The information contained in this catalog was accurate at the time of publication. However, whenever necessary, the trustees, administrators, and faculty of The Baptist College of Florida reserve the right to make changes in regulations and policies. In the event of such changes, notice will be given.

DIRECTIONS FOR CORRESPONDENCE

Admissions, Alumni Affairs, and Public Relations .......................................................... Director of Marketing
Administration, Denominational Matters, Chapel Speakers ........................................... President
Church Relations, and Ministry Referral .............................................................................. Vice President
Development (Wills, Trusts, Donations, Other Gifts) and Public Relations ......................... for Institutional Advancement
Faculty Matters .................................................................................................................. Dean of the Faculty
Financial Aid ..................................................................................................................... Director of Financial Aid
Housing ............................................................................................................................... Director of Student Services
Music .................................................................................................................................... Chair, Music Division
Online Campus .................................................................................................................... Director of Distance Learning
School Expense, Payment on Accounts ............................................................................... Office of Business Affairs
Student Records .................................................................................................................. Registrar

OFFICE HOURS

College offices normally are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Anyone wishing to see a member of the administrative staff at any other time should write or phone for an appointment. Please note that the college is in the Central Time Zone.

NON-DISCRIMINATION POLICY

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, The Baptist College of Florida does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. Under federal law, the college may discriminate on the basis of religion in order to fulfill its purposes. Inquiries or complaints should be directed to R.C. Hammack, Senior Vice President at (850) 263-3261 ext. 431.
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<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Orientation-new students</td>
<td>8/6/07</td>
</tr>
<tr>
<td>Last day to check in residence hall-new students</td>
<td>8/6/07</td>
</tr>
<tr>
<td>Last day to check in residence hall-returning students</td>
<td>8/10/07</td>
</tr>
<tr>
<td>Late registration-returning students</td>
<td>8/6-8/07</td>
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<tr>
<td>Welcome Activities &amp; Registration-new students</td>
<td>8/6-8/07</td>
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<tr>
<td>Class work begins</td>
<td>8/13/07</td>
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<tr>
<td>Last day to drop or add courses</td>
<td>8/19/07</td>
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<tr>
<td>Labor day recess</td>
<td>9/3/05</td>
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<tr>
<td>Last day to remove incomplete grades</td>
<td>9/10/07</td>
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<tr>
<td>Deadline for application for fall graduation</td>
<td>9/14/07</td>
</tr>
<tr>
<td>Observance of U.S. Constitution Day</td>
<td>9/17/07</td>
</tr>
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<td>Last day to drop courses without failing grade</td>
<td>10/5/07</td>
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<td>Spring/J-term Senior advising and registration</td>
<td>10/8-12/07</td>
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<tr>
<td>Spring/J-term Junior advising and registration</td>
<td>10/15-19/07</td>
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<tr>
<td>Spring/J-term Sophomore advising and registration</td>
<td>10/22-26/07</td>
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<tr>
<td>Spring/J-term Freshman &amp; Non-Degree advising and registration</td>
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**JANUARY TERM 2008**

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<tr>
<td>Administrative offices reopen</td>
<td>1/2/08</td>
</tr>
<tr>
<td>Two semester hour courses</td>
<td>1/8-11, 15-18/08</td>
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**SPRING SEMESTER 2008**

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<tbody>
<tr>
<td>Music Orientation-new students</td>
<td>1/14/08</td>
</tr>
<tr>
<td>Last day to check in residence hall-new students</td>
<td>1/14/08</td>
</tr>
<tr>
<td>Last day to check in residence hall-returning students</td>
<td>1/18/08</td>
</tr>
<tr>
<td>Late registration-returning students</td>
<td>1/14-16/08</td>
</tr>
<tr>
<td>Welcome Activities &amp; Registration-new students</td>
<td>1/14-16/08</td>
</tr>
<tr>
<td>Class work begins</td>
<td>1/21/08</td>
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<tr>
<td>Last day to drop or add courses</td>
<td>1/27/08</td>
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<tr>
<td>Last day to remove incomplete grades</td>
<td>2/15/08</td>
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<tr>
<td>Deadline for application for spring graduation</td>
<td>2/22/08</td>
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<td>Last day to drop courses without failing grade</td>
<td>3/14/08</td>
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<tr>
<td>Spring Holidays</td>
<td>3/17-22/08</td>
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<tr>
<td>Fall/Summer Senior advising and registration</td>
<td>3/31/08 - 4/4/08</td>
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<td>Fall/Summer Junior advising and registration</td>
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<td>Fall/Summer Sophomore advising and registration</td>
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<tr>
<td>Fall/Summer Freshman and Non-Degree advising and registration</td>
<td>4/21-25/08</td>
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<td>Deadline for applying for direct study</td>
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<tr>
<td>Semester examinations</td>
<td>5/12-15/08</td>
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<td>Spring semester graduation - 10:00 am</td>
<td>5/16/08</td>
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<tr>
<td>Last day to move out of residence hall</td>
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**FIRST SUMMER SESSION 2008**

<table>
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<tr>
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<tbody>
<tr>
<td>Last day to check into residence hall</td>
<td>5/19/08</td>
</tr>
<tr>
<td>Registration-all students</td>
<td>5/19/08</td>
</tr>
<tr>
<td>Class work begins</td>
<td>5/20/08</td>
</tr>
<tr>
<td>Last day to drop or add course</td>
<td>5/20/08</td>
</tr>
<tr>
<td>Last day to drop course without failing grade</td>
<td>5/23/08</td>
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<tr>
<td>First session ends</td>
<td>5/30/08</td>
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<td>Last day to move out of residence hall</td>
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**SECOND SUMMER SESSION 2008**

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<th>Event</th>
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<tbody>
<tr>
<td>Last day to check in residence hall</td>
<td>5/24/08</td>
</tr>
<tr>
<td>Registration-all students</td>
<td>5/24/08</td>
</tr>
<tr>
<td>Class work begins</td>
<td>5/24/08</td>
</tr>
<tr>
<td>Last day to drop or add course</td>
<td>6/4/08</td>
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<tr>
<td>Last day to drop course without failing grade</td>
<td>6/22/08</td>
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<tr>
<td>Third session ends</td>
<td>6/3/08</td>
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<tr>
<td>Last day to move out of residence hall</td>
<td>6/30/08</td>
</tr>
<tr>
<td>Independence Day recess</td>
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**THIRD SUMMER SESSION 2008**

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<tr>
<td>Registration-all students</td>
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<tr>
<td>Class work begins</td>
<td>6/24/08</td>
</tr>
<tr>
<td>Last day to drop or add course</td>
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<tr>
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<td>Fourth session ends</td>
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<td>Last day to move out of residence hall</td>
<td>7/3/08</td>
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<tr>
<td>Independence Day recess</td>
<td>7/4/08</td>
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**FOURTH SUMMER SESSION 2008**

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<th>Event</th>
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<tbody>
<tr>
<td>Last day to check in residence hall</td>
<td>7/7/08</td>
</tr>
<tr>
<td>Registration-all students</td>
<td>7/7/08</td>
</tr>
<tr>
<td>Class work begins</td>
<td>7/8/08</td>
</tr>
<tr>
<td>Last day to drop or add course</td>
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<tr>
<td>Last day to drop course without failing grade</td>
<td>7/11/08</td>
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<tr>
<td>Fourth session ends</td>
<td>7/15/08</td>
</tr>
<tr>
<td>Last day to move out of residence hall</td>
<td>7/15/08</td>
</tr>
</tbody>
</table>
ABOUT THIS CATALOG

Welcome to The Baptist College of Florida! You can be sure that we, the faculty, staff and administration, are dedicated to supporting you in every way possible as you pursue your education.

If this is your first experience with college you may come across terms that are unclear as you review this catalog, such as those terms related to academic requirements. For that reason, we have included a glossary on page 55. Whenever you see a term that puzzles you, please refer to this section.

For students of BCF, the catalog is a guide concerning college policies, regulations, and requirements. In particular, it communicates academic regulations, requirements, curricula, and courses. Like all colleges and universities, BCF has determined specific criteria that students must meet in order to earn degrees. In this publication, you will find these criteria spelled out.

Although you are responsible for understanding and complying with the requirements related to your program of study, the college’s academic advisors will be glad to assist you in planning an academic program that will lead to graduation and the degree of your choice.

Here you will also find full details about college expenses and financial aid, as well as the annual calendar, a resource directory, and other important information. This catalog is a useful resource. We suggest you keep it handy and refer to it often as you continue to equip yourself for the ministry to which God has called you.

MISSION

The Baptist College of Florida shall operate within the context of a Christian worldview to promote, provide for, operate and control a program of education and training for ministers and other religious workers through awarding certificates and associate and baccalaureate degrees in a co-educational post secondary setting.

To fulfill its mission, the college seeks to develop those qualities in students that contribute to effective ministry. In the area of personal growth, we seek to foster a desire for knowledge; develop cultural awareness by introducing students to a wide range of knowledge; nurture the ability to acquire, evaluate, assimilate, and use information; and promote personal and social maturity. For spiritual growth, we provide the resources for gaining biblical and religious data; we also assist students in learning and living the Christian life. In terms of professional growth, students are enabled to gain the credentials that enhance opportunities for ministry, and they learn to master a specialized body of knowledge. At the same time, we encourage positive attitudes toward ministry and foster both an awareness of and a loyalty to the Southern Baptist heritage.

HISTORY

In the early 1940’s, a group of concerned pastors joined together with a common burden and vision. Their burden was to help those pastors and other church leaders who did not have college degrees but who needed seminary-type training. Their vision was to establish a school that would provide a mixture of Bible and general education courses for these God-called men and women. The result, in 1943, was the founding of Florida Baptist Institute in Lakeland, Florida. Two years later the name was changed to Baptist Bible Institute (BBI).

In 1953, BBI leaders moved the school to Graceville, Florida, and in 1957 the Florida Baptist State Convention assumed ownership and control. Over the years, the college’s leaders have continued to expand and strengthen academic resources.

Throughout its history, the college has never lost sight of its original target group-those men and women, frequently called later in life, who seek college training that leads directly to Christian ministry. To ensure them acceptable credentials in the churches and to broaden the base of study, the baccalaureate degree program was added in 1976. Associate degrees were added in 1988. By then the school had long surpassed its earlier academic composition and the name of the institution was changed in 1988 to Florida Baptist Theological College. Growth has continued in all areas of the college with the addition of numerous degree programs, areas of study and delivery systems. Therefore, as a more accurate reflection of the college’s academic character, the name of the institution was changed in 2000 to The Baptist College of Florida.

ACCREDITATIONS & MEMBERSHIPS

The college is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. BCF is an accredited institutional member of the National Association of Schools of Music. BCF holds membership in the Association of Southern Baptist Colleges and Universities. The college also holds membership in the National Association of Independent Colleges and Universities and the Association of Christian Schools International. BCF is approved by the United States Immigration and Naturalization Service to train non-immigrant students and is also approved to train veterans.

DOCTRINAL STATEMENT

I

The Bible is the divinely inspired and revealed Word of God.

II

God is the Holy Trinity: God the Father, God the Son, God the Holy Spirit.

III

Jesus is the Christ, the eternal Son of the living God, the Savior of men, born of a virgin, equal with the Father in every divine perfection, and the Lord of every Christian. The Lord Jesus Christ died on the cross, was buried, rose again the third day, and ascended to the right hand of God the Father, where he now sits in heaven as our Mediator. The return of the Lord Jesus Christ will be visible and personal. He has taught us to live in readiness to meet Him.

IV

The Holy Spirit is a person, equal with the Father and the Son in every divine perfection, who convicts of sin, regenerates, enlightens, endues for service, comforts, and guides believers.
All have sinned, and therefore, are in need of salvation.

Salvation is by grace alone, is free to all who, through repentance and faith, surrender to the Lord Jesus Christ. All who have been born again are eternally secure and will persevere to the end.

Salvation precedes Scriptural baptism and church membership. Christ personally instituted the church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things that He had commanded. There are only two Scriptural ordinances: believer’s baptism and the Lord’s Supper.

There are only two classes in God’s sight: saved and lost. The saved shall live eternally in conscious blessedness in heaven; the unsaved in conscious punishment in hell forever.

We hold these distinctive Baptist principles: “the absolute Lordship of Christ,” “the supreme authority of the Holy Scriptures,” “the competency of the individual soul,” “the necessity of regeneration for church membership,” “the complete separation of church and state,” and “the autonomy of the local church.”

The Baptist College of Florida espouses the worldview set forth in Scripture. This position is reflected throughout both the curricula and extra-curricula activities of the college. Every person taking a degree graduates with a minimum of 18 semester hours of Biblical/Theological foundation. All courses are taught from the perspective of the biblical worldview as opposed to the perspective of other worldviews such as postmodernism, existentialism, deism, and naturalism. Furthermore, a number of courses are significant requirements in some degree programs and electives in others for those individuals who may desire more depth in worldview studies. A sampling of such courses includes the following: PHI 101 Introduction to Christian Worldview; PHI 301 Problems in Philosophy; PHI 402 Contemporary Ethical Issues; TH 301, TH 302 Christian Doctrine; TH 403 Apologetics; MI 404 World Religions; OT 301 The Doctrine of Creation.

The basketball court doubles as an assembly area featuring a portable stage and a seating capacity of 1100.

Robert G. Lee Chapel
Built in 1958, the chapel is named for a former pastor of Bellevue Baptist Church in Memphis, Tennessee. Stained glass windows were added to the chapel in 1993, the interior was renovated in 2000, and the exterior was renovated in 2006.

Graceville Hall
This facility was built in 1964 and houses faculty and administrative offices including the President, Senior Vice-President, Business Office, and Financial Aid, as well as a large lobby.

Ed Solomon Hall
This classroom facility was constructed in 1964 and named in honor of the late editor of the Florida Baptist Witness. It contains five classrooms and faculty offices and is equipped with computers, projectors, sound and high speed internet.

Frank Faris Student Center
Constructed in 1969 and remodeled in 1999, the Student Center houses Lake Vista Dining, the offices of registrar, enrollment management and admissions.

East Lake Conference Center
Formerly the President’s residence, this facility consists of five guest rooms and three conference rooms. The center is designed as a guest house and as a site for small conferences.

McRae-Morrow Hall
Constructed in 1981, this facility is named for two Graceville families who have been devoted supporters of the college. The center houses the Teacher Education and General Education programs and staff. Also, it houses the Information Technology Laboratory with 21 computers and high speed internet.

Happy Nest
Provided by Mamie “Happy” Mitchell, Happy Nest is a missionary residence for missionaries on stateside assignment.

Jake and Catherine Jones House
Donated in 1999 by the Jones family, it houses the college’s Institute for Prayer and Worship and serves as guest housing.

Heritage Village
Established in 1995, the village is made up of homes, churches, schools and community buildings from the mid-nineteenth to early twentieth century. Heritage Village provides a venue for training twenty-first century ministers in buildings representing a century of godly heritage.

Brackin-Chandler Hall
Built in 1985, this residence hall is named for two Dothan Baptist businessmen, Carl Brackin and Dan Chandler, who are consistent financial supporters of the college. It holds up to 31 residents.

Lakeside Hall
This residence hall was completed and first occupied fall semester 1994. It holds up to 47 residents.

Napier Hall
Built in 1999, this residence hall holds up to 45 residents and is named in honor of Joe Napier, long-time supporter and friend of the college.

Smith Hall
Built in 1990, this facility is named in honor of Mrs. Jean Smith.
Chandler, and in memory of her grandmother, Mrs. Lena Spivey Smith. It holds up to 31 residents.

Southwest Apartments
These facilities, containing accommodations for single students, are named for H. Harry Parker, Ted S. Boehm, and the Chipola Baptist Association.

Lakeview Court
Built over the years, this complex contains attractive, three bedroom individual houses. Twenty-five of the forty-four housing units are gifts. They include the following: J. Arthur Howard Duplex (1968), donated by Mrs. J. Arthur Howard of Chipley, Florida, in memory of her husband; Trawick House (1972), given by Trawick Construction Company, in memory of James L. Trawick; Roy M. and Pearl L. Saunders House (1973), erected in memory of Pearl L. Saunders by her husband, Roy M. Saunders; Gladys W. and Wheeler L. Thompson House (1973); Trawick House (1973), presented by Bonnie Trawick in loving memory of her husband, James L. Trawick; Frank Hudnall Duplex (1978), donated by Mr. and Mrs. Frank Hudnall.

Exzell Street Apartments
Built and dedicated in 1991, each of the four apartments contains three bedrooms and two baths.

NOTE: FOR INFORMATION ABOUT STUDENT HOUSING, SEE THE STUDENT LIFE SECTION OF THIS CATALOG.

Admissions

ADMISSION REQUIREMENTS

The Baptist College of Florida welcomes deeply dedicated Christians regardless of age, sex, race, or national origin. However, the college reserves the right to restrict or deny admission to any applicant for reasons determined to be in the best interest of the school by the officers thereof. This reserved right will be administered in a manner consistent with state and federal non-discrimination laws.

As the following criterion indicates, The Baptist College of Florida practices a comprehensive approach in admission policy. All criteria will be considered by the admissions committee in determining each applicant’s admission to the college.

APPLICATION FOR ADMISSION

To apply for entrance to the college, one should apply online or download the necessary forms at http://www.baptistcollege.edu/admission/home.htm or call (800) 328-2660 or write 5400 College Drive, Graceville, Florida 32440 or email the Office of Admissions (admissions@baptistcollege.edu). After obtaining the required forms, complete the required information and return it to the Office of Admissions. Then admissions personnel will compile all of the data for the applicant and place it in the hands of the admissions committee. As soon as this committee has acted on the application, the Office of Admissions will promptly inform the applicant of the action. If an applicant fails to register for classes within one year of approval, he/she may be required to reapply or supply updated information. The college reserves the right to perform a background check and/or credit check on any and all applicants. All applicants are encouraged to call the Office of Admissions at any time if questions about the process should arise.

DEGREE SEEKING APPLICANTS

Regular Admission
1. Will have been a Christian with active participation in a local church for at least one year.
2. Will provide written testimony of (a) a personal salvation experience and (b) God’s call to vocational Christian ministry or other Christian service. (Essay form 500-1,000 words)
3. Will be recommended by a local Christian church.
4. Will be of strong moral character.
5. Will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
6. Will be emotionally and socially capable of adjusting to college life.
7. Will show evidence of responsibility in personal money management.
8. Will submit descriptions of satisfactory resolution of any and all divorces and remarriages.
9. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. Every student is required to submit a BCF Immunization form. Additionally, BCF requires documentation for all students living on campus or vaccinations for meningococcal meningitis and Hepatitis B or a signed waiver on the BCF Immunization form stating information on both diseases has been read and the student declines receipt of each vaccine.
10. Will possess a high school diploma or the equivalent General Education Diploma (GED). Official academic transcripts and GED certificates with scores and date of completion or graduation must be sent from their points of origin directly to the Office of Admissions.
11. Will submit official transcripts from any and all institutions of higher education attended. Transfer students who have an Associate of Arts degree from a regionally accredited college or university may be able to submit an official college transcript in lieu of the high school transcript requirement (see also Transfer of Credit from Other Institutions college catalog p.9).
12. Will meet the following ACT/SAT requirements:
   a. First-time freshmen who have earned a high school diploma or its equivalent are required to submit official ACT or SAT scores.
   b. Transfer students who have earned at least 24 semester hours of college credit may be exempt from the ACT/SAT requirement.
   c. Students failing to submit these scores as required, may be conditionally admitted at the discretion of the admission committee for one semester only. Students who fail to submit the required test scores will not be permitted to register for subsequent semesters.
13. Home Schooled Students, in addition to all other requirements must present a minimum 2.5 GPA on a 4.0 scale on a home school transcript and give evidence of having earned a minimum of 20 units, with at least 14 units from the fields of English (4), math (4), social (3) and natural sciences (3).
14. May be conditionally admitted at the discretion of the admissions committee. Conditional admission will apply to degree seeking applicants whose credentials warrant concern about their ability to complete a degree program at The Baptist College of Florida. Conditionally admitted students may gain regular admission to the college by demonstrating their ability to do college work during the first two regular semesters. Under no circumstances will students remain on conditional admission beyond one year. Failure to earn the minimum grade point average for unconditional retention by the end of the second regular semester will result in permanent suspension from the college.
Important Note: Degree Seeking Applicants must submit all official documents by the close of business the Friday prior to the first day of class each semester. Applicants not meeting requirements for regular admission prior to the day classes begin may be admitted as a non-degree seeking student only. Refer to “Non-Degree Seeking Applicants” section.

SPECIAL APPLICANTS

Non-Degree (ND)
1. Must submit a completed application
2. Official high school diplomas or equivalents are required. Official transcripts must be sent directly from their points of origin to the Office of Admissions.
3. ND students lacking the appropriate transcript can be admitted temporarily for the first semester. Students who fail to submit the required transcripts will not be permitted to register for subsequent semesters.
4. ND students may not enroll in any courses in which placement is governed by the level of proficiency revealed in placement testing.
5. No limit is placed on the number of courses a ND student may take, but no more than twenty-four semester hours can be applied toward a degree at BCF.
6. ND students are not eligible for financial aid.
7. ND students who wish to become degree-seeking are required to meet all requirements for regular admission.
8. No documents received after Drop/Add will be accepted for the current term; these documents will be placed in the student’s admission file and updated for the next term.

Auditors (AU)
1. Auditors follow the same application process as ND students.
2. Auditors pay 50% tuition plus the required fees.
3. Auditors attend classes but do not take any examinations.
4. Auditors do not receive college credit.
5. Audited courses do not apply toward eligibility to receive government sponsored financial aid, including veterans’ educational benefits.

General Education Diploma (GED)
1. Applicants who have not completed high school may be admitted to a remedial program which is designed to equip them to pass the GED examination.
2. Applicants take the GED test at a nearby testing center. Upon successful completion of the GED, applicants become eligible to apply for admission to degree programs.

READMISSION

Graduates and former students who do not attend for two or more regular (fall or spring) semesters must reapply by (1) submitting to the Office of Admissions an application for re-admission, (2) a current church and pastor recommendation, and (3) any transcripts from any institutions of higher education attended since leaving BCF. Those re-entering after a year’s absence (two regular semesters) are required to graduate under the new catalog in force at the time of re-enrollment.

INTERNATIONAL STUDENTS

How To Apply
All admissions correspondence such as applications, academic records, financial documents, examination results, and translations must be addressed to the Office of Admissions, The Baptist College of Florida, 5400 College Drive, Graceville, Florida 32440, USA. All correspondence should include the applicant’s return mailing address and email address.

When To Apply
Since the admissions process for international students is time consuming, the Office of Admissions recommends that an applicant outside the U.S. apply to BCF six to nine months before the desired date of entrance. This will allow enough time for the exchange of correspondence, evaluation of all necessary documents, and the setting of financial and immigration matters.

Admission Requirements
The international application process is designed for all non-U.S. citizens. To be considered for admission, all international applicants must meet the same admission requirements as all degree-seeking students as described on page 7.

Application Materials Required
1. Application: An application accompanied by an application fee of $20 payable in U.S. currency (check or money order).
2. Recommendation Forms: The Church and Pastor Recommendation (completed by the appropriate church official and approved by the church where the applicant is a member) and one Personal Recommendation for Admission form must accompany the application for admission.
3. Academic Records: A complete, official transcript (academic record) of all secondary school studies, and official results of all state and/or national examinations taken. A complete official transcript of all studies in every institution of higher education attended beyond the secondary school level. This record must list all examination grades, degrees, and certificates held by the applicant. NOTE: An evaluation form from World Education Services, Inc., may be found online at www.wes.org or can be provided by the admissions office if requested. The student is responsible for requesting an evaluation of any foreign credentials from WES, Inc. Applications to BCF will not be processed without proper translation of foreign transcripts.
4. English Proficiency: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score satisfactorily. Applicants must have a composite score of 500 with 55 on the listening portion. The test results must be forwarded to The Baptist College of Florida. Information regarding the TOEFL is available from any American Consulate as well as from: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08541 U.S.A. Scoring Level 6 on the ASPECT University Placement Service test will be accepted in lieu of the TOEFL test.
5. Financial Statement: Certified original affidavit by parents, relatives, government, private organization, or a combination indicating their commitment to financially support the applicant must be forwarded to the College. Proof of the available funds must accompany this statement.
6. Photographs: Two photographs taken within six months prior to filing the application must be included.
7. Tuition: Tuition and fees for international students are charged at the same rate as those charged to all other students.
9. Immunization Requirement: In addition to the regular immunization requirements international students are required to submit PPD skin test and results for Tuberculosis less than one year old from the time of application.
10. Full-Time Enrollment: While attending the College, international students are required to be enrolled full-time. The student must remain in good standing and make satisfactory progress toward the declared degree objective. Full-time enrollment is defined as enrollment in a minimum of 12 semester hours each regular semester.
11. Tuition and Fee Deposits: International students are required to place a deposit with the college. Currently the deposit is $6,000.00 U.S. dollars. This deposit must be made before the college will issue an I-20 Certificate of eligibility to the student.
12. Campus Studies: International students may take courses at the Graceville or Orlando campuses only.

