
- PT611 Preaching the Old Testament
- PT612 Preaching the New Testament
- PT714 Internship Colloquy (0)
- TH500 Foundations of The Christian Faith
- TH531 God's Plan for the Ages
- TH563 Pneumatology & Ecclesiology
- TH708 Doctrinal Paper

### ***Seminary Electives (24 Credits)***

- Bible or Language Electives (6)
- Church and Culture Electives (3)
- Church and Culture Electives (6)
- Life and Ministry Electives (3)
- Free Elective (3)
- Free Elective (3)

### ***Internship (12 Credits)***

- PT740 Internship (6)
- PT741 Internship (6)



# BACHELOR OF SCIENCE AND MASTER OF DIVINITY DEGREES— GENERAL MINISTRIES (B.S. & M.DIV.)

## PROGRAM DESCRIPTION

The five-year Accelerated Ministry program is a blended Bachelor of Science and Master of Divinity professional program designed primarily to train for worldwide Christian ministry those persons who are committed to God for a particular service for which they recognize a need for graduate theological studies. It seeks to maintain a balance between content and communication in its choice and arrangement of courses.

## PROGRAM OBJECTIVES

Upon successful completion of the M.Div. degree program, the student will be able to demonstrate:

- The use of appropriate communication and Bible exposition skills necessary to both teach Scripture and effectively communicate it in cultural settings.
- The use of biblical language (Hebrew and Greek) exegesis skills in the pursuit of biblical knowledge and ministry development.
- The development of leadership and administrative skills necessary in a ministry context in order to plan, cast vision, administrate, and lead people in accomplishing tasks.
- The application of ministry skills needed to serve in a role of pastor, spiritual counselor, or other ministry role while showing an ability to present the gospel in an appropriate biblical and cultural manner.
- The effective use of theological and cultural analysis skills necessary to systematize the teaching of Scripture and exegete various cultural settings.
- Personal development of spiritual life and character necessary for successful ministry leadership roles.

## COURSE REQUIREMENTS

151 Credits total • All courses are three credits unless noted otherwise.

121 credits for the B.S. degree • Courses not highlighted are required for the B.S. degree.

Seminary courses are numbered 500 or higher. Please reference the BBS catalog for information on Seminary courses.

## General Ministries—Accelerated

### Fall Year 1 (15 credits)

CSU101	CSU First Year Experience (0)
BI100	Principles of Bible Study *
EN121	Academic and Research Writing
SP100	Speech Communication *
ELEC	History Core Elective
ELEC	Humanities Elective

### Fall Year 2 (18 credits)

NT502	Elements of Greek – 1
OT500	Introduction to Old Testament & Old Testament Literature
PA311	The Personal Life of the Ministry Leader
PA412	Expository Preaching
ELEC	Humanities Elective
ELEC	Seminary Elective

### Fall Year 3 (18 credits)

OT502	Elements of Hebrew – 1
GM612	Communicating the New Testament
PH206	Worldviews: Humanities and Science *
TH500	Foundations of The Christian Faith
ELEC	Seminary Bible or Language Elective
ELEC	Seminary Life and Ministry Elective

### Fall Year 4 (15 credits)

PT500	Training Ministries of the Local Church
ELEC	Seminary Bible or Language elective
ELEC	Seminary Church and Culture elective
ELEC	Seminary Life and Ministry elective
ELEC	Seminary elective

### Fall Year 5 (6 credits)

GM701	Integrated Ministry Project 1
GM702	Integrated Ministry Project 2

\* Courses offered both semesters

### Spring Year 1 (16 credits)

EN122	Writing Across the Disciplines
HP101	Living Well (1) *
LI203	Survey of Biblical Themes in Literature
PS100	General Psychology
TH120	Building a Biblical Lifestyle *
TH211	Theology Survey *

### Spring Year 2 (18 credits)

EM412	The Family Life of the Ministry Leader, or PT800 Theology & Practice of Family (fall course)
EN406	Advanced Expository and Criticism
NT501	Introduction to New Testament & New Testament Literature
NT503	Elements of Greek – 2
ELEC	Math or Science Elective
ELEC	Seminary Church and Culture Elective

### Summer Year 2 (3 credits)

NT506	Greek Exegetical Methods
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### Spring Year 3 (18 credits)

OT503	Elements of Hebrew – 2
PS310	Dynamics of Discipleship
PT512	Principles of Spiritual Formation
PT520	Theology and Practice of Worship
GM611	Communicating the Old Testament
TH563	Pneumatology & Ecclesiology

### Summer Year 3 (3 credits)

OT600	Hebrew Exegesis
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### Spring Year 4 (15 credits)

TH531	God's Plan for the Ages
TH708	Doctrinal Paper
ELEC	Ministry Leadership elective
ELEC	Ministry Leadership elective
ELEC	Seminary Church and Culture elective

### Spring Year 5 (6 credits)

GM703	Integrated Ministry Project 3
GM704	Integrated Ministry Project 4

## ***General Ministries—Accelerated Online***

### ***Undergraduate Bible and Theology Core (9 Credits)***

BI100	Principles of Bible Study
TH120	Building a Biblical Lifestyle
TH211	Theology Survey

### ***Undergraduate Arts & Sciences Core (34 Credits)***

EN121	Academic and Researched Writing
EN122	Writing Across the Disciplines
EN406	Advanced Expository and Criticism
HP101	Living Well (1)
LI203	Survey of Biblical themes in Literature
PH206	Worldviews: Humanities and Science
PS100	General Psychology
History Core Elective (HI111, HI112, HI205, or HI206)	
Humanities Elective (9)	
Math or Science Elective	

### ***Undergraduate Ministry Courses (18 Credits)***

EM412	The Family Life of the Ministry Leader –OR– PT800	Theology & Practice of Family
PA311	Personal Life of the Ministry Leader	
PA412	Expository Preaching	
PS310	Dynamics of Discipleship	
Ministry Leadership Electives (6)		

### ***Seminary Ministry Courses (51 Credits)***

GM611	Communicating the Old Testament
GM612	Communicating the New Testament
NT502	Elements of Greek I
NT503	Elements of Greek II
NT501	Introduction to New Testament & New Testament Literature
NT506	Greek Exegetical Methods
OT500	Introduction to Old Testament & Old Testament Literature
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis
PT500	Training Ministries of the Local Church
PT512	Principles of Spiritual Formation
PT520	Theology and Practice of Worship
TH500	Foundations of The Christian Faith
TH531	God's Plan for the Ages
TH563	Pneumatology & Ecclesiology
TH708	Doctrinal Paper

### ***Seminary Electives (27 Credits)***

Bible or Language Electives (6)	
Church and Culture Electives (3)	
Church and Culture Electives (6)	
Life and Ministry Electives (6)	
Free Elective (3)	
Free Elective (3)	

### ***Internship (12 Credits)***

GM701	Integrated Ministry Project 1
GM702	Integrated Ministry Project 2
GM703	Integrated Ministry Project 3
GM704	Integrated Ministry Project 4

## MASTER OF DIVINITY DEGREE (M.DIV.)

87 Credit Hours • All courses are three credits unless noted otherwise.

The Master of Divinity program is an internationally recognized professional program designed primarily to train for worldwide Christian ministry those persons who are committed to God for a particular service for which they recognize a need for graduate theological studies. It seeks to maintain a balance between content and communication. Courses for the program are chosen from the following departments of study:

- Bible
- Global Outreach and Missions
- New Testament
- Old Testament
- Practical Theology including Pastoral Leadership, Church Planting & Outreach, Pastoral Counseling, Local Church Education, & Youth Ministries
- Theology
- Worship Ministries Leadership

### PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to demonstrate:

- The use of appropriate communication and Bible exposition skills necessary to both teach Scripture and effectively communicate it in cultural settings.
- The use of Biblical language (Hebrew and Greek) exegesis skills in the pursuit of biblical knowledge and ministry development.
- The development of leadership and administrative skills necessary in a ministry context in order to plan, cast vision, administrate, and lead people in accomplishing tasks.
- The application of ministry skills needed to serve in a role of pastor, spiritual counselor, or other ministry role, while showing an ability to present the gospel in an appropriate biblical and cultural manner
- The effective use of theological and cultural analysis skills necessary to systematize the teaching of scripture and exegete various cultural settings.
- Personal development of spiritual life and character necessary for successful ministry leadership roles.

### PASTORAL INTERNSHIP OR INTEGRATED MINISTRY PROJECT

Required of all pre-professional M.Div. graduates, this one-year (12 hours of credit), full-time internship or ministry project experience is unique in the education of men and women for the ministry. It is the goal of BBS to prepare men and women to be able to blend quality Bible knowledge with practical methods so they might be able to plant, lead, serve in, and grow churches. Excellence in ministry preparation is provided by giving the student an opportunity to serve with and to learn from ministry professionals who are experiencing the blessing of God upon their ministries.

Students are trained at selected local church or other internship centers. These centers must meet the criteria of the Seminary in order to assure that each student receives the highest level of practical ministry training available. The ministry leaders at all centers are qualified and specifically trained to maximize intern learning.

Each student works with the ministry staff to identify, formulate, and implement his or her own ministry goals and projects. A number of leadership and ministry opportunities, coupled with the ongoing evaluation and training by the ministry staff, serves to enable the student to develop their God-given gifts and to confirm the direction for future ministry.

BBS ensures that all academic work done at each intern training center or ministry meets the standards for quality of instruction, academic rigor, and educational effectiveness. This is accomplished by training a selected member (or members) for each student regarding how to cooperate with the Seminary and its demands for academic excellence while at the same time discipling each student in the context of a full-time ministry environment. Each internship training center has an internship coordinator who is responsible for providing opportunities for the intern to fulfill his or her educational responsibilities. In addition, Baptist Bible Seminary faculty members are responsible for grading the various course requirements related to the intern's one-year Internship resident training or integrated ministry project experience.

#### *Course Requirements for Internship or Ministry Project*

##### **Pastoral Internship**

- PT740 Internship I
- PT741 Internship II

##### **Integrated Ministry Project**

- GM701 Integrated Ministry Project - 1
- GM702 Integrated Ministry Project - 2
- GM703 Integrated Ministry Project - 3
- GM704 Integrated Ministry Project - 4

## GRADUATION REQUIREMENTS

To be eligible for graduation, a student must meet the following requirements:

- A student must successfully complete the semester hours prescribed.
- The student must successfully complete the 12 hours (one year) of Internship or Integrated Ministry Projects. Acceptable transfer credits may be applied toward meeting this requirement.
- A student must have a minimum cumulative grade point average of 2.0 (on a 4.0 scale) by the beginning of the semester that will culminate in graduation and must maintain at least a 2.0 through the final semester.
- A student must manifest commendable Christian character and demonstrate personal dedication to Christian service.
- A student must be approved for candidate status (see Admission to Candidacy in table of contents) and as set forth in the Student Handbook.
- Each candidate may participate in commencement weekend activities.



## PROGRAM CURRICULUM

### *Pastoral Ministry Track: Based on Bible college degree with adv. standing for Greek*

87 total credit hours ▪ All courses are three credits unless noted otherwise.

- 60 credit hours of required courses
- 15 credit hours of elective courses
- 12 credit hours of a one-year internship center residence

#### **Bible and Theology Courses—33 credits**

BI604	Principles of Biblical Interpretation
TH500	Foundations of the Christian Faith
TH531	God's Plan for the Ages
TH563	Pneumatology & Ecclesiology
TH708	Doctrinal Paper
OT500	Introduction to Old Testament & Old Testament Literature
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis
NT501	Introduction to New Testament & New Testament Literature
NT506	Greek Exegetical Methods

#### **Church and Culture Courses—9 credits**

Choose Three Courses:

MI815	World Ministry and the Local Church
PT509	Evangelism and the Growing Church
PT609	Contemporary Cultural Engagement
CH601	Church History
TH809	Introduction to Apologetics

#### **Life and Ministry Courses—18 credits**

PT512	Principles of Spiritual Formation
PT611	Preaching the Old Testament
PT612	Preaching the New Testament
PT510	Pastoral Ministry Skills
PT520	Theology and Practice of Worship

Choose One Course:

PT500	Training Ministries of the Church
PT800	The Theology & Practice of Family

#### **Elective Courses—15 credits**

#### **Internship Courses—12 credits**

PT714	Internship Colloquy
PT740	Internship I
PT741	Internship II

### ***General Ministry Track: Based on Bible college degree with adv. standing for Greek***

87 total credit hours ▪ All courses are three credits unless noted otherwise.

- 60 credit hours of required courses
- 15 credit hours of elective courses
- 12 credit hours of a one-year internship center residence

#### **Bible and Theology Courses—33 credits**

BI604	Principles of Biblical Interpretation
TH500	Foundations of the Christian Faith
TH531	God's Plan for the Ages
TH563	Pneumatology & Ecclesiology
TH708	Doctrinal Paper
OT500	Introduction to Old Testament & Old Testament Literature
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis
NT501	Introduction to New Testament & New Testament Literature
NT506	Greek Exegetical Methods

#### **Church and Culture Courses—9 credits**

Choose Three Courses:

MI815	World Ministry and the Local Church
PT509	Evangelism and the Growing Church
PT609	Contemporary Cultural Engagement
CH601	Church History
TH809	Introduction to Apologetics

#### **Life and Ministry Courses—18 credits**

PT512	Principles of Spiritual Formation
GM611	Communicating the Old Testament
GM612	Communicating the New Testament
PT520	Theology and Practice of Worship
PT500	Training Ministries of the Church
PT800	The Theology & Practice of Family

#### **Elective Courses—15 credits**

#### **Integrated Ministry Projects—12 credits**

GM701	Integrated Ministry Project – 1
GM702	Integrated Ministry Project – 2
GM703	Integrated Ministry Project – 3
GM704	Integrated Ministry Project – 4

### ***Pastoral Ministry Track: Based on Bible college or Liberal Arts degree without Greek***

87 credit hours • All courses are three credits unless noted otherwise.

- 66 credit hours of required courses
- 9 credit hours of elective courses
- 12 credit hours of a one-year internship center residence

#### **Bible and Theology Courses—39 credits**

BI604	Principles of Biblical Interpretation
TH500	Foundations of the Christian Faith
TH531	God's Plan for the Ages
TH563	Pneumatology & Ecclesiology
TH708	Doctrinal Paper
OT500	Introduction to Old Testament & Old Testament Literature
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis
NT501	Introduction to New Testament & New Testament Literature
NT502	Elements of Greek – 1
NT503	Elements of Greek – 2
NT506	Greek Exegetical Methods

#### **Church and Culture Courses—9 credits**

Choose Three Courses:

MI815	World Ministry and the Local Church
PT509	Evangelism and the Growing Church
PT609	Contemporary Cultural Engagement
CH601	Church History
TH809	Introduction to Apologetics

#### **Life and Ministry Courses—18 credits**

PT512	Principles of Spiritual Formation
PT611	Preaching the Old Testament
PT612	Preaching the New Testament
PT510	Pastoral Ministry Skills
PT520	Theology and Practice of Worship

Choose One Course:

PT500	Training Ministries of the Church
PT800	The Theology & Practice of Family

#### **Elective Courses—9 credits**

#### **Internship Courses—12 credits**

PT714	Internship Colloquy
PT740	Internship I
PT741	Internship II

### ***General Ministry Track: Based on Bible college or Liberal Arts degree without Greek***

87 credit hours • All courses are three credits unless noted otherwise.

- 66 credit hours of required courses
- 9 credit hours of elective courses
- 12 credit hours of a one-year internship center residence

#### **Bible and Theology Courses—33 credits**

BI604	Principles of Biblical Interpretation
TH500	Foundations of the Christian Faith
TH531	God's Plan for the Ages
TH563	Pneumatology & Ecclesiology
TH708	Doctrinal Paper
OT500	Introduction to Old Testament & Old Testament Literature
OT502	Elements of Hebrew – 1
OT503	Elements of Hebrew – 2
OT600	Hebrew Exegesis
NT501	Introduction to New Testament & New Testament Literature
NT502	Elements of Greek – 1
NT503	Elements of Greek – 2
NT506	Greek Exegetical Methods

#### **Church and Culture Courses—9 credits**

Choose Three Courses:

MI815	World Ministry and the Local Church
PT509	Evangelism and the Growing Church
PT609	Contemporary Cultural Engagement
CH601	Church History
TH809	Introduction to Apologetics

#### **Life and Ministry Courses—18 credits**

PT512	Principles of Spiritual Formation
GM611	Communicating the Old Testament
GM612	Communicating the New Testament
PT520	Theology and Practice of Worship
PT500	Training Ministries of the Church
PT800	The Theology & Practice of Family

#### **Elective Courses—9 credits**

#### **Integrated Ministry Projects—12 credits**

GM701	Integrated Ministry Project – 1
GM702	Integrated Ministry Project – 2
GM703	Integrated Ministry Project – 3
GM704	Integrated Ministry Project – 4

## MASTER OF THEOLOGY DEGREE (TH.M.)

32 Credit Hours • All courses are three credits unless noted otherwise

- 20 required credits
- 12 elective credits

### PROGRAM DESCRIPTION

The Master of Theology degree program is designed to allow qualified students to develop a greater proficiency in a selected area of Bible knowledge. It is especially recommended to students who desire additional content competence in biblical studies.

