



**Fellowship  
Bible  
Institute  
&  
College of  
Theology &  
Urban Studies**

**Seeking the Welfare  
of the City  
Jeremiah 29:7**

**Academic Catalogue- Aug. 2012 - Aug. 2015**

Catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

# TABLE OF CONTENTS

<b>INTRODUCTION....</b>	<b>5</b>
Letters of Welcome....	5
Founder’s Invitation....	5
Statement of Values....	6
History....	7
Purpose....	8
Statement of Faith....	9
Objectives for Students....	10
Degree and Certificate....	11
Programs of Study....	11
Hours....	12
Location....	12
 <b>GENERAL INFORMATION....</b>	 <b>13</b>
<b>Admission and Enrollment Policies....</b>	<b>13</b>
Application Process....	13
Program Advising....	14
Registration Information....	14
Change of Degree Objectives or Major....	14
Continuing Education/Audit....	14
Notice of Non-Discriminatory Policy....	14
 <b>Expenses....</b>	 <b>15</b>
Tuition and Fees....	15
Explanation of Fees....	15
Refund Policies....	16
English Lab....	16
Work Study/Financial Aid....	16
 <b>Academic Policies and Procedures....</b>	 <b>16</b>
Course Schedules....	16
Attendance Requirements /Tardiness/Student Responsibility	16
Writing Skills/Academic Diagnostic Testing....	17
Withdrawals/Conversion to Audit....	17
Incomplete Courses....	17
Continuing Education Program....	17
Auditing Classes....	17
Tape Recording in Class....	17
Minimum Enrollment and Class Cancellation....	17
Student Status....	18
Transfer of Credits....	18

Credit for Learning Experiences....	18
Honors....	18
Graduation Requirements....	18
Grading System....	18
<b>Facilities, Services, and Community Life....</b>	<b>19</b>
Library/Bookstore....	19
Chapel....	19
Conference, Symposiums, & Church Seminars....	19
Church....	19
Directed Study Abroad....	19
Dean's Council....	19
<b>REQUIREMENTS FOR DEGREE PROGRAMS....</b>	<b>20</b>
<b>Associate of Arts Degree in Biblical Studies...</b>	<b>20</b>
Core Requirements....	20
General Bible Requirements....	20
Lay Leadership Major....	20
Youth Ministry Major....	20
Christian Education, Formation and Discipleship Major....	20
<b>Bachelor of Arts in Bible and Ministry Degree....</b>	<b>21</b>
Core Requirements....	21
Pastoral Ministry Major....	21
Church Leadership and Management Major....	21
Church Education /Christian Formation Major....	21
Youth Ministry Emphasis....	21
Church/Community Development....	21
<b>Certificate in Advanced Christian Studies....</b>	<b>22</b>
<b>COURSE DESCRIPTIONS....</b>	<b>23</b>
<b>PERSONNEL....</b>	<b>29</b>
Faculty....	29
Administration....	30
Board of Directors....	30
<b>APPENDIX ....</b>	<b>31</b>
• Transfer of Units Policy	
• Credit for Life-Learning Experiences Policy	
• Statement on Academic Freedoms	
• Student Tuition Recovery Fund	
• Student Grievance Procedure	
• Student Academic Grievance Procedure	
• Sexual Harassment Policy	
• Enrollment Agreement Form	
• Current Schedule of Charges Form	
• Application for Refund or Class Cancellation	
<b>INDEX....</b>	<b>41</b>

# LETTERS OF WELCOME

Dear Friend,

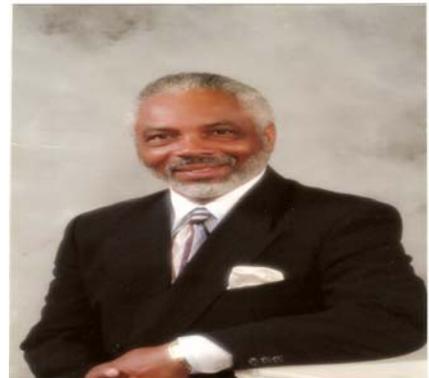
The College of Theology and Urban Studies exists to equip urban pastors, ministers, and other leaders so they may be more effective in God's kingdom work. We offer courses that enhance biblical and theological knowledge. We also provide practical classes in counseling, administration, study skills and speaking.

While obtaining certificates and degrees is important, that is not the primary goal. Rather, improve skills, deepen knowledge, and new disciplines are gained to increase effectiveness in the ministries to which God has called us. We are excited about the possibility of meeting your needs and we extend to you an invitation and an opportunity to grow in the wisdom and joy that comes when one knows and serves Jesus Christ.

Sincerely,

*Rev. Timothy Dupre'*

Rev. Timothy Dupre  
President



Dear Fellow Servant in Christ,

I hope you will want to come and join us at the College of Theology and Urban Studies. Christian leaders are needed in our churches and in our community. CTUS promises a balanced education emphasizing Bible truths, community concerns, and leadership training. If this is the unique combination that you've been looking for, CTUS is the place for you. I am anxious to see you.



In Christ,  
*Dr. Dessie Webster*  
Dr. Dessie Webster  
Founder

## STATEMENT OF VALUES

**We value the Bible.** As educators for the church, we affirm the reliability and authority of scripture. It is in scripture that we learn how God seeks to redeem the world, rectify injustice and reconcile peoples.

**We value the local church.** God's kingdom was announced as present in and by Jesus Christ and the church is Gods primary agent for Kingdom work. The local church is a center of celebration and edification, providing a place for persons to be redeemed, modeling redemption as a counter society and equipping believers to be salt and light for the city.

**We value pastoral leadership.** God calls men and women to the vocation of pastoring. Pastoral leadership, as modeled in Jesus as servant leadership, rooted in scripture and prayer.

**We value lay leadership.** The church has been graced with numerous spiritual gifts. These gifts, alongside those of the pastor, form the basis for leadership - giving vision and structure to the work of the Church.

**We value the city.** Throughout scripture, we learn that God cares for cities, the prophets bring words of repentance in hope of redemption to and for the cities.

**We value empowerment through education and training.** The original mantra of the school was Hosea 4:6 " My people are destroyed by a lack of knowledge of my word". The scriptures call God's covenant people to gain wisdom and knowledge, to study, to ponder, and to grow in an understanding of Him and His word.

# HISTORY

For several years Dr. Dessie Webster prayed that the Lord would raise up a school which would be especially designed to teach the Word of God to the urban San Francisco community.

Early in 1953 she met with a group of pastors, leaders and Christian workers from different denominations for a special series of prayer meetings to consider the possibility of a Bible Institute in San Francisco.

On May 16, 1953, Fellowship Bible Institute was organized and classes began in September. The Institute is multiracial, inter denominational and committed to the development of Christian leaders for the urban church and community.

In September, 1980, Stanley B. Long became the first full-time president and soon added the college degree programs. Mark Lau Branson joined the school in February, 1985, as Dean additional degree programs were added and a continuing education (CEU) program was begun. The name was changed to Fellowship Bible Institute and College of Theology & Urban Studies in 1991.



Fellowship's first campus  
165 Haight Street, San Francisco



Fellowship's second campus  
222 Plymouth Street, San Francisco



Fellowship Bible Institute & College of Theology and Urban Studies' current campus  
200 Plymouth Street - San Francisco, CA. 94112 - 415-585-6002-3

## PURPOSE

The College of Theology & Urban Studies empowers the urban churches through adult education, promoting critical thinking and practical skills. By developing new ministries, providing education and training for church leaders, and continuing education for clergy and laity, the College supports the church in its commitment to renew the urban community.

The College of Theology & Urban is an interdenominational and interracial institution. The purpose of the College of Theology & Urban Studies is to provide:

A thorough biblical education blending basic theology, church ministry and personal spirituality that will serve the student and the church.

A learning spectrum which enables the student to select a level of achievement and a course load consistent with the student's interest and goals.

A curricula which will be widely accepted by area schools for students who desire further formal education.

An environment for learning which encourages a high sense of faithfulness to Jesus Christ.

A selection of majors to provide appropriate choices for students.

Training which enables graduates to assume positions of leadership in the Christian community.

## STATEMENT of FAITH

- We believe the Bible to be inspired, the only authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death through his shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.
- We believe that for the salvation of lost and sinful men and women regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost into the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

# OBJECTIVES for STUDENTS

The College of Theology and Urban Studies seeks to develop in its graduates the attitudes and capabilities necessary for students to contribute to their own growth, the development of their churches and the renewal of the urban community in which they live.

- Students will be able to demonstrate a general knowledge of scripture and theology in both content and meaning.
- Students will demonstrate a commitment to biblical authority and the Lordship of Jesus Christ through a Christian lifestyle.
- Students will discover and appreciate the history, nature, and role of the Church, and demonstrate personal involvement.
- Students will uncover, develop and use their gifts and talents for advancing Christ's Kingdom.
- Students will be able to communicate through intellectual and spiritual lessons they learn.
- Students will demonstrate their knowledge of the biblical principles that govern in personal relationships.
- Students will participate in the political, social, economical, and educational activities of society and will seek to bring the influence of the Kingdom of God to bear on activities.
- Students will be able to demonstrate competent leadership abilities which are apart of Christian character and a commitment Christian service.



Sis. Dorothy White  
Alumni President

## DEGREE APPROVALS

The Fellowship Bible Institute & College of Theology and Urban Studies is a private institution that has obtained its approval to operate and grant degrees and certificates from the Bureau For Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA. 95833; P. O. Box 980818, West Sacramento, CA. 95798-0818; (916) 431-6959; Toll Free (888)370-7589; Fax Number (916) 263-1897, [www.bppe.ca.gov](http://www.bppe.ca.gov), pursuant to CECS 94909(a)(2). Such authorization empowers College of Theology and Urban Studies to award the Associate of Arts in Biblical Studies, the Bachelor of Arts in the Bible and Ministry and the Certificates in Advanced Christian Studies.

Students wishing to pursue more advanced studies upon completion of a degree program are encouraged to contact the Dean. Even though College of Theology and Urban Studies does not technically qualify as an “accredited” school, arrangements are in place with an undergraduate college (Pattern College), and three seminaries (Golden Gate Theological Seminary, Fuller Theological Seminary, and American Baptist Seminary of the West) to assist you.

The Fellowship Bible Institute & College of Theology and Urban Studies does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## PROGRAMS of STUDY

### **Bachelor of Arts in Bible Ministry 64 - 68 credits, 4.5 -5 years**

The Bachelor degree, which requires that a student also complete an Associate degree in general education, is an upper-division program with extensive education in Bible and theology and practical training in various areas of ministry. Designed for clergy and laity, majors include Pastoral Ministry, Church Leadership and Management, Church / Community Development, Church Education and Christian Formation, and Christian Discipleship in the

Urban Community, and youth ministry. Special programs exist for ministers in churches affiliated with Baptist and Church of God in Christ denominations. This program is excellent preparation for those desiring to continue with graduate studies. (See pages 20-21 for details.)

### **Associate of Arts in Biblical Studies 64 credits, 4 years**

Designed for lay leaders and teachers, this foundation college degree includes English, public speaking, and psychology, plus courses in Bible, theology, Church history, evangelism, ministry, and Christian education. Students choose one of the following majors: General Bible, Lay Leadership, Youth Ministry, Christian Education, Formation and Discipleship. (See pages 20-21 for details.)

### **Certificate in Advanced Christian Studies 6 classes, 1 – 2 years**

The Certificate in Advanced Christian Studies (CACS) program is for the students who already has a degree or who does not wish to pursue a degree program at CTUS. CACS students earn “continuing education units” (CEU’s) instead of college credits. Each Certificate requires six elected classes. Students attend regular college classes but have a reduced workload. Specializations are tailored to fit the student’s interests. (See pages 20-21 for details.)

## **HOURS**

Class hours vary. Students should consult each semester's schedule to determine the actual schedule for a particular class. The following represents the most common schedules:

Weekday college courses: 9:00 am - 12:00  
Evening college courses: 6:45 - 9:35 pm.  
Saturday courses: 8:15am- 1 pm or 4pm.

The library, bookstore and finance office are open during business hours (9:00 am to 5:00pm) and during class meetings.