13. Online Studies: (a) International students attending the Graceville or Orlando Campus may take online courses, however an international student must take at least 9 hours in the classroom per term to maintain their F-1 status. (b) International students may take courses and seek a degree online only from their country of origin. Such students must meet the necessary English language requirements and all regular admissions requirements.

Notification of Application Status

Notice of the admissions committee's decision is sent as soon as possible after all required information has been received and evaluated. Applicants will be notified by mail if additional documents are needed. The I-20 Certificate of Eligibility is mailed to the student when all admission requirements are met. Students wishing to postpone their arrival to a later semester must notify the Office of Admissions in writing. The College will issue a new I-20 for the desired semester only after the student has returned the original form that is no longer valid.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Advanced Placement Credit

Concerning Advanced Placement Courses, the college will adhere to The College Board guidelines and may award credit for courses applicable to the student’s degree program when a grade of 3, 4, or 5 has been earned on the AP examination. Concerning International Baccalaureate Diploma courses, the college will follow a general policy comparable to many colleges and universities in the Southeast as well as nationwide. Students receiving the IB Diploma may receive up to 30 semester hours of credit for scores of 4 or higher on higher level (HL) examinations only. Students who do not receive the IB Diploma may receive credit for scores of 5 or higher on the higher level (HL) examinations only. Any credit given must be applicable toward the student’s degree program.

Transfer Credit

1. Official transcripts from all colleges previously attended must be sent from their points of origin directly to the Office of Admissions.
2. Transfer applicants currently on academic suspension from another college will not be considered until a full semester lapses since the suspension. Such applicants may then be admitted on academic probation and will have to maintain the standard for academic progress given elsewhere in this catalog or face permanent suspension from the college.
3. Transfer applicants currently on academic probation with another college may be admitted on conditional status but will have to maintain the college's standard for academic progress or face academic suspension.
4. No course with a grade below “C” will transfer, and no course can be transferred from another institution unless it corresponds or matches a course in the current BCF catalog. Descriptions of courses begin on page 33.
5. Courses in doctrine are not transferable from non-Baptist institutions.
6. A maximum of twelve semester hours credit may be granted for Seminary Extension Department courses in the College-Level Curriculum Series.
7. A maximum of fifteen hours of College Level Examination Program (CLEP) credit may be awarded. Official CLEP scores must be submitted before a student’s completion of the 60th hour of credit (including credit from all colleges previously attended). With a subject examination by CLEP, the college accepts a minimum of 50 in granting credit for the following courses and credit hours:

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>BCF Course</th>
<th># of Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>ENG 222</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 223</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>HI 306</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I: Early Colonization</td>
<td>HI 223</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II: 1865 to the Present</td>
<td>HI 224</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>PSY 307</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 101</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>PSY 310</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Economics: (Macro/Micro)</td>
<td>HI 200</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSY 201</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>SOC 201</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>HI 211</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II: 1648 to the Present</td>
<td>HI 212</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>SCI 201</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>SCI 202 or 203</td>
<td>3</td>
</tr>
</tbody>
</table>

8. Music credits will be evaluated by the music faculty after appropriate auditions and placement tests have been given.
9. All advanced standing should be granted before the student enrolls.
10. A Guide to the Evaluation of Educational Experiences in the Armed Services is used as a resource in evaluating credit earned while serving in the armed forces. The Directory of The National Program on Noncollegiate Sponsored Instruction: College Credit Recommendations is used as a resource in evaluating credit earned in civilian employee training programs. Coursework accepted will be assigned a “Satisfactory” rating and awarded the appropriate earned credit recommended in the appropriate publication. Coursework will be accepted as credit earned only and will not be figured in the grade point average.
11. Transferability of credit is at the discretion of the college or any other college of the student’s choice, and it is the responsibility of the student to confirm whether or not credits will be accepted by the college.
12. Students who have completed the required English and/or math courses (according to requirements stated in the BCF Catalog for the respective degree program) at a post-secondary institution accredited by a regional accrediting agency or equivalent, the following policy will apply:
   a. Students who received a grade of “C” or better in an equivalent required course(s) will not be required to undergo further testing. English and Math course credits equivalent to BCF courses will be transferred according to the policy stated in the current BCF Catalog.
   b. Students who pass the MA 230 (College Algebra) entrance test with a minimum grade of 75% or who have passed College Algebra with a C (2.0) or better, may enroll in STA 300 (Statistics).
   c. A three-hour (or more) college math course of a level higher than that of BCF’s MA 130 (Business Math), may be transferred and counted in lieu of MA 130 if such is required. The student must have earned a grade of “C” or better.
ATMOSPHERE

All college life focuses upon preparation for Christian living. Administration, faculty, staff and students join together to exalt Jesus Christ as both Lord and Savior. Everyone makes a sincere effort to exemplify the highest of Christian principles whether on or off the campus.

HOUSING

Single students, under 21 years of age, not commuting from home, must live in an on-campus residence hall for the first four semesters of attendance at BCF.

To house couples and families, the college owns three-bedroom apartments. For single men and single women, there are residence halls. Single students who wish to live in residence hall housing must follow the procedures outlined in the Housing contract. They must check in with the Resident Director no later than the first day of class each semester and check out and move any day up until the last day of the semester. Please check the BCF academic calendar for specific dates.

For information about housing costs, see the financial section of this catalog.

CAMPUS LIFE

The college offers opportunities for students to be involved in campus, community and ministry events through the Baptist Collegiate Ministries (BCM) and recreation.

American Association of Christian Counselors (AACC)

AACC meets monthly to foster a Biblically-based learning and sharing fellowship of students, administration, staff, and guest professionals in-the-field to meet the mandate of preparation for the ministry of counseling from a conservative Christian worldview.

Baptist Collegiate Ministries

BCM meets regularly for fellowship and special worship experiences. It provides opportunities for students to be involved in ministry. Student ministry teams are requested by various churches and associations to minister and evangelize through drama, music and preaching. BCM is open to all BCF students.

Men Standing Firm

Men Standing Firm is an organization of The Baptist College of Florida committed to the spiritual growth and health of the men of God.

Creation Science Club

The purposes of the Creation Science Club (CSC) are to glorify the Lord Jesus Christ through the scientific study of His creation and to undergird the faith of Christians in God’s word, the Bible, so that they can better witness to this lost and dying world.

Presidential Ambassadors

Presidential Ambassadors (PA) serve as campus hosts for various activities and events. Students of sophomore standing and above are eligible to apply. PAs are selected from submitted applications for one year appointments. Benefits include specially designed Presidential Ambassador apparel, travel, food and beneficial exposure to prominent Baptist leaders. For more information call (850) 263-3261, ext. 530.

Recreation

BCF also offers a variety of indoor and outdoor recreation activities providing Christian fellowship and exercise for the college family. The Assembly Center offers opportunities for basketball, volleyball, pool, ping pong and weight lifting. Outdoor recreational facilities include a softball field. For those who prefer organized recreational activity intramural leagues include pool, basketball, flag football, softball, volleyball, soccer, golf and ping pong.

SPIRITUAL ENRICHMENT

The college provides numerous special events throughout the year to enrich campus life and to further spiritual development. These include the Evangelism Conference, the Missions Conference, the Prayer Conference, the Powell Lectures, the School of Ministry, Preaching Week, and various musical programs and concerts.

Chapel services are conducted in the R. G. Lee Chapel three days each week. The programs vary, generally featuring a sermon by the president, a faculty member, or an invited speaker. Students and all other members of the campus community are expected to attend. These services, held Monday through Wednesday, are occasions of valuable spiritual fellowship and inspiration.

PUBLICATIONS

The college publishes Echoes, a quarterly magazine sent to alumni and friends; The Messenger, a weekly campus bulletin; the Catalog; and the Student Handbook. BCF also maintains a comprehensive website located at www.baptistcollege.edu.

SERVICES

Advising

The Baptist College of Florida provides advisement services for students enrolled in both degree and non-degree programs. Students are expected to schedule an appointment and meet with their advisor or an appropriate individual designated by the college. The purpose of such meetings is to assist students in planning a course of study that will result in the timely completion of a degree or other educational goals.

Students who do not plan a logical, orderly course of study appropriate to a given major are at risk of not completing their degrees or other educational goals on time. The college cannot assume responsibility for students who fail to plan accordingly.

Academic Support

Students who need academic support in basic skills such as reading, writing, and math, or in other courses, may gain tutorial help through the Information Technology Laboratory. This facility is equipped with computers and related software for student use.

Counseling

The college provides individual and guidance counseling services. For more information, call (850) 263-3261, ext. 474.
Finances

GENERAL FINANCIAL POLICIES

FEES

Application fee (non-refundable) ........................................ 20.00
Auditing fee ......................................................................... 50% of tuition
Books and supplies, approximate cost per semester (est.) ... 450.00
CLAST, CAAP fee ................................................................. 35.00
Commuter Meal Plans
25 meal plan ................................................................. 135.00
50 meal plan ................................................................. 262.00
1 meal a day plan........................................................... 410.00
Course fee for ENG 094 & MV 099 ..................................... 250.00
Course fee for ENG 105 & MA 110 ............................. 500.00
Graduation fee (non-refundable) ......................................... 75.00
Graduation fee for dual degree (non-refundable) ............. 110.00
Housing:
Apartment Lock/Key Replacement Charge .................. 50.00
Apartment Reassignment Charge ................................. 150.00
Apartment Security Deposit ............................................ 200.00
Apartment Water/Garbage Charge, per month .......... 35.00
Apartments for families:
3 Bedrooms (Fall and Spring) ........................................ 1,375.00
  (Summer) .............................................................. 550.00
2 Bedrooms (Fall and Spring) ........................................ 1,250.00
  (Summer) .............................................................. 500.00
1 Bedroom (Fall and Spring) ........................................ 1,125.00
  (Summer) .............................................................. 450.00
Late Lease Renewal Charge ............................................ 100.00
Residence Hall, per person, per semester
15 meal per week plan .................................................. 1,868.00
10 meal per week plan .................................................. 1,868.00
Summer (no meal plan) .................................................. 300.00
Residence Hall Deposit .................................................. 100.00
Residence Hall Improper Check-out Fee ...................... 50.00
Residence Hall Key Replacement Fee ......................... 5.00
Residence Hall Room Change Fee ................................. 25.00
Identification Card Replacement .................................. 5.00
Lab Fees, per course for LA 310, LA 311, LA 410, CE 410 ... 150.00
Late registration fee (non-refundable) ......................... 50.00
Matriculation fee, per semester: ................................. 105.00 for first course, 25.00 per course up to total of 175.00
Music fees:
Ensemble lab fee, per course ........................................ 20.00
Keyboard, voice, instrumental and guitar lessons:
Class instruction, per semester ........................................ 25.00
Private instruction:
One one-half hour lesson weekly, per semester .......... 175.00
One hour lesson weekly, per semester ......................... 275.00
Recital fees ...................................................................... 30.00
Pin number replacement fee .......................................... 10.00
Returned check charge (non-refundable) ...................... 20.00
Teacher Education Fee:
Curriculum Lab Fee for EDU 4000, 4010, 4030 ........... 25.00
Technology fee per on-line course (non-refundable)
(except IT 310) ............................................................ 120.00
Transcripts ....................................................................... 5.00 each
Tuition- per semester hour ............................................. 250.00
Tuition deposit ............................................................... 100.00
Tuition, distance sites - per semester hour ............... 120.00

*These charges will be assessed at the beginning of the semester.

Rental Deposits
Students planning to live on campus must make a reservation and deposit after being approved for admission. Deposits are $100.00 for a residence hall room and $200.00 for an apartment. Space is limited. A student is assigned to housing or placed on the waiting list only after he/she is approved for admission and makes the appropriate deposit. Housing is rented on a semester basis, but the college reserves the right to take possession at any time the administration deems advisable.

PAYMENT OF ACCOUNTS

The college's credit, collection and payment policies exist in order to maintain a fair, consistent and sound business relationship.

Points to remember:
1. All tuition, fees, and housing charges are assessed and due when you register. Student aid funds will be posted to the student's account to satisfy these charges. All balances due will be handled in accordance with the deferred payment plans as outlined below.
2. Some miscellaneous charges may be assessed during the semester such as graduation fees, CLAST test fees, etc.
3. All charges for fall and spring semesters (J-term considered to be a spring semester charge) may be paid when you complete registration at the Office of Business Affairs. Summer school charges must be paid in full at the Office of Business Affairs before each session begins.
4. All student ID cards must be validated in the Office of Business Affairs before students attend class.
5. We accept all major credit cards. Personal checks will be accepted toward payments on accounts, however, no campus office will cash checks. "Insufficient funds" checks presented for payment will incur a $20 “Insufficient funds” charge.
6. Students who receive Veterans benefits are given no special consideration in payment of accounts. No deferral in payments will be granted. Each veteran should be prepared to pay fees while the V.A. Benefits are being processed.
7. Funds received from all student aid, state and federal grants, Tuition Assistance Program, Stafford Loans, and scholarships will be credited to the student's account in the Office of Business Affairs. Any excess funds (credit balances) on a student's account, after all monies above have been applied, may be withdrawn by the student in accordance with guidelines established by State and Federal agencies administering the funds. NO FUNDS MAY BE WITHDRAWN BY THE STUDENT UNLESS THE STUDENT ACCOUNT HAS A CREDIT BALANCE.
DEFERRED PAYMENT PLANS

Plan 1. Students who do not receive Financial Aid must pay fifty percent (50%) of all assessed charges prior to the beginning of classes. The remaining balance is due forty-five (45) calendar days from the day classes begin.

Plan 2. Students who have approved Financial Aid as documented by the Financial Aid Office will have the Aid applied toward the current semester charges. The student must then pay fifty percent (50%) of any remaining charges prior to the beginning of classes. The remaining balance is due forty-five (45) calendar days from the day classes begin.

Non Payment Penalty
Students with an overdue account from the current or previous semester will not be allowed to register for the following/next semester. Also, request for official transcripts will be denied until payment is received and the balance of the account is zero.

REFUND POLICIES

Drop/Add Refund Policy
Students who drop courses prior to the beginning of classes or during the drop/add period of any semester will receive a full refund of tuition and fees. No refunds will be granted for drops after the end of the drop/add period. In the fall and spring semesters drop/add begins the first day of the semester and extends for seven calendar days, not class days (see BCF Academic Calendar). In the one, two and three week summer sessions, drop/add period ends after the first day of classes. In the ten week summer session, drop/add begins the first class day and extends for seven calendar days (not class days). Since students are permitted to enroll in only one short term course per summer session, all drops are treated as withdrawals, and refunds are granted under the withdrawal schedule as follows.

Regular Withdrawal Refund Policy
Students who officially withdraw from school during the Fall or Spring semester will receive a tuition refund according to the following schedule.

Fall and Spring Semesters (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>1-7 days</th>
<th>8-14 days</th>
<th>15-21 days</th>
<th>22-28 days</th>
<th>29-65 days</th>
<th>Later</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>90%</td>
<td>50%</td>
<td>25%</td>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Summer Withdrawal Refund Policy
Students who officially withdraw from school during the Summer semester will receive a tuition refund according to the following schedule.

One Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>First Day</th>
<th>Second Day</th>
<th>Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>25%</td>
<td></td>
</tr>
</tbody>
</table>

Two Week and Three Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>First Day</th>
<th>Second Day</th>
<th>Third Day</th>
<th>Fourth Day</th>
<th>Later</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>90%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Ten Week Courses (Days=Calendar Days)

<table>
<thead>
<tr>
<th>Days</th>
<th>First Day</th>
<th>Second Day</th>
<th>Third Day</th>
<th>Fourth Day</th>
<th>Later</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>100%</td>
<td>80%</td>
<td>50%</td>
<td>25%</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

A student may occupy campus housing from semester to semester without interruption as long as he/she abides by the regulations.

He/she rents housing on a semester basis - fall, spring and summer. Once the student occupies a housing unit, he/she is expected to reside in it for the entire semester and is obligated to pay the rent until the end of the semester. This requirement may be waived under the following condition:

If during a semester a resident withdraws from school or is called to live on a church field, he/she may request to be released from the rental agreement. A formal letter of employment from a church official, other than the resident, must accompany the request. Other rules for vacating will apply. With these things in order, the date the request was made may then serve as the date of notice given for vacating the unit.

Notes
1. Withdrawal refunds are granted only to students who officially withdraw. Withdrawal begins by contacting the Enrollment Office.
2. All refunds must be requested in writing in the Office of Business Affairs.
3. Refund processing will take approximately thirty days.
4. A week is considered to be five working days.

TRANSCRIPTS OF COLLEGE CREDITS

Transcripts of credits earned at the college are sent upon student request. A fee is charged after the first two requests. Official transcripts are not released for students who have an outstanding balance or who are in default on their student loan.

CONTRIBUTIONS TO THE SCHOOL AND STUDENTS

BCF is a 501(c)(3) organization recognized by the IRS as a not for profit institution. Contributions to the school are tax deductible. However, contributions to a specific student’s account are not tax deductible.

FINANCIAL AID

The Baptist College of Florida participates in the full range of state and federal aid programs. In addition, several other programs are offered to help students meet the cost of attending the college. Financial assistance offered can be in the form of grants, employment, loans, or scholarships. The applicant’s financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. Applicants should call or e-mail the Financial Aid Office, finaid@baptistcollege.edu, to secure application forms and to determine eligibility.

Applicant Requirements

A student eligible to apply for financial aid
1. is accepted in good academic standing and maintains satisfactory academic progress at the college;
2. is enrolled in an eligible program as a regular student seeking a degree;
3. is a U.S. citizen or permanent resident of the United States;
4. owes no refund or repayment on a previous educational grant;
5. is not delinquent on a student education loan;
6. and, for programs based on financial need, has established financial eligibility through the Free Application for Federal Student Aid (FAFSA).

Application Process

To initiate the application process for grants, loans, and college work study, a student must complete the Free Application for Federal Student Aid (FAFSA). Students may apply on-line at www.fafsa.ed.gov or contact the Financial Aid Office for a paper application. The application period begins January 1 of each year for the
following academic year. The FAFSA application may be sent any time throughout the year, but by early submission the applicant may be eligible for additional grants.

After BCF has received the results of the FAFSA from the government, the applicant will be informed of any additional forms needed to complete the process. Students must submit all required forms to the Financial Aid Office in order to be considered for any financial aid programs. The Financial Aid Office will send each qualified student an award letter detailing the amount the student will receive in financial aid. Each student is responsible for payment of 50% of the difference between charges and financial aid by the first day of class for the fall and spring semesters. For J-Term and summer semesters the difference between charges and financial aid must be paid in full by the first day of class.

Standards of Satisfactory Progress for Financial Aid
In order to maintain financial aid eligibility, students must maintain satisfactory academic progress toward a degree. Specifically, this means that full-time students, those taking twelve or more semester hours, must successfully complete 2/3 of those hours each semester, and meet or exceed the appropriate cumulative grade point average for their classification. The minimum cumulative grade point requirements are as follows:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-27 hours</td>
<td>1.40</td>
</tr>
<tr>
<td>28-60 hours</td>
<td>1.70</td>
</tr>
<tr>
<td>61-91 hours</td>
<td>2.00</td>
</tr>
<tr>
<td>92 or more hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Grades of F, WP, WF, and W will not satisfy the academic progress requirements. Undergraduate full-time students are limited to a maximum of twelve fall or spring semesters of financial aid eligibility. The maximum length of eligibility is prorated proportionately for part-time students. Students enrolled for at least six semester hours, but less than twelve semester hours, must successfully complete each course attempted with the appropriate minimum academic progress. The student’s cumulative academic record will be evaluated each semester.

Probation/Suspension
If students fail to meet all criteria of the standards of satisfactory progress for financial aid they will be placed on financial aid probation for one semester. If at the end of the semester the student earns the required grade point average and hours to be completed for this new stage of enrollment, the student will be considered to be making satisfactory progress and will be removed from probation. However, if at the end of the probationary period, the student is not meeting all satisfactory progress criteria, financial aid will be suspended.

Reinstatement
After students have attended a semester at The Baptist College of Florida at their own expense, they may apply for financial aid reinstatement if they have met the standards of satisfactory progress for financial aid for that semester.

Appeals
If the student feels that there were mitigating circumstances such as illness, death or personal or family problems which caused the lack of progress, an appeal may be made to the Senior Vice-President by contacting the Director of Financial Aid.

Financial Aid Refund Policy
If a student completely withdraws and is due a refund according to the Institutional Refund Policy, then all unearned federal aid will be returned to the appropriate financial aid program.

If a student enrolled for classes, but did not attend and did not officially withdraw, the college will assume, for Title IV Financial Aid purposes, that the student has unofficially withdrawn, and funds may have to be returned to the Federal Government, unless there is documentation to indicate that the student completed the term of enrollment.

EMPLOYMENT
In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, will be required to supply documents which provide proof of identity and eligibility for employment in the United States. Examples of such documents include:

1. Valid driver’s license and valid social security card;
2. Certificate of United States Citizenship (INS Form N-456 or N-561);
3. Certificate of Naturalization (INS Form N-550 or N-570);
4. Alien registration receipt card;
5. United States passport.

*For students who applied for residency or citizenship through the U.S. Immigration and Naturalization Service.

Federal Work Study (FWS)
The Federal Work Study program enables students who demonstrate financial need the opportunity to earn money. Jobs are on campus and include work in offices, library, maintenance, etc.

BCF Student Employment Program
Students may work on campus as student assistants without demonstrating a financial need under the BCF Student Employment Program.

GRANTS
BCF students may receive federal and state grants. Grants are non-repayable funds awarded to eligible students.

Federal Pell Grants
Federal Pell Grants are non-repayable government funds provided to students demonstrating financial need. These funds are used to pay for educational costs. Awards are reduced for enrollments of less than 12 semester hours. To be eligible, applicants must be permanent U.S. residents who have not received a baccalaureate degree.

Students may apply online at www.fafsa.ed.gov or contact the Financial Aid Office for a paper application.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This non-repayable grant is awarded on the basis of exceptional financial need to students who have not received a baccalaureate degree. Awards are $400 per year. FUNDS ARE HIGHLY LIMITED.

Federal Academic Competitiveness Grant
Academic Competitiveness Grant is a federal need-based grant program, for students who have completed a “rigorous high school curriculum”.

Eligibility requirements include:

- Students must be U.S. citizens.
- Students must be Federal Pell-Grant recipients.
- Students must be enrolled full time in a degree program.
- Students must be enrolled in their first or second academic years
- First-year students must not have been previously enrolled in undergraduate programs.
- Second-year students must have at least a 3.0 cumulative grade-point average on a 4.0 scale for their first academic year of study.
- Students must have complete a rigorous high school program of study.
Florida Student Assistance Grant (FSAG)
FSAG is a state-funded program for permanent Florida residents who have lived in the state at least one year. Students must demonstrate financial need and be actively pursuing a degree. Application is made by completing the Free Application for Federal Student Aid (FAFSA). FUNDS ARE LIMITED.

Florida Bright Futures Scholarship Program
The Florida Bright Futures Scholarship Program is a merit-based scholarship awarded to Florida high school seniors who have applied and met the requirements of the program before they graduate from high school. The Bright Futures Program is comprised of the Florida Academic Scholars Award, Medallion Scholars Award and Gold Seal Vocational Scholars Award. High school students must have their high school guidance counselors submit their test scores and completed coursework to the Florida Bright Futures Program at the Florida Department of Education. Specific coursework, minimum grade point average (GPA), and test score requirements are outlined on the Bright Futures website at www.firn.edu/doe/brfutures.

Eligible students will receive a fixed award amount which is determined by the Florida Department of Education.

LOANS

BCF Emergency Loans
Short term loans from BCF resources are available to assist students in paying unexpected expenses. Repayment must be made in full usually within 30 days. In all cases the loan must be repaid prior to the end of the semester for which it was granted.

Annette L. Hatcher Student Loan Fund
This BCF loan was established to assist worthy students who are in financial need and who do not have access to other financial help. The initial loan can be made only after the student has successfully completed at least one semester. Loans of 50% of the amount required to cover his/her direct school expenses will be approved for eligible students.

BCF Christ Is Our Salvation Loan Fund
The BCF Christ Is Our Salvation Loan Fund is available on a need basis to full time students enrolled in a degree seeking program. Repayment must begin six (6) months after the student ceases to be a full-time student at The Baptist College of Florida. The loan interest rate is fixed at six percent and starts accruing at repayment.