The curriculum, therefore, seeks (1) to further the student's preparation for the ministry in pastoring, teaching, or missions; and (2) to develop the student's ability to do independent research, to analyze and synthesize data, and to draw conclusions in the theological disciplines.

The Master of Theology curriculum is built upon the course content and learning experiences of the Master of Divinity degree (M.Div.) and is an integral part of Ph.D. studies. A student may enroll on campus, live in the area, and complete the degree in a shorter time or may study in an in-service format.

### PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to demonstrate:

- A high level of skill in studying and researching the Scriptures.
- A high level of using the biblical languages of Greek and Hebrew as well as theological research tools in the pursuit of biblical knowledge.
- The ability to teach and communicate biblical knowledge with clarity in the church pulpit, college or seminary classroom, and through scholarly writing.
- A genuine heart for God and the students or church people that the graduate would teach.

### GRADUATION REQUIREMENTS

- A candidate must successfully complete the prescribed 32 credit hours of work.
- A candidate must have a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- A candidate must manifest commendable Christian character and demonstrate personal dedication to Christian service.
- By the date of graduation, a candidate must have met all financial obligations to the institution.
- A candidate may participate in commencement activities.

### PROGRAM CURRICULUM

#### *Required Core Courses—17 credits*

OT1	Seminar in Old Testament Hermeneutics & Exegetical Method
NT1	Seminar in New Testament Hermeneutics & Exegetical Method
TH1	Seminar in Advanced Theological Method
PHD1	Advanced Bible Teaching and Communication Methods
PH14	Professional Teaching Practicum [PH14] – 2 credits
MT902	Th.M. Thesis

#### *Choose one course—3 credits*

MP1	Developing Effective Leadership Skills
MP2	The Centrality of the Scriptures in Ministry
MP3	Current Trends in Global Ministry

#### *Electives—12 credits*





# Doctoral Programs



# DOCTORAL PROGRAMS

The Doctor of Ministry program at the seminary is offered in a dual-track format.

- The Pastoral Ministry Track is designed for men only who are engaged in pastoral ministry roles in a local church (1 Timothy 3; Titus 1).
- The General Ministry Track is designed for men and women who are engaged in non-pastoral ministry roles.

## DOCTOR OF MINISTRY DEGREE (D.MIN.)

30 or 24 (with a Th.M.) Credit Hours • All courses are three credits unless noted otherwise.

### PROGRAM DESCRIPTION

The Doctor of Ministry (D.Min.) degree is an advanced professional education program. The program focuses on the exposition, communication, and ministry of God's Word in and through various aspects of local church ministry, global ministry, counseling and educational ministries. It is directed toward the professional who wants to develop further and excel in a ministry.

### PROGRAM OBJECTIVES

Upon successful completion of this degree program, the student will be able to:

- Demonstrate the ability to analyze the desired outcomes and effectiveness of a ministry to meet the biblical needs of believers within the ministry setting and its effectiveness in the cultural setting.
- Exhibit the skills to develop a biblically based ministry philosophy and theology based on sound hermeneutical principles.
- Develop a biblical based strategy that will assist the church or ministry organization to grow and be edified and equipped for the work of the ministry.
- Demonstrate critical thinking skills that enable them to recognize and evaluate assumptions, major alternative points of view, and related concepts for the development of a biblical worldview.
- Use information literacy skills that will enable them to retrieve, evaluate, and synthesize information in the form of conclusions, ideas, and opinions.

### PROGRAM CHARACTERISTICS

The Baptist Bible Seminary Doctor of Ministry curriculum has been designed in the following ways: online, independent study, and resident modules.

The program is characterized by:

- Strong collaborative learning environment
- Individualized application
- Flexible scheduling
- Individual learning contracts
- A biblical and theological foundation upon which to build
- A product that can be immediately used in the student's church or ministry setting

### PROGRAM CONCENTRATIONS

Doctor of Ministry students may pursue this professional ministry degree with the flexibility that best suits their ministry skill goals. To provide maximum benefit, three ministry concentrations are available:

- Biblical Exposition
- Pastoral Ministry
- Ministry

### INDEPENDENT STUDY COURSES

The independent study is designed to allow students the opportunity to focus on a particular aspect of study and ministry under the direct guidance of a course professor. An independent study component is available in each of the ministry concentrations and the student can select either a 3, 6, or 9 credit option.

### TRANSFER CREDIT

All transfer credits must be approved by the program director.

### COLLOQUY

For the first semester that any D.Min. student is on campus to take a resident course, the student is required to attend the D.Min. colloquy session. This colloquy session will introduce the student to the D.Min. program and BBS research expectations.

### COURSE STRUCTURE

#### *One-Week, On-Campus Module*

Courses will be five days of in-class instruction. Seminars are taught on the Clarks Summit campus in October, February, and June. The learning contract will be completed within two months of the last day of class.

### *Online Format*

D.Min. classes offered in an online format will be either eight or twelve weeks in duration. The D.Min. learning contract will be completed within two months of the last day of class.

## PROGRAM STRUCTURE

### *Length of Program*

The D.Min. program is expected to be completed in six years. There will be a continuation fee applied to dissertations not completed in one year. The program may not be extended beyond eight years without special permission from the program director.

### *Form and Style*

Each syllabus will designate whether thesis form is required in the course project. When thesis form is required, the latest edition of *A Manual for Writers* by Kate L. Turabian will be followed. All dissertations will normally follow Turabian style.

### *Syllabi*

Detailed course syllabi are accessed through the D.Min. Hub.

## LEARNING CONTRACT

One of the unique ingredients of D.Min. study at Baptist Bible Seminary is the learning contract utilized with each course. The doctoral student designs the learning contract with the assistance and approval of the seminar professor. The learning contract becomes the blueprint for learning to be followed in applying the seminar content and in writing the seminar project. Students will be given instruction in the use of the learning contract during the D.Min. colloquy.

## DISSERTATION

Every student must complete a Dissertation that is written according to the purpose and nature of the student's specific ministry. Dissertation types include the following:

**Ministry Analysis Dissertation.** The Ministry Analysis Dissertation is designed to allow the student to analyze, evaluate, and improve a strategic ministry within their general area of ministry. It has four major areas of study:

- analyze an aspect of your ministry
- ministry philosophy
- develop the biblical rationale of the ministry
- develop a strategy to improve some part of the ministry

**Educational Program Dissertation.** The Educational Program Dissertation allows the student to develop curriculum for their ministry setting. The project is built on a sound educational and theological foundation and fulfills an educational need within the ministry. It has four major areas of study:

- student / ministry analysis
- educational philosophy
- biblical / theological foundation
- developed curriculum

**Training Manual Dissertation.** The Training Manual Dissertation allows the student to develop a training manual for their ministry setting. The project is built on a sound educational and theological foundation and fulfills a training need within the ministry. It has four major areas of study:

- student / ministry analysis
- educational philosophy
- biblical / theological foundation
- developed curriculum

**Writing Project Format Dissertation.** The Writing Project Format Dissertation allows the student to develop a topic for publication. The project is built on a sound educational and theological foundation and fulfills a need within the church at large. It has four major areas of study:

- audience analysis
- writing philosophy
- biblical / theological foundation
- develop the writing project

## GRADUATION REQUIREMENTS

To be eligible for graduation a student must meet the following requirements:

- Successfully complete the chosen course of instruction/concentration.
- Successfully defend their dissertation.
- Manifest commendable Christian character, demonstrate personal dedication to ministry, and possess good potential for his or her chosen vocation, including doctrinal integrity.
- Have the Seminary faculty's approval.

## PROGRAM COURSES

### *Core Courses (required)*

- D501 Developing Effective Leadership Skills (MP1)
- D502 Current Trends in Global Ministry (MP3)
- D503 The Centrality of the Scriptures in Ministry (MP2)

### *Bible and Theology (electives)*

- D801 Understanding the Middle East Mind in Bible Times
- D803 Prophetic Themes that Impact the Church Today
- D805 Contemporary Christian Issues from the Corinthian Church
- D806 Contemporary Theological Issues & Movements
- D807 Utilizing the Song of Songs in Ministry & Counseling

### *Biblical Exposition (electives)*

- D871 Analysis of Old Testament Books
- D872 Analysis of New Testament Books
- D873 Exposition of OT Narrative Literature
- D874 Exposition of the Gospels
- D875 Exposition of Wisdom Literature
- D876 Exposition of Pauline Literature
- D877 Exposition of the Prophets
- D878 Exposition of Non-Pauline Literature

### *Ministry (electives)*

- D821 Discipleship in the Local Church
- D822 Strategic Planning & Goal Setting in Ministry
- D825 Overseeing the Church's Worship Ministry
- D827 Developing a Biblical & Balanced Counseling Ministry
- D828 How to Develop & Utilize Mentoring and Discipling Skills
- D829 Contemporary Expository Communication: Mastering the Issues of Passion, Clarity, & Relevance
- D830 Expository Communication that Teaches the Scriptures
- D832 Advanced Seminar in Biblical Counseling
- D839 Preaching That Motivates & Moves Men to Minister (Pastoral Track only)
- D847 Developing Leadership within the Organization

### *Spiritual Development (electives)*

- D843 Personal Spiritual Development from the Psalms
- D851 Biblical Spirituality for the Ministry Leader

### *Missions and Outreach (electives)*

- D861 Methods & Programs for Church Outreach
- D862 Shaping a Ministry to World Cultures
- D864 Mobilizing a Church to Reach its Community

### *Independent Study*

- D890 Independent Study – 3 credits
- D892 Independent Study – 6 credits
- D893 Independent Study – 9 credits

### *Dissertation (required)*

- D900 Dissertation – 3 credits



## PROGRAM CURRICULUM

30 Credit Hours • All courses are three credits unless noted otherwise.

### **D.Min. Core—9 credits**

- D501 Developing Effective Leadership Skills
- D502 Current Trends in Global Ministry
- D503 The Centrality of the Scriptures in Ministry

### **Area of Concentration—18 credits (choose six 3-credit courses)**

- Biblical Exposition (electives only from Biblical Exposition area)
- Pastoral Ministry (any electives)
- Ministry (any electives)

### **Dissertation Sequence—3 credits**

- D900 Dissertation Project

## FURTHER INFORMATION

For more information, please contact the D.Min. program director:

Ken Pyne, D.Min.  
Baptist Bible Seminary  
538 Venard Road  
Clarks Summit, PA 18411  
  
570.585.9386  
kpyne@ClarksSummitU.edu

## DOCTOR OF PHILOSOPHY DEGREE (PH.D.)

39, 60 or 72 Credit Hours • All courses are three credits unless noted otherwise.

### PROGRAM DESCRIPTION

The Ph.D. degree in Biblical Studies is designed to meet the learning needs of those who are called of God to a teaching ministry in the disciplines of Bible and Theology. The Ph.D. is commonly associated with significant ability to engage in research and writing while utilizing the biblical languages of Scripture. The Ph.D. degree is considered to be the terminal degree for those desiring a strong teaching ministry in their church, or for those who teach at the college, graduate school, or seminary level.

### PROGRAM OBJECTIVES

Upon successful completion of the Doctor of Philosophy degree program, the student will be able to demonstrate:

- A high level of skill in studying and researching the Scriptures.
- A high level of using the biblical languages of Greek and Hebrew as well as theological research tools in the pursuit of biblical knowledge.
- The ability to teach and communicate biblical knowledge with clarity in the church pulpit, college or seminary classroom, and through scholarly writing.
- A genuine heart for God and the students or church people that the graduate would teach.

### PROGRAM CONCENTRATIONS

Doctor of Philosophy students may pursue this professional ministry degree with the flexibility that best suits their ministry skill goals. To provide maximum benefit, four ministry concentrations are available:

- Old Testament/Hebrew
- New Testament/Greek
- Systematic Theology
- Bible Exposition

### COURSE STRUCTURE

#### *One-Week, On-Campus Module*

The Ph.D. program utilizes a creative external and internal residency that blends face-to-face, one-week, on-campus modules with pre- and post-module interaction. This format allows students to sharpen and develop their teaching, research, and communication skills while continuing in their places of ministry.

The three-credit hour course format for Ph.D. course modules:

External Residence Segment	Internal Residence	External Residence Segment
6 weeks x 15 hours per week	One week on campus	6 weeks x 15 hours per week
90 hours	40 hours	90 hours

Modules are taught on the Clarks Summit campus in October, February, and June.

### PROGRAM STRUCTURE

#### *Length of Program*

The Ph.D. program is expected to be completed in nine years. There will be a continuation fee applied to dissertation courses (PH91, PH92, PH93) not completed in one year. The program may not be extended beyond nine years without special permission from the program director.

#### *Syllabi*

Detailed course syllabi are accessed through the Ph.D. Hub.

### UNIQUE PROGRAM FEATURES

The Ph.D. in Biblical Studies is uniquely designed for ministry professionals who are unable to relinquish or suspend their full-time ministries or change locations in order to pursue a doctorate. The Ph.D. may be earned in-service. This is accomplished through a twelve-week external residency and a one-week internal residency for each course.

A student may enroll in the Ph.D. in Biblical Studies after completing either an M.Div. degree or a Th.M. degree. Those possessing a Th.M. degree will enroll in 39 additional credit hours to earn the Ph.D. Those with a M.Div. degree will take 60 credit hours for the Ph.D.

## KEY TRAINING COMPONENTS

- A focus on the original Hebrew and Greek languages. This is designed to facilitate research in the biblical text. BBS prioritizes the biblical languages as foundational for the Ph.D. Degree in Biblical Studies.
- Faculty mentoring and peer group interaction. The distance component allows students to access extensive information resources as well as experience continual mentoring contact throughout the 13-week course period.
- A strong, required component of communicating and presenting before peers, faculty, and in educational teaching environments. PHD2 provides this opportunity.
- Interdisciplinary exposure in a multi-ministry context. This includes Ministry Philosophy Core courses taken jointly with Doctor of Ministry students. This allows the Ph.D. student to interact with some of the dynamic church leadership, outreach, and growth methods and concepts currently used around the world.
- A focus that will continually explore and utilize training techniques, instructors, and materials that plant, cultivate, and produce a local church ministry heart in combination with academic excellence.

## COLLOQUY

For the first semester that any Ph.D. student is on campus to take a resident course, the student is required to attend the Ph.D. colloquy session on Monday, 10:30 a.m. to 12:00 p.m. This colloquy session will introduce the student to the Ph.D. program and BBS research expectations.

## COMPREHENSIVE EXAMINATIONS

Each Ph.D. student will take several written comprehensive exams and one oral comprehensive exam. The written exams will be in the areas of Old Testament, New Testament, Theology, and Bible Exposition. These exams are taken after the student's course work is complete. In the area of the student's concentration or major, the student will have up to ten hours to take the exams in his or her chosen major. The student will have up to six hours to take all of the written comprehensive exams combined for all other areas. The student will take a four-hour oral comprehensive exam.

## CANDIDACY

Candidacy for the Ph.D. Degree in Biblical Studies has two levels: Prospective Candidacy and Full Candidacy. A student may apply for Prospective Candidacy upon completion of 24 credit hours of study in the 60-credit hour program. For those already holding a Th.M. degree and engaged in the 39-credit hour program, application may be made after 15 credit hours. Full Candidacy may be applied for after the completion of all course work and comprehensive examinations. This is done just prior to beginning the dissertation sequence. Prospective candidacy applications will require a brief interview of the student by the Director of Ph.D. Studies and the Seminary Chaplain.

## PROFESSIONAL TEACHING PRACTICUM

Students are required to do a professional teaching practicum as part of their Ph.D. program at BBS. The purpose of this course is to get independent feedback on teaching skills in a bona fide educational environment. The professional teaching practicum must be approved by the director of Ph.D. studies. The professional teaching practicum should be completed before dissertation work begins.

## DISSERTATION

Through the process of dissertation research and writing, the Ph.D. student at BBS has an opportunity to produce a significant and valuable document. To aid the student in timely completion, the dissertation research and writing process is divided into a sequence of three courses. Faculty mentors are assigned to each course and will work closely with the doctoral student.

## GRADUATION REQUIREMENTS

To be eligible for graduation a student must meet the following requirements:

- Successfully complete the chosen course of instruction/concentration.
- Receive a grade of pass on the written and oral comprehensive exams.
- Successfully defend their dissertation.
- Manifest commendable Christian character, demonstrate personal dedication to ministry, and possess good potential for his or her chosen vocation, including doctrinal integrity.
- Have the Seminary faculty's approval.