## **LOCATION**

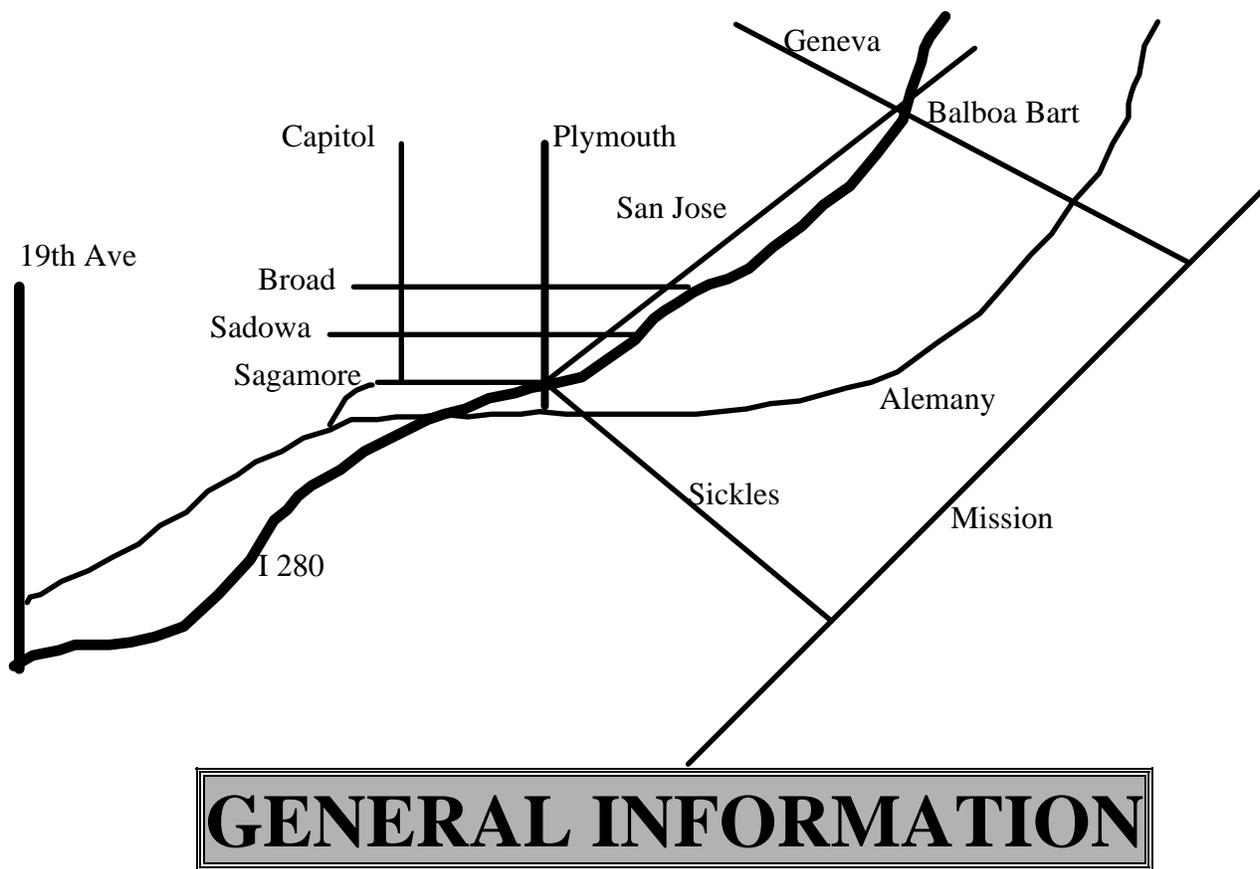
The College of Theology and Urban Studies is located in the Ingleside District of San Francisco Ca. at 200 Plymouth Avenue (corner of Sadowa), San Francisco, California 94112.

On southbound 1-280, take the Mission St. Daly City exit, at the bottom of the ramp make two quick right turns. The school is at the next corner. On northbound 1-280, take the Alemany exit, go left at the "Y" onto Sagamore, left at Capitol, right on Sadowa. The school is at the next corner.

On the "M" Muni Streetcar, get off at Broad and Plymouth Avenue, and then walk one block south.

From the Balboa Park BART walk one mile west on San Jose, then one block right on Sadowa. Also, there are buses (get off on Sadowa) and the "M" Streetcar (see above) making the route on San Jose.

On the route of bus#54, get off at Sagamore or Broad.



### **ADMISSION and ENROLLMENT POLICIES**

Applicants must complete an application, provide academic records, and meet requirements for English proficiency. An appointment with the Dean can help ensure completion of all requirements.

### **APPLICATION PROCESS – GETTING STARTED!**

An application (available from the school office) should be completed. All AA applicants and probation BBM students must also take an English proficiency exam to determine if skills are adequate for our demanding level of reading and writing. Upon evaluation, additional courses, tutoring and testing may be required. BBM applicants may be referred to City College for testing.

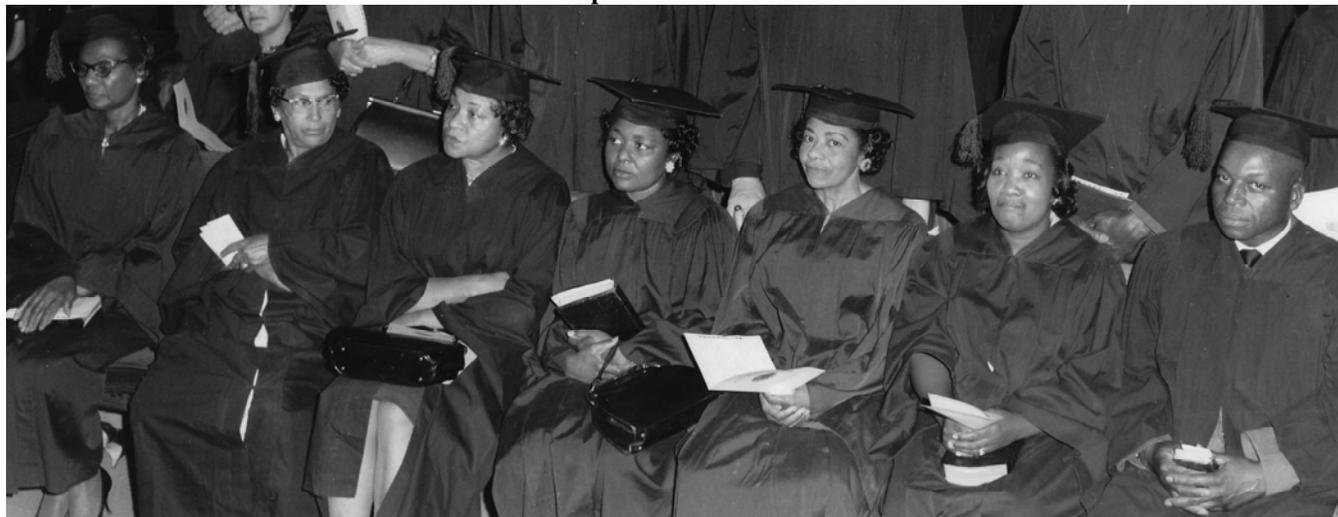
Applicants to the **Associate of Arts** program must furnish proof of a high school diploma or equivalent. If the applicant wishes to have previous college courses considered for transfer credits, official transcripts must be sent to the Dean. College of Theology and Urban Studies offer tutoring assistance for students toward a diploma through the California High School Proficiency Examination.

**Bachelor’s degree** applicants must have official transcripts sent to the Dean, along with copies of at least two major college papers. If the applicant does not have an AA and is not currently enrolled in an AA program, student must furnish proof of a high school diploma or equivalent. Students at CTUS are “on probation” until an AA is completed. The required AA degree must have included the following: 12 units of English, including reading and composition; 3 units of psychology; 3 units of ethnic studies; 3 units of public speaking; 3 units of history; 3 units of political science. It is recommended that entering

students have additional units in English, sociology, public speaking, ethnic studies and logic / reasoning skills

ESL Students will be sent to SFCC for testing. A TOEFL paper based score of 500 or a computer based score of 173 is required for admission. Test scores must be submitted at time of enrollment and become a part of the students records

#### **Fellowship Graduates of the 1950's**



### **PROGRAM ADVISING – SET YOUR GOAL!**

The Dean of College of Theology and Urban Studies is available for program advising, which helps students determine course selections and the major area of study that will best meet their goals. Making an appointment to meet with the Dean is encouraged as soon as possible.

### **REGISTRATION INFORMATION**

Students can register for classes during the last week of the previous term. Early registration is encouraged to allow time for advising and the purchase of textbooks. The schedules of courses offered each semester may be obtained from the school.

Tuition and fees are due at the time of registering. Classes may be added (for credit) or dropped (without impact on the student's transcript) within the first two weeks of class only. All changes must be made in writing to the Dean's office.

### **CHANGE OF DEGREE OBJECTIVE OR MAJOR**

Students wishing to change their degree objective must obtain approval from the Dean.

### **CONTINUING EDUCATION OR AUDIT**

#### **When a degree is not needed**

College of Theology and Urban Studies welcomes students who are in advanced studies but do not wish to enter a college degree program. Students in this "Discipleship Program" can take any classes, and

can participate to the extent they desire. Students can choose between audit, with no requirements other than 80% attendance if the student wishes to have a transcript record the audited course, or continuing education, for which the students must demonstrate a basic understanding of the material. Students should clarify expectations with each professor during the first class period. (One CEU is awarded for every 10 hours the class is in session.)

### **NOTICE OF NON-DISCRIMINATORY POLICY**

The College of Theology and Urban Studies admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school – administered programs.

## **EXPENSES**

### **Tuition and Fee Schedule**

Application:		\$ 10.00	
Terms. Registered:		\$ 35.00	Fall/Spring
		\$ 15.00	Winter/Summer
Tuition:	College annual –	\$ 250.00	
	College per unit -	\$ 20.00	
	Audit/CEU annual -	\$ 150.00	
	Audit/CEU per unit -	\$ 50.00	
Books approximately	\$100.00 per term		*the cost of books will vary per term and per class.
Library Fee -	\$10 per term	Late Registration Fee -	\$10
Late Payment Fee -	\$10	Returned Check Fee -	\$25
Transcript Fee -	\$5	Matriculation Fee -	\$50

### **Explanation of Fees:**

**Application Fee:** All new students must pay this nonrefundable fee at the time application or first enrollment.

**Registration Fee:** This nonrefundable fee must be paid at registration time each term (Exception: see “Three day” policy, below.)

**Annual Fee:** Paid once each year to cover unlimited enrollment for four successive terms.

One half must be paid prior to class attendance. Remainder must be paid within 60 days.

**Library Fee:** Due each term from all students to defray costs of maintaining library circulation.

**Late Registration Fee:** Paid by all students registering later than the first class period.

**Late Payment Fee:** Charged to a student's account whenever a monthly installment payment is not made on time.

**Returned Check Charge:** Charged to a student's account when a bank refuses a check.

**Transcript Fee:** CTUS will issue one transcript free of charge. Students must pay for any additional transcripts. Transcripts will not be sent until all financial obligations to the school have been finalized.

**English Proficiency Exam Fee:** Paid prior to taking any required English Proficiency exams.

**Matriculation Fee:** Paid by graduating students. Covers cost of program, printing, and diplomas.

**Books:** Paid to "CTUS Bookstore" to buy textbooks. Refunded only if a class is cancelled and books are returned without any marks and "like new."

### **Refund Policies**

A student/applicant cancellation becomes effective when a written notice is delivered or when postmarked.

A student may obtain a refund of charges paid through attendance at the 1<sup>st</sup> class session or the 7<sup>th</sup> day after enrollment, whichever is later.

A refund of all monies paid, including registration, instructional materials and course fees will be reimbursed provided that no class have been attended or lessons completed and that instructional materials are free of markings.

After 1st day of class & 7 days after enrollment, registration fees and instructional materials are not refundable, and tuition is refunded according to this prorated schedule. **All withdrawals must be in writing.** Refunds are based on the date of the postmark or, if delivered personally, on the date the notice is received at the school office.

- The quotient is the hourly charge for the program (class). Multiply the total hours attended by the hourly charge.
- The refund shall be any amount in excess of the figure derived from step three above that was paid by you the student.

### **English Lab**

There is no tuition charge for English Labs or the English tutors. There may be a charge for materials, as needed.

### **Work Study/Financial Aid**

Students can repay part or all of their tuition by working at the school. (This cannot be applied to registration fees or instructional materials).

Application forms are available in the office. Students are encouraged to apply for financial aid from their churches. Limited financial aid, including scholarships and time payments, are available. Fellowship Bible Institute and College of Theology and Urban Studies do not offer State or Federal

## **Housing**

Fellowship Bible Institute and CTUS only offer “**non-residential**” programs and is not responsible for finding or providing students’ housing.

Financial Aid.

# **ACADEMIC POLICES and PROCEDURES**

In order that students at The College of Theology and Urban Studies receive the most from the time and effort they put into class work, the following guidelines and criteria have been established.

## **Course Schedules**

A complete listing of each term’s courses is mailed to current students and is available in advance from the school office. Degree students should consult with the Dean prior to registration.

(and course work / tutoring) or other diagnostic testing as a condition for continued enrollment.