Federal Stafford Loan (Subsidized)
Loans under the Federal Stafford Student Loan Program are made to students by private lenders, but interest rates are subsidized by the government. As a result the application process is controlled by law, and the loan is available to the student only on the basis of financial need.

First year students may borrow up to $3,500 annually, if they attend a full academic year. Students who have earned 28 hours of study may borrow up to $4,500 annually. Students who have earned 61 hours or more may borrow up to $5,500 annually. The aggregate maximum any student may borrow under this program is $23,000.

Both entrance and exit counseling are requirements for a Subsidized loan. Entrance counseling is mandatory before the release of the first disbursement of the Federal Stafford Loan. Even if the student attended pre-loan counseling at another institution, he/she is required to attend it again. All new students at BCF participate in pre-loan counseling. The Baptist College of Florida must delay the first disbursement of loans until thirty days after the first day classes began as mandated by federal regulations. Exit counseling will be conducted before a borrower graduates or ceases at least-half-time enrollment. A notice will be sent to each borrower with times and dates of entrance and exit counseling sessions and a schedule will be posted in the Financial Aid Office. The borrower is required to repay the loan according to the repayment schedule and notify the lender of anything that affects ability to repay or eligibility for deferment or cancellation.

Federal Stafford Loan (Unsubsidized)
Students may apply for a non-need based Federal Stafford Student Loan (unsubsidized). The conditions for this loan are identical to the Federal Subsidized Stafford Loan, except students may pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation. Independent students, or students whose parents are denied for the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow additional funding.

Federal Parent Loan for Undergraduate Students (FPLUS)
The PLUS loan is a program for the parents of dependent undergraduate students who need additional financial aid. Eligibility is not need based. The student must be at least half time.

Parents may borrow up to the total cost of education annually, minus any other aid. Parents who demonstrate appropriate credit worthiness are eligible.

Repayment of a PLUS loan begins within 60 days of loan disbursement. Deferments are available.

SCHOLARSHIPS

Florida Ministerial Scholarships
This scholarship, funded by the Florida Baptist Convention and BCF, provides tuition assistance to Florida Baptist students who are committed to Christian ministry as a vocation and who attend BCF.

Eligibility Criteria
Applicants for this scholarship must meet the following requirements:

1. They must have been students by private lenders, but interest rates are subsidized by the government. As a result the application process is controlled by law, and the loan is available to the student only on the basis of financial need.

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Eligibility Criteria
Applicants for this scholarship must meet the following requirements:

1. They must have been residents of Florida for a minimum of twelve months immediately prior to initial entrance into BCF. Some exceptions are granted to military personnel.
2. They must be a degree-seeking student.
3. They must have been an active member of a church affiliated and cooperating with the Florida Baptist Convention for at least twelve months prior to entering school.
4. They must submit their testimony of God’s call to enter Christian ministry as a vocation.
5. They must continue to remain an active member of a Southern Baptist Church.
6. They must maintain and express a positive, favorable attitude toward their churches and denomination.
7. They must maintain the grade average required for graduation and listed in the current school catalog.
8. They must meet the following course load requirement: on-campus students must take a minimum of twelve semester hours in the Fall and Spring semesters. Ten or more semester hours are required for Summer aid. Weekend applicants must take all courses offered on Saturdays. On-line students must take at least two courses per Fall and Spring, and Summer semesters.
9. They must meet annually with a counselor designated by the Financial Aid Office and discuss his/her call to a church related vocation.

Application Process
Application forms may be obtained from the Financial Aid Office. Initial applications, reapplications and all accompanying documentation must be submitted by August 1 of each year. Exceptions are made for new/incoming students.
BCF Scholarships

Applications are available in the Financial Aid Office. Scholarships are awarded each fall and spring semester, as funds are available. The following is a list of active scholarships granted by the college:

Alabama Alumni
Alabama/Balkum Baptist Church
Rev. Timothy J. Alexander
Anderson Family Foundation, Inc.
Appalachee/Gadsden County Baptist Association Hispanic
Charles F. & Willa Albright
Winifred Allen
Ben & Barbara Amlong
Anderson Family Endowed
Anderson Family Foundation
Angus Lane Anderson & Mary Shy Anderson
Lucile Anderson
A. B. & Hilda Andrews Family
St. Andrews Baptist Church & Mark & Angie Rathel Honorarium
Antioch Baptist Church
Carl Arant
Helene G. Argo
Agnes P. Axson Memorial
Judge W. L. Bailey
Bailey-Cox Music
Christopher M. Barber
June Esther Bateman
W. O. Beauchamp, Jr. Memorial
Leroy Benefield
Dr. & Mrs. Leroy Benefield
T. S. Boehm
Irene S. Boman
Olene Braxton
J. Walter & Missouri Brewer
Homer A. & Irma W. Brinkley
Rev. & Mrs. Howard C. Browning
Timothy & Christopher Burns
Robert Edward Chapman, Sr.
The Chatlos Foundation
Thomas Perkins Clifford
Jesse W. Clouston, Sr.
Bill Cook
Julian & Cammie Cole
Evelyn Collier Education Scholarship
Harrison Conley
Thomas B. Conrad
Joe & Ann Courson
George E. Crowell
Eleanor Crutchfield Memorial
Hugh & Shirley Dampier
J. Nixon Daniel, Jr.
J. Nixon Daniel, Sr.
Harold A. Dann Memorial
Charles & Martha Davis
John Dicks
John H. Dicks Memorial
Arminta M. Donaldson
Jacqueline Perry Draughon International
Walter D. Draughon, Jr.
Alfred I. duPont Foundation
Mattye E. DuPree
Floyd & Lottie Dykes
Calvin & Claudia Edeker
A. M. & Mae Everett and Lillian S. Nagy
Faculty Wives
C. W. Fambrough
First Baptist Church, Eau Gallie, Melbourne, FL
Shelby Foster Fisher
Baptist College of Florida Alumni Association
Florida Campers on Mission
James M., Jr. & Josephine C. Garrett
Graves/Carlin
Greenwood Baptist
Hall, Hoffman, Leary Memorial
Mr. & Mrs. L. V. Graham Memorial
Herman F. Greer
Dalton Hagler, Sr.
Lillie J. Haire
Flora Jo Hall Memorial
Lona Eloise Halford Memorial
T. J. & Mary Frances Harris
Thomas Granville Hayden
Violet Hayward
Carlton & Lydia Herndon
Hickox Memorial
Lois B. & John Hipps
Dr. & Mrs. J. E. Hodges
Grace Hudspeth
Earl Hutto Foundation
M. Dewitt & Theresa Jackson
James-Hudspeth
W. K. Jenkins
J. S. Judah & Mrs. Lula Dillard Judah
Dwight & Carolyn Kelley
Jesse Craig Kennon
Ketner Family
Ruth Ann Kinchen
N. B. Langford
David Lauen Music
Dr. J. W. & Joyce Lee
M. J., P. J. & W. P. Lee
Philip W. Lett
Archie Linderman
Litzell Finances
N. Edward Mann
J. G. Manuel
Thomas E. (Marty) Martin
Judson & Nellie McElroy
Earl H. Merritt Memorial Annual
Earl H. Merritt Memorial
L. Don Miley
F. H. Morgan
G. W. & Mary Frances Morrow
John L. Murrell
Music Scholarship/Performance Award
Bertie Nalls
F. H. Nelson
Warren J. Nuber Memorial
J. A. & Ethel Nichols
Opdyke
Jerry & Shelvie Oswalt
Edward & Evelyn Owens and James & Willie McCormick Memorial Music
Violet Pearson
M. G. & Ethel P. Piggs
Leonard G. Ratzlaff
Rice-Savell
Charlie Richards
Max & Laura Robinett
Marion C. Roche
Barbara Ross
C. H. St. John
James M. Scott, Jr.
James H. & Voncie B. Senterfitt
Serena Shutt
Jefferson Lee Smith Memorial
Jim & Mabel Southerland
Southern Baptist Foundation
Jerry & Helen Sowell
Spangenberg
Durwood & Dixie Merle Spivey
Arthur Stainback
Lloyd & Eva Mae Stanland
Gerry Strawn
John & Nancy Sullivan Scholarship Fund
Harold & Mary Ann Taylor
Kay S. Taylor
Lanis E. Taylor
Purvis N. Taylor
Eugene Thompson
Toolson Bivocational Ministers’
Austin Lavon Tomlinson
The college operates on the semester plan: Two fifteen-week semesters per year, with two two-week terms and two three-week terms during the summer. One-semester hour and two-semester hour courses are also offered between semesters in January.

The unit regularly used for the measurement of credit toward graduation is the semester hour, which is the equivalent of the credit earned in a course which meets one hour per week for a semester. Thus a class which meets two hours per week for a semester is a two-semester hour course; one which meets three hours a week for a semester is a three-semester hour course.

For the purpose of converting transferred quarter hours into semester hours, the following formula is used: the number of semester hours is two-thirds the number of quarter hours. A student must be enrolled for a minimum of 12 semester hours of work per semester to be classified as a full-time student.

Sixteen semester hours of course work are considered a full load. Enrollment for more than twenty semester hours requires the permission of the Dean of Enrollment Management. Students on academic probation never take an overload.

The General Education Foundation at BCF was developed to ensure that all students acquire broad general knowledge deemed important for students in baccalaureate programs and was designed to provide foundational knowledge necessary for the achievement of learning at higher levels. The ability to read, write, and use basic computational skills greatly affects all learning. To assist students in acquiring proficiency in these skills early in their collegiate academic careers, the following rules apply to all regularly enrolled students taking more than three semester hours.

1. Students must complete the English and math requirements of the General Education Foundation by the semester in which they earn their 60th hour of college credit. All other general education courses must be complete by the semester in which students earn their 80th hour of college credit.

2. English courses should begin the first semester students enroll at BCF and continue without interruption until both composition courses are completed (ENG 151 and 152). A literature option must be completed by the semester in which the 60th hour of college credit is earned (except for those students who take ENG 100 and/or ENG 105, whose literature course may be delayed by the number of semesters they are involved with these courses).

3. Students whose placement tests scores reveal a deficiency in reading must enroll in ENG 105 in their first semester and ENG 100 their second semester as advised by the Enrollment Office and General Education Division. Students whose scores reveal a deficiency in grammar must enroll in ENG 100 in their first semester. Students deficient in math skills must take MA 110 and continue with other math courses in the prescribed progression until completing the required math course for...
their degree or major. Students are permitted to make vertical transfers after the drop and add period without financial or academic penalty on the basis of testing, recommendation of the faculty member, and approval of the Chair of the General Education Division.

4. Students majoring in programs requiring MA 130 must enroll no later than the second semester of their sophomore year.

5. Students majoring in Elementary Education (including transfer students) must take the general knowledge portion of the FTCE, CLAST, or PRAXIS I before registering as upper division students.

**BASIC SKILLS PLACEMENT GUIDELINES**

English and math are important general education subjects in college life. For maximum learning in those areas, it is important that students enroll in English and math courses appropriate to their level of learning. The information below describes the process used to determine placement of students in English and math courses.

**Placement in English Fundamentals (ENG 100):**

Students who have less than:

- B (3.0) Senior High School English Courses

Placement in Reading (ENG 105):

Students who have less than:

- 18 or 440 ACT Reading Score or SAT I Verbal Score will be required to enroll in ENG 105.

**Placement in Mathematics (MA 110):**

Students who have less than:

- C (2.0) Algebra I or Higher Math Courses in High School

Placement in Mathematics (MA 110):

Students who have less than:

- 19 or 440 ACT Mathematics Score or SAT I Mathematics Score will be required to enroll in MA 110.

**Diagnostic Testing**

Students placed in ENG 105 or ENG 100 or MA 110 or MA 120 will be tested during the week of welcome activities. Test results will be used to determine if students should be placed in more advanced classes.

Students who do not have Placement Data, (ACT/SAT I scores; High School grades), will be placed in basic skills classes and tested during the week of welcome activities. Test results will be used to determine if students should be transferred to more advanced classes.

**DEGREE PROGRAMS REQUIRING MATH COURSES OTHER THAN MA 130**

**Christian Counseling Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra). Students who pass the MA 230 entrance test with a minimum grade of 75% or who have passed the MA 230 course with a C (2.0) or better, may enroll in STA 300 (Statistics).

**Music Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

**Teacher Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT mathematics score is below 19 or SAT I mathematics score is below 440 or Algebra II grade is less than C (2.0). Students who pass the MA 120 entrance test with a minimum grade of 75% may enroll in MA 230 (College Algebra), MA 220 (Finite Math), or MA 210 (Geometry).

**BASIC COMPUTER PROFICIENCY**

Computer skills are required for graduation at BCF. A student may take and pass IT 101 to gain those skills or he/she may pass a proficiency test. The test consists of a three-part performance section as well as concepts, terminology, and general knowledge section. The entire test will require a minimum passing score of 85%.

The performance portion consists of the following skills:

**Performance 1:** Document Processing Basics: creating, editing, formatting, saving, and printing a document in Microsoft Word.

**Performance 2:** File Management: locating, renaming, and deleting a file; creating a new folder.

**Performance 3:** Internet: Accessing the internet, using a search engine, navigating within a Web site.

**CAAP TESTING POLICY**

All students enrolled in BCF will be required to take a CAAP (Collegiate Assessment of Academic Proficiency) test (or similar nationally normed test) prior to completing their 60th hour of credit. Transfer students who have completed their English and math course sequences will be required to take the CAAP test the semester they enter BCF.

**GRADING SYSTEM**

The following numerical and letter grading system is employed by the faculty in assessing each student's performance.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>HOUR</th>
<th>PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90-100)</td>
<td>Excellent</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>B (80-89)</td>
<td>Good</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>C (70-79)</td>
<td>Satisfactory</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>D (60-69)</td>
<td>Poor, but passing</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failure</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal passing</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal failing</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Course dropped within the drop period</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

**Incomplete Grades**

Students should meet all course requirements by the time of the semester final examination. Should that not be the case, the professor, under certain conditions (see below), may record an “I” or “Incomplete” grade, document the outstanding work with the registrar and give the student a deadline for the removal of the “I” grade. In all cases, “I” grades must be removed by the end of the 20th day of the next regular (fall or spring) semester. On the morning following the deadline day, all “I” grades will be converted to permanent “F’s.”
CLASS ATTENDANCE

Absence From Classes
Class attendance and absences are covered by the following regulations:
1. The college grants excused absences for students representing BCF at activities which conflict with classes, for students fulfilling military duties, and for students attending legal proceedings.
2. Students are allowed three absences in three-hour classes, two absences in two-hour classes, and one absence in one-hour classes without penalty. Each absence over this number will carry a one-half point reduction in the final grade. Such absences are counted as part of the maximum allowable to receive credit as governed by rule 6 below.
3. In all cases attendance is counted from the first meeting day of the class.
4. In calculating absences three tardies equal one absence.
5. Students dropping a course after 8 weeks earn an “F” in that course.
6. Students lose credit in any course in which absences exceed one-fourth the total number of meetings of the class. Final examinations count as two class meetings. For example, if a class meets 45 times a semester, the student would lose credit with the twelfth absence.
7. Students must be present for at least one-half (1/2) of a class period to be counted present.

Absences From Semester Examinations and Sectional Tests
If a semester examination is missed, it may be taken upon approval by the Dean of Enrollment Management. The student should explain in writing the reason for the absence.

Sectional tests missed for reasons acceptable to the professor are taken no later than seven days from the date the student returns to a given class. To secure faculty permission to take the missed test, the student applies to the faculty member in question, giving reasons for the absence and requesting a definite day and hour for the exam.

Changing or Dropping Courses
Students may change courses only during the first week of a semester (see BCF Academic Calendar) or drop courses during the first eight weeks. Students drop courses in the Enrollment Office. The college recommends the student confer with the Financial Aid Director and his/her advisor before taking such action. Dropping courses after the eighth week results in an automatic failing grade. Fees may be assessed for course changes (see Refund Policies).

OFFICIAL WITHDRAWAL

Students who withdraw from the college follow a prescribed plan beginning at the Enrollment Office. Those who officially withdraw before completing a semester or summer session will receive the grade of WP or WF according to course requirements completed at the time of withdrawal. Those who attend classes, but leave the college before completing a semester or summer session and do not withdraw officially will fail all courses and will be charged full tuition. There is no charge for an official withdrawal, and refunds are made as stated in the “Financial Information” section of this catalog. Students who drop all courses during a semester or summer session will be automatically withdrawn from the college.

DIRECTED STUDY POLICY

1. Directed Studies (DS) are designed to meet special needs of students. Students may apply for a DS only when (1) a professor and student design a special course to expand the depth and quality of the student’s degree plan or (2) a graduating senior (in his/her last two semesters) needs a required course.
to complete degree requirements and that course conflicts with another required course or was not offered the previous two regular semesters by the college.

2. Directed Studies (DS) will vary depending on the nature of the course but will have the same outcomes and similar assignments as the corresponding classroom-based course.

3. A student may not take more than two Directed Studies within his/her academic program.

4. Students who need to undertake a Directed Study (DS) course should submit a completed Directed Study Application to the professor who will lead the DS course no later than one week after the last day of freshman advising/pre-registration as published in the catalog. Applications are available from the professor leading the study, the secretary to the Dean of the Faculty, or the college Registrar.

5. The professor will sign and present the request to the Division Chair for approval.

6. If approved, the Division Chair will sign and present the form to Dean of Faculty for approval.

7. The Dean of Faculty will forward approved requests to the Dean of Enrollment Management for final approval and implementation. The student and the professor will be informed of the approval/disapproval by e-mail or campus mail.

8. If approved, the student should ensure that he/she has been registered for the class and then report to the professor for a syllabus during the first week of classes of the appropriate semester.

CHANGE IN PROGRAM

Students who desire to make any changes related to academic major or minor should (1) consult with division chair of the desired new degree/minor program, (2) complete change of degree/minor form obtained from division chair, and (3) submit completed form to the division chair of the new program. Students who make a program change related to an academic major or minor must follow the guidelines for the new program under the catalog in effect at the time of the change in program.

STANDARD OF PROGRESSION TOWARD GRADUATION AND CLASSIFICATION OF STUDENTS

The college has adopted the following standards for the student’s progress from freshman through senior.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>HOURS</th>
<th>MINIMUM GRADE POINT AVERAGE FOR UNCONDITIONAL RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0-27</td>
<td>1.40</td>
</tr>
<tr>
<td>Sophomores</td>
<td>28-60</td>
<td>1.70</td>
</tr>
<tr>
<td>Juniors</td>
<td>61-91</td>
<td>2.00</td>
</tr>
<tr>
<td>Seniors</td>
<td>92-or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

PROBATION/SUSPENSION

Students who do not meet the minimum standards indicated above will face academic discipline as follows:

1. The first semester after failure to meet the minimum standard, students will be placed on academic probation.

2. Students who meet at least the minimum standard after one semester on probation will be placed on good standing.

3. Students who fail to attain the minimum standard after a semester on probation will be suspended.

4. Students placed on suspension may not enroll in the college for one regular semester.

5. Students on suspension must apply through the Office of Admissions to be readmitted to the college.

6. If readmitted to the college, the required minimum standard must be met by the end of the second semester following readmission.

7. If the minimum standard is not met by the end of the second semester following readmission, students will be placed on permanent suspension.

The most reliable way to end academic probation is to retake courses in which “D” or “F” grades have been earned in order to improve grades in accordance with the forgiveness policy.

REQUIREMENTS FOR ENTRANCE INTO TEACHER EDUCATION PROGRAM

To enroll in professional and elementary education courses of the Teacher Education Program (TEP) of The Baptist College of Florida, a student must have earned 50 hours with a cumulative GPA of 2.50 or better and must have passed the General Knowledge section of the Florida Teacher Certification Examination (FTCE) or PRAXIS I. The student must submit an application to the TEP and be interviewed and approved by a TEP Admissions Committee as part of their application.

Students who reach their 50th hour without a GPA of 2.50 may register for education courses with the permission of the TEP Admissions Committee and will be given one semester to improve their cumulative GPA to at least a 2.50. Those who do not earn a 2.50 after this additional semester will not be allowed to register for educational courses and will be advised to change their major.

Students who have reached their 50th hour without passing the General Knowledge section of the FTCE, or PRAXIS I may register for education courses with the permission of the TEP Admissions Committee and will be given two semesters to pass the required exams. Those who do not pass one of the tests after these additional two semesters will not be allowed to continue to register for educational courses and will be advised to change their major.

Education Degree Graduation Requirements

To complete this program, education majors must:

1. Satisfactorily complete all academic courses outlined in their program of study.

2. Pass the general knowledge, professional education, and subject area examination portions of the Florida Teacher Certification Examination (FTCE) before completing EDU 4090.

SMALL CLASSES

A course with fewer than 10 students enrolled at the beginning of the semester may be canceled.

CODE OF CONDUCT

See College Code of Conduct and Disciplinary Procedures in sections 5 and 6 of the Student Handbook.

RIGHT OF STUDENT APPEAL AND COMPLAINT

Students at BCF have the right of appeal and right to file a complaint. Should a student feel that a decision by a faculty member, faculty committee, or administrative officer is unfair, he/she may request in writing of the officer issuing the decision a hearing with the immediate supervisor of that teacher, administrator, or committee with both parties present. Should this meeting prove unsatisfactory, the student may follow further procedures of appeal or complaint as outlined in the Student Handbook, section 6.1.2 or 3.8.

DEGREES OFFERED

The college offers associate and baccalaureate education to persons called of God to serve in churches, classrooms, mission fields, and the community. High school graduates and college graduates in a second vocation may enroll for a degree. Non-high school graduates enroll in the special program for non-high school graduates. The following degrees are offered.
Baccalaureate Degrees
The college offers a Bachelor of Arts degree with majors in Ministry, Biblical Studies, Christian Counseling, Christian Education, Christian Studies, Leadership, Missions, and Elementary Education, and a Bachelor of Science in Biblical Studies degree. Several baccalaureate degrees are offered in the areas of Church Music and Music Education. Most of these degrees require 120-130 semester hours of study. Each program provides a broad base of knowledge and experience for the student who wishes to enter immediately into ministry and a strong foundation for entrance into graduate study.

Associate Degrees
The college offers three associate degrees with majors in Christian Education, Church Music, and Divinity. The 63-66 semester hours required for associate degrees include training in most phases of the work of ministry in the local church and are tailored for the student who wishes to invest only two years of training in the chosen field.

GRADUATION REQUIREMENTS
The following general requirements for graduation must be met before the student may receive a degree:
1. Application for graduation at the beginning of the final semester;
2. Completion of academic requirements for the degree as set forth in the catalog;
3. Satisfactory settlement of all financial accounts with the college;
4. Approval by the college of the personal character and moral worthiness of the candidate;
5. Participation in graduation exercises; exceptions must be requested by writing to the senior vice president;
6. Maintenance of a minimum grade point average of 2.0;
7. Passage of the Florida Teacher Certification Examination (FTCE) or PRAXIS I and II by those majoring in education certification programs;
8. Participation in an exit examination;
9. Must take at least 25% of total degree requirements from BCF. Students enrolled in the Bachelor of Science in Biblical Studies degree, Tracks 2 or 3, must complete at least 51 hours in upper level studies at BCF.
10. Must be enrolled for at least one class at BCF the semester the student plans to graduate.

Application for Graduation
Prospective graduates apply for graduation at the beginning of their final semester, using official forms supplied in the Enrollment Office. Applicants are approved for graduation by the faculty.

All documentation for credit earned external to The Baptist College of Florida and required test scores must be presented to the Enrollment Office before a student will be permitted to apply for graduation. This includes test scores from the Florida Teacher Certification Examination (FTCE), and all credit earned from the College Level Examination (CLEP), Seminary Extension, other colleges, universities, and seminaries.

The deadline for application for graduation for both the fall and spring semesters is Friday of the fifth week of the semester of anticipated graduation (See Academic Calendar on page 3). The student is responsible for having the registrar verify that all work required for the degree has been completed by the above deadline.

Graduation Honors
In recognition of superior academic excellence, graduating seniors with a GPA of 3.25 or higher will graduate with honors. The levels of recognition are as follows: Cum Laude—3.25-3.49; Magna Cum Laude—3.50-3.74; Summa Cum Laude—3.75-4.00. Honor distinctions are determined based on the student’s GPA computed the semester immediately prior to the semester of graduation.

Requirements for Additional Degree
Degree graduates from the college may enroll for a second degree in another field after written application to, and approval by, the Senior Vice President. Baccalaureate graduates must complete the requirements for the second bachelor’s degree and earn a minimum of 32 hours beyond the number of hours required in the first degree. Bachelor’s degree graduates may earn an associate degree in another field by completing the requirements for the associate degree and earning a minimum of 16 hours beyond the number of hours required in the bachelor’s degree. Associate degree graduates may earn a second associate degree by completing all the requirements for the second associate degree and earning a minimum of 16 hours beyond the first associate degree.