## PROGRAM CURRICULUM

### *Based upon a Master of Arts (Bible, Language and Theology concentration) Degree*

72 Credit Hours • All courses are three credits unless noted otherwise.

#### **Ph.D. Core—9 credits**

OT1	Seminar in Old Testament Hermeneutics and Exegetical Method
NT1	Seminar in New Testament Hermeneutics and Exegetical Method
TH1	Seminar in Advanced Theological Method

#### **Ministry Philosophy Core—3 credits (choose one of the following courses)**

MP1	Developing Effective Leadership Skills
MP2	The Centrality of the Scriptures in Ministry
MP3	Current Trends in Global Ministry

#### **Teaching & Communication Methods—3 credits**

PHD1	Advanced Bible Teaching and Communication Methods
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#### **Theological Language Courses—2 credits**

PH71	Reading Theological German (1)
PH72	Reading Theological French (1)

#### **Professional Teaching Practicum—2 credits**

PH14	Professional Teaching Practicum (2)
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#### **Comprehensive Exams Preparation—0 credits**

PH15	Comprehensive Exams Preparation (0)
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#### **Area of Concentration—30 credits**

Old Testament/Hebrew  
New Testament/Greek  
Systematic Theology  
Bible Exposition

#### **Electives from Other Departments—12 credits**

#### **Dissertation Sequence—11 credits**

PH91	Dissertation Reading & Proposal (3)
PH92	Dissertation Reading & Research (4)
PH93	Dissertation Reading, Writing, & Defense (4)

### ***Based upon a Master of Divinity Degree***

60 Credit Hours • All courses are three credits unless noted otherwise.

#### **Ph.D. Core—9 credits**

OT1	Seminar in Old Testament Hermeneutics and Exegetical Method
NT1	Seminar in New Testament Hermeneutics and Exegetical Method
TH1	Seminar in Advanced Theological Method

#### **Ministry Philosophy Core—3 credits (choose one of the following courses)**

MP1	Developing Effective Leadership Skills
MP2	The Centrality of the Scriptures in Ministry
MP3	Current Trends in Global Ministry

#### **Teaching & Communication Methods—3 credits**

PHD1	Advanced Bible Teaching and Communication Methods
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#### **Theological Language Courses—2 credits**

PH71	Reading Theological German (1)
PH72	Reading Theological French (1)

#### **Professional Teaching Practicum—2 credits**

PH14	Professional Teaching Practicum (2)
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#### **Comprehensive Exams Preparation—0 credits**

PH15	Comprehensive Exams Preparation (0)
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#### **Area of Concentration—21 credits**

Old Testament/Hebrew  
New Testament/Greek  
Systematic Theology  
Bible Exposition

#### **Electives from Other Departments—9 credits**

#### **Dissertation Sequence—11 credits**

PH91	Dissertation Reading & Proposal (3)
PH92	Dissertation Reading & Research (4)
PH93	Dissertation Reading, Writing, & Defense (4)

### ***Based upon a Master of Theology Degree***

39 Credit Hours • All courses are three credits unless noted otherwise.

#### **Ph.D. Core—9 credits**

OT1	Seminar in Old Testament Hermeneutics and Exegetical Method
NT1	Seminar in New Testament Hermeneutics and Exegetical Method
TH1	Seminar in Advanced Theological Method

#### **Ministry Philosophy Core—3 credits (choose one of the following courses)**

MP1	Developing Effective Leadership Skills
MP2	The Centrality of the Scriptures in Ministry
MP3	Current Trends in Global Ministry

#### **Teaching & Communication Methods—3 credits**

PHD1	Advanced Bible Teaching and Communication Methods
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#### **Theological Language Courses—2 credits**

PH71	Reading Theological German (1)
PH72	Reading Theological French (1)

#### **Professional Teaching Practicum—2 credits**

PH14	Professional Teaching Practicum (2)
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#### **Comprehensive Exams Preparation—0 credits**

PH15	Comprehensive Exams Preparation (0)
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#### **Area of Concentration—9 credits**

Old Testament/Hebrew  
New Testament/Greek  
Systematic Theology  
Bible Exposition

#### **Dissertation Sequence—11 credits**

PH91	Dissertation Reading & Proposal (3)
PH92	Dissertation Reading & Research (4)
PH93	Dissertation Reading, Writing, & Defense (4)

- The 39-credit hour program assumes that the student's Th.M. degree major or concentration was the same as that chosen for the Ph.D. Changing majors would require a 42-credit hour Ph.D. program.



## PROGRAM CONCENTRATION COURSES

### *Old Testament*

OT2	Old Testament Theology
OT3	Advanced Readings in the Hebrew Bible
OT4	Aramaic and Ugaritic
OT5	Old Testament History and the Ancient Near East
OT6	Comparative Semitics & Old Testament Textual Criticism
OT7	Seminar in Old Testament Problems
OT8	Studies in Deuteronomy
OT9	Studies in Biblical Hebrew Poetry
OT10	Studies in Former Prophets
OT11	Studies in Post Exilic Prophets & Writings
PH890	Independent Study in Old Testament

### *New Testament*

NT2	Seminar in Greek Studies
NT3	Seminar in Biblical Intertextuality
NT4	New Testament Backgrounds & Intertestamental Period
NT5	New Testament Biblical Theology
NT6	New Testament Textual Criticism
NT7	Seminar in New Testament Problems
NT8	Seminar in Gospel Studies
NT9	Exegetical Studies in Johannine Literature
NT10	Exegetical Studies in Pauline Literature
NT11	Exegetical Studies in Non-Pauline Epistles
PH890	Independent Study in New Testament

### *Theology*

TH2	The History of Christian Doctrine
TH3	Teaching Contextualized Theology Cross-Culturally
TH4	Issues in Eschatology
TH5	Contemporary Issues in Theology
TH6	Issues in Biblical Ethics
TH7	Issues in Christian Apologetics
TH8	Studies in the History of Dispensationalism
TH9	Advanced Issues in Ecclesiology
TH10	Studies in Bible & Science Issues
PH890	Independent Study in Theology

## FURTHER INFORMATION

For more information, please contact the program director:

Dr. Mark McGinniss, Ph.D.  
Baptist Bible Seminary  
538 Venard Road  
Clarks Summit, PA 18411

570.585.9243

[mmcginniss@ClarksSummitU.edu](mailto:mmcginniss@ClarksSummitU.edu)



# Departmental Course Descriptions



# DEPARTMENTAL COURSE DESCRIPTIONS

## *Department of Bible*

The Department of Bible purposes to equip students by means of skill and practice to comprehend and proclaim the Bible. Students are taught Bible background, literary composition, interpretive skills, hermeneutical principles, and expositional factors that enable them to acquire a thorough knowledge of books studied. Students will be able to relate this knowledge to the entire Bible and to relate Bible truth to people in contemporary situations.

### **BI501      Exposition of Daniel/Revelation..... 3 credits**

The books of Daniel and Revelation will be surveyed for their historical and prophetic significance. Prophetic issues which coalesce between these premier Old Testament and New Testament statements concerning the eschaton will be given special attention. The specialized aspects of literary genre and hermeneutics which affect the interpretation of these books will be surveyed. The variety of interpretive approaches to the Book of Revelation will be highlighted.

### **BI602      Pentateuch ..... 3 credits**

This course examines the structure, content, and theology of the first five books of the Bible and the unique function of this group of books as the initial component of biblical revelation.

### **BI604      Principles of Biblical Interpretation ..... 3 credits**

This course is designed to expose the student to the historical background and development of hermeneutical principle. A particular emphasis will be given to help the student develop the biblical principles and patterns that are the proper foundation for interpreting the Scriptures.

### **BI607      Exposition of Ephesians..... 3 credits**

This course is a verse by verse expositional study of Ephesians in the historical and theological context of Paul's ministry. Attention is given to the occasion, purpose, outline, and content of this epistle, as well as to how Ephesians should impact the focus of the Church and one's personal life in these current times.

### **BI802      Studies in Minor Prophets..... 3 credits**

Selected Minor Prophets will be studied from the perspective of their historical background and the manner in which their content and structure develop theological emphasis. Attention will also be given to the question of the appropriate use of the Minor Prophets in preaching.

### **BI806      Exposition of Acts ..... 3 credits**

The Book of Acts will be examined from the standpoint of the development of its historical argument. The student will engage in careful analysis of the book's structure and content as well as the place of the book in the canon. The special relationship between the Book of Acts and the historical background of the New Testament epistles will be examined. Students will enhance their appreciation of the book's relevance for preaching and teaching. (SP each yr.)

### **BI807      Exposition of the Gospel of John ..... 3 credits**

This is an analytical, expository treatment of the fourth Gospel from the English text. While the method of study will be an inductive approach based on the New American Standard Bible, reference will be made to the original Greek in selected passages. Special attention will be given to the Christological and Soteriological content of this gospel.

### **BI813      Life and Teachings of Christ..... 3 credits**

This course surveys the life and teachings of Christ in chronological order from the four gospels. Students use a harmony of the gospels to analyze the four gospels and their portraits of Christ. The historical background, geographical setting and political situation are studied in relation to the times of Christ. Suggestions are given for preaching and teaching the life of Christ.

### **BI814      Exposition of Psalms..... 3 credits**

This course consists of selected studies in the Book of Psalms with special reference to the book's arrangement, parallelism, literary categories, contributions to theology, and use of Psalms in the preaching and teaching ministry.

### **BI815      Exposition of 1 Corinthians ..... 3 credits**

An expository, theological, and practical examination of 1 Corinthians in the English Bible, special emphasis will be given to the historical backgrounds and the unique literary structure of 1 Corinthians which inform the reader concerning the conversation between Paul and the Corinthian Church at this stage in their history. The ongoing debate concerning the cessation of miraculous gifts will be given careful attention.

**BI816      Exposition of Mark ..... 3 credits**

A study of Mark's portrayal of Jesus of Nazareth emphasizing the features of Mark that are unique and distinctive among the Gospels, critical problems involving authorship and date, historical and cultural setting, the Synoptic Problem, and the ending of the Gospel will be included. The treatment of these issues will be practical and will assist in the preaching and teaching of Mark's Gospel.

**BI817      Exposition of Romans..... 3 credits**

The course is a study of this epistle in order to understand its argument and content. The student will examine the various theological themes presented in this letter. Attention will be given to the background and occasion for Romans.

**BI818      Exposition of Hebrews..... 3 credits**

This course will consider the logical argument of Hebrews, the way the author of Hebrews uses the Old Testament, and the basic content of Hebrews as the author develops the priestly ministry of Christ. Difficult passages such as the warning passages will be treated. The course is designed to enhance preaching and teaching in the Book of Hebrews.

**BI820      Study in the Song of Songs..... 3 credits**

This course is designed to introduce students to the history of interpretation, the poetry and the theological message of the Song of Songs. This course seeks to help the student understand the poetic language, theology and the rhetorical devices the biblical author employed to communicate this divinely inspired message of love and desire so he is able to articulate the relevance of this book for the church today. This course will also investigate the connection between sexuality and theology.

**BI825      Isaiah ..... 3 credits**

This course will give an expository analysis of the entire book of Isaiah with emphasis on exposition to a contemporary audience. Special attention will be given to selected Isaiah texts, as well as selected historical, theological, and prophetic themes of Isaiah.

**BI890      Independent Study in Bible**

An independent study in various areas of Bible Exposition can be arranged with the individual instructor in the Department of Bible.

***Department of Church History***

It is the purpose of this department to acquaint the student with the historical environment of early Christianity, to note the development of various theological emphases and groups within the professing church, and to trace the rise of the modern denominations. Emphasis will be placed throughout the course upon the position of Baptists in relation to issues and controversies.

**CH601      Church History..... 3 credits**

This course is an overview of church history from Pentecost to the 1900's. Special emphasis will be given to the development of major doctrines, major church movements, the trials and tribulations faced by the Church from without and within, and the impact of cultural and historical events on the growth of the church. An analysis and comparison of the forces which were a part of the development of both the Roman Catholic and Orthodox Church and the Independent Church movements in history will be used to assist the student in understanding why the Church has developed in the past and how these same basic forces are still at work in the Church today.

**CH890      Independent Study in Church History..... 3 credits**

An independent study in various areas of Church History can be arranged with the individual instructor in the Department of Church History.

***Department of General Ministry***

General ministry courses are designed to prepare the students in the General Ministries track for professional duties in non-pastoral ministry leadership roles. The administrative duties of ministry leaders, their task as the leader in public worship, development of skills in preaching and teaching, and leadership of a local church or ministry are considered. Special emphasis is given to the life and ministry of the leader in dealing with individuals in need, in evangelizing, in nurturing the members of a congregation, and in the growth of the church.

**GM611      Communicating the Old Testament..... 3 credits**

This course is designed to assist the student with the development and delivery of an expository teaching of various Old Testament literary genres. Attention is given to the organization, explanation, and application of the biblical context. A major component of the course involves the student implementing stages of the hermeneutical task such as: reading, diagramming, outlining, exegeting, and preparing manuscripts in order to communicate the meaning and significance of different types of Old Testament texts. The goal is to deepen one's exposition of the books of the Old Testament.

**GM612 Communicating the New Testament..... 3 credits**

This course is designed to assist the student with the development and delivery of an expositional teaching of various New Testament literary genres. Attention is given to the organization, explanation, and application of the biblical context. A major component of the course involves the student implementing stages of the hermeneutical task such as: reading, diagramming, outlining, exegeting, and preparing manuscripts in order to communicate the meaning and significance of different types of New Testament texts. The goal is to deepen one's exposition of the books of the New Testament.

**GM701-04 Integrated Ministry Projects..... 3 credits**

Each MDiv Ministry Track student is required to complete four three-credit hour ministry projects that integrates course learning with practical ministry experience. Normally these projects will be completed through their local church or other Christian organizations by developing and administering ministry projects in such areas as:

- Missions and outreach ministries
- Christian education of youth
- Programming successful ministries for children
- Education of adults in the local church
- Implementing effective caring and discipling ministries
- Developing creative church ministries

***Department of Church Planting, Outreach, and Missions***

These courses are designed to help the student develop philosophy, strategy, and methods for successful church planting. Several adjunct faculty are a part of the teaching team in order to bring current thinking and methodology to the church planting ministry. These specialty courses are merged with a dynamically balanced M.Div. core curriculum of Greek, Hebrew, Theology, Bible, and Church Leadership.

All courses are offered in concentrated modules or a once-a-week format for the convenience of the Master of Divinity students. The M.Div. in Church Planting student may select from these courses or enroll in all of them in order to strengthen the knowledge and skill base for actual church planting. During three years of Master of Divinity study, students will be granted scholarships in order to be able to give a majority of their time to a church planting ministry.

**MI803 Foundations for Missional Church Planting..... 3 credits**

An introduction to church planting with primary emphasis on the biblical, theological and practical foundations for starting and multiplying new churches. Focus is on the goal of developing healthy, missional, culturally contextualized yet fully biblical congregations. Reproducible New Testament planting principles are examined. Also studied are the profile of an effective church planter, selecting church planting locations and using demographics. An essential course for pastors, missionaries and future church planters.

**MI804 Preparations for Missional Church Planting..... 3 credits**

This course is designed to guide men and women in discovering their personal role in church planting and then takes them through the first stage (conception) as they prepare to start or assist in a new church. Practical topics covered: clarifying one's call, assessing potential church planters, personal and family preparations, recruiting a prayer team, raising financial support, identifying a ministry focus group, clarifying vision and values, building a launch team, selecting a coach, avoiding common mistakes, etc. Students will develop a start-up strategy plan for an actual or potential church plant for North America or overseas. Prerequisite: MI803.

**MI813 Contextualization of Theology ..... 3 credits**

A study of the history and development of the contextualization of theology. The course will focus on the development of various modern theologies and specific examples will be studied to examine the changing face of American culture, religious views, and the new post-modern generation. Students will learn how to analyze the changing cultural setting and norms with a view of improving ministry communication skills to reach both believers and those outside the faith.

**MI815 World Ministry and the Local Church..... 3 credits**

A biblical study of the role and responsibilities of a local church to minister in a global community of churches. Special emphasis will be given to the development of a model of ministry that facilitates the development of partnership with other churches on a global scale. Various models of communication, ministry, financial resources and social justice will be examined and compared to the biblical mandates for ministry.

**MI820 Missionary Apprenticeship Program**

This course is designed to allow a student to develop cross-cultural ministry knowledge and skill through hands-on participation. The student will visit a cross-cultural ministry under the supervision of the leadership of that ministry and will participate in ministry projects designed by the leadership and student. Course requirements will also include extensive reading concerning the particular country, people group, and cross-cultural ministry methods, as well as a detailed evaluation of the ministry experience at the completion of the visit. Specific approval for the course must be granted by the Director of Global Missions.



**MI821 Launching and Growing a Missional Church..... 3 credits**

A practical study of the remaining four stages of the church planting process: pre-natal development, birth, growth to maturity and reproduction. The focus is on the steps vital to planting a healthy church capable of reproducing. The course covers contextualizing evangelism; gathering a committed core group; preparing for a dynamic grand opening; designing a marketing strategy; organizing small groups; assimilation of newcomers; administrative, legal and financial issues; and planning for parenthood. Students will design a leadership-development plan for an actual or potential church plant in North America or overseas. Prerequisite: MI804.