## **Attendance**

### **Requirements/Tardiness/Students Responsibility**

During each term a student is permitted to miss a maximum of 20% of classes. Credit for class cannot be awarded if more classes are missed. Consult with the Dean if there are exceptional circumstances. Tardiness is discouraged. In cases when it cannot be avoided, it is helpful to let the instructor know ahead of time. If a student is over 15 minutes late, the professor may record a one-half absence for that period. The student is personally responsible to meet assignments and to obtain information and instructions that were missed because of absence or tardiness.

## **Withdrawals/Conversion to Audit**

Students needing to withdraw from The College of Theology and Urban Studies are asked to confer with the Dean and must put their request in writing. A withdrawal during the first half will be recorded as a “W.” Later withdrawals will indicate “WP” or “WF.” Students having difficulties should consider switching to “audit.” This change must be made in writing at any time prior to the last class period. However, tuition charges cannot be changed after the second week of class.

## **Writing Skills/Academic Diagnostic Testing**

College work requires the development of effective writing skills. All AA and probation BBM students must take the English Proficiency exam and complete follow-up courses and tutoring as assigned. Because many classes have demanding requirements for paper and reports, the development of these skills must be given priority. The school reserves the right to require additional English proficiency testing

## **Incomplete Courses**

If a student foresees difficulties in completing course requirements according to the regular schedule, a written request for an “Incomplete” must be given to the professor. If approved, the professor is to notify the registrar. The student has a maximum of 60 days to complete the course or an “F” (or “no credit”) will be given. In extreme emergencies, additional time can be allotted. A student must meet within 30 days of the final to check progress with the professors.

## **Continuing Education Program**

The College of Theology and Urban Studies offers continuing education units (CEUs). Students attend regular classes and meet the professor’s requirements for gaining “a basic grasp of the materials.” Students receive either “Credit” or “No credit;” letter grades are not assigned. Once a student registers in a course under the CACS program, those units cannot be transferred into a degree program and wishes to

withdraw from that program, units can be transferred into the CACS program.

### **Auditing Classes / “Discipleship Program”**

Students re invited to audit classes. This will allow the student to participate without receiving a grade for the class. If a student begins s a “credit” student, a change to “audit” can be made by notifying the professor to the last class. However, a tuition rebate is available only during the first two weeks of the term. The student’s transcript will record “audit” if the student attends at least 80% of the class

### **Tape Recording in Class**

Tape recording in classes is permitted for the personal use of the student only. Tapes are not

### **Student Status**

Students will be registered as “OK” if admission is completed and student is progressing satisfactorily. The status is “probation” if the student has not met all admission standards or if gpa is 1.6 or below. Student status is “inactive” if the student has attended no courses for eight semesters.

### **Transfer of Credits**

An Associate of Arts student may transfer up to 40% of the college credits necessary for graduation. A Bachelor of Bible and Ministry student can transfer up to 40% of their upper division requirements. College of Theology and Urban Studies reserves the right to evaluate and determine if any credits are transferable.

Please see the transfer of units policy in the appendix of the catalogue.

Transcripts will be made available to any institution upon written request of the student. After the first transcript a \$10.00 fee will be required.

### **Credit for Life Learning Experiences**

Limited credits can be awarded for church, community and job-related experience. A

to be made available to those not enrolled in the class.

### **Minimum Enrollment/Class Cancellation**

A minimum enrollment will be established and published for each class. If no notice is made, the minimum is (5). If this minimum is not present for the first class, the class may be cancelled. Students enrolled in courses, which are cancelled may: (1) transfer to another course with the Dean’s approval; (2) arrange with a faculty member to do an independent study or tutorial in the subject, or (3) request a refund.

Unused tuition and fees paid for a cancelled course are refunded in full. Materials can be returned if they are unmarked and in new condition.

### **Graduation Requirements**

During the year prior to graduation students need to file required forms and meet with the Dean to confirm that all necessary course work has been or will be completed. Please see requirements for each program of study.

### **Grading System**

The grading system for evaluating the students work is as follows.

A	Excellent	Cr	Credit
B	Very Good	NC	No credit
C	Satisfactory	W	Withdrew
D	Passable	WP	Withdrew passing
F	Fail	WF	Withdrew failing
AUD	Audit	I	Incomplete
CE	Continuing Education Credit		

Any student who receives a “D” or “F” in a class for which payments have been completed, may take the class again with a partial tuition waiver. (The waiver will be 75% of the actual tuition applied to the class, based on whether the student pays the the annual tuition or a per credit tuition.)

### **Leave of Absence**

Student s that must interrupt their enrollment should file a petition for leave of absence before

portfolio must be prepared, including written job descriptions, work reports, and other documentation. Units can be awarded as part of admission requirements or as part of graduation requirements.

Please see the Credit for learning experiences in the appendix of the catalogue

### **Honors**

Any student who has a 3.25 gpa for a semester will be on the Dean's List for that semester. At commencement, graduating students will receive special honors based on their gpa's: *Cum Laude* for 3.25, *Magna cum laude* for 3.5, *summa cum laude* for 3.8. These graduating honors are restricted to the Bachelor program for students completing the last 40 units at the College of Theology and Urban Studies.

### **Internet Chat Rooms**

Students are encouraged to develop internet chat rooms using available technologies to interact with students around the globe discussing the same topics they are learning in class.

### **Professor interaction**

Students are strongly encouraged to interact with professors outside of class. This may be done in small group interactions, field trips, and casual question and answer sessions.

leaving the school. This form will allow students to maintain their existing graduation program. Failure to complete the form may result in the student having to meet all graduation requirements in the catalogue which is currently in use at the time of their re enrollment. A leave of absence is good for a maximum of one year. Students who withdraw from the institute for more than one academic year or more may be required to update their admission requirements.

### **Student Interaction**

In addition to the services mentioned in the next section of this catalogue. Fellowship Bible Institute and College of Theology and Urban Studies strongly encourages its students to take part in the following activities designed to assist students with the learning process.

### **Study Groups**

Most of study groups are student lead and directed. A professor can assign a student to a study group within the confines of his or her class.

### **Integrated Learning or Group Projects**

Students are encouraged to seek out other students to work in integrated teams to develop projects across class lines or within a given class.

## **FACILITIES, SERVICES & COMMUNITY LIFE**

The facilities of College of Theology and Urban Studies are located at 200 Plymouth Avenue in San Francisco. Administrative offices, classrooms, and a large multi-purpose room and library are located there. All classes are taught at this location.

### **Library / Bookstore**

The College of Theology and Urban Studies library contains numerous volumes, reference works, texts and magazines necessary for

organizations provide numerous opportunities for exploring issues of urban church life. C'TUS also provides on-site church seminars for teacher training, leadership development, and general support of congregational life and mission.

### **Church**

The local church is the center of God's redemptive activity in the urban community. Students are encouraged to be active in a church and to work alongside the pastor and other church leaders. It is

course work at the college. Students are also encouraged to make use of Internet resources.

### Records

It is the policy of Fellowship Bible institute and College of Theology and Urban Studies that all records are maintained at 200 Plymouth Ave. San Francisco, California. Records are not allowed to be removed from the premises. The institution maintains current records for five years and all transcript records for a period of fifty years.

### Conferences, Symposiums, and Seminars

An annual "Spiritual Life" Conference is held at Mount Hermon Retreat Center each November. CTUS symposiums, co-sponsored by local churches and other community based organizations

possible to arrange credit courses at churches or in connection with denominational

### Directed Study Abroad

Special programs offer students the chance to study in the land of the Bible. These trips provide an excellent opportunity for the scriptures to come alive in a student's life. Mission programs in the Caribbean, Africa, Latin America, and Brazil are also available.

### Dean's Council

Chaired by the Dean, this Council includes leading pastors who represent various denominations and constituencies who advise the Dean on academic and policy decisions.

## REQUIREMENTS FOR DEGREE PROGRAMS

### Associate of Arts in Biblical Studies

The Associate of Arts Degree in Biblical Studies is a 4 to 5 year program which requires 64-68 semester credits for graduation. Core requirements total about 40 credits. Courses in the student's major and electives will bring the total up to 64-68 credits.

#### Core Requirements

<b>General Education</b>	<b>16-18 units</b>
GE 100 Biblical and Theological foundations of Urban Ministry	3
GE- 101 English I	3
GE-102 Public Speaking	3
GE-103 Reading and Study Skills	3
GE- 105 English II	3
GE- 201 English Composition	3

Note: All incoming students will take an English Proficiency' exam. Placement in English labs and classes will be determined by test results. Personal tutors are provided by the school at no charge. Students may be directed to City College of San Francisco for these classes.

<b>Bible</b>	<b>11-12 units</b>
BL-103 Old Testament Introduction	3
BL-305 Biblical Hermeneutics	3
BL-351 New Testament Introduction I	3

<b>Theology/ Church History</b>	<b>2-6 units</b>
TH-212 Theology I (Kingdom of God)	3
TH-343 African American Church History	3

<b>Ministry/ Education</b>	<b>6 units</b>
EMM-101 The Church and Its Mission	3
CEF-205 Creative Teaching	3
<b>(for total of 39)</b>	

#### Requirements for Majors

<b>General Bible Major</b>	
A concentration on biblical and theological courses	
BL 2 Old Testament electives	6
BL 2 New Testament electives	6
BL 2 Gospel elective	6
BL 2 Bible electives	6
TH-213 Theology II (Systematic Theology)	3
<b>(for total of 66)</b>	

units. The student's major and electives complete the total.

### Lay Leadership Major

This course of study is designed to equip students to be effective in the ministries of urban the church. This is an excellent opportunity for Presidents of Auxiliaries, Deacons, Trustees, etc.

CEF-210	Introduction to Counseling	3
EMM-201	Leadership and Management	3
CEF	CEF elective	3
EMM	EMM elective	3
BL-	Old Testament elective	3
BL-	New Testament elective	3
EMM-330	Developing Leadership Strategies	3
BL-	Bible Elective	3

(for total of 63)

### Youth Ministry Major

This major focuses on the skills needed to most effectively encourage, support, and nurture adolescents toward spiritual maturity.

CEF-203	Urban Youth Ministry	3
TH-335	Theology of the youth ministry	3
CEF-208	Teaching the Bible	3
CEF-210	Introduction to Counseling	3
CEF-214	Communicating the Gospel to Youth	3
EMM-203	Adolescent Culture and World view	3
CEF-325	Youth Ministry and camping	3
BL-	Bible Electives	3

(for total of 63)

### Christian Education, Formation and Discipleship major

Ideal for Department Superintendents, Sunday School teachers, or anyone involved in the Christian Education program of their local church or denominational congresses and seminars.

CEF-202	Introduction to Discipling	3
CEF-203	Urban Youth Ministry OR	
EMM-203	Adolescent Culture and World view	3
CEF-204	Education Ministry of the Church	3
CEF-208	Teaching the Bible	3
CEF-204	Educational Ministry of the Church	3
CEF-211	Understanding Human Development	3
CEF-412	Developing Christian Education Strategies	3
EMM-201	Leadership and Management	3
BL-	Bible Elective	3

(for total of 66)

### Bachelor of Arts in Bible & Ministry

The Bachelor of Arts in Bible and Ministry built upon a student's Associate of Arts degree (or equivalent), is a 120 plus semester unit program. Core requirements total 39

### Core Requirements:

#### Bible 13-18 units

GE 100	Biblical and Theological foundations of Urban Ministry	3
BL-303	Old Testament Literature and Theology	3
BL-305	Biblical Hermeneutics	3
BL 351	New Testament Introduction I	3
BL-352	New Testament Introduction II	3
BL-	NT Elective	3
BL-	OT Elective	3

#### Theology/Church History 10-12 units

TH-333	The Urban Church and Social Ethics	3
TH-431	Practical Theology I	3
TH-432	Practical Theology II	3
TH-	Church History Elective	3

#### Ministry 5-6 units

EMM-301	Urban Church Theology and Mission	3
EMM	Elective	3

(for total of 39)

### Requirements for Majors:

#### Pastoral ministry

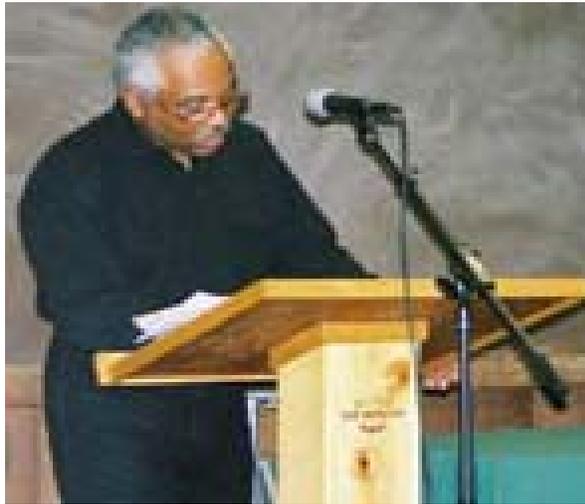
EMM-110	Biblical Integrity in Leadership	3
EMM-205	Preaching and Sermon Development	3
EMM-210	Homiletics	3
EMM 302	Pastoral Theology and Practice	3
EMM-308	Pastoral Counseling and Sp. Dir.	3
EMM 410	Church Leadership and Management.	3
EMM 411	Strategic Planning	3
EMM 415	Pastoral Administration OR	
EMM-425	Concepts of Worship	3
TH-334	Theology of the Laity and Women	3
TH	One 200 series elective	3
BL-	1 NT Elective	3
BL	1 OT Elective	3