CERTIFICATE OF RECOGNITION
The college offers certificates of recognition in several categories for non-degree seeking students who complete the course work prescribed for each certificate. The purpose of these certificates is to provide an achievement award for people who choose to study as non-degree seeking students in areas of special interest. Non-degree students may earn more than one certificate, but may apply only a total of 24 semester hours of credit earned as a non-degree seeking student toward a degree should they ever decide to become degree-seeking. Those who wish to work toward one of the certificates must abide by the following general policies:
1. Students enrolled as degree seeking are not eligible for certificates;
2. Students must be admitted to the college as non-degree seeking;
3. The Certificates in Biblical Studies and Pastoral Ministry may be earned through course work completed either on campus, at a distance location, or online;
4. The Certificate of Recognition for Spouses may be earned only by spouses of students who are graduating from the college, and all required courses must be taken on campus;
5. The Certificate in Ministry Studies may be taken only by online non-degree seeking students;
6. Students who complete the prescribed courses satisfactorily and are approved by the faculty will receive the appropriate certificate from the college;
7. Completion of courses required for these certificates will not warrant graduation from the college.

CERTIFICATE IN MINISTRY STUDIES
This certificate will be awarded to online non-degree seeking students who successfully complete 24 semester hours of upper level online courses integral to the Bachelor of Science in Biblical Studies degree program.

CERTIFICATE IN BIBLICAL STUDIES
Any 24 hours in Bible-related courses.

CERTIFICATE IN PASTORAL MINISTRY
Course # Course Name Sem. Hrs.
CE 201 The Bible Study Ministries of the Church ......................... 2
CE 202 The Discipleship & Mission Ministries of the Church ................ 2
EV 201 Personal Evangelism .................................................. 2
EV 302 Leading a Church in Evangelism .................................. 2
HI 305 Development of the Southern Baptist Convention .................. 2
PM 210 Introduction to Pastoral Ministry .................................. 2
PM 211 Pastoral Leadership .................................................. 2
PR 220 Preparing Expository Sermons .................................... 3
PR 230 Preaching Practicum .................................................. 3
Theology Elective ................................................................. 2
Total Hours ........................................................................ 22
CERTIFICATE OF RECOGNITION FOR SPOUSES

Courses                        Sem. Hrs.
Bible ...                         24
ENG 151, 152                      6
CE 201, 202                      4
Electives...                      9
Total Hours                      25

NORTH AMERICAN MISSION BOARD NEHEMIAH
PROJECT CERTIFICATION

Course #  Course Name            Sem. Hrs.
MI 309  Introduction to Church Planting  2
MI 310  Models and Methods of Church Planting  2
MI 304  Florida Church Starting Practicum...  6
MI 420  Summer Missions Internship       6
MI 421  Semester Missions Internship    9

Completion of “Discovery Tools” under the supervision of a campus representative (See Dr. Robin Jumper).
Completion of a church planter assessment by a qualified state-convention or NAMB representative (See Dr. Robin Jumper).

GRADUATION REQUIREMENTS
BY DEGREE / MAJOR

Each student should comply with the requirements in effect (as stated in the catalog) at the time of his or her initial enrollment. If a student withdraws from the college for a year or more and then returns, he or she is subject to the academic requirements stated in the catalog at the time of re-entry.

BCF FOUNDATIONAL CURRICULUM

BCF has developed foundational curriculum in the General Education and Biblical/Theological areas of study to provide a foundation for the following degree programs. Each degree program requires 33 hours of General Education foundation and 18 hours of Biblical/Theological foundation in addition to each degree's specific requirements. The foundational curriculum is listed below.

BCF General Education Foundation Competencies/Outcomes
Upon completion of the foundational studies in General Education, students shall be able to...

Communication
1. Read, write, and speak standard American English with coherence, purpose, and effectiveness-including formal speeches exhibiting these characteristics.
2. Write expository essays, argumentative essays, and narrative essays.
3. Write and document research papers using Chicago Style (Turabian), MLA, or APA.
4. Effectively and efficiently obtain, organize, and utilize information from traditional and emerging information sources.
5. Utilize databases to find and retrieve information.
6. Identify relevant sources using critical thinking skills.

Technology
7. Use information technology effectively in the areas of online research, word processing, electronic spreadsheets, presentation graphics, database management, desktop publishing, and e-mail correspondence.

Mathematics
8. Analyze quantitative information, in written and numerical form.
9. Use mathematical skills and tools in the aid of critical thinking necessary to reach valid conclusions.

History
10. Demonstrate a basic knowledge of the past acquired through the study of American, European, and/or World history.
11. Investigate, analyze, and interpret historical documents.
12. Demonstrate critical thinking skills necessary to understanding and interpreting the past.

Science
13. Demonstrate a fundamental knowledge of biology, earth science, and/or physical science.
14. Use logical reasoning skills, scientific problem-solving skills and utilize technology to conduct scientific investigation.
15. Investigate scientific phenomena, interpret investigative findings, and communicate such data to others.

Humanities
16. Demonstrate a general knowledge of music, visual arts, literature, and the cultural history of the western world.
17. Recognize the cultural and historical connections in music, visual arts, and literature.
18. Demonstrate a knowledge of the aesthetic and critical analysis of music and visual arts.

Social Science
19. Acquire a general knowledge of human behavior both as individuals and in groups.
20. Demonstrate a knowledge of the major theories and findings regarding human behavior and social institutions.
21. Analyze and describe human behavior from diverse psychological, social, and cultural perspectives.
22. Evaluate social science theories from a biblical worldview.

GENERAL EDUCATION FOUNDATION

Communications (9 hours)
ENG 151. Introduction to College Composition (3 hours)
ENG 152. Intermediate College Composition (3 hours)
SP 201. Introduction to Public Speaking (3 hours)

Humanities/Fine Arts (6 hours)
ENG 221. Survey of World Literature OR
ENG 222. Survey of American Literature OR
ENG 223. Survey of English Literature OR
ENG 224. Survey of Christian Literature (3 hours)
HUM 101. Appreciation of the Arts OR
HUM. 102. Applied Humanities OR
any ensemble, any applied music course by audition, MT 100, MU 130-430, MU 201, MU 301, MU 303 (3 hours)

Mathematics (3 hours)
MA 130. Business Mathematics OR equivalent OR
higher (according to major) (3 hours)

History (6 hours)
HI 211. Western Civilization: Earliest Times to 1700 and
HI 212. Western Civilization: 1700 to Present OR
HI 223. American History: Age of Exploration to
Reconstruction and HI 224 American History:
Reconstruction to Present or MH 403: Music History
and Literature: Antiquity to Baroque and
MH 404. Music History and Literature: Classical to
Twentieth Century (according to major) (6 hours)

Science (3 hours)
SCI 201. Introduction to Biological Science OR
SCI 202. Introduction to Earth Science OR
SCI 203. Physical Science OR
MV 410. Anatomy and Physiology of the Vocal
Mechanism (according to major) (3 hours)
BIBLICAL/THEOLOGICAL FOUNDATION

BIBLICAL AREA
1. Authors, dates, and purposes of the books of the Bible as well as selected characters of the Bible and their individual contributions to biblical history.
3. The socio-historical and literary background of the Bible including its various genres, canonization, and hermeneutical implications.

WORLDVIEW AREA
4. The definition and nature of a Christian worldview as contrasted with alternative worldviews and the process of evaluating contemporary issues confronting the church by means of the biblical worldview.

MINISTRY AREA
5. The essential disciplines required for spiritual health.
6. The practice of personal disciple-making.
7. Southern Baptist polity, organization, history, and commitment to global missions.
8. The nature and work of the local church with a commitment to ministry and leadership.

TOTAL......................................................... 18 SEM/HOURS

BIBLICAL STUDIES MAJOR (Bachelor of Arts)

Designed to provide an undergraduate biblical foundation for students preparing to continue their education at the graduate level to obtain ministry skills and for students desiring to continue in graduate studies in biblical literature.

GENERAL EDUCATION FOUNDATION ......................................... 33 SEM/HOURS
Specializations within G.E. Foundation
HI 211 and HI 212

ADDITIONAL REQUIREMENTS ........................................... 3 SEM/HOURS
PSY 310. Psychology of Learning and Teaching OR
EDU 2010. Psychology of Teaching and Learning

CHRISTIAN COUNSELING MAJOR (Bachelor of Arts)

The mission of the Christian Counseling major is to affect a Christian worldview undergraduate education that prepares the student to be a gospel witness to the world and his/her profession, to be able to pursue a graduate degree in mental-health science, to be able to enter the mental-health science field at an entry level, to be motivated to be a Christian healer, and to be a discipler of mental-health concerns in churches and communities.

GENERAL EDUCATION FOUNDATION ........................................... 33 SEM/HOURS
Specializations within G.E. Foundation
STA 300
HI 211 and HI 212 (preferred) OR HI 223 and HI 224
SCI 201 (preferred), OR SCI 202, OR SCI 203
IT 202

ADDITIONAL REQUIREMENTS ........................................... 1 SEM/HOUR
STA 301. Statistics Lab (1 hour)

BIBLICAL/THEOLOGICAL FOUNDATION ........................................... 18 SEM/HOURS

MAJOR ......................................................... 59 SEM/HOURS
Biblical/Theological Concentration (21 hours)
BI 212. Biblical Hermeneutics (3 hours)
Any 12 hours of BI, OT, NT courses (12 hours)
(OT 301. Doctrine of Creation, OT 441. Genesis Book Study, and NT 451. Prison Epistles suggested in this twelve hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)

Christian Counseling Concentration (38 hours)
PSY 101. The Christian Counseling Community Mission Program (0 hours)
PSY 201. General Psychology (included in G.E. Foundation)
PSY 300. The Christian Marriage (2 hours)
PSY 302. Psychology of Parenting (2 hours)
PSY 303. Premarital and Marital Counseling (2 hours)
PSY 307. Developmental Psychology (3 hours)
PSY 310. The Psychology of Learning and Teaching (3 hours)
PSY 330. Marriage and Family-Life Education (2 hours)
PSY 340. Theories of Counseling (2 hours)
PSY 370. Mental Disorders and Their Treatments (3 hours)
PSY 380. Tests and Measurement (3 hours)
PSY 390. Introduction to Psychotherapy OR PSY 402. The Art of Counseling (3 hours)
PSY 400. Experimental Psychology (3 hours)
PSY 430. Case Management (3 hours)
PSY 440. Counseling Practicum (4 hours)
PSY 490. Senior Research Project (3 hours)

GENERAL ELECTIVES ................................................. 9 SEM/HOURS

TOTAL.......................................................................... 120 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

CHRISTIAN EDUCATION MAJOR
(Bachelor of Arts)

Composed primarily for the Minister of Education, Minister of Youth and Children and other church staff persons. Studies are designed to equip the student to function in churches and denominational leadership positions or to succeed in graduate programs of study.

GENERAL EDUCATION ............................................. 33 SEM/HOURS
Specializations within G.E. Foundation
MA 201, equivalent, or higher
HI 211 and HI 212
IT 202 OR equivalent

Additional Requirements ................................................. 3 SEM/HOURS
EDU 210. Psychology of Teaching and Learning (3 hours)
OR
PSY 310. The Psychology of Learning and Teaching (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION ................................ 18 SEM/HOURS

MAJOR........................................................................... 64 SEM/HOURS
Theology/General Christian Education Concentration (35 hours)
BI 212. Biblical Hermeneutics (3 hours)
OT 301. Doctrine of Creation (3 hours)
OT Book Studies (2 hours)
NT Book Studies (3 hours)
NT 312. Life of Jesus OR NT 322. Life of Paul (3 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
HI 304. Christian History (3 hours)
MI 302. Foundations of Christian Missions (2 hours)
CE 201. The Bible Study Ministries of the Church (2 hours)
CE 301. Principles of Teaching (3 hours)

LA 202. Church Staff Relations (3 hours)
LA 320. Church Business Administration (2 hours)

Student Ministry/Church Staff Concentration (Choose one of the following)

Student Ministry Concentration (29 hours)
CE 410. Christian Education Integration (2 hours)
STM 310. Basic Ministry to Students (3 hours)
STM 313. Student Minister as a Leader (3 hours)
STM 320. Evangelism and Discipleship in Today’s Student Culture (3 hours)
STM 420. Student Ministry Internship (3 hours) OR
CE 420. Christian Education Internship (3 hours)
PR 220. Preparing Expository Sermons (3 hours) OR
other approved course
PR 230. Preaching Practicum (3 hours) OR
other approved course
PSY 390. Adolescent Development (3 hours)
PSY 320. Counseling Youth and Their Parents (2 hours)
CE, EV, LA, OR MI Upper Level Electives (4 hours)

Church Staff Concentration (29 hours)
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
CE 320. Ministry to Children (3 hours)
CE 350. Ministry to Adults (3 hours)
CE 410. Christian Education Integration (2 hours)
CE 420. Christian Education Internship (3 hours) OR
STM. 420 Student Ministry Internship (3 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 305. Visionary Leadership (2 hours)
STM 310. Basics Ministry to Students (3 hours)
CE, EV, LA, STM OR MI Upper Level Electives (8 hours)

GENERAL ELECTIVES ................................................. 3 SEM/HOURS

TOTAL.......................................................................... 121 SEM/HOURS
Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

CHRISTIAN STUDIES MAJOR
(Bachelor of Arts)

The Christian Studies major is designed to provide students who have completed an Associate of Arts degree from a regionally accredited community colleges with an opportunity for ministerial training on the baccalaureate level and to prepare them for church-related ministry of various types and for seminary or graduate school.

ASSOCIATE OF ARTS DEGREE
(from regionally accredited institutions) ............... 60 SEM/HOURS
Degree must include a minimum of 30 hours of General Education including at least:
3 hours of Literature/Humanities
3 hours of Social/Behavioral sciences
3 hours of Science/Mathematics
3 hours of Information Technology

BIBLICAL/THEOLOGICAL FOUNDATION ................................ 18 SEM/HOURS

MAJOR........................................................................... 40 SEM/HOURS
BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT courses (15 hours, at least 6 from each testament)
HI 304. Christian History (3 hours)
PHI 301. Problems in Philosophy (3 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)

Ten hours of the following:

CE 201. The Bible Study Ministries of the Church (2 hours)
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
CE 301. Principles of Teaching (3 hours)
EV 302. Leading a Church in Evangelism (2 hours)
HI 305. Development of the Southern Baptist Convention (2 hours)
LA 200. The Ministry of Leadership (3 hours)
MI 302. Foundations of Christian Missions (2 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)
PSY 303. Premarital and Marital Counseling (2 hours)
PSY 402. The Art of Counseling (3 hours)

GENERAL ELECTIVES

(must be upper level) ................................................. 2 SEM/HOURS

TOTAL ................................................. 120 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 17) must take IT 101.

LEADERSHIP MAJOR (Bachelor of Arts)

The major in Leadership is designed for anyone in Christian leadership roles and Christian service. It is designed for pastors, staff members, denominational ministers, and other Christian ministry leaders who may function outside of but in support of the local church.

GENERAL EDUCATION

FOUNDATION ..................................................... 33 SEM/HOURS

Specializations within G.E. Foundation

MA 201
HI 211 and HI 212
IT 202

BIBLICAL/THEOLOGICAL FOUNDATION ..................................................... 18 SEM/HOURS

MAJOR ...................................................... 64 SEM/HOURS

Biblical/Theological Concentration (28 hours)

BI 212. Biblical Hermeneutics (3 hours)
OT OR NT Book Studies (6 hours)
NT 321. The Life of Jesus or
NT 322. The Life of Paul (3 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
HI 304. Christian History (3 hours)
MI 302. Foundations of Christian Missions (2 hours)
PSY 300, 303, OR 330 (2 hours)
PHI 301. Problems in Philosophy (3 hours)

Leadership Concentration (36 hours)

CE 201. The Bible Study Ministries of the Church (2 hours)
CE 202. The Discipleship and Mission Ministries of the Church (2 hours)
LA 102. Biblical Foundations of Leadership (3 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 201. Leadership for Church Growth (3 hours)
LA 302. Change and Conflict Management (2 hours)
LA 303. Team Ministry (2 hours)
LA 305. Visionary Leadership (2 hours)
LA 320. Church Business Administration (2 hours)

LA 401. Leadership Internship (3 hours)
LA 410. Leadership Integration (2 hours)
LA 450. Leadership Dynamics of Organizations (2 hours)
PM 200. Ministerial Ethics (2 hours)
LA Electives (6 hours)

GENERAL ELECTIVES ...................................................... 6 SEM/HOURS

TOTAL ................................................. 121 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

MINISTRY MAJOR (Bachelor of Arts)

The Ministry major is designed to equip students for pastoral ministry, church-related ministry of various types, and for seminary or graduate school.

GENERAL EDUCATION

FOUNDATION ..................................................... 33 SEM/HOURS

Specializations within G.E. Foundation

HI 211 and HI 212 OR HI 223 and HI 224
IT 202

BIBLICAL/THEOLOGICAL FOUNDATION ..................................................... 18 SEM/HOURS

MAJOR ...................................................... 71 SEM/HOURS

Theological Care (43 hours)

BI 212. Biblical Hermeneutics (3 hours)
BI, OT and NT Courses (18 hours)
With General Ministry and Pastoral Ministry Concentrations:
6 hours of HEB 201 and 202 or GRK 201 and 202
With Media Ministry Concentration:
18 hours of any BI, OT or NT courses
HI 304. Christian History (3 hours)
HI 305. Development of the Southern Baptist Convention (2 hours)
PHI 301. Problems in Philosophy (3 hours)
PHI 402. Contemporary Ethical Issues (2 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
TH 403. Apologetics (2 hours)
EV 302. Leading a Church in Evangelism (2 hours)
MI 302. Foundations of Christian Missions (2 hours)

Concentration (28 hours)
(Choose one of the following)

General Ministry Concentration (28 hours)

CE 201. The Bible Study Ministries of the Church OR
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
LA 200. The Ministry of Leadership (3 hours)
MI 309. Introduction to Church Planting (2 hours)
MI 404. World Religions or MI 405. American Cults and Sectarian Groups (2 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)

Choose one of the following three options to total 9 hours:

PR 220. Preparing Expository Sermons; PR 230. Contemporary Bible Exposition (9 hours)
EDU 2010. Psychology of Teaching and Learning OR
PSY 310. The Psychology of Learning and Teaching; CE 301. Principles of Teaching; Three hours of upper level CE and STM electives (9 hours)
WS 201. Perspectives on Women’s Studies and Ministry; WS 301. Ministry Skills for Women; WS 302. Developing and Leading a Women’s Ministry in a Local Church; WS 303. Public Speaking for Women; One hour of upper level elective (9 hours)

PSY 403. Pastoral Counseling (3 hours)
Internship: PM 420, PR 420, MI 419, LA 401, CE 420 or STM 420 (3 hours)

Pastoral Ministry Concentration (28 hours)
CE 201. The Bible Study Ministries of the Church OR LA 200. The Ministry of Leadership (3 hours)
MI 309. Introduction to Church Planting (2 hours)
MI 404. World Religions or MI 405. American Cults and Sectarian Groups (2 hours)
PSY 403. Pastoral Counseling (3 hours)

PM 210. Introduction to Pastoral Leadership (2 hours)
PM 211. Pastoral Leadership (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)
PR 320. Contemporary Bible Exposition (3 hours)
Internship: PM 420, PR 420 or MI 419 (3 hours)

Media Ministry Concentration (28 hours)
CE 201. The Bible Study Ministries of the Church OR LA 200. The Ministry of Leadership (3 hours)
MI 302. Visual Media Software (2 hours)
MI 303. Sequencing and Recording Software (3 hours)
MI 304. Digital Sound/Multimedia Design I (3 hours)
MI 305. Digital Sound/Multimedia Design II (3 hours)
MI 402. Media Production and Operations (3 hours)
MI 420. Media Ministry Internship (3 hours) plus 5 hours of CE, STM, LA, PM, PR, EV, MI electives OR MM 421. Media Ministry Internship (7 hours) plus 1 hour CE, STM, LA, PM, PR, EV, MI elective (8 hours)

GENERAL ELECTIVES .................................. 3 SEM/HOURS

TOTAL..............................................125 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

MISSIONS MAJOR
(Bachelor of Arts)

The Missions major is designed to provide undergraduate preparation for both career missionary service and for leadership of churches in missions and to equip students for various types of missions work throughout North America and the world and for graduate study in missions and/or related fields.

GENERAL EDUCATION
FOUNDATION ..................................... 33 SEM/HOURS
Specializations within G.E. Foundation
HI 211 and HI 212
IT 202

Additional Requirements .................................. 6 SEM/HOURS
Any foreign language (6 hours)

BIBLICAL/THEOLOGICAL
FOUNDATION ..................................... 18 SEM/HOURS

MAJOR.......................................................... 67 SEM/HOURS

Required (52 hours)
BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT Courses (12 hours)
MI 302. Foundations of Christian Missions (2 hours)
MI 306. Cross-cultural Ministry (2 hours)
MI 309. Introduction to Church Planting (2 hours)
MI 404. World Religions (2 hours)
MI 410. Contemporary Strategies in Missions (3 hours)
CE 202. The Discipleship and Missions Ministries of the Church (2 hours)
EV 302. Leading a Church in Evangelism (2 hours)
TH 301. Christian Doctrine I (3 hours)
TH 302. Christian Doctrine II (3 hours)
TH 403. Apologetics (2 hours)
HI 304. Christian History (3 hours)
HI 305. Development of the Southern Baptist Convention (2 hours)
PHI 301. Problems in Philosophy (3 hours)

Six hours of either of the following:
PR 220. Preparing Expository Sermons; PR 230. Preaching Practicum (6 hours)
WS 201. Perspectives on Women’s Studies and Ministry; WS 301. Ministry Skills for Women; WS 303. Public Speaking for Women (6 hours)
EDU 2010. Psychology of Teaching and Learning OR PSY 310. The Psychology of Learning and Teaching; CE 301. Principles of Teaching (6 hours)

Missions Practica (6 - 9 hours of the following)
MI 303. International Missions Practicum (3 hours)
MI 304. Florida Church Starting Practicum (6 hours)
MI 305. North American Missions Practicum (3 hours)
MI 419. Short-term Missions Internship (3 hours)
MI 420. Summer Missions Internship (6 hours)
MI 421. Semester Missions Internship (9 hours)

Missions Electives (6 - 9 hours of the following)
MI 310. Models and Methods of Church Planting (2 hours)
MI 405. American Cults and Sectarian Groups (2 hours)
EV 303. Evangelistic Preaching (3 hours)
EV 304. Evangelizing Adherents of a Non-Evangelical Religious Group (2 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)
CE 201. The Bible Study Ministries of the Church (2 hours)
CE 301. Principles of Teaching (3 hours)
LA 200. The Ministry of Leadership (3 hours)
LA 301. The Minister as Leader (2 hours)
LA 302. Team Ministry (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)
PR 320. Contemporary Bible Exposition (3 hours)
PSY 402. The Art of Counseling (3 hours)

GENERAL ELECTIVES .................................. 6 SEM/HOURS

TOTAL................................................130 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.
ELEMENARY EDUCATION MAJOR
(Bachelor of Arts)

The major in Elementary Education is designed to prepare an individual for teaching kindergarten through 6th grade in the public or private school field. The degree consists of 48 hours in general education, 18 hours theological core, 62 hours of education courses, and 2 hours of electives.

GENERAL EDUCATION
FOUNDATION ........................................... 33 SEM/HOURS
Specializations required within G.E. Foundation
MA 200. College Algebra. (3 hours)
SCI 201. Introduction to Biological Science. (3 hours)
IT 201. Information Technology for Educators
OR EDU. 2040 (3 hours)

ADDITIONAL REQUIREMENTS ....................... 15 SEM/HOURS
MA 201. Finite Math (3 hours)
MA 202. Geometry (3 hours)
SCI 202. Introduction to Earth Science (3 hours)
SCI 203. Physical Science (3 hours)
Any additional 3 hours in Western Civilization, American History, OR Geography.