**MI823 Models of 21st Century Church Planting..... 3 credits**

A careful study of sponsorship and church design models for global church planting with emphasis on those strategies that have proven most effective in North America. A wide variety of church models are evaluated including traditional, purpose driven, seeker-driven, multi-site, house church, cell-celebration, multicultural and emerging churches. Parenting and partnering options are recommended. The goal is to enable students to develop a contextualized biblical strategy for planting new churches.

***Department of New Testament***

The purpose of this department is to acquaint the student with the riches of the New Testament in order to enable the student to be an effective minister and teacher. The student is encouraged to master the content of the New Testament in the English language and in the language in which it was first written.

**NT501 Introduction to the New Testament & New Testament Literature ..... 3 credits**

Selected representative types of New Testament literature will be examined from the perspective of their characteristics and hermeneutical issues peculiar to each. Attention will be given to the importance of approaching each with an Old Testament orientation. Selected critical problems of the New Testament text will also be considered.

**NT502 Elements of Greek—1 ..... 3 credits**

**NT503 Elements of Greek—2 ..... 3 credits**

Elements of Greek is a two-semester introductory course covering the basic aspects of New Testament Greek grammar. The course is designed to prepare the student to read the Greek New Testament through a mastery of Greek vocabulary, grammar, and syntax.

**NT506 Greek Exegetical Methods ..... 3 credits**

Greek Exegetical Methods builds upon the skills learned in Elements of Greek. This course cultivates exegetical skills by developing a methodological context which presents the questions that exegesis needs to answer in order to be a valid analysis. An investigation of New Testament literary structures, genre, the nature of word studies, textual criticism, and a variety of other New Testament hermeneutical issues provide procedures for a synthetic and analytical evaluation of the biblical text. Prerequisite: NT502, NT503.

**NT507 Exegesis of James ..... 3 credits**

An exegetical study of the Greek text with special attention to the structure, unity, and content of James, the course requires students to translate and diagram the epistle as a means of putting into practice the principles of exegesis. Prerequisite: NT506.

**NT801 Exegesis of 1 and 2 Thessalonians ..... 3 credits**

An exegetical study of these epistles based upon the Greek text in order to discover and define the meaning of Paul's communication to this church, special attention is given to the ethical and eschatological teaching of these epistles. Prerequisite: NT506.

**NT807 Exegesis of 1 Peter..... 3 credits**

An exegetical study of this epistle based upon the Greek text is undertaken in order to discover the meaning of Peter's communication to congregations of Jewish & Gentile Christians. It focuses on the behavior of believers in difficult circumstances. Attention is given to the alignment and structure of this letter. Prerequisite: NT506.

**NT809 Exegesis of Colossians ..... 3 credits**

A critical and exegetical study of Colossians in the original language designed to show its theological, expository, and practical values, special attention will be given to the Christology of the letter as viewed against the historical background of the epistle. Prerequisite: NT506.

**NT810 New Testament Textual Criticism..... 3 credits**

The materials, history, methods, and issues of New Testament textual criticism are surveyed, and competing text-critical theories are evaluated. The use of basic text-critical tools is introduced and applied to selected passages. The relevance of such matters to contemporary ministry is assessed and applied to the theoretical and practical questions regarding Bible translations, including standard English translations and missionary translation work. Prerequisite: NT503.



**NT811 Exegesis of Mark ..... 3 credits**

Exegesis of selected portions of the Gospel of Mark, emphasis will be placed on sight-reading of the text as well as detailed exposition of selected portions of the Gospel. Particular attention will be paid to the narrative structure of the book. The historical and cultural background of the text and its theological contributions will also be studied. Prerequisite: NT506.

**NT812 Exegesis of Philippians..... 3 credits**

The Greek text of Philippians is studied critically and exegetically to show the theological and practical values of Paul's letter. The major exegetical and theological problems of the book are viewed against the historical background of the epistle. Forming an understanding of personal sanctification in conformity to Jesus Christ is a major focus. Prerequisite: NT506.

**NT890 Independent Study in New Testament**

An independent study in various areas of New Testament studies can be arranged with the individual instructor in the Department of New Testament.

***Department of Old Testament***

The purpose of the Department of Old Testament is twofold: First, it seeks to introduce the student to the great wealth of material in the Old Testament in its literary and historical context. Second, the department seeks to help the student develop skills in reading and using the Hebrew Bible as an essential tool for confident, accurate, and meaningful exposition. The foundational importance of the Old Testament for New Testament study is emphasized.

**OT500 Introduction to the Old Testament & Old Testament Literature..... 3 credits**

This course surveys representative types of Old Testament literature for their distinctive characteristics, hermeneutical issues and selected critical issues pertaining to specific Old Testament books. This course shows special concern for the historical and literary context of the Old Testament texts and the influence of these factors in sound exposition of the Old Testament.

**OT502 Elements of Hebrew – 1 ..... 3 credits**

This course examines the phonology, morphology, vocabulary, and syntax of biblical Hebrew. Selected verses from the Hebrew Bible are translated and analyzed.

**OT503 Elements of Hebrew – 2 ..... 3 credits**

In this continuation of OT502, increasing emphasis is placed on syntax and the translation of extended texts. Prerequisite: OT502.

**OT600 Hebrew Exegesis..... 3 credits**

This course develops a method of exegesis which enriches one's exposition of the Old Testament. Text critical, contextual, lexical, syntactical and rhetorical issues will be explored. Prerequisite: OT503.

**OT801 Exegesis in Isaiah..... 3 credits**

Selected portions of Isaiah are translated, analyzed and studied in their historical, literary and theological contexts. Special attention is given to the exposition of selected texts to a contemporary audience.

**OT803 Biblical Aramaic..... 3 credits**

This language course studies the grammar and syntax of biblical Aramaic and translates/exegetes the Aramaic of Daniel and/or Ezra. Prerequisite: OT503.

**OT805 Contemporary Old Testament Theology..... 3 credits**

This course examines the history of Old Testament theology and selected works of contemporary Old Testament theologians.

**OT810 Ugaritic..... 3 credits**

This course examines the grammar, vocabulary, syntax, and the historical/cultural context of Ugaritic through inductive study of selected Ugaritic texts. Prerequisite: OT503.

**OT811 Historical Geography of Israel..... 3 credits**

This course studies the primary physical features of Israel and examines a variety of Old Testament narratives against their geographical settings.

**OT812 Exegesis in Psalms Literature..... 3 credits**

This course translates a selected number of Psalms with attention to each psalm's individual genre, historical setting, literary structure, rhetorical strategy and theological message.

**OT813 Exegesis in Wisdom Poetry ..... 3 credits**

This course translates selected passages from Job, Ecclesiastes, Song of Songs and Proverbs with attention to each book's individual genre, historical setting, literary structure, rhetorical strategy and theological message. Prerequisite: OT600.

**OT816 Exegesis of Deuteronomy ..... 3 credits**

This course will focus on the translation and exegesis of selected portions of Deuteronomy in order to understand the book's place in the historical milieu of the 2<sup>nd</sup> millennium B.C. and its importance in the Canon. Prerequisite: OT600.

**OT817 Exegesis of Ecclesiastes ..... 3 credits**

This course will focus on the translation and exegesis of selected portions of Ecclesiastes in order to understand the book's place in the wisdom literature of the Ancient Near East and its importance in the Canon. Prerequisite: OT600.

**OT818 Exegesis of Genesis ..... 3 credits**

This course is an exegesis of the first book in the Hebrew Bible, Genesis. Selected portions of Genesis will be translated, analyzed and studied in their historical, literary and theological contexts. Special attention will be given to the exposition of selected texts to a contemporary audience. Prerequisite: OT600.

**OT890 Independent Study in Old Testament**

An independent study in a specific topic of Old Testament scholarship may be completed under the supervision of an Old Testament faculty member.

***Department of Practical Theology***

It is the aim of the department to prepare the student professionally for duties as a pastor, missionary, or other ministry leadership role. The administrative duties of ministry leaders, their task as the leader in public worship, development of skills in preaching and teaching, and leadership of a local church or ministry are considered. Special emphasis is given to the life and ministry of the leader in dealing with individuals in need, in evangelizing, in nurturing the members of a congregation, and in the growth of the church.

**PT500 Training Ministries of the Church ..... 3 credits**

This course addresses the need for pastors and missionaries to think through, prayerfully select, and know how to implement a comprehensive philosophy of training in the church. Emphasis will be placed on both the whys and hows of practical programs and methods for teaching children, youth, and adults to reproduce the faith in life and practice.

**PT501 Expository Preaching ..... 3 credits**

This course is designed to assist the student in the development and delivery of expository sermons (messages which explain the Scriptures and apply truths to people's lives). The course includes a study of style, delivery, and the means of achieving variety in expository preaching. A major component of the course involves consideration of the stages involved in the preparation of an expository sermon. Students are required to exegete, diagram, outline, manuscript, and preach from two passages taken from either James or Philippians. For students in the Pastoral Ministry Track only.

**PT503 Church Counseling ..... 3 credits**

Churches have a tremendous opportunity to extend the ministry of Christ in the community through a counseling ministry. However, the scope of practice for a church counseling ministry is generally much different than that which is provided through clinical counseling. In this course, essential concepts are presented that will lay a foundation for a biblical counseling outreach that respects these differences and yet provides crucial services. The requisite knowledge as well as the emotional and spiritual vitality of the church counselor is also explored.

**PT508 Personal Evangelism in a Postmodern Era ..... 3 credits**

This course will equip the student in doing personal evangelism in light of the rise of postmodernism in Western culture. The need for exegesis of the culture will be discussed for the purposes of communicating to it the transcultural truth of the gospel of Christ. As a result, the need to ground personal evangelism in biblical theology will be highlighted. The course will also include a survey of various approaches to sharing the gospel and a discussion of which one is most effective in various cultural settings.

**PT509 Evangelism and the Growing Church ..... 3 credits**

This course will expose students to a wide variety of programs, principles and methods in order to become equipped and more effective in sharing the Gospel. Emphasis will be placed on immediate implementation of principles into your personal ministry as well as helping students develop a philosophy of outreach that can be used to train their church to become more effective in outreach.

**PT510 Pastoral Ministry Skills ..... 3 credits**

Challenges students to develop culturally relevant practical skills necessary for effective pastoral ministry. The course focus is on the pastor's personal and family life, his biblical priorities and responsibilities. Topics include: pastoral care; officiating at baptisms, communion, weddings, funerals and other occasions; working with church staff; overseeing corporate finances, church administration, and leadership development; ministerial ethics; and other vital shepherding and equipping duties. This course is designed to help men called to ministry understand and begin developing ministry skill competencies. The course is designed to challenge students to view pastoral ministry in a way that is biblically based but culturally relevant – framing pastoral ministry that is anchored in the scriptures, but geared to the times. It will present an opportunity for students to explore pastoral questions and issues not previously covered in their seminary training. For students in the Pastoral Ministry Track only.

**PT512 Principles of Spiritual Formation ..... 3 credits**

This course provides the student with an overview of the biblical dynamics of individual and corporate spiritual formation to enhance the student's own walk with and service to God and love for others.

**PT520 Theology and Practice of Worship ..... 3 credits**

This course is designed to help those in pastoral leadership to gain a greater understanding of the theology, history and practice of corporate community worship. It will help pastors and musicians to realize the importance of regular communication, for pastors to know what to look for in a worship/music leader and for worship leaders to respect the centrality of preaching in his work to lead the congregation in vital and effective worship. Elements of traditional and contemporary worship patterns will be studied and discussed as they relate to designing appropriate, meaningful and biblical worship. As an introductory/pilot course in worship ministry, it will, to a degree, serve as a survey of material offered in more depth in other Worship Ministry elective courses. Required for all M.Min. and M.Div. students.

**PT601 Advanced Expository Preaching ..... 3 credits**

This course examines homiletic theory and methods available to students who desire to become expository preachers of the Word of God. Students prepare a year-long preaching plan and preach two messages (one from the Old Testament narratives and one from the parables of Jesus). Sermons will be evaluated by both the instructor and fellow students. For students in the Pastoral Ministry Track only.

**PT603 Church Planting or Renewal Mentored Apprenticeship ..... 3 credits**

Required apprenticeship for MACRP degree program.

**PT609 Contemporary Cultural Engagement ..... 3 credits**

This course examines the complexities our modern world raises with controversial cultural and moral questions that Christians are often not equipped to tackle. It explores challenging cultural issues in light of Scripture and a Christian worldview with the goal of helping church leaders respond effectively. Among the issues to be addressed are: Options for Christian cultural engagement; abortion and euthanasia; gender and sexuality (homosexuality, LGBT, etc.); ethnicity, racism and human trafficking; immigration and caring for the stranger in the land; poverty and materialism; stewardship of the environment; as well as politics, religious liberty, and global persecution. Attention is given to how the church and Christians can address these issues in secular, pluralistic and often post-Christian contexts. The capstone of the course is an overview of how Christian leaders should do "cultural exegesis" as well as "critical contextualization" for Christian ministry purposes.

**PT611 Preaching the Old Testament ..... 3 credits**

This course is designed to assist the student with the development and delivery of an expositional teaching of various Old Testament literary genres. Attention is given to the organization, explanation, and application of the biblical context. A major component of the course involves the student implementing stage of the hermeneutical task such as: reading, diagramming, outlining, exegeting, and preparing manuscripts in order to communicate the meaning and significance of different types of Old Testament texts. The goal is to deepen one's exposition of the books of the Old Testament.

**PT612 Preaching the New Testament ..... 3 credits**

This course is designed to assist the student with the development and delivery of an expositional teaching of various New Testament literary genres. Attention is given to the organization, explanation, and application of the biblical context. A major component of the course involves the student implementing stage of the hermeneutical task such as: reading, diagramming, outlining, exegeting, and preparing manuscripts in order to communicate the meaning and significance of different types of New Testament texts. The goal is to deepen one's exposition of the books of the New Testament.

**PT700 Principles of Biblical Leadership ..... 3 credits**

A special module offered during summer school, course content will include concepts, data, and methods to help the student develop a Bible-based plan for leading others in his ministry. Special attention will be given to motivation, group dynamics, and earning credibility for leading through change. The call and spiritual qualifications of a pastor will also be covered, as well as ways to handle pressure in the ministry.

- PT800 The Theology & Practice of Family ..... 3 credits**  
The student will study the Biblical principles of spiritual activities in the home. It includes a study of roles and relationships in the family, establishing values, raising children to love and serve God, and the relationship between husband and wife. Wives may attend with husbands on a non-credit basis.
- PT801 The Art of Discipling—Training Timothys..... 3 credits**  
This course is designed to help the pastor or missionary develop a philosophy and process for training others to enter the Gospel ministry. The emphasis is upon learning to reproduce one's values, knowledge, behaviors, and skills in the life of a disciple. Second Timothy 2:2 is a biblical summary of the course purpose. Spiritual reproduction and leadership multiplication should result. For students in the Pastoral Ministry Track only.
- PT804 Philosophy of Youth Ministries Leadership..... 3 credits**  
This course is designed to help students develop necessary skills and competencies for providing leadership for youth ministries, in the development of a philosophy of ministry, identifying the specific needs of a youth group, understanding the capabilities of a ministry team, and designing programming based on those factors.
- PT814 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 leadership principles to the student's organizational environment.
- PT849 Ministry Organizations as Learning Communities..... 3 credits**  
The rapidly changing environment has produced significant shift in organizational theory and practice. In times of rapid change, the ability of an organization to learn emerges a primary competency. Students will interact with organizational theory to help them identify and understand the unique organizational culture within which they function and to formulate interventions to enhance learning and innovation. Students will also interact with learning theory to help them develop effective approaches to encouraging and facilitating learning within the organization. This course is part of the Organizational Leadership specialization track.
- PT850 Strategic Thinking for Ministry Leaders..... 3 credits**  
In a fast paced environment, organizations must be able to respond quickly to emerging challenges. Planning processes must keep pace with the changing realities. The ability to think with strategic flexibility in producing effective approaches to fleeting opportunities and imminent crises places a leader in a position to be of great service. This course engages students in the application of strategic theory, change theory, and implementation disciplines applied to real challenges within their organizations. This course is part of the Organizational Leadership specialization track.
- PT851 Developing Dynamic Ministry Teams..... 3 credits**  
Organizations are increasingly realizing the need for a team orientation; yet, despite the rhetoric, there remain significant cultural impediments to team development and maintenance. This course leads students in an application of group and team theory for recruiting, developing, mobilizing, and mending teams of employees and volunteers for maximum effectiveness. This course is part of the Organizational Leadership specialization track.
- PT852 Governance and Administration of Non-Profit Ministry Organizations ..... 3 credits**  
Leadership of a non-profit ministry organization presents unique challenges, limitation, and advantages. This course exposes students to theories of governance and administration with a view to helping them interact effectively with all levels of an organization from any position within that organization. This course is part of the Organizational Leadership specialization track.
- PT853 Financial Management of Non-Profit Ministry Organizations ..... 3 credits**  
Prudent planning and management of organizational finances is essential to continued success. Financial management challenges in the non-profit organization include planning, fundraising, marketing, oversight, and accountability. Students interact with all aspects of their organization's finances to gain proficiency in the rudiments of financial oversight. This course is part of the Organizational Leadership specialization track.
- PT854 Principles of Risk Management for Ministry Organizations ..... 3 credits**  
This course is designed to familiarize students with current law and industry standards over against which liability is determined. Students also interact with accreditation agencies and processes and the development of sound risk management policy. This course is part of the Organizational Leadership specialization track.