(for total of 75)

#### Church Leadership and Management

EMM 308	Pastoral counseling and Sp Dev.	3
EMM 410	Church Leadership and Management	3
EMM 411	Church Strategic Planning	3
EMM 412	Managing Church Finances	3
EMM 413	Church Personnel Management	3
TH-334	Theology of the Laity	3
BL	2NT Elective	6
BL-	2OT Elective	6
Electives	2 Leadership electives	6

(for total of 75)



(for total of 75)

**Youth Ministry emphasis**

CEF-303	Urban Disciple Making	3
CEF-203	Ministry to Urban Youth	3
CEF 306 & 307	Youth Leadership I & II	6
CEF-313	Teaching Leadership Skills to Y.P.	3
CEF-214	Communicating the Gospel to Youth	3
CEF 325	Youth ministry and camping	3
CEF 326	Youth Ministry Skills Clinic	3
EMM-203	Adolescent Culture and World view	3
TH 210	Apologetics Or TH 221, 225	3
TH-325	Theology of the Youth Ministry	3
BL	One Bible Elective	3

(for total of 75)

**Church Education and Christian Formation**

CEF-204	Christian Education in the Urban Church	3
CEF-302	Spirituality, Family and Vocation	3
CEF-312	Christian Formation in Small Groups	3
CEF-313	Creative Teaching	3
CEF-331	Dev Psych and Christian Formation	3
CEF-401	Evaluating Christian Education systems	3
CEF-410	Discipleship and Spiritual Formation	3
CEF-412	Developing Christian Education strategies	3
EMM-410	Church Leadership and Management	3
TH-334	Theology of the Laity	3
BL	One Bible elective	3
CEF	One Christian Education electives	3

**Church/community Development**

EMM-104	Changing Character of Leadership	3
EMM-208	Ethnic and Urban Studies	3
EMM-410	Church Leadership and Management	3
EMM-411	Church Strategic Planning	3
EMM-430	Urban Research Methods	3
EMM-431	Community Organizing	3
TH-334	Theology of the Laity	3
TH-210	Apologetics Or TH 221, 225	3
BL-	2 NT Elective	6
BL	2 OT Elective	6

(for total of 75)

**Certificate in Advanced Christian Studies**

The Certificate in Advanced Christian Studies program grants continuing education units (CEU's), which are accumulated toward certificates. Each CACS requires 6 classes with a minimum of 12 CEU's. Students attend regular college classes. The following certificates serve as examples: certificates are actually custom designed for each student. Denominations and churches are welcome to work with CTUS to design special programs for assistant ministers and other church leaders.

**Biblical Studies**

BL-303	Old Testament Literature and Theology
BL-305	Biblical Hermeneutics
BL-351	New Testament Introduction I
BL-352	New Testament Introduction II
BL	NT Elective
BL	OT Elective

**Urban Church Ministry**

EMM-301	Urban Church Theology and Mission
TH-333	Urban Church and Social Ethics
EMM-202	Urban Evangelism
EMM-330	Developing leadership strategies
EMM-410	Leadership and Management
EMM-431	Community Organizing

**Christian Education**

CEF-303	Urban Disciple Making
CEF-312	Christian Formation in Small Groups
CEF-331	Developmental Psych and Christian Form
CEF-204	Christian Ed and the Urban Church
CEF-205	Creative Teaching
CEF-412	Developing Christian Education strategies

**Pastoral Ministry**

EMM-301	Urban Church Theology and Mission
EMM-411	Strategic Planning for churches and organ
EMM-302	Pastoral Theology and Practice
EMM-415	Pastoral Administration
EMM-308	Pastoral Counseling and Sp Direction
EMM-210	Homiletics

**COURSE DESCRIPTIONS**

## GENERAL EDUCATION

**GE 100** Temporary and specifically designed courses in General Education

**GE 100 BIBLICAL AND THEOLOGICAL FOUNDATIONS OF URBAN MINISTRY** (3) A study and survey the biblical foundations of urban ministry

**GE 101 ENGLISH 1** (3) This course is designed for students who need to improve their reading and writing competencies in order to succeed in other college courses.

**GE 102 PUBLIC SPEAKING** (3) Instruction in the preparation and delivery of speeches and the development of poise and confidence in speaking. This course introduces the student to principles and skills of public address and explores the theory and use of other communications media.

**GE 103 READING AND STUDY SKILLS** (3) A workshop designed to help students understand and remember what they read while increasing speed. It covers topics such as time management, test taking, and note taking.

**GE 105 ENGLISH II** (3) This course will further assist students to develop reading, writing and literary skills, through close reading and interpretative writing.

**GE 201 ENGLISH COMPOSITION** (3) A study in critical reading, study habits, grammar review, the principals of clear and effective writing and methods in research and library use.

## BIBLE

**BL 100** Temporary and specifically designed courses in Bible

**BL 101 UNDERSTANDING THE BIBLE** (3) A study of biblical hermeneutics and an investigation of various methods of studying and interpreting the Bible. Inductive methods, word studies, character studies and the use of various tools will be explored.

**BL 103 OLD TESTAMENT SURVEY** (3) A survey of the Old Testament and it's teachings,

**BL 104 NEW TESTAMENT SURVEY** (3) A survey of the New Testament and it's teachings,

**BL 106 INTERPRETING BIBLICAL PROPHECY** (3) A study of the methods and meanings of biblical prophecy and their possible applications for today.

**BL 110 THE LIFE OF CHRIST** (3) A study in the life of Christ and his teachings from birth to ascension.

**BL-204 GENESIS** (3) The book of beginnings is opened and its major themes of faith and patriarch life are explored.

**BL 206 PSALMS** (3) A review of the poetic books in Psalms highlighting the experience of the righteous, the wicked, worship and prophecies of Christ.

**BL 211 ISAIAH** (3) A study on the book of Isaiah its history, messianic promises and the prophecy's of the book.

**BL 212 JEREMIAH** (3) A study of this autobiographical prophets and his major themes, prophecy's and their applications in the world today.

**BL 213 AMOS** (3) The social justice issues of this book are explored and how they are practically applied to society today.

**BL 208 HOSEA, JOEL** (3) An in-depth study of these two Old Testament prophets and their message of hope for today.

**BL 221 GOSPEL OF MATTHEW** (3) An in-depth analysis of Matthew's gospel including a study of his audience, purposes and theology; the Sermon on the Mount will receive emphasis.

**BL 222 GOSPEL OF MARK** (3) - An in-depth study of Mark's gospel including analysis of his audience, purposes and theology; this will be a verse-by-verse study.

**BL 223 GOSPEL OF LUKE** (3) - An in-depth analysis of Luke's gospel including analysis of his audience, purposes and theology; the parables will receive emphasis.

**BL 224 GOSPEL OF JOHN** (3) A study of the fourth gospel highlighting major themes, and the distinctive elements of John's message.

**BL 225 ACTS** (3) A study of the Apostolic Age emphasizing the establishment of the Church, the theological character and the development of missions

**BL 231 EPHESIANS** (3) A study on teachings and themes of this letter and their application to today's world

**BL 232 PHILIPPIANS** (3) A study on teachings and themes of this letter and their application to today's world

**BL 233 COLOSSIANS** (3) A study on teachings and themes of this letter and their application to today's world

**BL 234 I & II Corinthians** (3) A detailed analysis & exegesis of the teachings of Corinthians with specific emphasis on the developing themes throughout the entire books.

**BL 235 I & II THESSALONIANS** (3) A detailed analysis & exegesis of Thessalonians with specific emphasis on the developing themes found in both books.

**BL 236 JAMES** (3) A study of the history, context, message and themes of this epistle.

**BL 303 OLD TESTAMENT LITERATURE AND THEOLOGY** (3) A historical and thematic study of the Old Testament analyzing literary styles and theology.

**BL 305 BIBLICAL HERMENEUTICS** (3) The study of biblical interpretation and the way's in which a reader's context influences interpretation.

**BL 310 PENTATEUCH** (3) A survey of the first five books of the Bible, the events and themes found there in.

**BL 315 HISTORICAL BOOKS** (3) A survey of the books of Joshua thru Esther and the history of the nation of Israel.

**BL 320 NEHEMAIH AND EZRA** (3) An in-depth study of these two books and the rebuilding of Israel with emphasis on the leadership principle found in each volume.

**BL 330 WISDOM LITERATURE** (3) An analysis of the wisdom literature of the Old Testament.

**BL 334 PROVERBS AND ECCLESIASTES** (3) An in-depth study of these two wonderful wisdom books and applications for today's world.

**BL 340 MAJOR PROPHETS** (3) A study of the major messages of Isaiah, Jeremiah, Ezekiel and applicable lessons for today's world.

**BL 345 MINOR PROPHETS** (3) An analysis of the historical, social and political messages of the minor prophet's their message for today's world.

**BL 347 DANIEL** (3) A study of the prophecies, themes and history of this major prophet.

**BL 351 NEW TESTAMENT LITERATURE I** (3) Part one of a survey of New Testament letters how they are written, major themes, history, and theological concerns.

**BL 352 NEW TESTAMENT LITERATURE II** (3) Part two of a survey of New Testament letters how they are written, major themes, history, and theological concerns.

**BL 360 LIFE AND TEACHINGS OF PAUL** (3) A study of the training, conversion and ministry of Paul. Emphasis will be placed upon his message, method and conduct.

**BL 362 ROMANS** (3) An in-depth study of the theological concepts, themes, and doctrines of the church in this epistle.

**BL 363 GALATIANS** (3) An in-depth study of the theological concepts, themes, and issues of Paul embodied in the epistle.

**BL 365 PRISON EPISTLES** (3) A study of the books of Colossians, Ephesians, and Philippians & Philemon. The message and meaning of each book is studied in light of its historical situation and contemporary implications.

**BL 366 I & II TIMOTHY AND TITUS** (3) An investigation of the Christian life as it applies to relationships inside and outside the church.

**BL 367 PASTORAL EPISTLES** (3) A careful study of the epistles of I & II Timothy and Titus with emphasis on Paul's instruction concerning the work of the ministry and the government of the Church.

**BL 370 GENERAL EPISTLES** (3) An intensive study of Peter, James & Jude emphasizing the historical background, theological development and contemporary application of each epistle.

**BL 371 EPISTLES OF PETER & JUDE** (3) A study of the Christian life, purpose, and duty in an apostate age.

**BL 372 HEBREWS** (3) A systematic study of this epistle with special attention given to its theology and its use of the OLD TESTAMENT.

**BL 373 EPISTLES OF JOHN** (3) A review of I, II, and III John and its special message for today's world

**BL 376 REVELATION** (3) An analysis of the context, literary style, purpose and theology of Revelation; the various schools of interpretation will be explored.

*Study* to shew thyself  
approved unto God, a workman  
THAT NEEDETH NOT TO BE ASHAMED,  
rightly dividing the word of truth.  
2 Timothy 3:15

[www.papercraftmemories.com](http://www.papercraftmemories.com)

<sup>16</sup> All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, <sup>17</sup> so that the man of God may be thoroughly equipped for every good work.



2 Timothy 3:16-17 niv

**BL 381 BIBLICAL HEBREW (3)** A basic understanding of this Old Testament language.

**BL 382 BIBLICAL GREEK (3)** A basic understanding of this New Testament language.

## THEOLOGY

**TH 100** Temporary and specifically designed courses in Theology.

**TH 103 FOUNDATIONS OF CHRISTIAN DOCTRINE (3)** An introductory overview of basic Christian beliefs and doctrines.

**TH 104 BASIC THEOLOGY AND DOCTRINE (3)** Bible teachings about God, Christ, and the Holy Spirit, written in non-technical language, creation, salvation, the church, angels, inspiration of scripture and last things.

**TH 133 CHURCH AND SOCIETY (3)** A study in the relationship between the church and its environment including church state issues and other social ethics; introduction to ethical decision-making and interpreting one's faith with one's career.

**TH 212 THEOLOGY I (3)** A study of theological methodology and a systematic overview of God, Trinity,

Creation, Revelation, Christ, Holy Spirit and Inspiration.