BIBLICAL/THEOLOGICAL
FOUNDATION ............................................. 18 SEM/HOURS

MAJOR .................................................. 62 SEM/HOURS
Professional Education
EDU 2000. Field Experiences I (1 hour)
EDU 2005. Foundations and Curriculum of Education (3 hours)
EDU 3000. General Methods of Teaching (3 hours)
EDU 2010. Psychology of Teaching and Learning (3 hours)
EDU 3010. Classroom Management, Law, Ethics, and Safety (3 hours)
EDU 3015. Survey of Special Education (2 hours)
EDU 3020. Measurements and Evaluation (3 hours)
EDU 4090. Internship-Student Teaching (10 hours)
EDU 4085. Intern Workshop (2 hours)
EDU 4015. Field Experiences II (taken with EDU 4000 OR 4005) (1 hour)
EDU 4035. Field Experiences III (taken with EDU 4030) (1 hour)

Elementary Education
EDU 4000. Teaching Reading (3 hours)
EDU 4030. Diagnosis and Remediation in Elementary Reading (3 hours)
EDU 4005. Teaching Language Arts in Elementary School (3 hours)
EDU 4001. Children’s Literature (3 hours)
EDU 4010. Math Concepts and Methods for Elementary Teachers (3 hours)
EDU 4020. Teaching Science, Health, and Physical Education in Elementary School (3 hours)
EDU 4025. Teaching Social Studies in Elementary and Middle School (3 hours)
EDU 3701. Teaching Diverse Populations (3 hours)
EDU 3702. Theoretical Underpinnings of ESOL (3 hours)
EDU 3703. ESOL Curriculum and Methods (3 hours)

GENERAL ELECTIVES ..................................... 2 SEM/HOURS

TOTAL .................................................. 130 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

SPECIAL MUSIC REQUIREMENTS
Applies to all music degrees which follow.

Applied Music Examination (Jury)
All music majors taking private lessons must participate in a jury examination for the music faculty.

Directed Study for Music Majors
Under normal circumstances, music classes will not be offered as directed or independent studies for music majors. In extenuating circumstances, students may petition the music faculty for a directed study or independent study one semester in advance. The petition must be in the form of a letter addressed to the Music Division Chair. The letter should list the independent or directed study being requested and the rationale for the request. Requests for direct study or independent study to be granted by the music faculty must be approved by the Senior Vice President.

Ensembles
All full-time music majors must be enrolled in an ensemble every semester based on their principal performing area. Voice principals must be enrolled in a choral ensemble each semester. Instrumental majors must be enrolled in an instrumental ensemble each semester. Keyboard principals will be given latitude on ensemble selection based on interest. Guitar majors must enroll in the Guitar Ensemble each semester beginning with the sophomore level of applied study (MUS 250G).

Piano Proficiency
All music majors are required to pass all components of the piano proficiency prior to upper-level applied study. Students who cannot pass the proficiency skills may enroll in Piano Proficiency Skill Classes. Students must enroll in the appropriate piano proficiency class until all proficiencies have been passed.

Recital Attendance
Each semester enrolled, music majors must attend a minimum of 80% of all recitals. Music students will automatically be enrolled in MUS 101. Recital Lab.

Upper Level Evaluations
This evaluation will take place no sooner than a student’s fourth semester of private performance area instruction. It will replace the end of semester jury examination.

Upper Level Examinations will include the following:

1. Performance in the student’s performing area. (BA students will present a 10 minute performance.) Following the performance, the music faculty will engage the student in conversation concerning literature performed, stylistic traits of the music, pedagogy problems with the literature, etc.
2. The faculty will engage the student in conversation concerning the student’s career goals and education.
3. The Upper Level examination will include four components: a) Performance; b) Sight-Singing Proficiency Exam, c) Piano Proficiency Exam, and d) Voice Proficiency Exam.

The music faculty will recommend that a student continue as a music major in a chosen performance area based on performance in music classes, lessons, juries, and successful completion of all components of the Upper Level Examination.

Transfer students will enter the evaluation process at a time equivalent to that of BCF students. Transfer students who enter a the junior level must complete the Upper-Level Evaluation during their first semester of study at BCF.
# CONTEMPORARY WORSHIP MINISTRY (Bachelor of Arts)

The Bachelor of Arts in Contemporary Worship Ministry degree is designed to prepare graduates for successful roles as contemporary worship leaders, ministers of music, music media and technology ministers, or Christian artists and performers.

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>FOUNDATION ......................................................</th>
<th>33 SEM/HOURS</th>
</tr>
</thead>
</table>

**BIBLICAL/THEOLOGICAL**

<table>
<thead>
<tr>
<th>FOUNDATION ......................................................</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
</table>

**MAJOR...................................................................... | 69 SEM/HOURS |

**Music Core (46 hours)**

- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear-Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting & Literature (3 hours)
- MC 410. Advanced Instrumental Conducting & Literature (3 hours)
- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- Applied Principal - Guitar, Organ, Piano, Voice, Instrumentation (6 hours)
- Applied Secondary - Guitar, Organ, Piano, Voice, Instrumentation (4 hours)
- ME Music Ensemble 8 semester hours according to principal (8 hours)**
- Music Electives (6 hours)

**Concentration (23 hours)**

Choose one of the following:

**Contemporary Worship Ministry Concentration (23 hours)**

- MU 201. Introduction to Church Music (2 hours)
- MU 301. Music in Worship (2 hours)
- MU 403. Contemporary Worship Practices (2 hours)
- MU 130-430. Drama in Worship (2 hours)
- MUT Choose from Media Courses (6 hours)
- MG 215. Guitar for Contemporary Worship (2 hours)
- MU 309. Rhythm Section Methods (2 hours)
- MU 409. Songwriting for Contemporary Worship (1 hour)
- MU 415. Field Experience Practicum (2 hours)

**Worship Arts Ministry Concentration (23 hours)**

- MU 201. Introduction to Church Music (2 hours)
- MU 301. Music in Worship (2 hours)
- MU 403. Contemporary Worship Practices (2 hours)
- MU 414. Age Group Music Ministry (3 hours)
- MU 130-430. Drama in Worship (2 hours)
- MUT Choose from Media Courses (4 hours)
- MH 302. World Music (2 hours)
- MU 303. Hymnology (2 hours)
- MU 415. Field Experience Practicum (2 hours)
- Electives (2 hours)

**Music & Media Technology Concentration (23 hours)**

- MUT 301. Advanced Finale (3 hours)
- MUT 302. Visual Media Software (2 hours)
- MUT 303. Sequencing and Recording Software (2 hours)
- MUT 304. Digital Sound/Multimedia Design I (3 hours)
- MUT 305. Digital Sound/Multimedia Design II (3 hours)
- MM 402. Media Production & Operations (3 hours)
- MUT 420. Music & Media Internship (7 hours)

**TOTAL HOURS ...................................................... | 120 SEM/HOURS**

*Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

*Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

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# MUSIC MAJOR (Bachelor of Arts)

The Bachelor of Arts in Music is designed for the student who desires to focus on developing performing skills. Students may choose voice, guitar, piano, percussion or wind instruments as a performing concentration area. These concentrations contain courses that will support the development of performance skills.

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>FOUNDATION ......................................................</th>
<th>33 SEM/HOURS</th>
</tr>
</thead>
</table>

**BIBLICAL/THEOLOGICAL**

<table>
<thead>
<tr>
<th>FOUNDATION ......................................................</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
</table>

**MAJOR...................................................................... | 69 SEM/HOURS |

**Music Core (48 hours)**

- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear-Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting & Literature (3 hours)
- MC 410. Advanced Instrumental Conducting & Literature (3 hours)
- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)*
- MH 404. Music History: Classical through 20th Century (3 hours)*
- Applied Principal - Guitar, Organ, Piano, Voice, Instrumental (6 hours)
- Applied Secondary - Guitar, Organ, Piano, Voice, Instrumental (4 hours)
- ME Music Ensemble 8 semester hours according to principal (8 hours)**
- Music Electives (6 hours)

**Concentration (21 hours)**

Choose one of the following:

**Performance · Voice Concentration (21 hours)**

- MUS 150 - 450V. Applied Voice Principal (8 hours)
- MV 101. Italian Diction (1 hour)
- MV 201. German Diction (1 hour)
- MV 301. French Diction (1 hour)
- MV 411. Vocal Pedagogy (2 hours)
- MV 412. Vocal Pedagogy Practicum (3 hours)
- MH 203. Applied Music Literature (2 hour)
BACHELOR OF MUSIC EDUCATION: INSTRUMENTAL

Designed for those students who are preparing to teach instrumental music K-12 in the public and/or private school.

GENERAL EDUCATION

FOUNDATION ........................................... 33 SEM/HOURS

ADDITIONAL GENERAL EDUCATION

REQUIREMENTS .................................. 15 SEM/HOURS
MA 201. Finite Mathematics (3 hours)
MA 202. Geometry (3 hours)
SCI 202. Earth Science (3 hours)
SCI 203. Physical Science (3 hours)
HI 223. or HI 224. American History (3 hours)

BIBLICAL/THEOLOGICAL

FOUNDATION ....................................... 18 SEM/HOURS

MAJOR .................................................. 72 SEM/HOURS

Music Concentration
MT 101. Elementary Harmony (3 hours)
MT 103. Sight Singing/Ear-Training I (1 hour)
MT 102. Intermediate Harmony (3 hours)
MT 104. Sight Singing/Ear-Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 203. Sight Singing/Ear-Training III (1 hour)
MT 202. Advanced Harmony II (3 hours)
MT 204. Sight Singing/Ear-Training IV (1 hour)
MH 201. Music Literature (2 hours)
MH 302. World Music Cultures & Missions (2 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME Music Ensemble 7 semester hours according to principal (7 hours)**
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Choral Conducting and Literature (3 hours)
Applied Principal (12 hours)
Applied Secondary (4 hours)
MG 115. Class Guitar (1 hour)
Senior Recital in Principal (0 hours)
MUS 101. Recital Lab Every Semester Enrolled as a music major (0 credit)

Music Education Professional Sequence:
MUE 211. Introduction to Music Education (2 hours)
MUE 350. Materials & Methods for Elementary Music Classroom (3 hours)
MUE 351. Materials & Methods for Secondary Choral Music Classroom (3 hours)
MUE 360. Technology for the Music Classroom K-12 (3 hours)*
MUE 411. Vocal Pedagogy (2 hours)
MUE 490. Internship in Music Education (12 hours)
PSY 307. Developmental OR PSY 309 (Adolescent) (3 hours)

TOTAL HOURS ........................................ 138 SEM/HOURS

* Hours counted in General Education and in total.
** 3 Hours of ensemble credit are counted in General Education and in total.

Note: Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.
### Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 101</td>
<td>Recital Lab Every Semester Enrolled as a music major</td>
<td>0 hours</td>
</tr>
<tr>
<td>ME 301</td>
<td>Materials and Methods for the Secondary Classroom</td>
<td>3 hours</td>
</tr>
<tr>
<td>ME 350</td>
<td>Teaching Brass &amp; Woodwinds</td>
<td>2 hours</td>
</tr>
<tr>
<td>ME 352</td>
<td>Teaching Strings &amp; Percussion</td>
<td>2 hours</td>
</tr>
<tr>
<td>ME 353</td>
<td>Marching Band Techniques</td>
<td>1 hour</td>
</tr>
<tr>
<td>ME 360</td>
<td>Technology for the Music Classroom K-12</td>
<td>3 hours</td>
</tr>
<tr>
<td>ME 490</td>
<td>Internship in Music Education</td>
<td>12 hours</td>
</tr>
<tr>
<td>MUE 211</td>
<td>Introduction to Music Education</td>
<td>2 hours</td>
</tr>
<tr>
<td>MUE 352</td>
<td>Materials and Methods for the Secondary Classroom</td>
<td>3 hours</td>
</tr>
<tr>
<td>MUE 353</td>
<td>Teaching Brass &amp; Woodwinds</td>
<td>2 hours</td>
</tr>
<tr>
<td>MUE 354</td>
<td>Teaching Strings &amp; Percussion</td>
<td>2 hours</td>
</tr>
<tr>
<td>MUE 355</td>
<td>Marching Band Techniques</td>
<td>1 hour</td>
</tr>
<tr>
<td>MUE 360</td>
<td>Technology for the Music Classroom K-12</td>
<td>3 hours</td>
</tr>
<tr>
<td>MUE 352</td>
<td>Materials and Methods for the Secondary Classroom</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY 307</td>
<td>Developmental OR PSY 309 (Adolescent)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

**TOTAL HOURS ............................................. 140 SEM/HOURS**

* Hours counted in General Education and in total.
**3 Hours of ensemble credit are counted in General Education and in total.

**Note:** Those students who fail to take and pass the computer proficiency examination (p. 19) must take IT 101.

### BIBLICAL STUDIES MAJOR (Bachelor of Science)

This degree is an external degree program, which accepts either Associate of Arts degrees or Associate degrees in Divinity, Ministry or Christian Education from regionally accredited institutions as a basis for admission. The degree is designed to meet the needs of adult learners who wish to acquire upper level theological education through various distance learning systems. An Associate of Science degree is not a qualifying degree for entry into this program, nor is the program available to students enrolled for traditional in-residence degree programs on the campus in Graceville.

If a student lacks the required 60 hours for entry into the BSBS degree program, he/she may enroll as an ADiv student until 60 hours have been earned, and then change to the BSBS degree. The student is not required to earn the ADiv degree, but must have 60 hours as described above to enroll in the BSBS degree program.

Individual Program Design: Each student enrolling in the BS in Biblical Studies degree will work with his/her advisor (Director of Distance Learning) to develop an Individual Education Plan (IEP). The IEP for each student will consist of the following number of required hours in each of three areas of concentration:

- **Biblical Studies hours:** 30
- **Theological Studies hours:** 9
- **Applied Ministry Studies hours:** 12 (Of this number, 1 hour will be taken for IT 310N. Orientation to Online Learning)

To fulfill requirements in each of the three areas of concentration and also meet students’ educational and vocational goals, each student will be permitted to select appropriate courses from a four-year plan of studies in developing their IEP. Once developed and approved, the IEP will guide students through their course of studies at Baptist College of Florida.

### There are three primary tracks for this degree:

#### Track 1

**Associate Degree With a Divinity/Theological/Ministry or Christian Education Major**

Associate Degree will have from 60 to 70 semester hours total. All will be transferred toward the Bachelor of Science in Biblical Studies.

The Bachelor of Science in Biblical Studies Degree requires a minimum of 30 semester hours in general education, including a minimum of 3 semester hours in each of the following disciplines:

- Literature/Humanities
- Social/Behavioral Sciences
- Science/Mathematics
- Information Technology

**Note:**

1. **Prior to enrolling in upper-level Bible book study courses, students must complete BI 212. Bible Hermeneutics or the equivalent.**
2. **Prior to enrolling in the program, students will be required to complete the CAAP Test.**

Students in this program will complete a minimum of 32 semester hours of work in upper level ministry related courses with BCF. The total degree requires 120 semester hours.

#### An Example:

<table>
<thead>
<tr>
<th>SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE DEGREE (all transfers)</td>
</tr>
<tr>
<td>General Education in that degree</td>
</tr>
<tr>
<td>Theological Studies in that degree</td>
</tr>
<tr>
<td>BACHELOR OF SCIENCE IN BIBLICAL STUDIES COMPLETION</td>
</tr>
<tr>
<td>GENERAL EDUCATION requirements</td>
</tr>
<tr>
<td>a minimum of 12 semester hours in the disciplines listed above.</td>
</tr>
<tr>
<td>THEOLOGICAL STUDIES: concentration requires that the balance of semester hours required for the 120 hour degree be taken from BCF. (A minimum of 32 hours from BCF is required in any variation of transfer credits given.) In this case 48 hours from BCF are required.</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

#### Track 2

**Associate of Arts Degree**

Associate Degree will have from 60 to 70 semester hours total (some cases even more). Up to 60 semester hours will be transferred...
The Bachelor of Science in Biblical Studies Degree requires a minimum of 30 semester hours in general education, including a minimum of 3 semester hours in each of the following disciplines:

- Literature/Humanities
- Social/Behavioral Sciences
- Science/Mathematics
- Information Technology

Other transferable general education hours will transfer in as general education electives up to a total of 60 semester hours.

Note:
1. Prior to enrolling in upper-level Bible book study courses, students must complete BI 212. Bible Hermeneutics or the equivalent.
2. Prior to enrolling in the program, students will be required to complete the CAAP Test.

Students in this program will complete 51 semester hours in upper-level ministry-related courses, which must be taken with BCF. The total degree requires 120 semester hours.

Nine semester hours of upper level free electives to complete the degree requirement of 120 hours may be transferred in from other accredited colleges or the Seminary Extension Department of the Southern Baptist Convention.

An Example:

### ASSOCIATE DEGREE EQUIVALENT

<table>
<thead>
<tr>
<th>SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
</tr>
<tr>
<td>Theological Studies (none included)</td>
</tr>
</tbody>
</table>

### BACHELOR OF SCIENCE IN BIBLICAL STUDIES COMPLETION

<table>
<thead>
<tr>
<th>SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education (none required)</td>
</tr>
<tr>
<td>Theological Studies (upper level electives)</td>
</tr>
<tr>
<td>BCF</td>
</tr>
<tr>
<td>Free Electives (upper level)</td>
</tr>
</tbody>
</table>

TOTAL: 120

### AVAILABLE MINORS

All minors require 15 semester hours beyond the General Education Foundation and the Biblical/Theological Foundation.

Except for the Bible minor, a minor must be composed of courses from a student's general electives and outside of the requirements for his/her major.

**MINOR IN BIBLE**

BI 212. Biblical Hermeneutics (3 hours)
Any 12 hours of BI, OT, or NT

**MINOR IN CHRISTIAN COUNSELING**

PSY 300. The Christian Marriage (2 hours)
PSY 303. Premarital and Marital Counseling (2 hours)
PSY 307. Developmental Psychology (3 hours)
PSY 330. Marriage and Family-Life Education (2 hours)
Psychology Electives (6 hours)

**MINOR IN CHURCH PLANTING**

Any 15 hours of:
- MI 302. Foundations of Christian Missions (2 hours)
- MI 309. Introduction to Church Planting (2 hours)
- MI 310. Models and Methods of Church Planting (2 hours)
- MI 410. Contemporary Strategies in Missions (3 hours)
- EV 302. Leading a Church in Evangelism (2 hours)
- MI 304. Florida Church Starting Practicum (6 hours)
- MI 420. Summer Missions Internship (6 hours)
- MI 421. Semester Missions Internship (9 hours)

**MINOR IN STUDENT MINISTRY**

STM 310. Basic Ministry to Students (3 hours)
STM 313. Student Minister as a Leader (3 hours)
STM 320. Evangelism and Discipleship in Today’s Student Culture (3 hours)
STM 420. Student Ministry Internship (3 hours)
PSY 309. Adolescent Development (3 hours)

**MINOR IN EVANGELISM/PREACHING**

15 Hours of EV and PR courses with at least 6 hours of each...
MINOR IN LEADERSHIP
Any 15 hours of LA courses

MINOR IN MISSIONS
Any 15 hours of MI courses including at least one of the following:
- MI 304. Florida Church Starting Practicum (6 hours)
- MI 420. Summer Missions Internship (6 hours)
- MI 421. Semester Missions Internship (9 hours)

MINOR IN MUSIC
18 hours of music courses as described below:

MUSIC THEORY
MT 101. (3 hours)

APPLIED MUSIC
Applied Principal (2 hours)
Applied Secondary (1 hour)

MUSIC HISTORY AND LITERATURE
MH 201 (2 hours)

ENSEMBLE
Based on applied principal (4 hours)

CHURCH MUSIC OR MUSIC EDUCATION
Students may take a combination of church music and/or
music education courses (6 hours)

ASSOCIATE OF ARTS
(In Christian Education)

Designed for students who are called into Christian Education min-
istries but do not desire to complete the BA in Christian Education.
This degree provides individuals with foundational tools for practical
discipleship, Bible teaching, and leadership.

GENERAL EDUCATION
FOUNDATION .............................................. 30 SEM/HOURS
Communications (9 hours)
MA 220, equivalent, or higher (3 hours)
HI 211 and HI 212 (6 hours)
IT 202 or equivalent (3 hours)
Science (3 hours)
PSY 201 (3 hours)
EDU 2010. Psychology of Teaching and Learning (3 hours)
or
PSY 310. The Psychology of Learning and Teaching (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION .................. 18 SEM/HOURS

MAJOR .................................................... 15 SEM/HOURS
CE 201 and CE 202 (4 hours)
CE 301. Principles of Teaching (3 hours)
LA 202. Church Staff Relations (3 hours)
LA 320. Church Business Administration (2 hours)

TOTAL HOURS ........................................... 63 SEM/HOURS

ASSOCIATE OF ARTS
(Major in Music)

Designed to provide a foundation of studies in music. Includes 28
hours of music concentration, 18 hours theological core, 15 hours of
general education course work, and 5 hours of electives.

GENERAL EDUCATION
FOUNDATION ........................................... 15 SEM/HOURS
ENG 151. Introduction to College Composition (3 hours)
ENG 152. Intermediate College Composition (3 hours)
MA 130. Business Mathematics (3 hours)
PSY 201. General Psychology (3 hours)
SP 201. Introduction to Public Speaking (3 hours)

BIBLICAL/THEOLOGICAL
FOUNDATION ........................................... 18 SEM/HOURS

MAJOR .................................................... 33 SEM/HOURS

APPLIED PRINCIPAL (4 hours)
Applied Secondary (2 hours)
Conducting based on applied principal (3 hours)
ENSEMBLE based on applied principal (4 hours)
MT 101. Elementary Harmony (3 hours)
MT 102. Intermediate Harmony (3 hours)
MT 103. Sight Singing and Ear Training I (1 hour)
MT 104. Sight Singing and Ear Training II (1 hour)
MT 201. Advanced Harmony I (3 hours)
MT 202. Advanced Harmony II (3 hours)
MT 201. Recital Lab Every Semester Enrolled as a
Music Major (0 hours)
Hours in either Church Music or Music Education (4 hours)
MH 201 Music Literature (2 hours)

TOTAL HOURS ........................................... 66 SEM/HOURS
Note: Those students who fail to take and pass the computer pro-
ficiency examination (p. 19) must take IT 101.

ASSOCIATE OF DIVINITY

Designed for students who have been called of God into some form
of pastoral ministry. The degree will provide basic training for the
minister in the areas of Bible knowledge, theological and pastoral
skills, and an introduction to the disciplines of general education.

GENERAL EDUCATION
FOUNDATION ........................................... 18 SEM/HOURS
English Composition (6 hours)
Mathematics (3 hours)
History HI 304 (3 hours)
Psychology (3 hours)
Information Technology (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION ............. 18 SEM/HOURS

MAJOR .................................................... 21 SEM/HOURS
Bi 201. Old Testament Backgrounds (2 hours)
Bi 202. New Testament Backgrounds (2 hours)
Bi 212. Biblical Hermeneutics (3 hours)
CE 201. The Bible Study Ministries of the Church (2 hours)
EV 302. Leading a Church in Evangelism (2 hours)
PM 210. Introduction to Pastoral Ministry (2 hours)
PM 211. Pastoral Leadership (2 hours)
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)

GENERAL ELECTIVES ..................................... 9 SEM/HOURS

TOTAL HOURS ........................................... 66 SEM/HOURS
Note: Those students who fail to take and pass the computer pro-
ficiency examination (p. 19) must take IT 101.
SUGGESTED COURSE SEQUENCE AND COMPLETION REQUIREMENTS FOR FOUNDATIONAL CURRICULUM FOR ALL MAJORS WITHIN THE THEOLOGY DIVISION

Suggested Course Sequence

English remedial courses (if needed)
Math remedial courses (if needed)
1. ENG 151. Introduction to College Composition (3 hours)
2. BF 101. Old Testament Survey I (3 hours)
3. BF 103. New Testament Survey (3 hours)
4. SF 101. Fundamentals of Spiritual Formation (2 hours)
5. HI 211. Western Civilization: Earliest Times to 1700 or HI 223. American History: Age of Exploration to Reconstruction (according to major) (3 hours)
6. PHI 101. Introduction to Christian Worldview (3 hours)
7. ENG 152. Intermediate College Composition (3 hours)
8. SP 201. Introduction to Public Speaking (3 hours)
9. BF 102. Old Testament Survey II (3 hours)
10. HI 212. Western Civilization: 1700 to Present or HI 224. American History: Reconstruction to Present (according to major) (3 hours)
11. LA 103. Southern Baptist Life and Work (2 hours)
12. EV 201. Personal Evangelism (2 hours)
13. MA 130. Business Mathematics (or higher-according to major) (3 hours)
14. PSY 201. General Psychology (3 hours)
15. IT 202. Information Technology in Ministry (or other IT course according to major) (3 hours)
16. ENG 221, ENG 222, ENG 223 or ENG 224. Literature (3 hours)
17. Fine Arts Options (3 hours) (Students may space these as needed)
18. SCI 201, 202, or 203. Science (3 hours)

Completion Requirements

The Biblical/Theological Foundation must be completed prior to a student beginning work in his/her major field. The only exception is that BI 212 should be taken immediately after BF 101, BF 102, and BF 103 are completed.

All General Education Foundation and Biblical/Theological Foundation courses should be completed within the first five semesters of a student's work at BCF. If not, a student must take only foundation courses until the foundation is completed or in process.