## Department of Theology

The Department of Theology seeks to give the student a thorough grasp of the great doctrines of the Christian faith. Emphasis is given to in-depth examinations of theological problems and positions. The biblical languages are employed consistently. The student is taught to integrate the great doctrines of Scripture into a harmonious whole. Students are also taught to see the practicality of theology for daily life and ministry.

### **TH500 Foundations of the Christian Faith..... 3 credits**

This course presents an introduction to four areas. First, the correct scope and method of doing theology is presented, including the definitions of Biblical and Systematic Theology. Second, the study of bibliology is covered, including a review of the doctrine of various aspects of revelation, the nature of the Bible as to its inspiration, inerrancy, authority, and clarity, and special issues such as canonicity and illumination. Third, the doctrine of God is surveyed, including God's attributes, acts in history, and triune identity. Fourth, a brief introduction is given to the field of apologetics.

### **TH527 Studies in Presuppositional Apologetics ..... 3 credits**

The course presents an overview of the presuppositional approach to Christian apologetics. Attention is given to the strengths and limitations of this approach. The methodology of some prominent presuppositional apologists will be compared and contrasted.

### **TH528 Studies in Evidential Apologetics ..... 3 credits**

This course provides an overview of evidentialism within apologetics to feature the purpose and limitation of evidences used to sustain a gospel truth claim. Special attention is provided to how authors of Scripture used historical, experiential and literary evidence(s) to provide justification for their truth claims.

### **TH531 God's Plan for the Ages..... 3 credits**

The leading premises of amillennial and covenant theology are examined in order to contrast them with dispensational premillennialism. The logical and biblical extension of dispensationalism into premillennialism is demonstrated.

### **TH563 Pneumatology & Ecclesiology..... 3 credits**

Included are the origin and nature of the Church, the Body of Christ, and the identity, organization, ordinances, and ministry of the local church. Contemporary issues, such as multiple eldership, will receive special attention. The Baptist distinctives are taught as an integral part of the biblical doctrine of the church and other major areas of theology.

### **TH600 Angelology, Anthropology, & Hamartiology ..... 3 credits**

The first section considers the origin, nature, and activity of elect angels and the origin, nature, fall, activity, and destiny of fallen angels. The second section considers the origin and nature of man as created.

### **TH601 Christology & Soteriology..... 3 credits**

The first section considers the deity of Christ, the two natures and the hypostatic union in the person of Christ, the ontological and economic aspects of the Trinity, and the work of Christ. The second section considers the benefits of Christ's death and resurrection and the application of these benefits to the believer.

### **TH603 Developing a Biblical Worldview ..... 3 credits**

This course presents the basic steps for building a biblical worldview. Students will build a biblical worldview based on biblical exegesis and biblical theology, linking texts, organizing and categorizing biblical data on various contemporary issues. Students will examine the worldviews of various Christian apologists and will be able to give a biblical worldview of history, science, ethics, sex and marriage, law, government and politics. They will be able to compare and contrast a biblical Christian worldview with other religious and secular worldviews.

### **TH610 Studies in the Problem of Evil ..... 3 credits**

This course explores issues related to God and the problem of evil. Issues addressed include the nature and cause of evil as well as philosophical and biblical solutions offered by various thinkers to the problem of evil. Attention will focus on the way Christians handle the problem of evil from within their own theological system.

### **TH707 A Biblical Theology of Apologetics..... 3 credits**

This course provides an extensive examination of the biblical basis and theological underpinnings of the clarity, the knowability and authority of the Scripture in relationship to apologetics. Special attention is given to the how the Scripture authors themselves viewed the knowability and authority of their writings and how these authors anticipated their writings to serve as a foundational and transcultural basis for mission.



**TH708 Doctrinal Paper ..... 3 credits**

The mission of Baptist Bible Seminary is to prepare students for ordination or service in ministry. This course plays a significant role in that preparation. It is designed to help the students write their doctrinal paper. As the student's comprehensive doctrinal statement, this paper covers theological method as well as the ten doctrines of systematic theology. During this course the student will submit his written doctrinal paper in two stages and undergo an oral examination based on his paper. A committee of professors will evaluate the paper and conduct the oral examination. This process will help the student clarify doctrinal positions and prepare for eventual ordination or service.

**TH716 Post-Conservative Theology ..... 3 credits**

This course provides an intensive overview with analyses of select postmodern emerging theological, hermeneutical, and methodological challenges. Special attention is given to comparing and contrasting the post-conservative and conservative theological core-values and purpose(s) of community within a ministry context.

**TH723 Apologists in the Early Church ..... 3 credits**

This course is designed to expose students to the apologetic methods and arguments used by the early Church Fathers to defend the Christian faith. The English translation of the original writings of selected and significant Church Fathers will be examined and discussed. An attempt will be made to present a variety of issues that the Church Fathers felt compelled to address. Application will be made to contemporary culture as the appropriateness of the ancient arguments is validated or invalidated for use today.

**TH802 Christianity and Ethical Problems ..... 3 credits**

An introduction to the principles, methods and topics of Christianity and ethical problems. The course will include a study of philosophical and biblical foundations of various ethical positions and how these philosophies have affected believers in both their study of ethical issues and the development of a biblical worldview. Specific application will be made to selected issues in personal, professional and social ethics. Emphasis will be placed upon practical application in personal life and in the Church.

**TH809 Introduction to Apologetics ..... 3 credits**

This course examines the biblical and philosophical basis for making a rational defense of the Christian faith. The apologetic approach of a number of apologists in the history of the church and in contemporary times will be studied in the light of biblical teaching. The course is designed to assist the student to communicate effectively the basis for his faith in an intellectually congruent manner. The intersection of the apologetic task with fields such as ethics, science, history, and archaeology will also be examined.

**TH813 Biblical Creationism ..... 3 credits**

This course focuses on the biblical and scientific evidence for young earth creationism. Students will study a literal interpretation of Genesis 1-11 and explain how the creation-fall-global flood events in history impact a view of astronomy, geology and biology. Students will critique the theory of evolution and learn how to defend young earth creationism.

**TH822 Twentieth Century Apologists ..... 3 credits**

This course is designed to expose students to the epistemology and strategies for doing apologetics found in selected apologists from the twentieth century, an era which saw a major resurgence in evangelical apologetics. The full range of apologetic options during this time will be explored, although special attention will be paid to Francis Schaeffer and C. S. Lewis. An effort will be made not to overlap with the introductory course on apologetics.

**TH890 Independent Study in Theology**

An independent study in various areas of theology can be arranged with the individual instructor in the Department of Theology.

***Internship Courses—General Ministry Track***

**GM701 Integrated Ministry Project – 1 ..... 3 credits**

**GM702 Integrated Ministry Project – 2 ..... 3 credits**

**GM703 Integrated Ministry Project – 3 ..... 3 credits**

**GM704 Integrated Ministry Project – 4 ..... 3 credits**

The Integrated Ministry Projects provide the capstone for students in the ministry track M.Div. program. Each student will be required to complete four three-credit hour ministry projects that integrate learning from the classroom with practical ministry opportunities with the purpose to sharpen one's skills in areas such as administration, leadership, planning, caring, teaching, discipleship and evangelism.



## ***Internship Courses—Pastoral Ministry Track***

### **PT714 Internship Colloquy..... 0 credits**

This pre-internship training for M.Div. pastoral students is designed to help prepare the student for his internship ministry. An overview of the internship will be presented with special attention given to the requirements for the internship.

### **PT740 Internship I ..... 6 credits**

### **PT741 Internship II ..... 6 credits**

The internship courses provide the capstone for students in the pastoral M.Div. program. In these courses Baptist Bible Seminary partners with churches and approved Christian ministry sites to provide experiential education in pastoral ministry or Christian ministry leadership. The intent is for the student to be paid by the internship site during these courses.

As the student works at the ministry site and gains exposure to the full spectrum of its ministry, emphasis will be given to assist the student's

- ability to preach and teach the Word of God using proper Bible interpretation principles
- character development in line with qualities given in 1 Timothy 3:1-7 and Titus 1:6-9
- ministry competency development
- ability to plan, implement and evaluate a ministry project that benefits the internship site.

If the student is married, his wife will also receive coaching and mentoring to assist in her development as a wife of a pastor or ministry leader.

### **PT799 Seminary Internship Continuation ..... 0 credits**

#### ***Thesis Course***

### **MT902 Th.M. Thesis..... 3 credits**

A thesis is required for all students in the Th.M. program.

## ***Doctor of Ministry Courses***

### **D501 Developing Effective Leadership Skills ..... 3 credits**

This course is a study of leadership with emphasis upon theory, self-analysis, application, and the practice of leadership. Seminar content is designed to serve as a catalyst for understanding and applying leadership in the student's ministry. Self-analysis tools and processes will be utilized to further enhance the leadership effectiveness of the student professional.

### **D502 Current Trends in Global Ministry ..... 3 credits**

This course is designed to deal with the central issues of a vital global ministry outreach with which local church leaders must interact. The course will be divided into four major areas: first, listing and defining central issues in global ministry outreach; second, developing biblical texts which are specifically related to the issues defined; third, integrating the biblical truth concerning the issue with the biblical theology of the local church; and fourth, establishing and implementing local church policy and procedures which will deal with the relationship of the church to the issues developed.

### **D503 The Centrality of the Scriptures in Ministry..... 3 credits**

This course is designed to emphasize the vital role of the Bible in all phases of the life of a local church. The biblical teaching on centrality will be considered, then methods of application to all programs in the church will be considered, especially in the student project after the seminar. Pre-seminar work will also be designed to enhance the pastor's understanding, conviction, and commitment to the Bible as the God-inspired primary tool for an effective ministry.

### **D801 The Culture of the Middle East in Bible Times ..... 3 credits**

This course develops the student's ability to preach and teach with greater clarity, appeal, accuracy and depth by acquainting him with the culture, customs and mindset of the Bible characters. The course will emphasize themes, resources, and methods while examining selected customs in their biblical contexts.

### **D803 Prophetic Themes that Impact the Church Today ..... 3 credits**

Prophetic themes that relate to the development of the Church for today and its preparation for the future will be primary in consideration. Pre-seminar study will develop the biblical basis for the themes and their revelatory progress to the time of the Church. The seminar study will relate these themes to the Church, both theologically and practically. Post-seminar study will develop the progressive application of the findings to the practical and eschatological aspects of the Church as well as the pastor's preaching/teaching ministry.

**D805 Contemporary Christian Issues from the Corinthian Church ..... 3 credits**

This course is designed to assist preachers and Christian leaders in expositing and teaching concerning church issues as found in Paul's letter to the Corinthians. The book will be summarized and outlined while selected key issues are dealt with in depth. Many of the contemporary concerns of pastors today will be discussed. Students will be able to utilize this course quickly in their ministries.

**D806 Contemporary Theological Issues & Movements ..... 3 credits**

This course is designed to acquaint the student with a variety of contemporary theological issues which are confronting local church leaders and members at this time. A special emphasis is given to the development of a model for evaluating theological issues from both a philosophical viewpoint and a biblical evaluation in light of the absolute Word of God and the cultural milieu in which they are occurring. Specific issues will be examined during the course and will serve as examples of the evaluation model presented in the teaching materials.

**D807 Utilizing the Song of Songs in Ministry & Counseling ..... 3 credits**

This course is designed to assist the student in understanding and utilizing the enigmatic Old Testament book, The Song of Songs in various ministry contexts. Students will examine the book's history of interpretation, its poetry, and its theological message. This course will assist the student in articulating the message of the Song of Songs for the church today in corporate and individual settings.

**D821 Discipleship in the Local Church ..... 3 credits**

The chief aim of this course is to focus the art of building and equipping people for local church leadership. In addition to addressing the theoretical/conceptual and programmatic elements of leadership, the course will further develop the student's discipling skills, utilize current research concerning men's or women's ministries, and integrate this knowledge with Scripture. Emphasis is placed upon understanding, leading, organizing, resourcing, and administering men's ministries that result in leaders being developed. Lecture, reading, discussion, exercises, personal inventories, and some interaction in a small group will be included.

**D822 Strategic Planning & Goal Setting in Ministry ..... 3 credits**

A format and procedure will be shared and developed for evaluating and understanding the context/setting of a ministry; gathering and analyzing data from a student's ministry; and designing goals, strategies, and plans to enable the ministry leader to develop a vibrant, growing ministry. The purpose of the course will be to mobilize the human and physical resources of a particular church or mission field in order to see measurable growth in effectiveness.

**D825 Overseeing the Church's Worship Ministry ..... 3 credits**

Built on the premise that the worship of God is the primary and ultimate responsibility of the Church, this course is designed to help pastoral leaders give biblically proper oversight to the Church's worship ministry. The study will begin with biblical constants and principles (Worship theology from both Testaments; what does the Bible say?), will instruct in the design of a personal worship philosophy (What does the Bible mean?), and will include approaches and theories in contextualizing practical methods for achieving the goal of authentic and relevant worship throughout the Church (What does this mean to me in my setting?).

**D827 Developing a Biblical & Balanced Counseling Ministry ..... 3 credits**

With many theories, opinions, and preferences being advocated in the field of counseling, each pastor needs to come to grips with a consistent theory and practice for his own ministry. This course sets forth some of the guidelines, perspectives, and Bible teachings that assist the student in developing his own God-honoring understanding and practice of counseling.

**D828 How to Develop & Utilize Mentoring and Discipling Skills ..... 3 credits**

There is an acute need for successful pastors and missionaries to disciple "Timothys" to follow them into vocational ministry. The professional mentoring skills and procedures discussed in this course will contribute significantly to a student's ability to locate, train, and mobilize other men for ministry on their own multiple staff or for service in other churches or mission fields. The principles taught will be valuable for discipling lay leaders in the local church as well.

**D829 Contemporary Expository Communication: Mastering the Issues of Passion, Clarity, and Relevance ..... 3 credits**

This course will help the student increase their ability to develop biblical teaching times which are true to the text: clear, well organized, interesting to listen to, and specifically relevant to the needs of the listener. The course will give special attention to: (1) determining specific applications of a biblical passage; (2) guiding the listener in the development (unfolding) of the message; and (3) listener analysis and adaptation.

**D830 Expository Communication that Teaches the Scriptures ..... 3 credits**

The intent of this course is to encourage the student to engage in life-changing expository communication methods. Attention is given to the methods and steps necessary to pull out the meaning of a text and communicate it graphically and powerfully to the hearers. The learner is exposed to a combination of organization and delivery principles.

- D832      Advanced Seminar in Biblical Counseling..... 3 credits**  
This course provides an interactive capstone learning experience in the discipline of biblical counseling. While confirming the sufficiency of Scripture in meeting the needs of people, assistance will be given for reproducing and training lay counselors for a counseling ministry in the church.
- D839      Preaching that Motivates & Moves Men to Ministry..... 3 credits**  
This course is designed to sharpen the skills necessary in structuring and delivering sermons that bring a response from the listener. Such preaching dimensions as applying the text, bringing the message to a clear conclusion, and giving an invitation will be discussed. For students in the Pastoral Ministry Track only.
- D843      Personal Spiritual Development from the Psalms ..... 3 credits**  
The Book of Psalms has warmed people's hearts for centuries. This course will not only enhance the student's own spiritual walk with God but will also provide ways to utilize the teaching in Psalms in producing spiritual growth in others. Selected Psalms will be examined in depth with a view toward reproducing spiritual truths in the lives of a congregation.
- D847      Developing Leadership within the Organization ..... 3 credits**  
This course is a study of the process for identifying, developing, and mobilizing leaders in the context of an organizational environment. Emphasis will be placed on identifying and evaluating a wide range of personalities and styles. Students will learn how to adapt and use various leadership development models and principles to create environments within which informal and formal leadership thrives and reproduces itself. The course content is designed to serve as a catalyst for applying leadership development principles in the student's organizational environment. In the context of this course, the student will create a leadership development plan or program to be implemented in that setting.
- D851      Biblical Spirituality for the Ministry Leader ..... 3 credits**  
This course provides interaction and analysis of the current views of Christian spirituality and competing models of sanctification in advancing the non-contemplative view of biblical spirituality. Students will engage key biblical texts in order to develop a biblical theology of spirituality and sanctification in light of the ministry of the Holy Spirit, appraise the virtue model of spirituality in relationship to elder qualifications, and evaluate spiritual disciplines for growth in godliness at the personal and corporate level.
- D861      Methods & Programs for Church Outreach..... 3 credits**  
This course will address various trends, research, and new programs that God seems to be blessing today. The seminar content will form a foundation for evaluating the many opportunities and methods available as the student develops an outreach strategy for his own place of ministry.
- D862      Shaping a Ministry to World Cultures ..... 3 credits**  
The basic elements of the Gospel ministry (message, messenger, milieu, methods, media) are analyzed in light of differences between cultures of the messenger and the receiving society. This study will apply principles of cross-cultural communication to either international ministry or domestic heteroethnic ministry suited to the ministry needs and aims of the student. Possible prerequisites for the course would be Cross-Cultural Communications and World Religions.
- D864      Mobilizing a Church to Reach its Community..... 3 credits**  
This course provides a biblical basis for a church being outreach oriented in its purposes and programs. Attention is given to ways to lead, prepare, and supervise laymen in carrying out the various activities of evangelism and outreach. Sample methods and programs will be provided for adaptation as well.
- D871      Analysis of Old Testament Books..... 3 credits**  
This course facilitates the preparation of each OT book for analyses that are sensitive to the genres, Hebraic structural conventions and rhetorical conventions of the Old Testament as well as the historical, cultural, and geographical settings of the individual Old Testament books.
- D872      Analysis of New Testament Books..... 3 credits**  
This course is an in-depth survey of the New Testament in which the student prepares a detailed analytical outline of each of the New Testament books with a brief survey of the historical background of each book.
- D873      Exposition of OT Narrative Literature..... 3 credits**  
The exposition of OT Narrative Literature is an exegetical and theological study of selected narrative sections of the OT. This course investigates the meaning, authorial intent, original purpose and significance of these divine books for a contemporary audience. The goal of the course is to deepen one's exposition of this literature of the Old Testament.