**TH 213 THEOLOGY II (3)** A systematic overview of Anthropology, Church, Salvation, Sin and Revelation.

**TH 220 APOLOGETICS (3)** A course on the classical defenses of the faith and how to answer critics.

**TH 221 CHRISTIAN THEOLOGY AND CONTEMPORARY FILM (3)** Finding the gospel and theology in current film and dialogue.

**TH 225 CHRIST AND CULTURE (3)** A study on how to find Christ and the gospel in past and present cultures, using each cultural venue.

**TH 333 URBAN CHURCH AND SOCIAL ETHICS (3)** A study in the relationship between the church and its environment and how the church should address the social ethics and needs of its community.

**TH 334 THEOLOGY OF THE LAITY AND WOMEN (3)** A biblical and theological study on the role the laity and women in each facet ministry. Students will be asked to develop their own biblically based theology of the laity and women in ministry.

**TH-335 THEOLOGY OF YOUTH MINISTRY (3)** The development of the reasons of how and why one ministers to young people. Students will be asked to develop their personal theology of youth ministry.

**TH 431 PRACTICAL THEOLOGY I (3)** Part one of a course looking at the practical applications of theological concepts in the world around us.

**TH 423 PRACTICAL THEOLOGY II (3)** Part one of a course looking at the practical applications of theological concepts in the world around us.

**TH 341 CHURCH HISTORY I (3)** A study of the history and expansion of the church from the second century through the Reformation

**TH 342 CHURCH HISTORY II (3)** A study of modern church history including a focus on the Hispanic, Asian, Black and other ethnic churches in the US.

**TH 343 AFRICAN AMERICAN CHURCH HISTORY (3)** A study of the history and foundation of the African American church and denominations

**TH 432 HISTORICAL AND CHRISTIAN THEOLOGY (3)** A systematic historical study of God, the trinity, creation, revelation, the Church, Salvation and Eschatology

**TH-433 ETHNOTHEOLOGY (3)** A study of non-

European theologies, focusing on Liberation Theology, Black Theology, and theologies from Asia and Latin America.

**TH 434 BLACK THEOLOGY (3)** A systematic study to African American and liberation theologies, studying the writing of the sixties and seventies and comparing them to the contextual issues of today's society.

## **CHRISTIAN EDUCATION AND FORMATION**

**CEF 100** Temporary and specifically designed courses in Christian Education or Formation.

**CEF 202 INTRODUCTION TO DISCIPLE-BUILDING (3)** An introductory course in developing a basic philosophy of Christian Education through the practice of personal and corporate discipling, including a study in the processes and goals of Christian formation.

**CEF 203 MINISTRY TO URBAN YOUTH (3)** A study of needs, goals and methods for ministering to teenagers in the church; educational programs, social activities, camping, conferences, literature and media will be explored.

**CEF-204 EDUCATIONAL MINISTRY OF THE CHURCH (3)** A study of the educational ministry of the church, including philosophy, goals, leadership, and management the focus will be on children and adults.

**CEF-205 CREATIVE TEACHING (3)** Study on the principles, skills and methods used in teaching, and the development of creative ways to teach use of small groups, case study method, media and other tools will be explored.

**CEF-206 MARRIAGE AND FAMILY (3)** A study of the history, purpose and problems of the urban family. Special attention is given to social conditions impairing urban family life and the theological base for developing ministry to address these needs through the Church.

**CEF-207 FOUNDATIONS OF SPIRITUAL FORMATION (3)** A study/workshop on the Christian disciplines, which God uses to provide his grace — prayer, meditation, fasting, journaling guides, friendships and Bible reading.

**CEF-208 TEACHING THE BIBLE (3)** How to communicate biblical truths and apply them to life situations. The text presents the know-how" of lesson preparation and spiritually dynamic presentation, including the use of audiovisuals and media.

**CEF-210 INTRODUCTION TO COUNSELING (3)** A

study of the basic principles of counseling.

**CEF-211 UNDERSTANDING HUMAN DEVELOPMENT (3)** A study of the human life cycle and an analysis of physical emotional, social, spiritual and moral dynamics of each stage of life with a discussion of the implications for Church ministry.

**CEF 214 COMMUNICATING THE GOSPEL TO YOUTH (3)** A study on the unique needs of young people and ways to speak the gospel into their culture.



**Dr. Stanley E. Long, Former President**

**CEF 303 URBAN DISCIPLE MAKING (3)** Principles and issues faced in developing discipleship programs for urban dwellers.

**CEF 304 SPIRITUAL GIFTS WORKSHOP (3)** A seminar which uses Bible study, personal inventories and projects to gain insights into spiritual gifts and their use in the church and ministry

**CEF 306 YOUTH LEADERSHIP I (3)** Part one of practical applications for youth ministry. Course consist of an on site practical internship, readings and reporting.

**CEF 307 YOUTH LEADERSHIP II (3)** Part two of practical applications for youth ministry. Course consist of an on site practical internship, readings and reporting

**CEF 312 CHRISTIAN FORMATION IN SMALL GROUPS (3)** Principles, dynamics and problems for building Christian faithfulness in small group settings.

**CEF 313 TEACHING "AT-RISK" YOUNG PEOPLE LEADERSHIP SKILLS (3)** Techniques and methods on how to minister to Young people holistically, helping them to become transformational servant leaders. The course is partially a practicum course.

**CEF 314 MINISTRY FOR CHILDREN AND EARLY ADOLESCENTS** (3) Biblical and educational perspectives for foundational years, including issuers of self esteem, character development, and socialization.

**CEF 315 MINISTRY FOR FAMILY AND ADULTS** (3) Biblical and educational perspectives for enabling the Christian formation of adults, strengthening families and developing ministries for them.

**CEF 321 DEVELOPMENTAL PSYCH AND CHRISTIAN FAMILY** (3) A course developed to assist with understanding the psychological development of them family and the influences upon it.

**CEF 322 YOUTH COUNSELING AND GUIDANCE** (3) Basic principles on counseling for speaking to issues surrounding young people, as well as how to counsel incarcerated young people.

**CEF 325 YOUTH MINISTRY AND CAMPING** (3) Developing a youth camping ministry. Part of the course is a practicum requiring attendance at a camp.

**CEF 326 YOUTH MINISTRY SKILLS CLINIC** (3) Developing the skills and tools necessary to work with middle and high school students in youth ministry.

**CEF 331 DEV PSYCHOLOGY AND CHRISTIAN FORMATION** (3) A study of the human life cycle. An analysis of the physical, emotional, social and spiritual dynamics of each stage of life.

**CEF 332 MARRIAGE AND FAMILY COUNSELING** (3) Basic principles and skills for lay and clergy counseling and the development of resources for helping couples in crisis.

**CEF 333 CRISIS COUNSELING** (3) Principles and skills for intervention, creating support systems, problem solving as they relate to crisis situations.

**CEF 335 COUNSELING INTERNSHIP** (3) An internship for counseling students lasting a minimum of one semester

**CEF 401 EVALUATING CHRISTIAN EDUCATION SYSTEMS** (3) How to have a better Christian education programs by assessing purpose, goals, values, organization and outcomes

**CEF 410 DISCIPLESHIP AND SPIRITUAL FORMATION** (3) A study of how Jesus modeled, taught and sent the disciples and how we can use the same strategies to develop committed disciples.

**CEF 412 DEVELOPING CHRISTIAN EDUCATION STRATEGIES** (3) A helpful study for training leadership in the total church program, while developing a clear strategy for developing Christian education ministries in the local church.

## **EVANGELISM, MISSIONS AND MINISTRY**

**EMM 100** Temporary and specifically designed courses in Evangelism, Missions or Ministry.

**EMM 101 THE CHURCH AND ITS MISSION** (3) A study of the role of the local church including theological foundations and practical implications; the focus will be on the urban church and its multi-cultural environment.

**EMM 102 INTRODUCTION WORLD MISSION** (3) A study of the theology of missions, the history, principles, responsibilities and opportunities for missions today, with special attention to the Third World.

**EMM 103 LEADERSHIP AND DIRECTION** (3) Examining the roles of leadership and developing and establishing biblical models for leadership and dealing with the issues of power in today's society

**EMM 104 THE CHANGING CONTEXT OF LEADERSHIP** (3) Examining urbanization, its issues and Examining urbanization, globalization, multiculturalism and their impact on giving leadership and direction in a changing world

**EMM 105 EVANGELISM AND OUTREACH INTO THE COMMUNITY** (3) Developing skills, plans and strategies for identifying the needs of a community and how to evangelize the same. Some time will be given to the history of evangelical efforts their success and failures.

**EMM 109 LEADER SKILLS DEVELOPMENT** (3) A study of leadership skills with a look at biblical leaders and principles, while surveying leadership styles and developing one's own leadership skill and abilities.

**EMM 110 BIBLICAL INTEGRITY IN LEADERSHIP** (3) Ensuring the personal health of the leader, building character, self-care, spiritual vitality, healthy relationships, ministry identity and issues of

integrity in leadership.

**EMM 201 LEADERSHIP AND MANAGEMENT (3)**

A study in the process of goal setting, planning, evaluating, includes how to supervise staff and volunteers in church ministries (recruiting, motivating, and supervising).

**EMM 202 URBAN EVANGELISM (3)** A study of evangelism in the city, including the role of Christians in bringing the Good News to other people and to the Systems that make up urban life (jobs, politics, neighborhood).

**EMM 203 ADOLESCENT CULTURE AND WORLDVIEW (3)** An examination of the adolescent culture, its influences and how it affects young people and their outlooks as well as contemporary methods for ministries of service and evangelism.

**EMM 204 NON-CHRISTIAN RELIGIONS (3)** A study of major world and contemporary religious cults with a focus on comparisons with Christianity and evangelism.

**EMM 205 PREACHING AND SERMON DEVELOPMENT (3)** A study of the theology and practice of preaching; includes skills development with practical instructions concerning the different types of sermons, preparation and delivery; outlines and practice preaching are required.

**EMM 206 PASTORAL MINISTRY (3)** A study in the minister's call, family life, administrative duties, weddings, funerals, sacraments, lay leadership roles, ethics and ordination.

**EMM 208 ETHNIC AND URBAN STUDIES (3)** A basic study of cultures in America, including such issues as cross-cultural relationships, racism, and ethnography in the Bay Area.

**EMM 210 HOMILETICS (3)** Study and skill development of the theology and practice of preaching.

**EMM 301 URBAN CHURCH THEOLOGY AND MISSION (3)** A study of the role of the church and its theological and practical implications of care and outreach to its communities.

**EMM 302 CHURCH & MISSION IN THE THIRD WORLD (3)** The theology of missions, the history principles, responsibilities and opportunities of becoming a world Christian.

**EMM 325 EVANGEL AND GROWTH STRATEGIES FOR YOUTH (3)** The development of techniques to understand and speak to the ever changing world of young people.

**EMM 330 DEVELOPING LEADERSHIP STRATEGIES (3)** How to understand the types of leadership necessary for given task and develop the necessary strategies for helping others develop leadership skills and strategies.

**EMM 302 PASTORAL THEOLOGY AND PRACTICE (3)** An overview of the unique role of the pastor, including biblical priorities, education, ethics and integrity.

**EMM 308 PASTORAL COUNSELING AND SPIRITUAL DIRECTION (3)** Developing the skills of pastoral counseling, spiritual direction and coaching.

**EMM 309 SPIRITUAL DIRECTION (3)** A course on the developing the skills to be a spiritual director.

**EMM 315 INTERPRETING AND PREACHING THE OT (3)** A course designed to further the skill of preaching the Old Testament.

**EMM 316 INTERPRETING AND PREACHING THE NT (3)** A course designed to further the skill of preaching the New Testament.

**EMM 410 LEADERSHIP AND MANAGEMENT FOR CHURCHES AND ORGANIZATIONS (3)** A practical study on developing and giving leadership to and the management to organization and the church.

**EMM 411 STRATEGIC PLANNING FOR CHURCHES AND ORGANIZATIONS (3)** A study on the methods for the development of long and short term resources, decision making, and planning.



**EMM 415 PASTORAL ADMINISTRATION (3)** The pastor as manager, a basic study of the skills of planning organizing and administrative development.

**EMM 425 CONCEPTS OF WORSHIP (3)** A biblical and practical study on the ingredients, forms and styles of worship.

**EMM 426 WORSHIP EVANGELISM (3)** A practical guide for using worship and various worship styles as an evangelical tool.

**EMM 430 URBAN RESEARCH METHODS (3)** Theoretical and practical methods for understanding and area or neighborhood: selecting issues, designing tools, organizing and reporting results.

**EMM 431 COMMUNITY ORGANIZING (3)** Principles and strategies for church based organizing to promote ministries and changes in the community and city.



**EMM 412 MANAGING CHURCH AND ORGANIZATIONAL FINANCES (3)** A practical overview of the management of an organization finances and legal ramification, budgeting, and stewardship.