COURSES NEEDED FOR ELIGIBILITY FOR CERTIFICATION IN ELEMENTARY EDUCATION

BY FLORIDA DEPARTMENT OF EDUCATION

The following courses offered by the college qualify a person with a bachelor's degree from BCF to apply for certification in elementary education by the Florida Department of Education. Such applicants must have an overall minimum grade point average of 2.5 and pass all sections of PRAXIS I or the General Knowledge section of the Florida Teacher Exam (FTE).

1. Twenty-four hours of Professional Preparation

EDU 2010. Psychology of Teaching and Learning or ..................................................... 3
EDU 3000. General Methods of Teaching ................................................................. 3
EDU 3031. Curriculum in Schools ............................................................................. 3
EDU 4090. Internship ................................................................................................. 12

2. Twenty-nine hours of Elementary Preparation

EDU 4000. Teaching Reading in Elementary School................................................. 3
EDU 4030. Reading Diagnosis and Remediation ....................................................... 3
EDU 4005. Teaching Language Arts in Elementary School ..................................... 3
EDU 4001. Children’s Literature ............................................................................... 3
EDU 4010. Math Concepts and Methods for Elementary Teachers ............. 3
EDU 4020. Teaching Science, Health, and Physical Education in Elementary School 3
EDU 3701. Teaching Diverse Populations ............................................................... 3
EDU 3703. ESOL Curriculum and Methods ............................................................. 3
EDU 3010. Classroom Management ....................................................................... 3
EDU 3020. Measurements and Evaluations ............................................................ 2

TOTAL .......................................................................................................................... 54

COURSES NEEDED FOR ELIGIBILITY FOR CERTIFICATION IN MIDDLE SCHOOL SOCIAL STUDIES

BY FLORIDA DEPARTMENT OF EDUCATION

The following courses qualify a person with any bachelors degree from BCF to apply for certification from the Florida Department of Education in Middle School Social Studies.

SOCIAL STUDIES CORE

HI 200. Introduction to Economics ................................................................. 3
HI 306. Geography .............................................................................................. 3
HI 211. Western Civilization: Earliest Times to 1700 or HI 212. Western Civilization: 1700 to Present ................................................................................ 3
HI 223. American History: Age of Exploration to Reconstruction and HI 224. AMERICAN HISTORY: Reconstruction to Present ......................................................... 6
HI 225. United States Government ...................................................................... 3

SUBTOTAL .................................................................................................................. 18

TEACHER CERTIFICATION

FLORIDA ADMINISTRATIVE CODE- Section 6E-2.04(10) (c)

Although the college is accredited by the Commission on Colleges of Southern Association of Colleges and Schools, a degree from BCF does not automatically qualify for a Florida teaching certificate. To obtain a permanent certificate through a program such as this a person must apply for a certificate, obtain a teaching position, and participate in the system’s new teacher program. Those interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Anyone intending to practice any other regulated profession in Florida should contact the Department of Professional and Occupational Regulation, Tallahassee, Florida 32301.
EDUCATION CORE:

1. Six hours of Foundations and Psychology
   PSY 307. Developmental Psychology or
   EDU 2010. Psychology of Teaching and Learning .................................................. 3

2. Six hours of General Methods and Curriculum
   EDU 3031. Curriculum in Schools .............................................................................. 3
   EDU 3000. General Methods of Teaching .................................................................. 3

3. Three hours of Special Methods
   EDU 4025. Teaching Social Studies in Elementary and Middle School....................... 3

4. Twelve hours of Practical Experiences
   EDU 4090. Internship .................................................................................................. 12

SUBTOTAL .................................................................................................................. 27

TOTAL .......................................................................................................................... 45

**Courses**

The following pages contain course descriptions with proper prefix and course number. Non-credit courses are numbered 090 to 099. Credit courses are labeled 100 to 499 and 1000 to 4999 with the first digit of each course number indicating the level of the course. For example, 1 - Freshman, 2 - Sophomore, 3 - Junior, 4 - Senior. Freshman and Sophomore courses are lower level courses, and Junior and Senior courses are upper level courses. Students may evaluate their eligibility for enrolling in a given course according to stated course prerequisites.

Course numbering in the catalog makes use of a course designator system. This system is used to identify courses by discipline, number and level. For example, BF 101 would indicate a Biblical Foundation, freshman level course.

Course numbering in the BCF online registration system makes use of a four-component course designator system to assist students in the registration process. This designator system identifies course first, by discipline (e.g., BF, Biblical Foundation; CE, Christian Education; EDU, Education, etc.), second by number and level of course (e.g., 101, 201, 301, 401, etc.), third, by section number, when more than one offering of the course occurs (e.g., 1, 2, 3), and finally, by location, to identify the campus where the course is offered (e.g., G, Graceville; J, Jacksonville; N, Online; O, Orlando; and P, Pensacola).

Several examples are provided to illustrate the course designator system: Two sections of a Biblical Foundation, freshman level course, offered on the Graceville campus, would be designated: BF 101 G1 and BF 101 G2. A Biblical Foundation, freshman level course offered online would be designated, BF 101 N. A Biblical Introduction, sophomore level course, offered in Orlando, would be designated BI 212 O. A Christian Education, junior level course offered in Pensacola, would be designated CE 301 P.

**Rotation of Courses**

Scheduling restrictions sometimes necessitate offering courses only every other year or in alternate semesters. Semester class schedules may be obtained from the Enrollment Office or academic divisions.

**Prerequisites**

Because some courses cannot be taken until other specified courses have been completed, the student should plan his schedule accordingly. For example, a student may not take ENG 152 until ENG 151 has been completed.

**Fields of Instruction**

For convenience in administration, courses are divided into fields of instruction by course title and number. The fields of instruction are abbreviated as follows:

- BF: BIBLICAL FOUNDATION
- BI: BIBLICAL INTRODUCTION
- CE: CHRISTIAN EDUCATION
- DS: DIRECTED STUDY
- EDU: EDUCATION
- ENG: ENGLISH
- EV: EVANGELISM
- GRK: GREEK
- HEB: HEBREW
- HI: HISTORY
- HUM: HUMANITIES
- IT: INFORMATION TECHNOLOGY
- LA: LEADERSHIP
- MA: MATHEMATICS
- MI: MISSIONS
- MUS: MUSIC: APPLIED
- MUE: MUSIC: EDUCATION
- ME: MUSIC: ENSEMBLE
- MH: MUSIC: HISTORY AND LITERATURE
- MP: MUSIC: PIANO
- MT: MUSIC: THEORY
- MU: MUSIC: CHURCH
- MUT: MUSIC: TECHNOLOGY
- MV: MUSIC: VOICE
- MC: MUSIC: CONDUCTING
- MUE: MUSIC: EDUCATION
- ME: MUSIC: ENSEMBLE
- MH: MUSIC: HISTORY AND LITERATURE
- MP: MUSIC: PIANO
- MT: MUSIC: THEORY
- MU: MUSIC: CHURCH
- MUT: MUSIC: TECHNOLOGY
- MV: MUSIC: VOICE
- NT: NEW TESTAMENT
- OT: OLD TESTAMENT
- PM: PASTORAL MINISTRY
- PHI: PHILOSOPHY
- POR: PORTUGUESE
- PR: PREACHING
- PSY: PSYCHOLOGY AND COUNSELING
- SCI: SCIENCE
- SL: SIGN LANGUAGE
- SOC: SOCIOLOGY
- SPN: SPANISH
- SP: SPEECH
- SF: SPIRITUAL FORMATION
- STA: STATISTICS
- STM: STUDENT MINISTRY
- SM: SUPERVISED MINISTRIES
- TH: THEOLOGY
- WS: WOMEN’S STUDIES

**Biblical Foundation**

BF 101. OLD TESTAMENT SURVEY I.

A general overview of the background, development, theology, and content of Genesis through Esther. Special attention will be given to the outstanding persons, significant places, events, and the application of the Old Testament truths to contemporary life. Three semester hours credit.
**BIBLICAL INTRODUCTION**

**BI 201. OLD TESTAMENT BACKGROUND.**
A study of the geographical background of the Old Testament world as it relates to the story of redemption. The various biblical countries are studied as they progressively enter into the unfolding story. Two semester hours credit.

**BI 202. NEW TESTAMENT BACKGROUND.**
A continuation of BI 201 with emphasis on the geographical, historical, and cultural setting which constitutes the natural framework of the New Testament story, the matrix out of which the Christian movement was born. Two semester hours credit.

**BI 203. THE HISTORY OF THE BIBLE.**
A study of the formation, transmission, and translation of the Bible. The study of the formation of the Bible includes a review of the production of the Old and New Testaments and the history of the canonization of each of them. The study of the transmission of the texts of the Old and New Testaments includes an examination of the process of evaluating existing biblical manuscripts in an effort to reconstruct, as nearly as possible, the original text of the Bible. The study of the translation of the Bible gives primary emphasis to the history of the English Bible from the work of John Wycliffe in the fourteenth century to the most recent translations. Prerequisite: BI 101. Three semester hours credit.

**BF 490. BIBLICAL STUDIES INTEGRATION.**
Senior integration course for Biblical Studies BA majors. Students will review fundamental knowledge and skills learned from core studies and will complete an unguided exegetical paper project demonstrating the skills of biblical hermeneutics - observation and analysis of the biblical language and text in its historical setting, synthesizing biblical knowledge, and integrating biblical principles for contemporary application. Exegetical paper projects will be submitted for peer review. Prerequisite: Senior standing. Two semester hours credit.

**CHRISTIAN EDUCATION**

**CE 201. THE BIBLE STUDY MINISTRIES OF THE CHURCH.**
A study of the skills, principles, and organization involved in leading small group Bible study ministries in the local church. Included are Sunday School, proper enlistment and training methods, and evangelistic Bible study ministries. Development of mission, vision, and philosophy is emphasized. Two semester hours credit.

**CE 202. THE DISCIPLESHIP AND MISSIONS MINISTRIES OF THE CHURCH.**
A study of the skills, principles, and procedures involved in leading effective member and leadership training in the local church. Missions and discipleship education is emphasized including both theoretical and practical issues related to missions and vision. Traditional as well as innovative programs are included. Two semester hours credit.

**CE 207. CHURCH RECREATION.**
A study of the functions of church recreation, of the importance of play in the life of the individual and the church, and of methods and procedures for administering an effective program of church recreation. Two semester hours credit.

**CE 290. CHRISTIAN DRAMA.**
A survey of dramatic ministries available in the local church. Christian theater, puppetry, and clowning are included. Production, acting, costuming, directing, and selection are emphasized. Open to all students. SP 201 or facility in oral communication is recommended. Two semester hours credit.

**CE 301. PRINCIPLES OF TEACHING.**
How to improve teaching in the Sunday School. The various methods of teaching are studied and illustrated with practical application to the Sunday School lessons as to studying and teaching the Bible. Prerequisite: Either PSY 310 or EDU 2010. Three semester hours credit.

**CE 320-350. AGE-DIVISION MINISTRIES.**
A series of studies to understand and minister to currently targeted age groupings. Included are the characteristics, interests, and needs of the group as well as the methods and techniques of how to meet these needs. Philosophies of ministry, resources for ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

**CE 410. CHRISTIAN EDUCATION INTEGRATION.**
A senior integration course for Christian Education majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing,
and familiarity with contemporary Christian Education issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $150.00 to cover lodging and meals. Required for CE majors. Prerequisite: Senior standing. Two semester hours credit.

CE 420. CHRISTIAN EDUCATION INTERNSHIP.
An internship directed by the college providing on-site Christian Education ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate Christian Education work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing and approval by Christian Education program director. Three semester hours credit.

DIRECTED STUDY

DS 301. DIRECTED STUDY.
A course designed for a special study within one of the disciplines taught in the regular curriculum of the college. The methodology will include independent research, readings, and laboratory experience. Prerequisites and number of hours credit will vary according to the nature of each course.

EDUCATION

EDU 1030. PHILOSOPHY OF THE CHRISTIAN SCHOOL MOVEMENT.
A study of the philosophy of education from the perspective of the development, purpose, and function of the K-12 Christian school movement. Two semester hours credit.

EDU 2000. FIELD EXPERIENCES I.
An intensive field experience for education majors. Beginning teacher education students will have an opportunity to observe what is involved in teaching in an elementary classroom and to assist teachers in a variety of ways such as tutoring, working with small groups, teaching, grading papers, and other appropriate activities. One semester hour credit.

EDU 2005. FOUNDATIONS AND CURRICULUM OF EDUCATION.
A study of the philosophical, social, historical, curricular foundations of education. The class will also acquaint students with current concepts of curriculum for elementary schools. Wherever appropriate, the Christian worldview & philosophy will be addressed. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 2010. PSYCHOLOGY OF TEACHING AND LEARNING.
A study that examines important learning theories and processes with an emphasis on developmental, cultural, and environmental influences on learning experiences. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 2040. INFORMATION TECHNOLOGY FOR EDUCATORS.
A study of microcomputer applications and their utilization by teachers in a classroom environment. Topics include word processing, spreadsheet, database, presentation, desktop publishing and Internet resources in classroom management and instruction. Prerequisite: Successful completion of IT 101 comprehensive examination. Three semester hours credit.

EDU 3000. GENERAL METHODS OF TEACHING.
A study of basic teaching methods. It will also include a study of lesson planning and learning styles. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3010. CLASSROOM MANAGEMENT.
A study of ways to manage a classroom. The class will consist of classroom management procedures and organizational routines involved in creating a disciplined, resourceful classroom. Also included will be topics on school law and ethics. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3015. SURVEY OF SPECIAL EDUCATION.
A study of the teaching of exceptional children in a regular Education classroom. The course will consist of the characteristics of all exceptionalities, and educational and behavioral adaptations for exceptional children in the regular classroom. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3020. MEASUREMENT AND EVALUATION.
A study of the concepts and skills related to designing, administering, evaluating, interpreting, applying, and communicating results of performance and objective assessments in the classroom. Study and practice of skills in administering, interpreting, applying, and communicating results of standardized assessment tools. Examines use of assessment tools to improve instruction and student achievement. Prerequisites: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3030. CURRICULUM IN SCHOOLS.
A study designed to acquaint students with current concepts of curriculum and other issues in Education today. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3701. TEACHING DIVERSE POPULATIONS.
An introduction of cultural and linguistic groups represented in the United States. The course will develop sensitivity to and understanding of these groups. Emphasizing the major cultures found in Florida, this course provides insights for teachers to be used in meeting the special needs of Limited English Proficient students. Topics include living patterns, interrelatedness of language and culture, culture-shock, cross-culture awareness, dealing with parents of ESOL/LEP students, and the themes, attitudes, and values of these cultural groups. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.

EDU 3702. THEORETICAL UNDERPINNINGS OF ESOL.
An overview of the field (history, foundations, the LULAC Consent Decree, legal issues, and endorsement requirements). In-depth study of applied linguistics, including first and second language acquisition. Includes site-based observations. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hours credit.
EDU 3703. ESOL CURRICULUM AND METHODS.
A study to provide an in-depth instruction and practice in the selection and use of materials and methods related to teaching ESOL/LEP students. Emphasis will be placed upon teaching the skills of listening, speaking, reading and writing, ESOL/LEP in the content areas, curriculum development, and major methodologies and current trends in ESOL/LEP teaching and assessment. Field experience required. Prerequisite: Admission to the Teacher Education Program or permission from the Education Department Chair. Three semester hour credit.

EDU 2000 to EDU 3701 are prerequisites for EDU 4000 to 4090.

EDU 4000. TEACHING READING IN ELEMENTARY SCHOOL.
A study of development of skills and concepts of reading for the elementary grades. Provides practice in the selection and use of methods and materials related to teaching reading. Prerequisite: ENG 152. Three semester hours credit.

EDU 4001. CHILDREN’S LITERATURE.
An investigation and exposure to the genres, authors and books written for children for instructional, informational, and recreational purposes. Strategies for motivating children to interact with literature are discussed. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4005. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOL.
A study, practice and selection of methods and materials related to teaching spelling, penmanship, listening, writing, speaking, and reading to grades K-6. Examines developmental skills and concepts of language arts. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4010. MATH CONCEPTS AND METHODS FOR ELEMENTARY TEACHERS.
A study of the concepts and methods required to teach mathematics at the K-6 level. Problem solving techniques will be emphasized. Prerequisites: Admission to the Teacher Education Program; nine semester hours of college math. Three semester hours credit.

EDU 4015. FIELD EXPERIENCES II.
An intensive field experience program for education majors. The course will provide students the opportunities to field test pedagogical learnings, while assisting cooperating teachers in a variety of ways, including tutoring, working with small groups, teaching, grading papers and other appropriate activities. Students will take this course in conjunction with EDU 4030. One semester hour credit.

EDU 4020. TEACHING SCIENCE, HEALTH, AND PHYSICAL EDUCATION IN ELEMENTARY SCHOOL.
An overview of curricula, materials, and techniques for teaching science, health, and physical education in grades K-6. Prerequisite: SCI 201 or SCI 202, Admission to the Teacher Education Program. Three semester hours credit.

EDU 4025. TEACHING SOCIAL STUDIES IN ELEMENTARY AND MIDDLE SCHOOL.
A study and practice of instructional approaches and selection of resources for teaching social studies to grades 1-8. The integration of related subjects will be examined. Prerequisites: Admission to the Teacher Education Program. Three semester hours credit.

EDU 4030. DIAGNOSIS AND REMEDIATION IN ELEMENTARY READING.
A study of the development of reading skills to include advanced exposure to techniques and approaches of recognizing and diagnosing reading problems. The students will gain experience in prescribing and utilizing appropriate methods and materials to remediate skill deficits as well as examining ways to improve reading performances. Prerequisite: EDU 4000; and admission to the Teacher Education Program. Three semester hours credit.

EDU 4035. FIELD EXPERIENCES III.
An intensive clinical field experience program for education majors. The course will provide the students with opportunities to field test pedagogical learnings, while assisting cooperating teachers in a variety of ways, including tutoring, working with small groups, teaching, grading papers and other appropriate activities. Students will take this course in conjunction with EDU 4030. One semester hour credit.

ENG 094. GENERAL EDUCATION REVIEW.
A basic skills course taught in the Information Technology Laboratory designed to prepare the non-high school graduate for the GED examination. The student develops skills in spelling, vocabulary, reading comprehension, basic grammar, mechanics, sentence structure, paragraph construction and basic mathematics. The amount of laboratory time required depends on the student’s rate of academic development. No credit.

ENG 100. ENGLISH FUNDAMENTALS.
A remedial English course for students for whom English is a second language and whose entrance scores reveal a deficiency in English writing skills and who need instruction in English syntax and in the use of English idioms. Such students would not need to take ENG 100. Open to other students when space is available. Three semester hours credit.

ENG 104. ENGLISH AS A SECOND LANGUAGE.
A course designed for students for whom English is a second language and whose entrance scores reveal a deficiency in English writing skills and who need instruction in English syntax and in the use of English idioms. Such students would not need to take ENG 100. Open to other students. This course does not satisfy English curriculum requirements. Three semester hours credit.

ENG 105. READING.
A reading course developing skills in vocabulary, reading comprehension, and accuracy necessary for college level reading. Required of students who have an ACT Reading score of less than 18 and open to other
ENG 152.  INTERMEDIATE COLLEGE COMPOSITION.
A continuation of ENG 151.  Thematic writing is expanded to include critical essays (e.g., narrative / expository / argumentative), critical thinking skills, and writing and documentation of research papers using Chicago (Turabian), MLA, and APA styles. Prerequisite: ENG 151. Three semester hours credit.

ENG 221.  SURVEY OF WORLD LITERATURE.
A study of selected important writings from classical, medieval, English, and American literature. This study aids the student in discovering the characteristics and illustrative value of great literature. Prerequisite: ENG 152 or Sophomore standing. Three semester hours credit.

ENG 222.  SURVEY OF AMERICAN LITERATURE.
A study of works representative of American literature from the Puritan Age through the 20th century. The course offers instruction in critical reading and writing with an objective of improving approaches to the analysis of literature from several literary periods. Prerequisite: ENG 152 and sophomore standing. Three semester hours credit.

ENG 223.  SURVEY OF ENGLISH LITERATURE.
A study of important works of English literature from Beowulf to the modern period. The primary focus will be on the major figures and the major trends, but the most significant works of some minor authors will be studied. This course will provide resource material for minislerial students. Prerequisite: ENG 152. Three semester hours credit.

ENG 224.  SURVEY OF CHRISTIAN LITERATURE.
A study of significant literature by important Christian writers from the first century until the present. This course is designed to be a resource for those in Christian ministry. Prerequisite: ENG 152 and sophomore standing. Three semester hours credit.

ENG 300.  THE MINISTER IN LITERATURE.
Selected readings from classical authors are reviewed and analyzed. The minister in literature is viewed from the historical and literary perspective. Prerequisite: ENG 152. Two semester hours credit.

ENG 352.  PROFESSIONAL WRITING.
A course to prepare ministers to communicate effectively in their fields. Emphasis is given to organizing and composing public relations materials, business letters, church reports, resumes, and publications. Prerequisite: ENG 152. Two semester hours credit.

EVANGELISM

EV 201.  PERSONAL EVANGELISM.
A basic course in personal evangelism to equip students for lifelong practice and leadership. Included are both the theory and the practice of personal evangelism. Various approaches and methodologies are utilized for personal equipping and for preparation for equipping others. Students are required to participate in personal soul-winning activities as part of the course of study. Two semester hours credit.

EV 302.  LEADING A CHURCH IN EVANGELISM.
A study of church evangelism to equip students for leading a local church in its comprehensive evangelistic ministry. Included are the church's evangelistic foundation, direction, and strategy. Church health that leads to evangelistic growth is emphasized. A strategy for evangelism through the local church is developed. Prerequisites: Sophomore standing. Three semester hours credit.

EV 303.  EVANGELISTIC PREACHING.
A study of evangelistic preaching. Major emphases are the formation of the evangelistic sermon, the delivery of the evangelistic sermon, and the invitation for response. The work and preparation of both the preacher and the sermon receive attention. The course addresses the subject from the perspectives of both the pastor and the vocational evangelist. Prerequisites: PR 220 and Sophomore standing. Three semester hours credit.

EV 304.  EVANGELIZING ADHERENTS OF A NON-EVANGELICAL RELIGIOUS GROUP (NAME OF GROUP).
A course in personal evangelism to assist Christian leaders in witnessing to adherents of a specific non-evangelical group. The origin, history, characteristics, leaders, and theology of the group will be considered, but the emphasis will be upon the evangelization of the adherents of the group. Prerequisite: Sophomore standing. Two semester hours credit.

EV 305.  JESUS AND PERSONAL EVANGELISM.
An analysis of the life and ministry of Jesus from the perspective of evangelism. The course utilizes case studies to determine Jesus’ strategies in personal evangelism. Prerequisite: Sophomore standing. Two semester hours credit.

EV 306.  CONTEMPORARY EVANGELISM EQUIPPING METHODOLOGIES.
A study of the current evangelism equipping methodologies available from the Southern Baptist Convention agencies and other evangelical groups. Provided through the classroom setting or a seminar/workshop setting, the course will assist students in understanding and implementing the equipping methodologies in their own personal evangelism and in the local church. Personal witnessing activity will be a part of the course. Prerequisites: EV 201 and Sophomore standing. Two semester hours credit.
EV 401. CHURCH GROWTH PRINCIPLES AND PROCEDURES.
An advanced study of evangelistic church growth theory and practice. Major emphases are the discovery of biblical principles and theory for church growth, study and evaluation of the classic Church Growth Movement and various forms of contemporary church growth including Southern Baptist models, and the practical implementation of evangelistic church growth in local churches. Prerequisites: EV 302 and Junior standing. Three semester hours credit.

HI 224. AMERICAN HISTORY: RECONSTRUCTION TO PRESENT.
A survey of the economic, political, cultural, and diplomatic history of the United States since the Civil War. Three semester hours credit.

HI 225. UNITED STATES GOVERNMENT.
An introductory course on the political process in America with a focus on national political institutions. Three semester hours credit.

HI 301. TWENTIETH CENTURY AMERICAN HISTORY.
A survey of the cultural, economic, and social history of the United States from 1900 to the present. Each topic is studied within its political framework. Prerequisite: HI 211, HI 224, or Sophomore standing. Two semester hours credit.

HI 302. ROMAN HISTORY.
A study of Roman civilization from the rise of the republic to the fall of the empire. Emphasis is given to political and cultural developments. Prerequisite: HI 211, HI 223, or Sophomore standing. Two semester hours credit.

HI 303. ENGLISH HISTORY.
A survey of English history from 1485 to the present. This study traces the development of English government, society and culture from the Tudor period to the present. Prerequisite: Sophomore standing. Two semester hours credit.

HI 304. CHRISTIAN HISTORY.
A survey of Christianity from the time of Christ to the present. Special consideration is given to important events, notable persons, the development of the Roman Catholic Church, the Reformation, and missionary expansion. Prerequisite: Sophomore standing. Three semester hours credit.