<b>D874</b>	<b>Exposition of the Gospels.....</b>	<b>3 credits</b>
The exposition of the Gospels is an exegetical and theological study of the first four books of the New Testament; Matthew, Mark, Luke, and John. This course investigates the meaning, authorial intent, original purpose and significance of these divine books for a contemporary audience. The goal of the course is to deepen one's exposition of each of these unique books of the New Testament as they tell the story of Jesus Christ, the Son of God.		
<b>D875</b>	<b>Exposition of Wisdom Literature .....</b>	<b>3 credits</b>
The exposition of the Wisdom Literature of the OT is an exegetical and theological study of the books of Proverbs, Ecclesiastes, Job and Song of Songs. This course investigates the meaning, authorial intent, original purpose and significance of these biblical poems for a contemporary audience. The goal is to deepen one's exposition of each of these unique books of the Old Testament.		
<b>D876</b>	<b>Exposition of Pauline Literature.....</b>	<b>3 credits</b>
The exposition of Pauline literature is an exegetical and theological study of Paul's letters of the New Testament (Romans, 1 & 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 & 2 Thessalonians, 1 & 2 Timothy, Titus, and Philemon). This course investigates the meaning, authorial intent, original purpose and significance of these divine books for a contemporary audience. The goal of the course is to deepen one's exposition of each of these unique books of the New Testament as they tell God's story through Paul's life and letters.		
<b>D877</b>	<b>Exposition of the Prophets .....</b>	<b>3 credits</b>
The exposition of the Prophets is an exegetical and theological study of the books of the Major and Minor Prophets of the OT. This course investigates the meaning, authorial intent, original purpose and significance of these prophetic books for a contemporary audience. The goal is to deepen one's exposition of each of these unique books of the Old Testament.		
<b>D878</b>	<b>Exposition of Non-Pauline Literature .....</b>	<b>3 credits</b>
The exposition of the General Letters is an exegetical and theological study of the latter books of the New Testament; Hebrews, James, 1 & 2 Peter, 1, 2, & 3 John, and Jude. This course investigates the meaning, authorial intent, original purpose and significance of these divine books for a contemporary audience. The goal of the course is to deepen one's exposition of each of these unique books of the New Testament as they tell God's story.		
<b>D890</b>	<b>Independent Study.....</b>	<b>3 credits</b>
The student may structure his own course in consultation with an instructor. The content may be determined in view of the needs and interests of the student in order to strengthen his Doctor of Ministry program.		
<b>D892</b>	<b>Independent Study .....</b>	<b>6 credits</b>
<b>D893</b>	<b>Independent Study .....</b>	<b>9 credits</b>
<b>D900</b>	<b>Dissertation.....</b>	<b>3 credits</b>
<b>D999</b>	<b>Dissertation Continuation .....</b>	<b>0 credits</b>

### *Doctor of Philosophy Courses*

<b>BI2</b>	<b>Analysis of Old Testament Books.....</b>	<b>3 credits</b>
This course is an in-depth survey of the Old Testament in which the student prepares a detailed analytical outline of each of the Old Testament books with a brief survey of its historical setting.		
<b>BI3</b>	<b>Analysis of New Testament Books.....</b>	<b>3 credits</b>
This course is an in-depth survey of the New Testament in which the student prepares a detailed analytical outline of each of the New Testament books with a brief survey of the historical background of each book.		
<b>BI4</b>	<b>Dealing with Difficult Passages in Scripture.....</b>	<b>3 credits</b>
How is the preacher-teacher-counselor able to understand and utilize passages of Scripture that commentaries tend to skip over or disagree on? This course provides the hermeneutical basis necessary to develop a consistent method of expositional interpretation. Selected difficult passages will be worked with in class and will provide a study process that can be followed long after the seminar.		
<b>BI5</b>	<b>Issues in Contemporary Hermeneutical Theory.....</b>	<b>3 credits</b>
The focus of this course is on contemporary hermeneutical theory and philosophy. As such, it will involve careful reading from the seminal works of the most significant hermeneutical theorists as well as a thoughtful study of several major analyses of these works. Emphasis will be placed on depth of critical analysis on the basis of biblical revelation.		

**BI6 Biblical Covenants ..... 3 credits**

This course will present a detailed exegesis of the biblical covenants in their historical context. The importance of the unconditional Abrahamic Covenant and Davidic Covenant in dispensational theology will be examined. The Old Covenant of the Mosaic Law will be compared and contrasted with the New Covenant. Students will learn how the biblical covenants relate to the dispensations in God's program for the ages.

**BI7 Advanced Bible Exposition..... 3 credits**

This course will examine effective methods for the student to preach and teach various biblical genre. Students will prepare sermon or teaching outlines on different types of literature in the Bible and learn how to effectively preach and teach through books of the Bible.

**BI8 Bible Archaeology and Chronology ..... 3 credits**

This course studies major issues in Bible chronology for both the Old and New Testaments. Of special interest will be the establishing of the timeline for various historical events in the biblical text in correlation with secular chronologies.

**BI9 The Culture of the Middle East in Bible Times ..... 3 credits**

This course develops the student's ability to preach and teach with greater clarity, appeal, accuracy and depth by acquainting him with the culture, customs and mindset of the Bible characters. The course will emphasize themes, resources, and methods while examining selected customs in their biblical contexts. (also D801)

**BI10 Advanced Issues in Dispensational Bible Analysis..... 3 credits**

This course investigates contemporary issues in dispensational Bible analysis and hermeneutics. This will be done partly in a comparative way within the context of the historical development of the modern movement of dispensationalism.

**MP1 Developing Effective Leadership Skills ..... 3 credits**

This course is a study of leadership with emphasis upon theory, self-analysis, application, and the practice of leadership. Seminar content is designed to serve as a catalyst for understanding and applying leadership in the student's ministry. Self-analysis tools and processes will be utilized to further enhance the leadership effectiveness of the student professional.

**MP2 The Centrality of the Scriptures in Ministry..... 3 credits**

This course is designed to emphasize the vital role of the Bible in all phases of the life of a local church. The biblical teaching on centrality will be considered, then methods of application to all programs in the church will be considered, especially in the student project after the seminar. Pre-seminar work will also be designed to enhance the pastor's understanding, conviction, and commitment to the Bible as the God-inspired primary tool for an effective ministry.

**MP3 Current Trends in Global Ministry ..... 3 credits**

This course is designed to deal with the central issues of a vital global ministry outreach with which local church leaders must interact. The course will be divided into four major areas: first, listing and defining central issues in global ministry outreach; second, developing biblical texts which are specifically related to the issues defined; third, integrating the biblical truth concerning the issue with the biblical theology of the local church; and fourth, establishing and implementing a local church policy which will deal with the relationship of the church to the issues developed.

**NT1 Seminar in New Testament Hermeneutics & Exegetical Method..... 3 credits**

This course explores advanced issues in New Testament hermeneutics and exegesis, including the role of the author and the reader in determining meaning, genre considerations, and critical methods relevant to the interpretation of the New Testament. Both classic and contemporary approaches are included.

**NT2 Seminar in Greek Studies..... 3 credits**

Selected topics from the language, grammar, syntax, semantics, and discourse structure of the Greek New Testament are studied in light of recent research. The use of computerized tools for technical analysis of the text may also be examined.

**NT3 Seminar in Biblical Intertextuality ..... 3 credits**

The intertextual relationships of Scripture are examined in detail. The use of the earlier canonical writings by later biblical authors, whether in direct quotation, adaptation, allusion, type, or motif, is studied. New Testament uses of the Old Testament are a primary focus, particularly in terms of the theological and hermeneutical significance of such usage. Historical and contemporary discussion regarding these issues is evaluated.

**NT4 New Testament Backgrounds & Intertestamental Period..... 3 credits**

The social, cultural, linguistic, and historical aspects of the third century BC through the first century AD are examined to provide the necessary background against which the New Testament must be understood. Includes reading in primary source documents.



- NT5 New Testament Biblical Theology..... 3 credits**  
Students will study the history of New Testament biblical theology and key biblical and systematic theologians to evaluate and compare their presuppositions and method with the goal of formulating their own approach to New Testament biblical theology. This method is then applied to selected New Testament passages and theological problems.
- NT6 New Testament Textual Criticism..... 3 credits**  
Advanced issues in the theory and practice of New Testament textual criticism are studied with the goal of developing the student's confidence in textual judgments based on the standard critical editions of the New Testament (UBS4, NA27, IGTP). Work with photographic copies of important early manuscripts of the New Testament is included as well as a study of important older critical editions of the New Testament (e.g., Tischendorf, von Soden).
- NT7 Seminar in New Testament Problems..... 3 credits**  
Selected contemporary issues in the field of New Testament are studied. Faculty and student research is focused on a specific problem with the goal of establishing the relevant exegetical and theological issues and evaluating proposed solutions. Independent study format only.
- NT8 Seminar in Gospel Studies ..... 3 credits**  
This seminar examines, on the basis of careful attention to the text, selected critical, exegetical, grammatical, and theological issues related to the Gospels in both historical and contemporary perspective. Exegesis of selected pericopes is included.
- NT9 Exegetical Studies in Johannine Literature ..... 3 credits**  
This course is designed to study different sections of Johannine literature in order to understand their contribution to New Testament literature. The class will study selected portions of John's writings exegetically to discover their meaning in context. The class will also address the theology of John.
- NT10 Exegetical Studies in Pauline Literature ..... 3 credits**  
Selected portions of the Pauline corpus are examined exegetically. Introductory and critical issues will be addressed. Extensive reading in the contemporary discussions of Pauline theology is included. The content of this course may rotate each time it is taught. Normally one epistle of Paul from the Hauptbriefe and one from the contested letters are used for study.
- NT11 Exegetical Studies in Non-Pauline Epistles ..... 3 credits**  
Selected portions from the Book of Hebrews or the General Epistles are examined exegetically. Introductory, critical, and theological issues may also be included. The specific content of this course may rotate each time it is taught. Normally one section of the Book of Hebrews and one of the General Epistles are selected for study.
- OT1 Seminar in Old Testament Hermeneutics & Exegetical Method..... 3 credits**  
This course is an examination of the application of grammatical, lexical, historical and literary-critical methods to Old Testament exegetical problems in the light of sound hermeneutical principles.
- OT2 Old Testament Theology ..... 3 credits**  
This course analyzes selected issues and procedures in Old Testament theology. It addresses such matters as definition, method and analytical procedures for discovering and articulating the theology of specific Old Testament passages as well as the Old Testament.
- OT3 Advanced Readings in the Hebrew Bible..... 3 credits**  
This course concentrates on sight reading large sections of Old Testament prose literature with emphasis on vocabulary, parsing and syntax.
- OT4 Aramaic and Ugaritic ..... 3 credits**  
This course examines the grammar, vocabulary, syntax and historical contexts of Aramaic and Ugaritic through inductive studies of Daniel 2:4-7:28, selected extra-biblical Aramaic texts, and selected Ugaritic texts.
- OT5 Old Testament History and the Ancient Near East..... 3 credits**  
This course studies the history of Israel in Old Testament times with special attention to the histories of the surrounding kingdoms and the interactions between Israel and those kingdoms.
- OT6 Comparative Semitics & Old Testament Textual Criticism ..... 3 credits**  
This course studies phonological, morphological, and lexical characteristics of the Semitic languages with a special emphasis on Aramaic and Ugaritic. This course will also examine the materials and methods of Old Testament textual criticism.



**OT7 Seminar in Old Testament Problems ..... 3 credits**

This course explores in depth one or more problem areas in Old Testament studies. The issue to be studied will be determined by the instructor and students at the beginning of the course.

**OT8 Studies in Deuteronomy ..... 3 credits**

This course examines the Book of Deuteronomy, its structure, genre, exegesis, and place in the Old Testament canon.

**OT9 Studies in Biblical Hebrew Poetry ..... 3 credits**

This course examines selected poetic passages of the Old Testament by identifying various literary devices, their rhetorical function and developing a definition of Hebrew poetry.

**OT10 Studies in Former Prophets ..... 3 credits**

This course surveys the Former Prophets as to their content, shape, message, and placement in the canon.

**OT11 Studies in Post Exilic Prophets & Writings ..... 3 credits**

This course surveys the Post Exilic Prophets and Writings as to their content, shape, message, and placement in the canon.

**PHD1 Advanced Bible Teaching and Communication Methods ..... 3 credits**

This course instructs the student in how to communicate in the church, the academy and classroom settings. Training in various teaching techniques will be discussed so that the student is able to teach in a wide range of settings.

**PH14 Professional Teaching Practicum ..... 2 credits**

The non-credit Professional Teaching Practicum is required for every Ph.D. student. It will consist of an approved teaching experience for the student in an appropriate academic and ministry setting. The doctoral student's teaching will be evaluated based upon his own students' evaluations and on-site faculty or administrator's evaluation, audio tapes, video tapes, review of his class notes, or any other means appropriate for the student's experience. If the student's chosen practicum is cross-cultural, he is encouraged to take TH3 Teaching Contextualized Theology Cross-Culturally prior to the teaching practicum. The student will schedule the Professional Teaching Practicum in consultation with the Director of the Ph. D. program.

**PH15 Comprehensive Exams Preparation ..... 0 credits**

The student is expected to complete comprehensive exams within one semester of the completion of all course work.

**PH71 Reading Theological German ..... 1 credit**

This course covers the basic vocabulary and grammar for modern German needed to use Theological German in scholarly research. It will focus on strategies for vocabulary recognition, basic grammar, key tools for translation, and practice with selected texts such as abstracts and a German Bible translation.

**PH72 Reading Theological French ..... 1 credit**

This course covers the basic vocabulary and grammar for modern French needed to use Theological French in scholarly research. It will focus on strategies for vocabulary recognition, basic grammar, key tools for translation (print and electronic), and practice with selected texts such as abstracts and a French Bible translation.

**PH91 Dissertation Reading & Proposal ..... 3 credits**

This first phase of the dissertation process is where the student performs these initial steps for doing a dissertation:

1. The student applies for entrance into PH91 by making a topic proposal to the Director of the Ph.D. program.
2. Upon approval of the topic, the student officially registers for PH91.
3. The student then performs initial reading and research in the area of the proposed topic and prepares a written proposal not to exceed twenty pages which will include the proof of the necessity of the study and availability of resources for the study.
4. Upon successful evaluation of the proposal by the dissertation proposal committee, the student will then be assigned a dissertation advisor and allowed to register for the next course in the dissertation sequence (PH92).

**PH92 Dissertation Reading & Research ..... 4 credits**

This second course of the dissertation process is where students perform the following steps for their dissertation:

1. The student continues research in consultation with the dissertation advisor.
2. The student writes the first two non-introductory chapters of the dissertation with an expanded bibliography.
3. Upon successful evaluation of the first two chapters by the dissertation reading committee, the student will be allowed to register for the final course in the dissertation process (PH93).

**PH93 Dissertation Reading, Writing, & Defense ..... 4 credits**

This final phase of the dissertation process is where the student performs the following steps:

1. The student will continue the research in consultation with the dissertation advisor.
2. The student will make any necessary corrections to the first two chapters required by the dissertation reading committee.
3. The student will write the remaining chapters of the dissertation including the introduction and conclusion, thus completing a first draft of the dissertation.
4. Upon successful evaluation of the first draft by the dissertation committee, the student will be allowed to schedule, in conjunction with the director of the Ph.D. program, a dissertation defense before the dissertation reading committee.
5. The student will give an oral defense of the dissertation before the dissertation reading committee.
6. Upon successful evaluation of the student's oral defense, a grade will be assigned to the dissertation and applied to all seven hours of the dissertation sequence, and the student will be recommended for graduation.