**EMM 413 CHURCH PERSONNEL MANAGEMENT (3)** A practical and biblical study of the church as employer, subjects will include legal issues, job descriptions, evaluation and supervision.



## FACULTY

**Rev. Dorrie Anderson** Columbia University, BS., American Baptist Seminary of the West., M.Div.

**Rev. Stephen Bailey**, Fellowship Bible Institute Diploma, Spring Bible College, AA, Additional studies at Conroe College., ETTA Certification

**Mr. Douglas Butler**, Wheaton College, Wheaton, Ill. BA., San Francisco, State University, MA

**Mrs. Audrea Butler-Acuna**, Clark Atlanta University, BA, Georgia State, MA Addition studies in clinical psychology, Georgia State.

**Ms. Larissa Clark**, University of Oklahoma BA, Golden Gate Baptist Theological Seminary MDiv.

**Rev. Paul Cummins**, San Jose School of the Bible, BA. Addition course work at UCLA, Western Seminary of Los Gatos, Foothill College

**Rev. Timothy Dupree**, Fellowship Bible Institute & College of Theology and Urban Studies, BA.. American Baptist Seminary of the West., MDiv.

**Rev. Bryan Finnan**, Simpson Bible College, Redding Ca. BA., Golden Gate Baptist Theological Seminary., MDiv.

**Rev. Calvin Jones Jr.**, University of Washington, BA, Harvard Divinity School., MDiv.

**Rev. Eugene Lumpkin**, Fellowship Bible Diploma, ETTA Certification

**Rev. Dr. Gerald R. Mann**, Malone College Canton Ohio, BA Fuller Seminary., MDiv., DMin.

**Rev. Sammie Mathews**, Fellowship Bible Institute Diploma, San Francisco City College, AA, San Francisco State University, BA

**Rev. Charles Northrop**, Azusa Pacific University, Azusa Ca., BA, Fuller Seminary., MDiv.

**Mrs. Mazie Price**, Southern University A and M, BS.

**Rev. Shad Riddick**, Shaw University, BA., Golden Gate Theological Seminary, MDiv

**Rev. David Stone**, University of Oklahoma, BS. CEU's Golden Gate Theological Seminary

**Rev. Peter Tropper**, Northeastern University, Chicago, BS, Moody School of the Bible, Advanced Certificate in Christian Studies Courses Fuller Seminar

## **ADMINISTRATION**

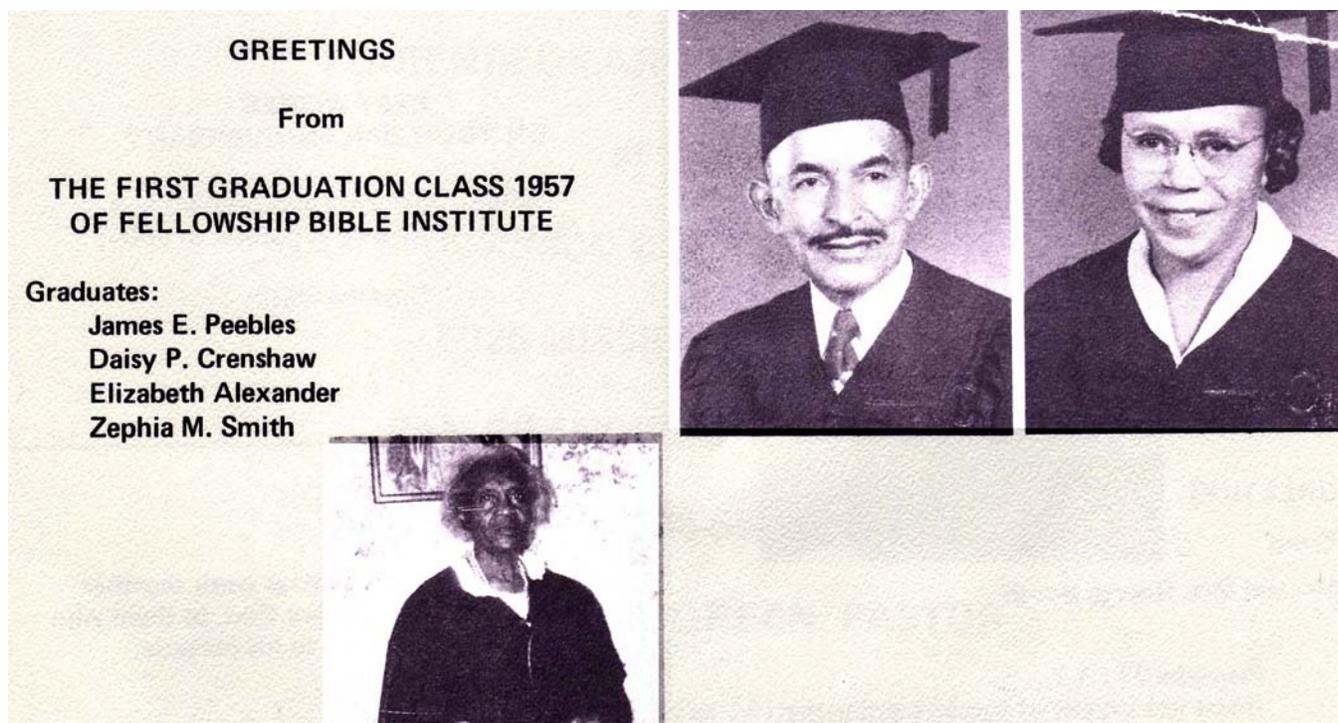
President	Rev. Timothy Dupre'
Interim Dean	Rev. Dr. Gerald R. Mann
Administrative Asst.	Elder Sally Carter
Registrar	Mrs. Joann Crayton
Accountant	Mr. Frank Dorsey

# BOARD OF DIRECTORS

Mrs. Jacqueline Blackburn  
Mr. Frank Dorsey  
Mrs. Joan Panarelli  
Minister Marie Tatman

Mrs. Joann Crayton  
Rev. Timothy Dupre'  
Mrs. Rosie Ragler  
Mrs. Dorothy White

Mrs. Authorine Williams



## APPENDIX

- **Transfer of Units Policy**
- **Credit for Life-Learning Experiences Policy**
- **Statement on Academic Freedoms**

- **Student Tuition Recovery Fund**
- **Student Grievance Procedure**
- **Student Academic Grievance Procedure**
- **Sexual Harassment Policy**
- **Enrollment Agreement Form**
- **Current Schedule of Charges Form**
- **Application for Refund or Class Cancellation**

### **NOTICE CONCERNING THE TRANSFERABILITY OF UNITS DISCLOSURE**

The transferability of credits you earn at Fellowship Bible Institute & College of Theology and Urban Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Biblical Studies, Ministry, or Advance Christian Studies is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Fellowship Bible Institute & College of Theology and Urban Studies to determine if your (credits or degree, diploma or certificate) will transfer.

Students may transfer courses from other accredited schools by using the following formula. **Certificate in Advanced Christian Studies** the maximum transfer credits allowed 40% of credits needed for program **Associate of Arts in Biblical studies** the maximum transfer credits allowed is 40% of credits needed for program **Bachelor of Bible and Ministry** maximum transfer credits allowed 40% of credits needed for program Fellowship Bible Institute and College of Theology and Urban Studies reserves the right to evaluate and determine if any credits are transferable.

The process for establishing equivalency for the course(s) for which the transferred work substitutes is based upon the following indicators. The a similar course is found to substitute or the student has the option of listing an approved course as an elective in the give field of study.

Further credits must be from an accredited college or university, and must also be validated by that college or university. Transfer credits must also meet the following criteria: The credits must be compatible in nature, content, and level with credits offered by FBI & CTUS. Credits must be appropriate and applicable to those earned through programs offered by FBI & CTUS.

Fellowship Bible Institute and College of Theology & Urban Studies uses the following criteria for evaluating transfer courses. Does the course A, meet with the academic standards of the Institution? ( How was the course taught, by whom and what was the classroom/ application ratio?) Does the course B, fit with the overall goals of the section of ministry for which it is to be transferred or accepted? Does the course C, have a demonstrable impact in the students life or ministry. Is this measurable and can it be reproduced?

Only courses that have a grade of C or above will be considered for transfer. Note that there will be a distinction made between credits accepted for admission and those toward degree requirements. Simply, certain credits may be acceptable as electives and not for major consideration.

Students coming from schools not recognized by the Bureau for Private Postsecondary Education may be evaluated for transfer through one or more of the following procedures: Review of syllabi, faculty credentials, grading standards, and learning resources of the sending institution which are applicable to the units being considered. Successful completion of a minimum of 25 units of advanced study at FBI & CTUS.

## **CREDIT FOR LIFE LEARNING EXPERIENCES POLICY**

Students may appeal for life skills and credits or certain areas of their life as it pertains to the schools overall goals and mission. Students must apply for this as an appeal, to the Deans office. four letters of recommendation and 5 proofs of expertise in a given area must accompany the application. Proofs may include; detailed resume, Students written lesson plans in a give area. Written, audio or video presentations by the student. As well as writing samples for the given course.

It is the students responsibility to request application and complete them with all documentation. Incomplete applications will not be accepted by the Deans office. The Deans office will the initiate a review of the application. The review by the Deans office will include having faculty competent in the requested area review the application and all of its attachments. After the deans office review a written report of the finding is placed in the students record, including how many credits have been accepted or denied, and for which course they cover. The report also includes the bases for by which these units were accepted or denied. Further it shall include the qualitative analysis of how the learning experience had demonstrated a balance between theory and practice.

This report is then reviewed by the Academic Affairs Council, prior to notification of the student. The AAC will document, review and monitor faculty evaluations to insure compliance with CCR § 71890.

Requested credits are validated by the following system

- The request for credits must be compatible in nature, content, and level with credits earned at FBI & CTUS.
- There must be a demonstrated expertise in the requested area of at least five years.
- These requested credits may be accepted as major course work or as electives. This decision is made by the deans office and academic affairs council.
- Students may only apply for a maximum of 20% of the total credits needed for graduation.
  - Which shall be no more than 15 units of the first 60 units
  - Which shall be no more that 15 units of the second 60 units
- Requested credits must also meet the following standards.
  - The level of experience is equivalent to college level of learning
  - The learning experience had demonstrated a balance between theory and practice.
  - This experience relates directly to students degree completion program.

The AAC is made up of the Dean, Appropriate department Chairpersons, and student leaders. Decisions are made in conjunction with the Dean's office and are final.

## **ACADEMIC FREEDOMS**

### **Statement on Academic Freedom**

As an institution, Fellowship Bible Institute and College of Theology and Urban Studies, seeks to embrace excellence in teaching, by way of research and the embodiment of the principles of justice and spiritual growth. Academic freedom is affirmed as an essential component of biblical justice, spiritual growth, due process and free inquiry.

Because it defines itself as a Christian community, Fellowship is also bound by confessional and community standards. Indeed, within a Christian world view, freedom is finally the freedom to live the life intended by God the Father in submission to His purpose and will. It motivates us corporately to seek the mind of Christ in all arenas of intellectual endeavor in a collegial community that is centered on God as revealed in Jesus Christ.

The roots and models of such freedom maybe found in biblical models. Israel's prophets often spoke the truth of God despite opposition from powerful authorities. The early Christian movement faced violent attempts to silence the proclamation of the good news of Jesus and the Kingdom of God. Yet it declared it must obey God rather than human authority on this matter.

The meaning of academic freedom at a confessional school such as FBI & CTUS is fostered by acknowledging that a Christian worldview serves as the tradition and foundation for the conditions of authentic freedom. It is truth, as Jesus put it,

that sets us free. The truth of which he spoke was not simply abstract intellectual ideas but truth embodied in a life responsibly oriented toward God, fellow humans and the creation.

Faith-based institutions such as FBI & CTUS may expect that all of its faculty subscribe to confessional and behavioral standards. The requirement for such subscription is to be mutually understood at the time of the teacher's affiliation with the institution. While freedom must ultimately be realized through the spirit and loyalties of the women and men who serve FBI & CTUS, it must take form and be protected through concrete standards of institutional practice. Every statement of such standards moves into the sphere of law and regulation. The effectiveness of core values, common doctrinal beliefs and accepted boundaries of behavioral integrity depends finally upon the dedication within the institution to a genuine concern for the rights and responsibilities of freedom of mind and spirit in the service of Jesus Christ.

Academic freedom fosters the conditions that nurture continuing high achievement in the pursuit and expression of faith, reason, justice and spiritual growth.