HI 305. DEVELOPMENT OF THE SOUTHERN BAPTIST CONVENTION.
A study of the history of the Southern Baptist Convention. Contemporary trends, changes, and structure are studied. Special emphasis is given to denominational government and finance. Prerequisite: Sophomore standing. Two semester hours credit.

HI 306. GEOGRAPHY.
A study of basic geography. The course will include a study of Earth-space relations, latitude and longitude, season, time, weather, climate, vegetation, landforms, water resources, soils, and mapping the physical environment. Emphasis will be given to the study of earth-surface processes, with consideration of human interaction with the physical environment. Three semester hours credit.

HUM 101. APPRECIATION OF THE ARTS.
A study of music and the visual arts. There will also be an emphasis on basic musical techniques, elements, and skills. The course will also focus on elements of art and principles of design such as color, shape, texture, balance, etc., with an emphasis on developmentally appropriate use of techniques, materials, and tools. Three semester hours credit.

HUM 102. APPLIED HUMANITIES.
An introduction to creative and artistic disciplines used in church and school settings. This course will include an introduction to theatrical arts, an introduction to music appreciation, and an introduction to visual communication arts. Three semester hours credit.
INFORMATION TECHNOLOGY

IT 101. INTRODUCTION TO COMPUTER USE.
A beginning course in computer usage. Students study concepts and terminology of microcomputer hardware and software and complete assignments using a microcomputer and appropriate software for selected applications. Two semester hours credit.

IT 201. INFORMATION TECHNOLOGY FOR EDUCATORS.
A study of microcomputer applications and their utilization by teachers in a classroom environment. Topics include word processing, spreadsheet, database, presentation, desktop publishing, and Internet resources in classroom management and instruction. Prerequisite: Successful completion of IT 101 or successful completion of an IT 101 comprehensive examination. Three semester hours credit.

IT 202. INFORMATION TECHNOLOGY IN MINISTRY.
A study of microcomputer applications and their utilization in church ministry. Software applications used include word processing, spreadsheet, database, presentation, and desktop publishing. Prerequisite: Successful completion of IT 101 or the successful completion of an IT 101 comprehensive examination. Three semester hours credit.

IT 310. INTRODUCTION TO ONLINE LEARNING.
A three-week course designed to orient the student to the basics of Jenzabar online courses. The study will focus on practical application in relation to enrollment and participation in online study. The course is required for students enrolling in an online course for the first time. This course may not be taken for general elective credit. One semester hour credit.

IT 440. ADVANCED INFORMATION TECHNOLOGY.
A study of advanced applications of information and media technology. The course includes an introduction to Web site creation as well as advanced concepts in presentation, spreadsheet, and word processing software. Prerequisite: IT 202. Three semester hours credit.

LEADERSHIP

LA 102. BIBLICAL FOUNDATIONS OF LEADERSHIP.
A study of biblical foundations of leadership. The student will seek to examine various biblical models of leadership and develop a theological basis of leadership. Biblical personalities, servanthood, and stewardship will be compared and contrasted to contemporary models of leadership. Students will explore, develop, and articulate their personal philosophy of leadership. Three semester hours credit.

LA 103. SOUTHERN BAPTIST LIFE AND WORK.
A study of Southern Baptist Life and Work. The student will be introduced to matters of polity, organization, history, and commitment to global missions as related to the local church, the local association, the state convention and the Southern Baptist Convention. Special emphasis will be given to the Cooperative Program as the primary means for carrying out mission work among Southern Baptists. Two semester hours credit.

LA 200. THE MINISTRY OF LEADERSHIP.
A study of the nature of Christian leadership in the local church. The course introduces the student to the relationship between discipleship and character development of spiritual leaders, as well as the principles and skills of leadership in Christian ministries that are more fully developed over the course of their degree program. Prerequisite: Sophomore standing. Three semester hours credit.

LA 201. LEADERSHIP FOR CHURCH GROWTH.
A study of leadership models, personality types, characteristics and contemporary paradigms in leadership. Tools for assessment strategies for integrating various personality types, styles of leadership, the role of vision, and the development of a leadership team will be included. Prerequisite: Sophomore standing. Three semester hours credit.

LA 202. CHURCH STAFF RELATIONS.
A study of the principles, procedures, and relational dynamics involved in effective church staff work. Attention is given to the calling of a staff member, job descriptions, organizations, policies, procedures, supervision, staff meetings, and developing an effective church staff team. Prerequisite: Sophomore standing. Three semester hours credit.

LA 301. THE MINISTER AS LEADER.
A study of the minister as leader. The biblical role of the minister’s call, character, and competence will be examined. Students will study such issues as “followship” and leadership, ethics and integrity in ministry, and effects of ministry upon the minister’s family. Various models of leadership will be explored. Prerequisite: Sophomore standing. Two semester hours credit.

LA 302. CHANGE AND CONFLICT MANAGEMENT.
A study of principles in managing change effectively in the church. The course includes a study of approaches to handling conflict including the recognition, avoidance, and management techniques related to conflict. Prerequisite: Sophomore standing. Two semester hours credit.

LA 303. TEAM MINISTRY.
A study of team leadership. This course explores the use of task-oriented teams in accomplishing the work of churches and empowering lay leaders. Policies and practices of selection, recruitment, training, and development of paid staff and volunteers will be examined. Prerequisite: Sophomore standing. Two semester hours credit.

LA 305. VISIONARY LEADERSHIP.
A study introducing the discipline of visionary leadership. The course will investigate the importance of vision, various persons of visionary leadership and the communicative and spiritual aspects of implementing vision. Prerequisite: Sophomore standing. Two semester hours credit.
LA 310. CHURCH GROWTH AND DEVELOPMENT: FBC JACKSONVILLE PASTORS CONFERENCE.
A study of the various elements of church growth and development. This course provides first-hand study of a variety of ministry topics related to church growth and development through participation in extensive offerings of the conference. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $150.00 to cover cost of lodging and meals. Two semester hours credit.

LA 311. CHURCH LEADERSHIP AND DEVELOPMENT: TIMOTHY/BARNABAS PASTORS SCHOOL.
A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participate in the seminar/school led by prominent, dynamic Southern Baptist leaders. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $150.00 to cover cost of lodging and meals. Two semester hours credit.

LA 320. CHURCH BUSINESS ADMINISTRATION.
A study of the principles and practices of effectively managing the business affairs of a church. The course will examine the changing role of leadership and management in a single-staff, bi-vocational multi-staff, or a fully funded multi-staff church. Issues to be addressed include: budgeting, accounting practices, marketing, and systems alignment. Prerequisite: Sophomore standing. Two semester hours credit.

LA 401. LEADERSHIP INTERNSHIP.
An internship directed by the college providing on-site Leadership ministry experience. The student is required to submit to the Leadership program director for approval of an appropriate Leadership ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating ministry agency. The emphasis of this internship will be practical experience through supervised, on-site ministry work. Prerequisite: Junior standing and approval by Leadership program director. Three semester hours credit.

LA 410. LEADERSHIP INTEGRATION.
A senior integration course for Leadership majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary leadership issues. Students will complete an orientation trip to LifeWay Christian Resources or a major Baptist church leadership clinic. This course includes a lab fee of $150.00 to cover lodging and meals. Required for Leadership majors. Prerequisite: Senior standing. Two semester hours credit.

LA 420. THE CHURCH AND THE LAW.
A study of legal issues in church ministry. Topics include taxes, ministerial liability, insurance, IRS regulations for non-profit organizations, annuities, housing, permits, licenses, and various regulatory agencies. Prerequisite: Junior standing. Two semester hours credit.

LA 440. GROWING PERSONALLY AND PROFESSIONALLY IN MINISTRY.
A summary course designed to enhance readiness for ministry of prospective graduates. Prerequisite: Junior standing. Two semester hours credit.

LA 450. LEADERSHIP DYNAMICS OF ORGANIZATIONS.
A study of organizational leadership dynamics. The course includes an examination of systems theory as it relates to strategic planning, policy formation, and decision-making. Techniques used in analyzing and solving organizational problems will be explored. Prerequisite: Junior standing. Two semester hours credit.

MATHEMATICS

MA 110. PRE ALGEBRA.
A mathematics course that will introduce students to fundamental concepts in algebra. Topics include basic operations on whole numbers, fractions, and decimals as well as a study of percent, real numbers, variables, and an introduction to equations. This course is required of students with and ACT Mathematics score below 19 and is open to other students as an elective. This course does not satisfy Mathematics curriculum requirements. Three semester hours credit.

MA 120. ELEMENTARY ALGEBRA.
A remedial algebra course. Topics include basic operations on real numbers, exponential notation and order of operations, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. Prerequisites: An ACT Mathematics score of 19. This course does not meet the general education requirements for any degree. Three semester hours credit.

MA 130. BUSINESS MATHEMATICS.
A practical business mathematics course. Topics include a review of basic mathematical operations; simple and compound interest; annuities, stocks, and bonds; business and consumer loans; taxes and insurance. A scientific calculator is required. Prerequisites: A grade of "B" or better in Algebra I or higher math in high school and an ACT Mathematics score of 19. This course does not meet the general education requirements in mathematics for teacher education or counseling programs. Three semester hours credit.

MA 210. GEOMETRY.
A basic college geometry course. Topics include basic ideas of geometry, geometry of motion and change, and measurement and geometry. Prerequisite: Two years high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MA 220. FINITE MATHEMATICS.
A finite mathematics course. Topics include set concepts, logic, probability and statistics. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MA 230. COLLEGE ALGEBRA.
A basic college algebra course. Topics include a review of basic algebraic operations, functions and graphs, systems of equations and problem solving, exponents and radical, quadratic functions and equations. Prerequisites: Two years of high school algebra or pass the algebra placement test (minimum grade of 75%) or pass MA 120. Three semester hours credit.

MEDIA MINISTRY

MM 201. INTRODUCTION TO MEDIA MINISTRY.
An introductory study of the theory and practice of media ministry for the local church. Foundational, theoretical, and practical matters will be considered. Prerequisite: IT 202, equivalent, or permission. Two semester hours credit.
### MI 302. FOUNDATIONS OF CHRISTIAN MISSIONS.
A basic course in missions that explores the theological, biblical, practical, and spiritual foundations of Christian missions. Emphasis is given to the theology of missions and the missionary message of the Bible from Genesis to Revelation. Prerequisite: Sophomore standing. Two semester hours credit.

### MI 303. INTERNATIONAL MISSIONS PRACTICUM.
An internship directed by the college providing on-site international missions experience in cooperation with the International Mission Board of the Southern Baptist Convention. The methodology will include supervised research on the culture, history, and contemporary application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Three semester hours credit.

### MI 304. FLORIDA CHURCH STARTING PRACTICUM.
An internship directed by the college, providing on-site experience for students starting new churches in cooperation with the North American Mission Board, Florida Baptist Convention, and field personnel. The internship involves ten weeks, normally during the summer. Prerequisite: Sophomore standing. Six semester hours credit.

### MI 305. NORTH AMERICAN MISSIONS PRACTICUM.
An internship directed by the college providing on-site North American missions experience in cooperation with the North American Mission Board of the Southern Baptist Convention. The methodology will include supervised research on the culture, history, and contemporary application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Three semester hours credit.

### MI 306. CROSS-CULTURAL MINISTRY.
A study of cross-cultural ministry and the dynamics, leadership, and qualities for providing effective ministry in the cross-cultural context. An understanding of cultures and worldviews, adapting and working with appropriate cultural sensitivity, and learning to provide Christian witness and ministry to persons of other cultures will be explored. Two semester hours credit.

### MI 309. INTRODUCTION TO CHURCH PLANTING.
A study and application of sequencing and recording software for the church setting. Special attention will be given to software including but not limited to Pro Tools, Cubase, and Reason. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

### MI 310. MODELS AND METHODS OF CHURCH PLANTING.
An advanced study of the models and methods of church planting. Six models of churches and the methods of starting those models will be explored. The theoretical will receive some attention, but the emphasis will be upon practical approaches for planting new churches. Prerequisites: MI 309 and Sophomore standing. Two semester hours credit.

### MI 402. MEDIA PRODUCTION AND OPERATIONS.
A study of the theory and practice of audio and video production, with practical work to develop skills in studio and control room equipment operation and in directing and producing various kinds of audio and video productions and programs. Prerequisite: IT 202, equivalent, or permission. Three semester hours credit.

### MI 404. WORLD RELIGIONS.
A study of the major non-Christian religions of the world. The primary focus is upon those religions originated and/or based outside of the United States. The origin, history, characteristics, leaders, theology, and evangelization of each group are considered. Prerequisite: Junior standing. Two semester hours credit.

### MI 405. AMERICAN CULTS AND SECTARIAN GROUPS.
A study of the major American cults and sectarian groups. The primary focus is upon those religions originated and/or based in the United States. The origin, history, characteristics, leaders, theology, and evangelization of each group are considered. Prerequisite: Junior standing. Two semester hours credit.

### MI 410. CONTEMPORARY STRATEGIES IN MISSIONS.
A research of contemporary literature produced by Southern Baptist missions agencies as well as other denominations to discover strategies on the cutting edge of missions advance. Prerequisite: Junior standing. Three semester hours credit.

### MI 419. SHORT-TERM MISSIONS INTERNSHIP.
An internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board, the North American Mission Board, or another approved missions entity. Supervision will include an on-campus director and an appropriate field supervisor. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis
will be practical experience through supervised, on-site missions experience. Prerequisite: Junior standing and approval by Missions professor. Three semester hours credit.

**MUS 420. SUMMER MISSIONS INTERNSHIP.**
A summer (about ten weeks) internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board, the North American Mission Board, or another approved mission entity. Supervision will include on-campus director and an appropriate field supervisor under the commission of the cooperating missions agency. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis will be practical experience through supervised, on-site missions work. Prerequisites: Junior standing and approval by Missions professor. Six semester hours credit.

**MUS 421. SEMESTER MISSIONS INTERNSHIP.**
A semester (thirteen to fifteen weeks) internship directed by the college providing on-site missions experience. An assignment for the student will be arranged in cooperation with the International Mission Board, the North American Mission Board, or another approved mission entity. Supervision will include on-campus director and an appropriate field supervisor under the commission of the cooperating missions agency. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis will be practical experience through supervised, on-site missions work. Prerequisites: Junior standing and approval by Missions professor. Nine semester hours credit.

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**MUSIC: APLIED**

**MUE 211. INTRODUCTION TO MUSIC EDUCATION.**
A survey of the major philosophies and trends in music education. Also the sequencing of music concepts and skills will be explored in this class. Additionally, the course will provide students with opportunities to observe music classrooms at both the elementary and secondary choral and instrumental level. Two semester hours credit.

**MUE 350. MATERIALS AND METHODS FOR THE ELEMENTARY MUSIC CLASSROOM.**
A study of the development and training of adolescents in the organization of various choral ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate choral literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

**MUE 351. MATERIALS AND METHODS FOR THE SECONDARY CHORAL MUSIC CLASSROOM.**
A study of the development and training of adolescents in the organization of various choral ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate choral literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

**MUE 352. MATERIALS AND METHODS FOR THE SECONDARY INSTRUMENTAL MUSIC CLASSROOM.**
A study of the development and training of adolescents in the organization of various instrumental ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate instrumental literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

**MUE 353. TEACHING BRASS AND WOODWIND INSTRUMENTS.**
To prepare students for the art of teaching music by developing students’ musicianship, pedagogy, and scholarship. Primarily for music education majors with specific instrument supplemented by demonstration and discussion in class. Prerequisite: MUS 250 I. One semester hour credit.
an instrumental emphasis and others desiring knowledge of the basic fundamentals of brass and woodwind technique. This course will include performance fundamentals on at least three brass instruments and three woodwind instruments, and materials and methods for their instruction. Prerequisite: MUE 211. Two semester hours credit.

MUE 354. TEACHING STRINGS AND PERCUSSION INSTRUMENTS.
To prepare students for the art of teaching music by developing students’ musicianship, pedagogy, and scholarship. Primarily for music education majors with an instrumental emphasis and others desiring knowledge of the basic fundamentals for violin, viola, cello and basic instruction for the general percussion section. Prerequisite: MUE 211. Two semester hours credit.

MUE 355. MARCHING BAND TECHNIQUES.
An introduction to the fundamentals of music arranging and drill writing for the contemporary marching band. Teaching methodologies of basic marching maneuvers and drill rehearsing will be examined. The course will also include music selection and show design. Prerequisite: MUE 211. One semester hour credit.

MUE 360. TECHNOLOGY FOR THE MUSIC CLASSROOM: K-12.
A review of software and hardware appropriate for the music classroom. Tools for providing self-guided instruction will be studied. Also, methods for establishing and maintaining keyboard labs will be explored. Prerequisite: MUE 211. Three semester hours credit.

MUE 490. INTERNSHIP IN MUSIC EDUCATION.
A practicum experience for the pre-professional music educator. This course is to provide the student with 15 weeks of teaching experience in the music classroom. Students will have a consistent experience of planning and conducting rehearsals, planning and conducting performances, classroom management strategies appropriate for elementary or secondary music classroom. Prerequisites: Completion of all courses in the degree plan and senior recital. Twelve semester hours credit.

MUSIC: TECHNOLOGY

MUT 301. ADVANCED FINALE.
A study of the advanced applications in Finale notation software. Topics will include Midi files, hyperscribe, Midi scan, and printing for music ministry and music education applications. Prerequisites: MT 202. Two semester hours credit.

MUT 302. VISUAL MEDIA SOFTWARE.
A study of presentation software for the church with special attention given to advanced PowerPoint, Media Shout, Easy Worship, and Pro Presenter Plus. Prerequisites: MU 202 or MUE 360, IT 201 or IT 202 or permission. Two semester hours credit.

MUT 303. SEQUENCING AND RECORDING SOFTWARE.
A study and application of sequencing and recording software for the church or music education setting. Special attention will be given to Pro Tools, Cubase, and Reason. Prerequisites: MU 202 or MUE 360, IT 202 or IT 202, or permission. Three semester hours credit.

MUT 304. DIGITAL SOUND/MULTIMEDIA DESIGN I.
An advanced study of Midi software and hardware, digital design and multimedia equipment, and Digital Audio Workstations. Prerequisites: MU 202 or MUE 360, IT 201, or IT 202, or permission. Three credit hours.

MUT 305. DIGITAL SOUND/MULTIMEDIA DESIGN II.
A study of digital media in video and web-based applications. Prerequisites: MUT 304 or permission. Three credit hours.

MUT 420. MUSIC MEDIA MINISTRY INTERNSHIP.
A one semester internship completed either as part of the BCF media support staff or as a part of a local ministry application with approval of the professor. Prerequisites: All other courses in the Media Ministry component. Seven semester hours credit.

MUSIC: ENSEMBLE

ME 101, 201, 301, 401.
COLLEGE CHOIR.
A choir of mixed voices. Open to all students. One semester hour credit.

ME 103, 203, 303, 403.
CHORALE.
A male choral ensemble. The ensemble is intended for male students. Open by audition only, this ensemble travels extensively. One semester hour credit.

ME 105, 205, 305, 405.
HANDBELLS.
An ensemble of auditioned handbell-ringers. Emphasis is given to ringing techniques, care and maintenance of handbells, and methods and materials for leading church and school handbell ensembles. Open to all students by audition. One semester hour credit.

COLLEGE SINGERS.
An auditioned choir of mixed voices. The choir is intended for experienced singers who have the ability to perform traditional choir literature from all the major style periods. Open to all students by audition. One semester hour credit.

ME 109, 209, 309, 409.
ORCHESTRA.
An ensemble of orchestral instruments. The ensemble is designed to provide training in experiences in instrumental music. Open to all students by audition. One semester hour credit.

ME 111, 211, 311, 411.
WOMEN’S ENSEMBLE.
An auditioned ensemble for female voices. This ensemble is intended to provide experiences in literature for female voices. Open to all students by audition. One semester hour credit.

ME 113, 213, 313, 413.
JAZZ ENSEMBLE.
An auditioned ensemble for instrumentalists. This course is designed to provide experiences in jazz literature appropriate for church, school, and public performances. One semester hour credit.

ME 114, 214, 314, 414.
GUITAR ENSEMBLE.
An ensemble comprised of guitars. This ensemble is designed to provide training and experiences in playing a variety of guitar instruments and guitar literature both original and arranged for guitar. Open to all students by audition. One semester hour credit.
MUSIC: GUITAR

MG 115. BEGINNING CLASS GUITAR. 
An introduction to the guitar. Emphasis will be given to tuning, care of the instrument, posture, basic chords, strumming techniques, and limps to prepare the student to use the guitar in worship or the classroom. One semester hour credit.

MG 116. INTERMEDIATE APPLIED GUITAR. 
A study of intermediate to advanced guitar topics such as improving music reading, improving guitar technique, playing chords in various keys, playing melodies in various keys, developing solo and lead guitar techniques. One semester hour credit.

MG 201. GUITAR RHYTHMS. 
An introduction to rhythms found in musics of popular culture and in world musics. Rhythms will be applied to arrangements of worship songs and hymns. One semester hour credit.

MG 203G. FRETBOARD THEORY. 
An intensive guitar theory class geared specifically for the guitarist with intermediate to advanced level playing ability. Topics will include scales, modes, chords, voice leading, lead techniques, arranging, and improvising. Students will also gain experience using FINALE software to write in tablature. Prerequisite: MT 103. Two semester hours credit.

MG 215. GUITAR FOR CONTEMPORARY WORSHIP. 
A survey of techniques appropriate for acoustic and electric guitar players in contemporary worship. Emphasis will be given to concepts and skills including open chord concepts, finger picking techniques, right and left hand damping, alternate chord voicings, etc. Two semester hours credit.

MG 306. GUITAR PEDAGOGY. 
A study and evaluation of guitar methods and techniques for the prospective teacher. The student is given supervised experiences in teaching guitar supplemented by demonstration and discussion in class. Prerequisite: MUS 250K or instructor approval. Two semester hours credit.

MG 403. JAZZ GUITAR. 
A performance-based class designed to introduce a variety of techniques specific to jazz-guitar performing, including chord comping, playing bass lines, writing solos and advanced arrangements, jazz licks. Prerequisite: MG 203G. Two semester hours credit.

MG 404. FRETTED INSTRUMENTS. 
A class designed for guitar majors to introduce playing techniques on other guitar-like instruments, including but not limited to: mandolin, dulcimer, banjo, ukulele and bass. MG 203. Two semester hours credit.

MUSIC: HISTORY AND LITERATURE

MH 201. MUSIC LITERATURE. 
A survey of the major musical genres from the Renaissance through the 20th century. Prerequisites: MT 101, MT 103. Two semester hours credit.

MH 203. APPLIED MUSIC LITERATURE. 
An intense investigation of literature in the student’s principal applied performing area. Two semester hours credit.

V, K, I, G. WORLD MUSIC CULTURES AND MISSIONS. 
A study of the musics of a variety of cultures including South America, Brazil, Indonesia, Africa, Asia, Australia, and the Indian continent. 2 semester hours credit.

MH 301. ADVANCED INSTRUMENTAL LITERATURE. 
An advanced study of instrumental literature covering significant works of different genres and periods. Prerequisite: MH 203I. One semester hour credit.

MH 403. MUSIC HISTORY AND LITERATURE: ANTIQUITY TO BAROQUE. 
A survey in music and composers from antiquity through the Baroque period. The course includes non-western music studies, Part I. Prerequisite: MT 202. Three semester hours credit.

MH 404. MUSIC HISTORY AND LITERATURE: CLASSICAL TO TWENTIETH CENTURY. 
A survey of music and composers from 18th century Classicism to the present. The course includes non-Western music studies, Part II. Three semester hours credit.

MH 405. CHORAL LITERATURE. 
An historical survey of the development of choral music. Prerequisite: MH 404. Two semester hours credit.

MUSIC: PIANO

MP 100. BEGINNING PIANO. 
Group instruction for beginning piano students. This course emphasizes the development of skill in reading and piano playing. Appropriate exercises and repertoire are assigned to insure a good foundation for musical progress. To be taken concurrently with MT 100 unless exempted by examination. One semester hour credit.

MP 115, 116, 215, 216. CLASS PIANO INSTRUCTION. 
Group instruction in foundational piano skills. Prerequisite or concurrent course: MT 100. One semester hour credit.

MP 205. ACCOMPANYING/CHAMBER MUSIC. 
The study and performance of vocal and/or instrumental ensemble literature. Prerequisite: Permission by Instructor. Two semester hours credit.

MP 206. PIANO ENSEMBLE. 
The study and performance of literature for two or more pianos. Prerequisite: Permission by Instructor. Two semester hours credit.

MP 305. SERVICE PLAYING. 
A study of techniques and repertoire. Emphasis will be given to accompanying soloists and ensembles, creativity in hymn-playing, and selection and preparation of service music such as preludes, offertories, and postludes. Prerequisite: MUS 250K or instructor approval. Two semester hours credit.