**PH98 Comprehensive Exam Continuation ..... 0 credits**

**PH99 Dissertation Continuation ..... 0 credits**

**PH890 Independent Study in Old Testament..... 3 credits**

An independent study in a specific topic of Old Testament scholarship may be completed under the supervision of an Old Testament faculty member.

**PH890 Independent Study in New Testament..... 3 credits**

An independent study in a specific topic of New Testament scholarship may be completed under the supervision of a New Testament faculty member.

**PH890 Independent Study in Theology..... 3 credits**

An independent study in a specific topic of Theology scholarship may be completed under the supervision of a Theology faculty member.

**PH890 Independent Study in Bible Exposition ..... 3 credits**

An independent study in a specific topic of Bible exposition scholarship may be completed under the supervision of a Bible exposition faculty member.

**TH1 Seminar in Advanced Theological Method..... 3 credits**

The purpose of this course is to examine in detail the process of doing theology. The course will cover specific issues such as the relationship between the academic disciplines of biblical theology and systematic theology; the various levels of systematic theology; integration of biblical texts across authors and history; categorization of doctrinal beliefs with the identification of central interpretive motifs; evaluation of extra-biblical truth claims; and proper approaches to apply theology to life. The course will also aid the student in evaluating the theological method of particular theologians.

**TH2 The History of Christian Doctrine ..... 3 credits**

Included in this course is a study of the history, development, clarification, and formal statements of theological thought from the period of the Apostolic Fathers to the present. It will include, but not necessarily be limited to, the doctrines of the Trinity, Christ, man, sin, grace, atonement, salvation, Church, sacraments, Christian life, and millennialism.

**TH3 Teaching Contextualized Theology Cross-Culturally..... 3 credits**

The purpose of this course is to prepare the student for teaching in a cross-cultural setting. Teaching methods will be taught in the context of training in world views, learning styles, the roles of biblical theology and systematic theology as disciplines, the theological and missiological issues of the contextualization of theology, and note preparation in a cross-cultural setting. Finally, the student will be trained in communication to a postmodern culture. This course is a prerequisite for any cross-cultural teaching practicum in the Ph.D. program.

**TH4 Issues in Eschatology ..... 3 credits**

The purpose of this course is to examine in detail current issues in the development and understanding of eschatology. This would include, but not necessarily be limited to, recent studies of the intermediate state including the nature of the resurrection body, the common and distinct elements between Israel and the Church, the role of hermeneutics and theological method in establishing eschatological systems, the methodological role of the biblical covenants in establishing premillennialism, the relationship of the gospel of grace to the law, questions concerning the rapture and tribulation, questions about the millennium and eternal state, and the methodological outlooks such as preterism, historicism, futurism, and idealism when approaching eschatological texts.

**TH5 Contemporary Issues in Theology..... 3 credits**

This course examines current trends in theological thinking and is a flex course. This means that the course can be taken more than once by a student since the area of discussion changes every time the course is taught. The purpose of each session of the course is to explore current issues in the contemporary dialog and debate in the area of theology proper. Of special interest will be (1) the particular issue of the influence of process theology on the evangelical view of God (the open-God view), (2) recent attempts to reshape the expression of the doctrine of the Trinity, (3) the debate over the eternal sonship of Christ, (4) the trend to minimize the wrath of God which is revealed in attempts to remove the doctrine of eternal hell and to marginalize the doctrine of propitiation, and (5) an analysis of the view of God found in most current-day, non-biblical religions.

**TH6 Issues in Biblical Ethics..... 3 credits**

The purpose of this course is to examine the theoretical issues in developing a biblical view of Christian ethics followed by actual work on case studies in current ethical problems facing the church in modern culture. This will include exegetical and theological studies which will provide a framework for discussing individual ethical issues such as the social responsibility of Christians, racial reconciliation, modern technology (including bio-medical and eugenic issues), abortion and reproductive ethics, the Christian views of war, government, politics, and other issues.

**TH7 Issues in Christian Apologetics..... 3 credits**

The purpose of this course is to examine theoretical issues in developing a biblical view of Christian apologetics along with (1) an examination of specific case studies in the problem of evil, and (2) an examination of the apologetic methodology of at least one current Christian apologist.

**TH8 Studies in the History of Dispensationalism..... 3 credits**

The purpose of this course is to investigate the origins and doctrinal development of the hermeneutical-doctrinal system known as dispensationalism. Elements of this way of approaching the Bible and theology will be reviewed from the early church through the present day. The recent development of progressive dispensationalism will receive special analytical treatment.

**TH9 Advanced Issues in Ecclesiology..... 3 credits**

The purpose of this course is to examine in detail contemporary issues in ecclesiology. Such issues will involve both the nature and mission of the Church. Each issue will be evaluated in the light of biblical revelation. Special attention will be given to the debate over the role of tradition and culture in crafting a proper understanding of the Church.

**TH10 Studies in Bible & Science Issues..... 3 credits**

The purpose of this course is to explore current issues in the dialog and debate between the Bible as revealed truth on one hand and science as a modern discipline on the other. The proper way to relate the two is explained. Several special issues will be examined, such as the implications of the New Physics for biblical Christianity and modern culture.



# Billing and Financial Aid





# BILLING AND FINANCIAL AID

The Lord brings to Clarks Summit University and Baptist Bible Seminary a group of dedicated men and women preparing to be the next generation of Christian leaders. The University desires to prepare students for God's calling in life through classroom training, practical experience, and financial responsibility. Clarks Summit University offers a wide range of financial counseling to students through the Office of Financial Aid. In addition, the University seeks to develop financial policies that are fair and equitable for all students.

The Office of Financial Aid provides a vital function in the students' educational experience. The staff is available to counsel and advise students concerning their financial needs allowing students to complete their education with minimal outstanding debt.

Clarks Summit University maintains a diverse range of financial aid programs, which include grants, scholarships, and loans. Grants are defined as aid awarded based upon need and do not need to be repaid. Scholarships are awards based on merit or achievement and also do not need to be repaid. Loans are borrowed funds that are repaid with interest.

Clarks Summit University is approved by the Department of Education to participate in the Federal Pell Grant program, the TEACH Grant, campus-based funding, and William D. Ford Direct Loan program and cooperates with various state grant programs including the Pennsylvania Higher Education Assistance Agency (PHEAA).

For any financial aid questions contact:

## Office of Financial Aid

Clarks Summit University  
538 Venard Road  
Clarks Summit, PA 18411

570.585.9215

[financialaid@ClarksSummitU.edu](mailto:financialaid@ClarksSummitU.edu)

*topics:*

scholarship  
grants  
loans

## Business Office

Clarks Summit University  
538 Venard Road  
Clarks Summit, PA 18411

570.585.9211

[businessoffice@ClarksSummitU.edu](mailto:businessoffice@ClarksSummitU.edu)

*topics:*

student accounts  
payment plans  
withdrawals and refunds

## COSTS—MASTERS DEGREES

### Tuition

M.A., M.Min, M.Div. ....\$485 per credit hour  
Th.M. ....\$590 per credit hour

- There are several discounts available. See details at <https://baptistseminary.clarkssummitu.edu/bbs-seminary/admissions-bbs/tuition-and-financial-aid-bbs/>.

### Fees

Application .....\$25 (one time only)  
Graduation .....\$175  
Audit cost .....\$243  
Course change fee .....\$30 (after drop/add date)  
Logos Bible Software .....\$500 first semester; \$350 second semester  
Internship Continuation .....\$485

### Student Account Fees

Payment plan fee .....\$50/semester  
Returned check fee .....\$30  
Late payment fee .....\$40  
Default fee .....\$100 (after 2 consecutive late fees)

### Room and Board Charges

Per semester .....\$1,425 per semester (\$2,570 per year)  
Per day .....\$15. \$5 linen rental fee.  
14 meal plan .....\$2,125 per semester (\$3,900 per year)  
21 meal plan .....\$2,225 per semester (\$4,100 per year)

### Explanation of Fees

- The application fee is to be submitted along with the application and is non-refundable.
- For more information concerning payments, please see <https://www.clarkssummitu.edu/current-students/student-financial-accounts/billing-payment/>.
- For more information, please see <https://www.clarkssummitu.edu/admissions/tuition-financial-aid/financial-forms-resources/>.

### Notes

- A limited number of guest rooms are available on a daily basis for those students who commute.
- Permanent resident rooms are available for single students. Application for permanent resident housing is made with the Office for Student Development. Each student is responsible for compliance with the dormitory rules and regulations of the school. Each occupant is responsible for the school property in the room.
- Meals are provided at the University cafeteria for those students who elect to pay the board fee, or meals can be purchased by students on a meal-by-meal basis at the published price. No meals are available during school breaks. A block of 10 meals may be purchased for \$95.00.

## COSTS—DOCTORAL DEGREES

### Tuition

D.Min. ....	\$670 per credit hour
Ph.D. ....	\$720 per credit hour

- There are several discounts available. See details at [Tuition and Financial Aid](#).

### Miscellaneous Fees

Application .....	\$25 (one time only)
Course change fee .....	\$30 (after drop/add date)
Graduation (per degree) .....	\$175 (charged regardless of participation in Commencement)
Audit cost .....	\$243
Continuation fee (D.Min.) .....	\$670
Continuation fee (Ph.D.) .....	\$720
Logos Bible Software (Ph.D.) .....	\$500 first semester; \$350 second semester

### Student Account Fees

Payment plan fee .....	\$50/semester
Returned check fee .....	\$30
Late payment fee .....	\$40
Default fee .....	\$100 (after 2 consecutive late fees)

### Explanation of Fees

- The application fee is to be submitted along with the application and is non-refundable.
- The continuation fee is applied to students who have been in either the written/oral comprehensive exam stage or dissertation stage for one year or longer. The fee will be applied every semester that progress is not made.
- For more information concerning payments, please see [Student Accounts](#).

## STUDENT FINANCIAL POLICIES

By registering for classes, a student assumes an obligation to care for charges incurred for educational services in an expeditious manner. For additional billing and payment information, please visit [Current Student Accounts](#).

All Baptist Bible Seminary students are required to be paid-in-full or enrolled in a payment plan by the due date of their first bill each semester.

Payment in full can be made by one-time payment, or with financial aid, loans, outside payments from an organization or individual, or by enrolling in a semester-based payment plan with a pre-determined number of months. If you know that funds will be coming (such as payment from a church or individual other than a family member), please be sure to contact the Office of Financial Aid at [FinancialAid@ClarksSummitU.edu](mailto:FinancialAid@ClarksSummitU.edu) so it can be taken into account on your bill.

### Billing Statement Dates

Billing statements are available the 15th of the month following course registration. Students registered after the 10th of a given month may not receive a bill until the following month. All bills are due by the 1st of the following month.

Billing statements are based upon course registration at the time the statement is generated. As such, students registered in advance for second session online courses will be billed for their courses as early as the following month.



**Fall Semester**

<i>1st Statement Date</i>	<i>If Registered By</i>	<i>Due Date</i>
June 15	June 10	July 1
July 15	July 10	Aug 1
Aug 15	Aug 10	Sept 1
Sept 15	Sept 10	Oct 1
Oct 15	Oct 10	Nov 1

**Spring Semester**

<i>1st Statement Date</i>	<i>If Registered By</i>	<i>Due Date</i>
Nov 15	Nov 10	Dec 1
Dec 15	Dec 10	Jan 1
Jan 15	Jan 10	Feb 1
Feb 15	Feb 10	Mar 1
Mar 15	Mar 10	Apr 1

**Summer Semester**

<i>1st Statement Date</i>	<i>If Registered By</i>	<i>Due Date</i>
Apr 15	Apr 10	May 1
May 15	May 10	Jun 1

**Payment Plans**

There is a \$50/semester enrollment fee for payment plans.

**Late Fee**

A \$40 late fee will be charged for all missed or late payments received after the 15th of the month. Partial payments are considered late. Two consecutive late fees will result in a financial hold.

**Default Fees**

Accounts with two or more consecutive late fees are in default. A \$100 default fee will be charged after the second late fee. Students enrolled in a payment plan with Nelnet who miss two consecutive payments will be dropped from the plan and charged a default fee. Defaulted accounts will be placed on financial hold.

**Financial Holds**

All student accounts are placed on financial hold from the time charges are incurred on the account until the time the ledger balance in the university's student management system reaches \$0.00. While there is a financial hold on the account, a student cannot self-register in the online portal, obtain a transcript, or receive a diploma. If there is pending financial aid (aid that is not yet posted to the university's system), a payment plan covering the balance, or the balance has been paid but it is not yet posted to the university's system, the student may [email the registrar's office](#) for assistance with registering for classes, obtaining a transcript or receiving a diploma.

No diplomas or transcripts will be issued to any party until the student's financial obligations to the institution (account balance and/or library fines) have been met.

Students with a past due balance after the semester ends may not be permitted to return in future semesters. In addition, if the student fails to make consistent payments on an established payment plan for a past due account, Clarks Summit University reserves the right to seek collection assistance from a third party.

**Overpayments and Refunds**

In the event students have overpaid their charges, they will be refunded the overpayment upon request. If a request for refund is not made, the overpaid balance will be applied to future semesters.

**Leave of Absence**

Clarks Summit University and Baptist Bible Seminary do not grant a leave of absence.

**Title IV Credit Balances**

Credit balances occur when Title IV program funds (Pell, FSEOG, and Federal Direct Loans) disbursed to a student's account exceed their total of tuition, fees, and room and board charged for the term. Title IV credit balances will be automatically refunded to the student no later than 14 days from the date of disbursement. Refund checks are mailed to the student's address on file. If courses are dropped resulting in a necessary return of Title IV funds, the student is required to return to Baptist Bible Seminary the equivalent portion of the stipend paid.

**Credit Balances as a Result of Institutional Aid**

All institutional scholarships are intended to be used as a supplement to state and federal financial aid. A student whose account shows a credit balance as a result of institutional scholarships will not be eligible for a refund from the college. If,

after applying federal and state grants, institutional aid results in a credit balance, the institutional aid will be adjusted to create an account balance of zero. For students receiving tuition assistance under the GI Bill, total free aid will be limited to the budgeted cost of attendance.

### **General Credit Balances**

Credit balances in student accounts will be refunded unless requested to remain on account by the student. If students receiving aid withdraw from the institution with money in their accounts, those funds are restored to the financial aid sources according to the appropriate program requirements. Title IV funds (Stafford Loans) do not cover a previous balance (from a semester that has already been completed). If your loans give you a credit balance for your current semester and you owe money on a previous semester, this credit balance will be refunded to you and you will still owe your previous semester charges.

### **Book Vouchers**

If a student's aid (including grants, scholarships, and loans) will exceed their charges, the student may request a book voucher to be used at Clarks Summit University's online bookstore. To request this voucher, please email Financial Aid at [financialaid@ClarksSummitU.edu](mailto:financialaid@ClarksSummitU.edu)

### **Class Materials**

Student books, materials, and supplies may be purchased through the CSU online bookstore ([clarkssummitu.ecampus.com](http://clarkssummitu.ecampus.com)) or any other provider.

### **Refund Policy for Military**

Any active-duty service member will be granted an educational leave of absence. An active-duty service member includes a member of a state National Guard or reserve forces or a spouse of an active-duty service member with dependent children who is called to perform either state or federal military duty that would interfere with the member's ability to complete the current term of instruction. Such service members or spouses shall be refunded tuition and mandatory fees for courses which arrangements cannot be made for grades or incompletes.

### **Veteran Benefits and Transition Act**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended as follows:

Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, post-9/11 GI Bill® benefits.

- CSU permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - The date on which payment from VA is made to the institution.
  - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- CSU ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows policy to require Ch. 31 and Ch. 33 students to take the following additional actions:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- This policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### **Dual Enrollment Flat Rate Policy**

Any undergraduate student who is enrolled as a full-time student at Clarks Summit University (at least 12 credits) and is also taking courses at Baptist Bible Seminary **toward their undergraduate degree** may have the cost of the Seminary course(s) included in the flat rate charged by the University for a total of 16 credits.

*Example:* A student enrolls for 12 credits at the University and enrolls for three credits at the Seminary.

- If the seminary course is for the undergraduate degree, the three credits will fall into the undergraduate flat rate.
- If the seminary course is for the seminary degree, the three credits will be billed at the seminary tuition rate.

For any credits which exceed the maximum 16 credits allowed for the University flat rate, students will be charged according to the course enrollment.

*Example:* A student enrolls for 15 credits at the University and enrolls for three credits at the Seminary.

- If the seminary course is for the undergraduate degree, one credit will fall into the flat rate, and the student will be billed for two credits at the undergraduate tuition rate.
- If the seminary course is for the seminary degree, the three credits will be billed at the seminary tuition rate.

In order for a student to have tuition charges included in the University's flat rate charge, the student must complete the dual enrollment notification form. The form must be signed by the University Registrar and then turned in to the Business Office. Failure to comply with this requirement will result in the student being charged full price for all enrolled Seminary courses.