FBI & CTUS embodies a common concern to realize the highest possible standards of academic freedom, acknowledging that the grounds of that freedom are deeply rooted in elements expressed in its confessional and community standards. Such freedom means:

1. Teachers are entitled to freedom of inquiry in research and publication, subject to the adequate performance of their other academic duties.
2. Teachers are entitled to freedom in the classroom in discussing, without harassment, their subject matter on which they have competence and may claim to be specialists. They are not to introduce into their teaching controversial matters that have no clear relation to their subject. This is not to discourage controversy or controversial topics. It states that responsible use of academic freedom does not allow persistently intruding material that has no relationship to the subject.
3. The pursuit and expression of truth by teachers at FBI & CTUS is to be done within the bounds of a positive affirmation of the confessional and community standards to which they have subscribed. Academic freedom does not confer the freedom to publicly challenge duly established confessional and community standards to which teachers have freely subscribed.
4. Teachers should take care that they not violate each other's academic freedom by covert interference with their colleague's work or through bypassing the orderly processes of full faculty discussion of policy and curriculum, appointments or other basic matters. Respectful listening to contrary opinions and the protection of the name and reputation of all members of the collegiate community (teachers, staff, and students) are obligations entailed by the nature of academic freedom.
5. Teachers are also citizens, members of learned professions and officers of an educational institution. When speaking as a citizen, a teacher should be free from institutional censorship or discipline unless his or her Christian character is compromised or Christian witness impaired. The special position they occupy in the church and in the community entail special obligations. FBI & CTUS teachers should remember that the public will tend to judge the profession and the institution by their utterances and behavior. Hence they should at all times express the truth accurately, exercise restraint and respect the rights of others. They should also make every effort to indicate that they are not speaking for the institution.
6. The standards for faculty members at FBI & CTUS are not exhausted by abstract appeal to honesty, scholarly integrity, or proficiency in research, teaching and service. All of these values, while intrinsically desirable, find their proper meaning and fullness when done as expressions of service to Jesus Christ. FBI & CTUS requires professional competence, conformity to scholarly standards as well as best practices in disciplinary fields, and adherence to the Christian world view. The Christian world view elements relevant are those expressed in Scripture as well as the confessional and community standards subscribed to at FBI & CTUS.

A faculty member shall not be expected or required to retract or modify his or her utterances merely because a complaint or accusation against them has been received. Only complaints or accusations which allege a violation of confessional, behavioral or professional standards shall be considered, and then only when the evidence supporting the allegation is more substantial than rumor or hearsay. Any questioning of adherence to standards shall be subject to the community norms of charity and justice. The question of a faculty member's adherence to those standards may be opened according to specific procedures.

1. Any challenge to the confessional or behavioral regularity of a faculty member should be subject to open hearing before faculty member's colleagues and before the governing board of the school after consultation with witnesses to any alleged infraction.

2. In the event of controversy concerning the understanding and meaning of its confessional or behavioral standards, the governing body of FBI & CTUS will give authoritative interpretation and provide faculty members all appropriate procedural safeguards for the protection of academic freedom as defined above.

### **Students**

- Have the freedom to interact with professors
- Students have the freedom to disagree with a professor within the confines of classroom discussion and research.
- Students have the freedom to do independent research and use outside sources.
- Students have the freedom to withdraw from classes within the stated policies of the institution.
- Students have the freedom to petition grades and grading procedures within the stated school policies.
- Students have the freedom to request extension for papers and deadlines within the stated school policies

## **STUDENT RIGHTS UNDER THE STUDENT TUITION RECOVERY FUND.**

Students are advised to read and review the posted notice regarding the Student Tuition Recovery Fund Policy. This is posted at prominent locations around the school. Students are further advised at registration of their rights under this fund and for tuition refunds.

### **Terms and conditions**

1. All students should have completed an application for admission.
2. All students assume responsibility for all cost. Failure to pay invoices may result in higher cost, a hold on student files and/or an inability to register for future courses. "Annual" tuition must be paid within 30 days of registration. Other loans are due in two payments of 30 days and 60 days of registration.
3. Any request for a withdrawal or change must be made in writing to the registrar. Financial adjustments are made according to the date the notice was received by the Registrar. Simply failing to attend class is not considered a withdrawal.
4. FBI/CTUS has a three day full refund policy, provided no classes have been attended. Such refunds include all fees, tuition and instructional material (provided materials are like new). Later with are refunded according to the schedule in the catalog. Courses may also be refunded prior to and including the first day of instruction.
5. A professor may allow a student to take and incomplete, with a set due date for all late items. If the school receives no subsequent grade from the professor, a grade of F will be recorded.
6. All registration fees and one half of tuition must be paid prior to attending the first class.

It is important that students keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records will substantiate a claim for reimbursement from the STRF, which to be considered, must be filed within 60 days following school closure. For further information or instructions, students should contact: Bureau For Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA. 95833; P. O. Box 980818, West Sacramento, CA. 95798-0818; (916) 431-6959; Toll Free (888)370-7589; Fax Number (916) 263-1897.

## **FELLOWSHIP BIBLE INSTITUTE & COLLEGE OF THEOLOGY AND URBAN STUDIES STUDENT GRIEVANCE POLICY**

Regarding problems concerning sexual misconduct or sexual harassment refer to the Sexual Misconduct Policy and the Sexual Harassment Policy. A different set of procedures is required.

Fellowship Bible Institute & College of Theology and Urban Studies encourages faculty, staff, volunteers and students to openly and honestly discuss problems and to resolve them early using the guidelines below in regards to academic freedoms, grievances and other issues that may arise.

### **I. Goals**

That Fellowship Bible Institute & College of Theology and Urban Studies encourages faculty, staff, volunteers and students would commit to and practice biblical principles of communication and conflict resolution. That we would strive to maintain unity through honest, loving communication in difficult situations so that we would encourage and support one another. That gossip, backbiting, and "end runs" would not be tolerated in this mission community.

## **II. Biblical Foundation**

"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15–17

"If it should happen therefore that while you are presenting your offering upon the altar and right there you remember that your brother has any grievance against you, leave your offering there upon the altar, and first go and make peace with your brother, and then come back and present your offering." Matthew 5:23, 24

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. In your anger do not sin... Do not give the devil an opportunity." Ephesians 4:25–27 (See Galatians 6:1, 2; Ephesians 4:15–16)

## **III. Process Guidelines**

### **Step One**

A. First, before involving anyone else, go directly to the person you have offended or who has offended or created conflict with you. Before you go, prayerfully identify the specific issues that are creating the conflict for you, think of possible solutions to the problem and what you would like to see happen in the future. Admit your own responsibility in the conflict.

B. Contact the other person to schedule a convenient time and appropriate place to meet for discussion as soon as possible

C. When you meet, first spend some time in prayer. Then share in a caring manner the conflict as you have identified it from your point of view. Then listen carefully and seek to understand the other person's point of view on the problem. Brainstorm together on possible solutions to the conflict and come to an agreement on resolution.

D. If resolution does not seem possible, and it would help to have a third party involved, ask a peer, mutual friend, or supervisor for assistance in this process. Work through Step One and A, B and C again.

### **Step Two**

A. If you are still dissatisfied after going through the complete process in Step One, present the problem in writing to your immediate supervisor or your next most immediate supervisor who is not involved in or part of the conflict. Clarify the conflict as you see it, the steps taken so far, reasons why

Step One did not resolve the problem, and your suggested solutions or next steps in the process.

B. The supervisor will investigate the problem and provide you with a timely response, further process to follow, and/or a final decision if needed.

C. If the president or dean is the creator or offender in the conflict and it has not been satisfactorily resolved using Step One above, then you may appeal to any of the non offending party. If they agree the conflict has not been satisfactorily resolved, and they agree board level involvement is necessary and appropriate, then you as the offended party may appeal to the chairperson of the board or a member of the human resources committee of the board.

D. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. 94909(a)(3)(A)

## **FELLOWSHIP BIBLE INSTITUTE & COLLEGE OF THEOLOGY AND URBAN STUDIES ACADEMIC GRIEVANCE POLICY**

Academic grievances are those issues that arise as the result of disagreements between students and faculty over courses expectations, grading procedures and course expectations. If a student feels they have been treated unfairly that student may exercise his or her right of appeal in this process.

#### **ACADEMIC GRIEVANCE PROCEDURE:**

Personal conference with the instructor, if a student feels that this step is not warranted they may;

Seek mediation with the academic chair of that department; this must be done in writing explaining:

- Why a conference with the professor was not was nor was not held
- The reasons for the dispute
- Include any supporting material
- This written information must be presented with in seven working days of the personal conference or first notice of complaint.
- The faculty member involved will have seven working days to respond in writing.
- The department chair shall then have 5 working days to meet with each party to resolve the issue.

If each of these steps fails to resolve the issue the faculty person or the student may request an arbitration hearing with the department chair, academic dean and one other faculty member.

- This group shall meet with in 5 working days of written notice of a dispute
- A decision shall be rendered by this group with in three working days of a hearing.
- The decision of this group shall be final

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov). 94909(a)(3)(C)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **FELLOWSHIP BIBLE INSTITUTE & COLLEGE OF THEOLOGY AND URBAN STUDIES SEXUAL HARASSMENT POLICY**

It is the intent of Fellowship Bible Institute & College of Theology and Urban Studies to provide a work environment free from verbal, physical and visual forms of sexual harassment. All faculty, staff and volunteers are to be sensitive to their coworkers.

Fellowship Bible Institute & College of Theology and Urban Studies will not allow any form of sexual harassment. No Fellowship Bible Institute & College of Theology and Urban Studies faculty member, staff member or volunteer may engage in sexual harassment of any other Fellowship Bible Institute & College of Theology and Urban Studies or any other person associated with Fellowship Bible Institute & College of Theology and Urban Studies.

Unwelcome or unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as sexual jokes, gestures, graffiti, posters or other writings, or touching or other physical conduct, constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or other association with Fellowship Bible Institute & College of Theology and Urban Studies;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment or personnel decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's ministry or learning performance or creating an intimidating, hostile or offensive ministry or learning environment.

If a faculty member, staff member or volunteer feels that (s) he has been subjected to or is a victim of sexual harassment, the staff member or volunteer should confront the harasser and clearly let him/her know that the behavior or particular form of harassment is neither acceptable nor tolerable. This person may also directly report the harassment immediately to the faculty, staff or volunteer's supervisor, the board chair-person and or President of the institute.

Others who have observed sexual harassment should report the harassment immediately to the faculty, staff or volunteer's supervisor, the board chair-person and or President of the institute.

If a report of sexual harassment is mistaken or inaccurate, but is made in good faith, the faculty, staff or volunteer making the report will not be subjected to any form of disciplinary action for having made the report.

The board or its designee will review each report of harassment and, if deemed necessary, support an investigation. Once the review and any necessary investigation is completed, Fellowship Bible Institute & College of Theology and Urban Studies will take appropriate action to remedy or eliminate any sexual harassment found to have occurred, and/or to prevent future harassment.

Fellowship Bible Institute & College of Theology and Urban Studies will seek to maintain confidentiality in the review and investigation process as far as maintaining confidentiality is not inconsistent with investigating the report of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment. Others will be informed of the report and any necessary investigation only if their involvement, in the opinion of Fellowship's upper management, is necessary to the review or investigation of the harassment report, or to eliminating or rectifying any sexual harassment found to have occurred, or preventing future harassment.

Fellowship Bible Institute & College of Theology and Urban Studies may, in its discretion, transfer, relieve or suspend any faculty member, staff member or volunteer alleged to have committed sexual harassment, pending a review or investigation of a sexual harassment report.

Any faculty member, staff member or volunteer who engages in sexual harassment, fails to cooperate in a review or investigation of a sexual harassment report or otherwise violates or acts in a manner inconsistent with this policy and procedure, may be immediately terminated or subjected to disciplinary action, at the discretion of Fellowship Bible Institute & College of Theology and Urban Studies.

Faculty, staff or volunteers having questions about any part of this policy and procedure may consult with the President or board chairperson for guidelines.

### **STUDENT TUITION RECOVERY FUND DISCLOSURES**

Fellowship Bible Institute and College of Theology and Urban Studies is required to assess a fee in relation to the cost of tuition upon enrollment. These fees support the Student Tuition Recovery Fund (STRF). This special fund has been established by the California Legislature to reimburse students who may otherwise experience a financial loss as a result of an untimely school closure. Students may be reimbursed by STRF only for prepaid but unused tuition. Only students enrolled on the date of the school's closure are eligible to apply. This fund protects only California residents. FBI&CTUS participation in this program is MANDATORY.

Students must review this disclosure prior to signing an enrollment agreement:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all part of your Tuition either by cash, guaranteed student loans, or personal loans, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies;

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

**For more information or instruction contact the Bureau For Private Postsecondary Education - STRF, 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA. 95833; P. O. Box 980818, West Sacramento, CA. 95798-0818; (916) 431-6959; by calling Toll Free (888)370-7589; Fax Number (916) 263-1897.**

**Fellowship Bible Institute and College of Theology & Urban Studies**  
**200 Plymouth Street San Francisco, California 94112 415-585-6002**  
**ENROLLMENT AGREEMENT FORM**

Student name \_\_\_\_\_ ID # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ E Mail \_\_\_\_\_  
 Student Status: New \_\_\_\_\_ Returning \_\_\_\_\_  
 Program: Associate of Arts \_\_\_\_\_ Advanced Certificate/ CEU \_\_\_\_\_ Bachelor of Arts \_\_\_\_\_ Audit \_\_\_\_\_

Course No.	Course title/description	Instructor/Day(s)	Dates	Units

All courses will be held at the Plymouth Campus 200 Plymouth Street and taught in English, unless otherwise notified.

Period covered by enrollment agreement \_\_\_\_\_  
 Program start date \_\_\_\_\_ Scheduled completion date \_\_\_\_\_  
 Date student must exercise right to cancel or withdraw \_\_\_\_\_

Non refundable registration fee	_____	Amount paid	_____
Tuition per class fee _____ X #of classes	_____	Cash:	_____
Library Fee:	_____	Check:	_____
Other fee's _____	_____	Check #	_____
STRF(Student Tuition Recovery Fund)			
(NONREFUNDABLE) \$2.50 Per \$1000	_____		
of Institutional charges	_____		
Equipment Cost	None		
Housing	None		
Transportation	None		
Books	Approximately \$100.00 per term*		
Supplies and materials	None		
Matriculation fee (If applicable)	\$50.00		
Shop and studio fee's	None		
<b><u>TOTAL AMOUNT DUE:</u></b>	_____	<b><u>BALANCE DUE:</u></b>	_____

**“As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” 94909(a)(3)(B)**

**“YOU ARE RESPONSIBLE FOR THIS AMOUNT. If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.”**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

(Please note FBI & CTUS does not offer student loans)

**Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).**

#### **“STUDENT'S RIGHT TO CANCEL”**

I understand that I have the right to cancel my enrollment in this school and this enrollment agreement. I further agree to notify the Registrar in writing of my decision. I further agree to the refund policy as explained below.

##### **Terms and conditions:**

1. All students should have completed an application for admission.
2. All students assume responsibility for all cost. Failure to pay invoices may result in higher cost, a hold on student files and/or an inability to register for future courses.
3. Any request for a withdrawal or change must be made in writing to the registrar. Financial adjustments are made according to the date the notice was received by the Registrar. Simply failing to attend class is not considered a withdrawal.
4. FBI/CTUS allows the student the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Such refunds include all fees, tuition and instructional materials (provided materials are like new). Later cancellations and refunds are according to the schedule in the catalog. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
5. A professor may allow a student to take an incomplete, with a set due date for all late items. If the school receives no subsequent grade from the professor, a grade of F will be recorded.
6. All registration fees and one half of tuition must be paid prior to attending the first class.
7. The notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
8. If the student cancels an enrollment agreement or withdraws during a period of attendance, the institution shall refund unearned institutional charges. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

#### **STUDENT TUITION RECOVERY FUND DISCLOSURES**

Fellowship Bible Institute and College of Theology and Urban Studies is required to assess a fee in relation to the cost of tuition upon enrollment. These fees support the Student Tuition Recovery Fund (STRF). This special fund has been established by the California Legislature to reimburse students who may otherwise experience a financial loss as a result of an untimely school closure. Students may be reimbursed by STRF only for prepaid but unused tuition. Only students enrolled on the date of the school's closure are eligible to apply. This fund protects only California residents. FBI&CTUS participation in this program is MANDATORY.

Students must review this disclosure prior to signing an enrollment agreement:

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

3. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all part of your Tuition either by cash, guaranteed student loans, or personal loans, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
4. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies;

3. You are not a California resident, or are not enrolled in a residency program, or

4. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

6. The school closed before the course of instruction was completed.
7. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
8. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
9. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
10. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

### **NOTICE CONCERNING THE TRANSFERABILITY OF UNITS DISCLOSURE**

The transferability of credits you earn at Fellowship Bible Institute & College of Theology and Urban Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Biblical Studies, Ministry, or Advance Christian Studies is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Fellowship Bible Institute & College of Theology and Urban Studies to determine if your (credits or degree, diploma or certificate) will transfer.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initials \_\_\_\_\_

**This enrollment agreement is legally binding when signed by the student and accepted by the institution. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Fellowship Bible Institute and College of Theology & Urban Studies  
200 Plymouth Street  
San Francisco, California 94112**

**CURRENT SCHEDULE OF CHARGES FORM  
(THIS FROM MUST BE ATTACHED TO THE ENROLLMENT AGREEMENT FORM)**

Student name \_\_\_\_\_ ID # \_\_\_\_\_

Course No.	Course title/description	Instructor	Days	Length of class	Units	Class Site

Non refundable registration fee	<u>\$35.00</u>	Amount paid	_____
Tuition per class fee \$50.00 X #of classes	_____	Cash:	_____
Library Fee:	\$10.00 per term	Check:	_____
Other fee's _____	_____	Check #	_____
STRF(Student Tuition Recovery Fund) (NONREFUNDABLE) \$2.50 Per \$1000 of Institutional charges	_____		
Equipment Cost	<u>None</u>		
Housing	<u>None</u>		
Transportation	<u>None</u>		
Books	<u>Approximately \$100.00 per term*</u>		
Supplies and materials	<u>None</u>		
Matriculation fee (If applicable)	\$50.00		
Shop and studio fee's	<u>None</u>		

**TOTAL AMOUNT DUE:** \_\_\_\_\_ **BALANCE DUE:** \_\_\_\_\_

\* The cost of books will vary per term and per class. This cost an approximation.  
**“YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST”**  
 (Please note FBI & CTUS does not offer student loans)

Signed: \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

**“BUYERS RIGHT TO CANCEL”**  
 I understand that I have the right to cancel my enrollment in this school and this enrollment agreement. I further agree to notify the Registrar in writing of my decision. The Registrar can be reached at 200 Plymouth St. San Francisco, Ca. 94112. I further agree to the refund policy as explained below. I further understand that my signature below and acceptance of this form constitutes a legally binding contract.

- STUDENT'S RIGHT TO CANCEL**
1. All students should have completed an application for admission.
  2. All students assume responsibility for all cost. Failure to pay invoices may result in higher cost, a hold on student files and/ or an inability to register for future courses.
  3. Any request for a withdrawal or change must be made in writing to the registrar. Financial adjustments are made according

- to the date the notice was received by the Registrar. Simply failing to attend class is not considered a withdrawal.
4. FBI/CTUS allows the student the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Such refunds include all fees, tuition and instructional materials (provided materials are like new). Later cancellations and refunds are according to the schedule in the catalog. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
  5. A professor may allow a student to take and incomplete, with a set due date for all late items. If the school receives no subsequent grade from the professor, a grade of F will be recorded.
  6. All registration fees and one half of tuition must be paid prior to attending the first class.
  7. The notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
  8. If the student cancels an enrollment agreement or withdraws during a period of attendance, the institution shall refund unearned institutional charges. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Fellowship Bible Institute and College of Theology & Urban Studies**  
**200 Plymouth Street**  
**San Francisco, California 94112**

**APPLICATION FOR CLASS CANCELLATION OR REFUND**

Student name \_\_\_\_\_ ID # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ E Mail \_\_\_\_\_  
Student Status New \_\_\_\_\_ Returning \_\_\_\_\_  
Program: Associate of arts \_\_\_\_\_ Advanced Certificate/ CEU \_\_\_\_\_ Bachelor of Arts \_\_\_\_\_ Audit \_\_\_\_\_

Dear Registrar:

I wish to withdraw from the following class(s). I understand that my refund is based on the date this form is received by the Registrar.

Course name: \_\_\_\_\_ Instructor \_\_\_\_\_

Course name: \_\_\_\_\_ Instructor \_\_\_\_\_

Course name: \_\_\_\_\_ Instructor \_\_\_\_\_

Number of courses to be dropped or refunded \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I have the right to cancel my enrollment in this school and this enrollment agreement. I further agree to notify the Registrar in writing of my decision. The Registrar can be reached at 200 Plymouth St. San Francisco, Ca. 94112. I further agree to the refund policy as explained below. I further understand that my signature below and acceptance of this form constitutes a legally binding contract.

**STUDENT'S RIGHT TO CANCEL**

1. All students should have completed an application for admission.
2. All students assume responsibility for all cost. Failure to pay invoices may result in higher cost, a hold on student files and/or an inability to register for future courses.
3. Any request for a withdrawal or change must be made in writing to the registrar. Financial adjustments are made according to the date the notice was received by the Registrar. Simply failing to attend class is not considered a withdrawal.
4. FBI/CTUS allows the student the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Such refunds include all fees, tuition and instructional materials (provided materials are like new). Later cancellations and refunds are according to the schedule in the catalog. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
5. A professor may allow a student to take and incomplete, with a set due date for all late items. If the school receives no subsequent grade from the professor, a grade of F will be recorded.
6. All registration fees and one half of tuition must be paid prior to attending the first class.
7. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

(After first day of class session or 7<sup>th</sup> day after enrollment, whichever is later, the following procedures apply:

**Please use this formula in figuring tuition refunds**

Assess the non refundable registration fee of \$50.00.

Divide \$50.00 by the number of total hours in the program (class) Example: a three unit, non lab, class is 90 hours.

The quotient is the hourly charge for the program (class). Multiply the total hours attended by the hourly charge.

Add in the registration amount.

The refund shall be any amount in excess of the figure derived from step three above, that was paid by the student.

## Index

### A

Absences 15  
Academic Policies and Procedures 16  
Academic freedoms 33  
Admission and Enrollment Policies 13, 21  
Administration 10  
Academic grievance policy 35  
Accrediting see approvals 11  
Adding/dropping courses 16  
Admission requirements 13, 21  
Application for class cancellation or refund form 40  
Approvals 11  
Associates of Arts Degree 20  
Attendance 16  
Requirements 14  
Auditing Classes 14, 17

### B

Bachelor of Arts in Bible and Ministry 21  
Bible Courses 22-24  
Board of directors 30  
Buyer's right to cancel 38

### C

Certificate in Advanced Christian Studies 22  
Chapel 19  
Change of degree 14  
Change of major 14  
Christian education Major 20, 21  
Christian formation courses 25  
Church History courses 25  
Church and community Development 21  
Church leadership and Management Major 21  
Class cancellation 17  
Community Development 28  
Conferences 19  
Continuing Education program 14, 17  
Core Requirements 20-21  
Course Descriptions 20-28  
Course schedules 16  
Credit for life experiences 32

### D

Dean's council 19  
Degree programs 11  
Directed study abroad 19  
Discipleship Major 20  
Dropping Classes 16

### E

English lab 16  
English Proficiency Exam 17  
Enrollment agreement form 38  
Evangelism and Mission courses 27  
Expenses (See tuition and fees 15)

### F

Facilities 19  
Faculty 29  
Fees  
See tuition and fees 15  
Financial Aid 16

### G

General information 13  
General Course descriptions 22  
Grading System 18  
Graduation requirements 18  
Group projects 19  
Greek 24

### H

Hebrew 24  
History 7  
Honors 18  
Hours 12  
Bookstore 19  
Class hours 12  
Dean's office 19  
Finance office 12  
Library 12, 19

### I

Incomplete Courses 17  
Integrated learning 19  
International Studies 19  
Internet chat rooms 19

### J-K

#### L

Lay Leadership Major 20  
Leave of absence 18  
Library 12, 18  
Life learning experiences 32  
Location 12

#### M

Majors 20-22  
Changing 14  
Discipleship 20  
Community  
Development 21  
Lay Leadership 20

Leadership and Management 21  
Bible and Ministry 21  
Youth Ministry 21  
Pastoral Ministry 21, 22  
Certificate in Advanced Christian Studies 22

#### M

Map 12  
Minimal enrollment 17  
Ministry Courses 27-28

#### N

New Testament Courses 22-24  
Non-discrimination policy 14

#### O

Objectives for students 10  
Old Testament Courses 22-24

#### P

Pastoral Ministry Major 21, 22  
Professor interaction 18  
Program advising 14  
Purpose of the Institute 8

#### R

Refund policies 16  
Registration 14

Requirements for degree programs 20  
Requirements for majors 20, 23

**S**

Sexual harassment policy 37  
Schedule of charges form 39  
Seminars 19  
Statement of Faith 8  
Statement of values 6

Student status 18  
Student tuition recovery fund 34  
Study groups 19  
Symposiums 19

**T**

Tape recording in class 17  
Tardiness to class 16  
Theology Courses 24-25

Transfer of units disclosure 32  
Transferring credits 18, 32  
Tuition and fees 15

**W-X-Y-Z**

Withdrawals 17, 38, 40  
Writing Skills 17  
Work-Study 16  
Youth Ministry majors 20-21