### **Refund Policy for Dropped Courses**

#### **Dropped Courses Procedure**

The final recorded day of class attendance will be designated as the student's last day of attendance for that class. The student must follow appropriate procedure for notification to the Registrar's Office upon dropping their class(es).

#### **Course Refund Schedule**

Refund amounts are based on tuition and general fees only.

<i>Percentage of Course Completed</i>	<i>Percentage Refunded</i>
.000% - 12.5%	100%
12.5% - 25%	50%
>25%	0%

For various reasons, students may need to stop attending all of their courses. Any student, who either stops attending or officially drops all of their current courses, is considered to have withdrawn from the institution.

All students withdrawing from Baptist Bible Seminary must complete a withdrawal form. Each student's final day of class attendance must be documented on the form in order to avoid overpayment liability of federal student aid. Students who are dismissed are not exempt from this policy. Seminary students may obtain the Course Drop and Withdrawal form located in the Student Resources section of the learning management system. Seminary students may also obtain a copy from the Registrar's Office.

Students attending modules or sessions shorter than a full semester must provide a written intent to attend their either already registered courses for the next session or module within the same semester, or those courses they plan to register for. This can be accomplished by simply completing the Course Drop and Withdrawal form located in the Student Resources section of the learning management system. Just check the box that indicates you plan to attend other courses in a future session or module within the same term, specify the dates, and sign the form. Any student already registered for a future session or module who does not check this box on the signed form and who does not end up attending these already registered courses will be considered withdrawn from the institution as of their last documented date of attendance. Any student who does not check the box but does in fact take later courses within the same semester will have all previously calculated refunds reversed as well as their withdrawal status.

## ***Refund Policy for Full Withdrawal from School***

### **Full Withdrawal Refund Schedule**

Refunds are calculated based upon all institutional charges including tuition, fees, room, and board.

#### **Once-a-Week Courses**

	Total amount of institutional costs
X	<u>Percentage of enrollment period not completed</u>
	Student refund

#### **Modules**

	Total amount of institutional costs
X	<u>Percentage of module period not completed</u>
	Student refund

If a student has completed 60 percent or more of the enrollment period, then the percentage of costs incurred by the student is 100 percent.

### ***Return of Federal Title IV Aid upon Complete Withdrawal from School***

The Office of Financial Aid is required by Federal statute to determine how much financial aid was earned by students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV Fund Formula: percentage of term completed = the number of days completed up to the withdrawal date divided by the total days in the term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate Federal program based on the percentage of unearned aid using the following formula:

Percentage of aid to be returned = 100 percent - percent of earned aid.

Multiply the total amount of aid that could have been disbursed during the term by the percent of aid to be returned.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. When Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Stafford Loans
- Subsidized Federal Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG)

### ***Return of Non-Title IV Aid***

When a student withdraws during Clarks Summit University's refund period (less than 60% of the term completed), the institutional aid received by the student will be reduced in proportion to the adjustment of the student's charges. The only exception is outside scholarships with specific program requirements for full return upon withdrawal.

## **UNOFFICIAL WITHDRAWALS**

Students no longer desiring to complete a course must fill out a course drop form to officially notify the University of the student's intent to withdraw from the course. Course drop forms are available from the Registrar's Office or in Schoology. Students that stop attending a course, without filling out the course drop form, will be withdrawn from the course after 14 consecutive calendar days of non-attendance.

Attendance, for online courses, is determined by submission of an academic assignment such as an examination, written paper or project, discussion board post, or other similar academic event.

Courses not officially dropped, in which the student stops attending the course for 14 days or more, will be assigned a grade of FN (failure for non-attendance), dated to the student's last date of attendance in the course. The FN grade

indicates that the student stopped attending the course and failed to meet the course objectives. An FN grade is calculated into the student's grade point average like an F grade.

Students receiving a course grade of FN are responsible for all resulting charges to their student account. If, at any point, a student has dropped and/or unofficially withdrawn from all courses for the term, the student will be withdrawn from the University and will be subject to the Unofficial Withdrawal procedure, including the reduction and/or return of all financial aid. The full withdrawal policies are available at:

- Online: <https://baptistseminary.clarkssummitu.edu/admissions/tuition-and-financial-aid/current-student-accounts/online-student-withdrawals-refunds/>
- Residential: <https://baptistseminary.clarkssummitu.edu/admissions/tuition-and-financial-aid/current-student-accounts/residential-student-withdrawals-refunds/>

### ***Unofficial Withdrawal Appeal***

Students who receive a grade of "FN" may appeal to their professor to have the grade removed in order to continue work in the course. This appeal must be communicated in written form to the faculty member within 1 week of the notification of the "FN" grade being posted. The appeal must include a statement that the student desires to continue in the course. If the student is not satisfied with the decision of the professor, the student may appeal the decision according to the University's Student Appeals and Grievance Policy. <https://www.clarkssummitu.edu/academics/academic-policies-procedures/>.

## **SATISFACTORY ACADEMIC PROGRESS**

The U.S. Department of Education mandates institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) to be evaluated and monitored for all students in order to receive Federal (Title IV) aid. Any student who is otherwise eligible must meet the standards used by the institution to determine if a Title IV recipient is maintaining Satisfactory Academic Progress in his or her course of study, regardless of whether the student had previously received Title IV aid.

Students must meet Satisfactory Academic Progress requirements in order to receive Federal (Title IV) financial aid that includes Pell Grants, Federal Supplemental Education Opportunity Grants, Stafford Loans, Plus Loans, and Federal Work Study.

This policy describes Financial Aid Satisfactory Academic Progress requirements and is in addition to and operates separately from the Academic Satisfactory Academic Progress requirements.

### ***Evaluating Satisfactory Academic Progress***

All students will be evaluated using qualitative, quantitative, and maximum time frame standards. Academic records of all students will be reviewed after the end of each term (fall, spring, and summer). The review is cumulative and includes all courses taken at the student's current academic level. After the evaluation, letters will be sent to all students who have not successfully met SAP requirements. Warning letters will be sent to those who did not meet the requirements at the end of the first term, and those who are not making progress at the end of the second term will receive a letter that their financial aid has been suspended until the deficiency is made up.

### ***Qualitative Standard***

To meet the qualitative standard, students must obtain a minimum cumulative GPA as determined by their classification and program. Cumulative GPA is composed of all coursework at the current academic level and is calculated by the Registrar's Office.

### ***Student Classification***

	<i>Minimum Required Cum. GPA</i>
M.Min. and M.Div. programs	2.0
M.A., Th.M., D.Min and Ph.D. Programs	3.0

Once a transfer student has grades for a term at Baptist Bible Seminary for coursework taken toward an eligible program, BBS will use the cumulative GPA calculated from courses taken at BBS only.

### ***Quantitative Standard***

In order to meet the quantitative standard, students must complete 67% of their cumulative attempted credits at their current level. Withdrawals, incompletes, repeated courses, and failure grades will count as attempted but not earned credits and will lower the completion rate.

Transfer credits will count as attempted and earned. Completion rates are NOT ROUNDED UP to meet progress. If a student has a completion rate of 66.777%, they are not meeting the minimum 67% requirement of satisfactory academic progress for Title IV federal aid.

### **Maximum Time Frame**

A student may not exceed a maximum number of attempted credits in any program even if aid was not received during that term or prior terms. The maximum number of credits is 150% of the program's required credits. Once the student reaches the maximum timeframe allowed, the student will be ineligible to receive Title IV financial aid; students may appeal on the basis of coursework not applicable to current degree program.

The maximum number of attempted credits allowed can be calculated by multiplying the number of credits required in the program by 1.5. Program Credits X 1.5 = Maximum Allowed

Some examples are provided below.

<i>Academic Program</i>	<i>Required Program Credits</i>	<i>Max # of Attempted Credits Allowed</i>
General Education	60	90.0
Pastoral Ministry	131	196.5
Master of Arts	30	45.0
Master of Divinity	87	141.0

### **Break in Enrollment**

When a student has a break in enrollment and is readmitted, the Satisfactory Academic Progress status for prior terms will apply. For example, if a student is placed on financial aid suspension at the end of the spring term, does not return in the fall term, and is readmitted the next spring term, the student will continue in a financial aid suspension status for that term.

### **Terms / Parts-of-Terms / Summer Sessions**

A traditional semester is referred to as a standard term (e.g., Fall, Spring, and Summer). Standard terms, as defined by Clarks Summit University, are comprised of a combination of smaller "sub terms" (such as online sessions 1 and 2 in any given semester). Satisfactory Academic Progress requirements are calculated based on the combined sub-terms as defined by Clarks Summit University. Any other intensive courses will fall within a standard term (and be attributed to only that specific standard term).

### **Repeated Courses**

Repeated courses are considered in all areas of SAP measurement. Courses will be considered attempted even if they are not earned each time the course is taken which will affect the student's maximum time frame and completion rate. It should be noted however that a student is only allowed to receive Title IV Federal aid for a passed repeated course only once. Failed courses are not affected.

### **Transfer Credits**

GPA's for transfer courses are not considered in determining eligibility under the qualitative measure but transfer credits are considered in the qualitative, quantitative and maximum time frame measurements. Transfer students are awarded as first-year students without regard to grade or warning status at the prior post-secondary institution. SAP requirements would then be used to measure the transfer student's continued status. Transfer credits must be evaluated and a grade-level established before any educational loans are processed.

### **Consortium Agreements**

A consortium agreement is an agreement between two "like" institutions whereby the main enrollment is at Clarks Summit University (called the "home" institution) and the student takes courses at another eligible institution (called the "host" institution). This agreement will allow a student to take classes at the "host" institution while receiving their financial aid through the "home" institution.

The number of credits earned under an approved consortium agreement is integrated into the student's record upon completion of the course. Note: Courses must first be approved for transfer by the Clarks Summit University Registrar's Office. The Consortium Agreement is also subject to approval by both the home and host institution's authorized Financial Aid staff. Failure to complete the course/s could negatively reflect in the SAP evaluation. Financial Aid staff from the home school will request information from the host school during the enrolled term to confirm continued enrollment and satisfactory academic progress.

### **Change in Major / Additional Degrees**

When a student changes his/her major or seeks an additional degree, the student may appeal to the Office of Financial Aid to have courses attempted and earned that do not count toward the student's new major or degree excluded from the calculation of the student's SAP standing.

### **Changed Grades**

If a grade is changed, the student is required to notify the Office of Financial Aid immediately. Financial Aid staff will then initiate a review of the effect of the grade change on academic progress within 30 days of notification. A grade change initiated late or after the term in question or failure to notify the Office of Financial Aid may result in the loss of financial aid eligibility because regulations may limit the time within which aid may be re-awarded or disbursed.



### ***Failure to Make Satisfactory Academic Progress***

Students who fail to meet the qualitative, quantitative, or maximum timeframe standards at the end of a term will be placed on financial aid “warning” status for the next term and will remain eligible for financial aid while on a warning status. Students on financial aid warning status must meet SAP qualification requirements by the next term’s measurement of progress. Students not meeting the requirements at the next term’s measurement of progress will be placed on financial aid suspension and considered ineligible for future financial aid until the deficiencies are resolved.

### ***Reestablishing Eligibility for Financial Aid***

Students may re-establish eligibility for financial aid by taking appropriate action that brings the student into compliance with the standards. Readmission to Clarks Summit University after academic suspension or approval of an academic suspension appeal does not automatically reinstate financial aid eligibility after a financial aid suspension. Reinstatement of aid eligibility is not retroactive. Reinstatement of aid eligibility will only affect current or future enrollment periods.

Once a student has made up either a credit deficiency or a GPA deficiency, it is his/her responsibility to notify the Office of Financial Aid to request that aid be reinstated.

### ***Appeals***

Any student placed on Financial Aid Suspension has the opportunity to appeal such action. Circumstances under which a student should submit an appeal include death of a relative, personal injury or illness, or other extreme circumstance outside the control of the student.

To make an appeal, send a signed and dated letter to the Director of Financial Aid within 30 days of receipt of the unsuccessful SAP letter for the semester in question. Students should address the following areas of concern in their appeal letter:

- What were the circumstances in your life that prevented you from meeting SAP requirements?
- What has changed that will enable you to meet SAP at the next evaluation?

If the school can confidently determine that the student will be able to meet SAP requirements after the subsequent term, the appeal will be granted. However, at the Director’s discretion, if it is uncertain that the student will meet the requirements for the next evaluation, an academic plan suitable to the student’s specific academic circumstance may be developed to ensure that the student is able to meet SAP standards by a specific point in time.

If a student decides to return to Clarks Summit University after a lengthy absence and was on academic probation when they withdrew from the institution, then, the student must write an appeal letter to the Director of Student Financial Services explaining the above-mentioned items. If the appeal is granted, the student will be given financial aid for one semester so that the appropriate GPA can be attained in order to meet the Satisfactory Academic Policy (SAP) guidelines.

### ***Student Progress***

Students are responsible to review their grades (when midterm and end-of-term grades are available) and compare their progress to the standards set forth in the Financial Aid Satisfactory Academic Policy to ensure that they are aware of their standing. As they review their academic information, students are encouraged to proactively seek assistance. For example, students could pursue additional academic advising, arrange tutoring, or regularly discuss their academic work with their instructor(s). The student’s responsibility to monitor their own academic progress is important especially as the evaluation may immediately affect their financial aid eligibility for the next term. For example, a student who fails to meet standards after receiving a financial aid warning at the start of the Fall semester will be immediately affected for aid eligibility in the Spring semester.

## **STUDENT LOANS**

### ***Federal Stafford Loan Program***

Students desiring a federal student loan should complete their FAFSA before contacting the Office of Financial Aid. Students must be enrolled at least half time to qualify. Loans enter repayment six months after graduation; or when you drop below half time status; or upon withdrawing. Federal student loans are available for the fall, spring, and summer semesters. The financial aid year begins with the fall semester and runs through the following summer. Other types of student loans may also be available. Contact the Office of Financial Aid for more details.

## REFUND POLICY—WISCONSIN ONLINE STUDENTS ONLY

### Full Refunds

The student will receive a full refund of all money paid if the student:

- Cancels within the three business day cancellation period under SPS 406.03
- Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04
- Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

### Pro-Rated Refunds

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<i>At Least</i>	<i>But Less Than</i>	<i>Refund of Tuition</i>
1 unit/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	No	No refund

### General Guidelines

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

Course attendance for online classes is reported weekly. An online student is considered present in a course when they submit a gradable activity for that course. If a student does not participate in an online course for two consecutive weeks, the student will be marked absent and given a FN grade (failure for non-participation). Refunds will be given based on the chart above using the last reported date of attendance.

### Notice of Withdrawal

A written notice of withdrawal is not required. Online students are requested to fill out the withdrawal form found on Schoology. On-campus students are requested to see OSD for a withdrawal form.

## REFUND POLICY—IOWA ONLINE STUDENTS ONLY

If, at any time, a student terminates a postsecondary educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.



# Academic Calendars



# ACADEMIC CALENDARS

## On-Campus

### FALL SEMESTER

Campus Classes Begin  
Alumni Day  
Homecoming  
Doctoral Modules  
Thanksgiving Break  
Finals  
End of Semester  
Christmas Break

### 2022

August 22  
September 30  
October 1  
October 3–14  
November 21–25  
December 12–14  
December 14  
December 15–January 8

### 2023

August 28  
October 6  
October 7  
October 9–20  
November 20–24  
December 18–20  
December 20  
December 21–January 14

### SPRING SEMESTER

Campus Classes Begin  
Master's and Doctoral Modules  
Spring Break  
Finals  
Graduate Reception  
Commencement

### 2023

January 9  
February 13–24  
March 6–10  
May 2–4  
May 5  
May 6

### 2024

January 15  
February 19–March 1  
March 11–15  
May 7–9  
May 10  
May 11

### SUMMER

Master Modules  
Doctoral Modules

### 2023

May 8–19  
June 5–16

### 2024

May 13–24  
June 10–21

*NOTE: Dates and events are subject to change. Visit the [CSU website calendar](#) for an updated listing of events*

## Online

### FALL SEMESTER

1st 8–Week Session Begins  
1st 8–Week Session Ends  
Session Break  
2nd 8–Week Session Begins  
2nd 8–Week Session Ends

### 2022

August 15  
October 7  
October 10–14  
October 17  
December 9

### 2023

August 21  
October 13  
October 16–20  
October 23  
December 15

### SPRING SEMESTER

1st 8–Week Session Begins  
1st 8–Week Session Ends  
Spring Break  
2nd 8–Week Session Begins  
2nd 8–Week Session Ends  
Commencement

### 2023

January 9  
March 3  
March 6–10  
March 13  
May 5  
May 6

### 2024

January 15  
March 8  
March 11–15  
March 18  
May 10  
May 11

### SUMMER

8–Week Session Begins  
8–Week Session Ends

### 2023

May 15  
July 7

### 2024

May 20  
July 12

*NOTE: Dates and events are subject to change. Visit the [CSU website calendar](#) for an updated listing of events*