MP 306. PIANO PEDAGOGY. 
A study and evaluation of piano methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching piano supplemented by demonstrations and discussions in class. Prerequisite: MUS 250K or equivalent. Two semester hours credit.

MUSIC: THEORY

MT 100. MUSIC FUNDAMENTALS. 
A study of music fundamentals. Emphasis is given to nomenclature, music notation, key signatures, major and minor scales, learning to count simple and com-
pound rhythms. Required of all music majors whose entrance test scores indicate the need to study music fundamentals. To be taken concurrently with MP 100 or equivalent. Two semester hours credit.

**MT 101. ELEMENTARY HARMONY.**
A study of elementary harmonic practices of the common practice period. The course includes an intensive review of music foundations, part writing and analysis. Prerequisite: MT 100 or equivalent. Three semester hours credit.

**MT 102. INTERMEDIATE HARMONY.**
A continuation of MT 101. The course includes study of harmonization of melodies, non-chord tones, and seventh chords. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 101. Three semester hours credit.

**MT 103. SIGHT SINGING AND EAR TRAINING I.**
A beginning course designed to develop sight singing and aural skills necessary for basic musicianship. To be taken concurrently with MT 101. One semester hour credit.

**MT 104. SIGHT SINGING AND EAR TRAINING II.**
A continuation of MT 103. To be taken concurrently with MT 102. Prerequisite: MT 103 or equivalent. One semester hour credit.

**MT 201. ADVANCED HARMONY I.**
Advanced studies of harmony in the common practice period. This course includes study of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.

**MT 202. ADVANCED HARMONY II.**
A continuation of MT 201. The course includes the completion of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.

**MT 203. SIGHT SINGING AND EAR TRAINING III.**
Advanced studies in sight singing, ear training, and dictation. Prerequisite: MT 104 or equivalent. One semester hour credit.

**MT 204. SIGHT SINGING AND EAR TRAINING IV.**
A continuation of MT 203. Prerequisite: MT 203 or equivalent. One semester hour credit.

**MT 301 FORM AND ANALYSIS.**
A study of music form and techniques of analysis. Prerequisite: MT 202. Two semester hour credit.

**MT 305. CHORAL ARRANGING.**
A practical course in arranging music for various choral groups. Prerequisite: MT 202. Three semester hours credit.

**MT 312 COMPOSITION.**
Writing for vocal media utilizing small forms. Open by audition only. Prerequisite: MT 202. Three semester hours credit.

**MT 405. ORCHESTRATION.**
An introduction to writing for orchestral instruments. Techniques for scoring and principles of arranging are studied. Prerequisite: MT 202. Two semester hours credit.

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**MUSIC: CHURCH**

**MU 101**

**MU 102**

**MU 103**

**MU 104**

**MU 201**

**MU 202**

**MU 203**

**MU 204**

**MU 301**

**MU 305**

**MU 312**

**MU 405**

**MU 406**

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**MUSICAL DRAMA.**
Performing and directing large musical genres for church and community. The course is intended for singers and will include stage movement, set design, and construction, make-up, theatrical lighting, acting, and character development. Admission to the class by audition only. Two semester hours credit.

**MU 201. INTRODUCTION TO CHURCH MUSIC:**
**PHILOSOPHY AND ADMINISTRATION.**
An introduction to the philosophical and administrative issues unique to pre-professional church musicians. Two semester hours credit.

**MU 202. TECHNOLOGY FOR MUSIC MINISTRY.**
A study of the technological skills required for church musicians in Southern Baptist churches. Special attention will be given to audio sound systems, projection systems, both hardware and software, and video and television production. Three semester hours credit.

**MU 301. MUSIC IN WORSHIP.**
A study of the significance of church music in public worship. Emphasis is given to the meaning of worship, Biblical reference to music in worship, early Christian practices, contemporary Christian practices, and planning for worship. Two semester hours credit.

**MU 303. HYMNODY.**
A study of Christian hymnody. Course content includes the historical patterns, the contributions, of significant persons, the usage of the hymn in Christian worship, and the hymn literature which furthers the ever-increasing stream of Christian song. Prerequisite: Sophomore standing. Two semester hours credit.

**MU 304. SACRED SOLO LITERATURE.**
Survey of song literature especially suitable for church use. The course is designed to expand the student’s knowledge of sacred solo repertoire for the voice. Open to all students. One semester hour credit.

**MU 309. RHYTHM SECTION METHODS.**
A course designed to prepare students to play components of a typical rhythm section for contemporary worship music. Students will learn basic skills, play trap set, bass guitar, electric keyboards, and supplementary percussion instruments. Two semester hours credit.

**MU 403. CONTEMPORARY WORSHIP PRACTICES.**
An overview of the resources and trends in evangelical worship in America. Particular attention will be paid to orchestrations, charts, music delivery systems, and technological needs. Two semester hours credit.

**MU 405. MUSIC EDUCATION IN THE CHURCH:**
**PRE-SCHOOL AND CHILDREN.**
Foundations and philosophy of music ministry in the church. Attention is given to methods and materials for children’s choirs and to the effective use of music with children in the total church program. Prerequisite: Junior standing. Two semester hours credit.

**MU 406. MUSIC EDUCATION IN THE CHURCH:**
**YOUTH AND ADULT.**
The role of the music ministry in the total church program. Attention is given to organizations, develop-
MV 407. USING ORFF AND KODALY IN THE CHURCH.
A study of the philosophy and methods of Carl Orff and Zoltan Kodaly as they apply to church music education. Emphasis is given to understanding how to play the appropriate instruments, arrange folk songs, fun songs, and hymns for the instruments, and how to teach spiritual concepts through music skills to children. Two semester hours credit.

MV 409. SONG WRITING AND ARRANGING FOR CONTEMPORARY WORSHIP.
A course designed to give students experience in writing congregational songs for use in a variety of contemporary worship settings. Students will have experience using a variety of notation and composition programs. Prerequisite: MT 302 or Permission of Professor. One semester hour credit.

MV 414. MATERIALS AND METHODS FOR AGE GROUP MUSIC MINISTRY.
Foundations and methods of age group music ministry in the church. Attention is given to methods and materials for fully-graded music ministry age three years through senior adults including small and large-group vocal, choral, and instrumental ensembles. Prerequisite: MU 201. Three semester hours credit.

MV 415. FIELD EXPERIENCE PRACTICUM.
A ten week culminating project designed to assist the student in synthesizing and utilizing the skills and concepts acquired in the major. Projects will be designed with the supervising professor. Pre-requisite: Students must have completed at least 15 hours in the concentration. Two semester hours credit.

MUSIC: VOICE

MV 99. FOUNDATIONS AND PREPARATION FOR VOCAL STUDY.
A competency based course to develop the basic skills required for private study in voice. Required of all music majors who do not audition into private study. Equivalent to one semester hour work. No college credit.

MV 101. ITALIAN DICTION FOR SINGERS.
A study of Italian diction for singers. The course includes application rules of Italian diction and use of the International Phonetic Alphabet within the context of Italian vocal literature. One semester hour credit.

MV 115. CLASS VOICE.
Group voice instruction for music majors who have selected voice as a secondary instrument, music minors, and non-music majors. Prerequisites: MV 99 or audition into the class, MT 100. One semester hour credit.

MV 201. GERMAN DICTION FOR SINGERS.
A study of German diction for singers. The course includes application rules of German diction and use of the International Phonetic Alphabet within the context of German vocal literature. One semester hour credit.

MV 202. DICTION FOR SINGERS.
An intense study of Italian, German, and English diction rules for singers. Two semester hours credit.

MV 301. FRENCH DICTION FOR SINGERS.
A study of French diction for singers. The course includes application rules of French diction and use of the International Phonetic Alphabet within the context of French vocal literature. One semester hour credit.

MV 410. ANATOMY AND PHYSIOLOGY OF THE VOCAL MECHANISM.
A study of the anatomy and physiology of the voice, and the pathophysiology, and psychophysiology of the stress and performance, and the evaluation of vocal abuse and vocal hygiene practices. Three semester hours credit.

MV 411. VOCAL PEDAGOGY.
A study and evaluation of vocal methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching voice supplemented by demonstration and discussion in class. Prerequisite: MUS 250V, MV 410. Two semester hours credit.

MV 412. VOCAL PEDAGOGY PRACTICUM.
Application of vocal teaching practices and techniques for the prospective voice teacher in class, private, and choral settings. Prerequisites: MV 410, MV 411. One semester hour credit.

MV 415. VOCAL PERFORMANCE WORKSHOP.
A practical study and application of performance skills across various vocal genre. The course will include performance experiences including (but not be limited to) musical theater, opera, song cycles, and contemporary Christian literature and technique. Two semester hours credit.

NEW TESTAMENT

NT 321. THE LIFE OF JESUS.
A study of the life and teachings of Jesus from the primary sources. Special emphasis will be given to a harmony of the Gospels and an understanding of Christ’s teachings. Prerequisite: BF 103. Three semester hours credit.

NT 322. THE LIFE OF PAUL.
A study of the life and teachings of Paul from the primary sources. Special emphasis will be given to a harmony of Acts and Paul’s Epistles and an understanding of Paul’s teachings. Prerequisite: BF 103. Three semester hours credit.

NT 331. NEW TESTAMENT THEOLOGY I.
A study of the theology of the Gospels and Acts. Special attention will be given to Christology, the Kingdom of God, and missions. Prerequisite: Junior standing. Two semester hours credit.

NT 332. NEW TESTAMENT THEOLOGY II.
OLD TESTAMENT

OT 301. THE DOCTRINE OF CREATION.
A survey of the major theories of creation and an examination of how each theory attempts to reconcile science and Scripture. Prerequisites: BF 101 and Sophomore standing. Two semester hours credit.

OT 331. OLD TESTAMENT THEOLOGY.
A study of Old Testament revelation concerning the doctrines of God, mankind, election, covenant, sin, and redemption. Each doctrine is examined from historical and exegetical viewpoints, especially in regard to application. Prerequisite: BI 212. Two semester hours credit.

OT 332. OLD TESTAMENT PROPHECY.
A study of selected Old Testament prophecies concerning last things. Prophecies concerning the Messiah, the kingdom of God, the future of Israel, and the new heaven and earth are examined from historical and exegetical viewpoints, especially in regard to fulfillment. Prerequisite: BI 212. Two semester hours credit.

OT 441-471. OLD TESTAMENT BOOK STUDIES.
Exegetical and analytical studies of specific Old Testament books. Attention will be given to each book's background, literary structure, present-day relevance, and to exercising the student's hermeneutical skills. Prerequisites: BI 202 (Biblical Studies majors) and BI 212 (all students). Two or three semester hours credit.

NEW TESTAMENT BOOK STUDIES.
Exegetical and analytical studies of specific New Testament books. Attention will be given to each book’s background, literary structure, present-day relevance, and to exercising the student’s hermeneutical skills. Prerequisites: BI 202 (Biblical Studies majors) and BI 212 (all students). Two or three semester hours credit.

NT 441. Matthew ........................................ 3
NT 442. The Sermon on the Mount ......................... 2
NT 443. Mark .............................................. 3
NT 444. Luke ............................................. 3
NT 445. John .............................................. 3
NT 446. Acts ................................................ 3
NT 447. Romans ........................................... 3
NT 448. I Corinthians ..................................... 3
NT 449. II Corinthians ..................................... 2
NT 450. Galatians .......................................... 2
NT 451. Prison Epistles ..................................... 3
NT 452. Pastoral Epistles .................................. 3
NT 453. I & II Thessalonians .............................. 2
NT 454. Hebrews ........................................... 3
NT 455. James .............................................. 2
NT 456. I & II Peter, Jude ................................. 2
NT 457. I, II, & III John .................................. 2
NT 458. Revelation .......................................... 3

OT 451. Psalms .............................................. 2
OT 452. Isaiah ............................................. 2
OT 453. Jeremiah .......................................... 2
OT 454. Ezekiel ............................................ 2
OT 455. Daniel ............................................. 2
OT 470. Hosea to Micah ................................... 2
OT 471. Nahum to Malachi ................................ 2

PASTORAL MINISTRY

PM 200. MINISTERIAL ETHICS.
A study of the biblical image of the minister and the personal ethical issues confronting the contemporary minister. The student will be equipped with a Biblically based ministerial ethic that will serve as a foundation for competent ministry in a contemporary setting. The student will develop a personal ethic as a minister as well as developing an ethic that informs his ministry perspectives. Two semester hours credit.

PM 204. MARRIED PARTNERS IN CHURCH MINISTRY.
A study of ministers’ spouses as church leaders and role models. Practical concerns such as church expectations, time management, role responsibilities and rewards are considered. One semester hour credit.

PM 210. INTRODUCTION TO PASTORAL MINISTRY.
A study of the pastor’s call and role. Focus is made upon the biblical basis of the pastor’s call and the biblical description of his work. Attention is given also to pastoral ethics, parliamentary procedure, and supervision of staff and volunteers. Two semester hours credit.

PM 211. PASTORAL LEADERSHIP.
A study of leadership principles and practices for pastoral ministry. Focus is made upon the basic principles of pastoral leadership and practices in worship leadership, including the administration of The Lord’s Supper and baptism, as well as officiating at weddings and funerals. Attention is given also to pastoral care and church business management. Two semester hours credit.

PM 212. CHRISTIAN MONEY MANAGEMENT.
Personal money management for the ministering family. Biblical principles for earning, giving, spending, saving, and investing are presented. There will be special emphasis on giving, personal credit, debt, insurance, taxes, and retirement. One semester hour credit.

PM 420. PASTORAL MINISTRY INTERNSHIP.
A one semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Three semester hours.

PM 421. PASTORAL MINISTRY INTERNSHIP.
A one semester or summer internship directed by the college providing on-site pastoral ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry.
PHI 101. INTRODUCTION TO CHRISTIAN WORLDVIEW.
An introduction to the nature, definition, and importance of the Christian worldview as contrasted to alternative worldviews. This course will examine the process of evaluating contemporary issues by means of a biblical worldview. Three semester hours credit.

PHI 301. PROBLEMS IN PHILOSOPHY.
The problems of knowledge and reality from a Christian perspective. Basic categories of thought are studied so that students can better understand their own era, evaluate worldviews and focus on the development of Christian worldview, especially as the presuppositions of science relate to the Christian faith. Prerequisite: Sophomore standing. Three semester hours credit.

PHI 402. CONTEMPORARY ETHICAL ISSUES.
A study of contemporary ethical issues from a Christian perspective. After a brief analysis of ethical theory, the course deals with ethical issues important to the church and individual. Two semester hours credit.

PORTUGUESE

POR 151. INTRODUCTION TO PORTUGUESE.
A study of the essentials of the Portuguese language spoken in Brazil with emphasis on oral expression. Students will be involved in learning Portuguese on an introductory level and in learning how the language is used in the Brazilian culture. Open to all students. Three semester hours credit.

PREACHING

PR 220. PREPARING EXPOSITORY SERMONS.
Sermon foundations and construction. Attention is given to the preparation of expository sermons with emphasis given to textual exegesis and the sermon plan. Prerequisite: BI 212. Three semester hours.

PR 230. PREACHING PRACTICUM.
Art and practice of sermon delivery. Methods of sermon delivery are studied, and practice of sermon delivery is undertaken with analytical evaluation of student preaching. Prerequisites: SP 201, BI 212, and PR 220. Three semester hours.

PR 320. CONTEMPORARY BIBLE EXPOSITION.
A study of both the theory and practice of expository preaching in today’s church. Attention is given to an approach to planning a program of expository preaching. Emphasis is given to relevance in the sermon, the use of media in preaching, and contemporary communication theory. Prerequisites: BI 212, PR 220, and PR 230. Three semester hours.

PR 321. PREACHING FROM THE GOSPELS.
A study of preaching approaches to the various themes and emphases of the gospels. Attention is given to the development of sermons related to the life of Jesus, His teachings, miracle passages, and parables. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours.

PR 322. PREACHING FROM HISTORICAL-NARRATIVE LITERATURE.
A study of preaching approaches to the historical and narrative books of the Bible. Emphasis is given to the development of sermons that reflect the structure of narrative literature and the development of biographical sermons. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours.

PR 323. PREACHING FROM POETIC-WISDOM LITERATURE.
A study of preaching approaches to the poetic and wisdom portions of the Bible. The course focuses upon the development of sermons that reflect the nuances of poetic and wisdom literature. Attention is given to the interpretative task as well as the homiletical approach to the genres. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours.

PR 324. PREACHING FORM THE PROPHETS.
A study of preaching approaches to the Old Testament books of prophecy. The course focuses upon the accurate interpretation and application of prophetic literature. Attention is given to the development of sermons from selected passages containing prophetic material. Prerequisites: SP 201, BI 212, PR 220, and PR 230. Two semester hours.

PR 401. WORSHIP.
An introduction to the theology and practice of worship. The course is designed to help the church leader understand, plan, and lead in programs of worship. Prerequisite: Junior standing. Two semester hours credit.

PR 420. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PM 210, and PM 211. Three semester hours.

PR 421. PREACHING INTERNSHIP.
A one semester or summer internship directed by the college providing on-site preaching ministry experience in the local church setting. The student is to consult with the professor in regard to approval of an appropriate preaching ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical preaching experience through supervised local church ministry. Prerequisites: Junior standing, PR 220, PR 230, PR 320, PM 210, and PM 211. Six semester hours.

PSYCHOLOGY & COUNSELING

PSY 101. THE CHRISTIAN COUNSELING COMMUNITY MISSION PROGRAM.
A community-mission service requirement. Within a single semester, the student will serve a minimum of twelve clock hours in an appropriate, self-elected, community service project. The project must be external to employment and regular church involvement and must involve ministry to persons. Public school tutoring or mentoring, crises-response counselor, birth center volunteer, and prison volunteer are among appropriate choices. The college has a ministry in the Gracerville schools, the Friends Program, that provides easy access to meet this requirement. The student must see the Program leader of the major prior to registration for the course. Prerequisite: permission of the Christian counseling Program Director. No semester hours credit.
PSY 201.  GENERAL PSYCHOLOGY.
A basic study of human behavior, personality, and personal adjustment. This course includes a study of perception, learning, and motivation. Three semester hours credit.

PSY 300.  THE CHRISTIAN MARRIAGE.
A study of the precepts and principles of the biblically-centered Christian marriage. Marital communication, husbands’ and wives’ roles, sexuality, home finance, and a mature view of love are included. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 302.  PSYCHOLOGY OF PARENTING.
A study of the principles and techniques of Christian parenting. Topics include methods of discipline and control, building a healthy view of self, preparation for life decisions, and home discipleship. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 303.  PREMARITAL AND MARITAL COUNSELING.
The place of Christian psychology in courtship, mate selection, and marriage and family counseling. Personality adjustments in marriage are also stressed. Prerequisite: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 307.  DEVELOPMENTAL PSYCHOLOGY.
A study of the development of an individual from conception through adulthood. Developmental task characteristics and basic needs of each age are studied. Prerequisite: PSY 201 and Sophomore standing. Three semester hours credit.

PSY 309.  ADOLESCENT DEVELOPMENT.
A study of the physiological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Applications to youth ministry are also emphasized. Prerequisite: PSY 201 and Sophomore standing. Three semester hours credit.

PSY 310.  THE PSYCHOLOGY OF LEARNING AND TEACHING.
The course will include an overview of the major current and historical theories of learning with an emphasis on psycho-social development, educational design, and tests and measurements. Attention will be given to the application of these theories in classroom instruction. Prerequisites: PSY 201 and Sophomore standing; completion of PSY 307 is strongly recommended. Three semester hours credit.

PSY 311.  TOPICS IN THERAPEUTIC METHOD AND TECHNIQUE.
A study of contemporary methods and techniques in therapy utilizing the presenters and programs of the World Convention of the American Association of Christian Counselors. Networking with the professional world and becoming aware of its literature will also be emphasized. Two semester hours credit.

PSY 320.  COUNSELING YOUTH AND THEIR PARENTS.
A study of abnormal adolescent behavior and the processes needed to aid in recovery. Receiving focus will be current youth issues such as substance abuse, gang behavior, and youth suicide. In addition, utilization of the parents and family in youth treatment will receive attention. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 330.  MARRIAGE AND FAMILY-LIFE EDUCATION.
A study of the processes, materials, and programs available for a thorough marriage and family discipleship program. Evangelism through families and family ministries, family and marital stage programming, and creative formulation of enrichment events will receive emphasis. Prerequisite: Completion of CE 102 suggested. Two semester hours credit.

PSY 340.  THEORIES OF COUNSELING.
A study of traditional and contemporary paradigms of psychotherapy for individuals, marriages and family lives. Bible-centered therapy, grief therapies, systems therapies, cognitive therapies, and communication therapies are included. A Christocentric evaluation of all therapies is emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 370.  MENTAL DISORDERS AND THEIR TREATMENTS.
Introductory studies in human mental-emotional symptoms and their treatments. The taxonomy of disorders as proposed by the Diagnostic and Statistical Manual of Mental Disorders is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 380.  TESTS AND MEASUREMENT.
An introductory study of the design and clinical application of psychometric measures. A focus on initial skills in administration, scoring, and analysis of major psychological tests is included. Prerequisite: Junior standing; successful completion of STA 300 is strongly suggested. Three semester hours credit.

PSY 390.  INTRODUCTION TO PSYCHOTHERAPY.
An introductory study of the processes and skills of individual and group counseling. Biblical disciplines and an eclectic approach to theory and technique are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 400.  EXPERIMENTAL PSYCHOLOGY.
A study of the philosophy, types, methods, and skills of psychological research. The experimental method and article analysis is emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 402.  THE ART OF COUNSELING.
A study of the principles and techniques of counseling with special attention given to person-centered counseling. Practical work and reading comprise the course. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 403.  PASTORAL COUNSELING.
An introductory study of the concepts, processes and skills of ministerial therapy. Biblical foundations and the use of the gifts of the church are emphasized. Prerequisites: PSY 201 and Junior standing. Three semester hours credit.

PSY 430.  CASE MANAGEMENT.
An introductory study of the management of psychotherapeutic client care including the intake process, diagnostic strategies, case formulation, and treatment selection. Criteria from the Diagnostic and Statistical Manual for Mental Disorders and the use of data management systems are emphasized. Prerequisites: PSY 370, PSY 380, and Senior standing. Three semester hours credit.

PSY 440.  COUNSELING PRACTICUM.
An introductory client-contact seminar and practicum. The principles of client interaction, counselor development, case presentation, and peer case review are included in the seminar. The practicum will involve individual and group encounters and will require the student to individually schedule additional hours per week at an off-campus site. Prerequisite: Senior standing. Four semester hours credit.

PSY 490.  SENIOR RESEARCH PROJECT.
An intensive study of the principles and process of psychological research. This course assists the student to develop, write, and present a major scholarly research document. Prerequisite: Senior standing. Three semester hours credit.
**SCIENCE**

**SCI 201.** INTRODUCTION TO BIOLOGICAL SCIENCE.
A study of the concepts and methods of investigating human biological and physiological phenomena. Special emphasis is placed on the importance of the role played by genetics, theories of human development, and change. Three semester hours credit.

**SCI 202.** INTRODUCTION TO EARTH SCIENCE.
An elementary study of geology, physical geography, and meteorology. Demonstration and practical applications are emphasized. Three semester hours credit.

**SCI 203.** PHYSICAL SCIENCE.
A study of matter, energy, mechanics, heat, sound, light, magnetism, and electricity. Two hours of lecture and 1 hour of lab weekly. Three semester hours credit.

**SIGN LANGUAGE**

**SL 101.** ELEMENTARY SIGN LANGUAGE.
A basic course designed to teach basic signs, introductory finger spelling, and aspects of the culture of the deaf. Both expressive and receptive skills are taught. One semester hour credit.

**SL 102.** INTERMEDIATE SIGN LANGUAGE.
A course designed to develop vocabulary and to teach the technicalities of signing. The study strengthens overall communication skills with the deaf. Prerequisite: SL 101. One semester hour credit.

**SOCIOLGY**

**SOC 201.** INTRODUCTION TO SOCIOLOGY.
An analysis of the origin, development, function, and interaction of social groups and institutions. Three semester hours credit.

**SOC 205.** LITERACY WORKSHOP.
A study designed to train individuals to teach non-readers to read. Materials and format are those used by the North American Mission Board in its literacy work. The North American Mission Board presents a Literacy Missions Award to those attending all sessions of the workshop. One semester hour credit.

**SOC 206.** TESL WORKSHOP.
A study designed to train individuals to Teach English as a Second Language (TESL). The materials and format are those used by the North American Mission Board in its literacy work. The TESL Training Award from the North American Mission Board is presented to those attending all sessions of the workshop. One semester hour credit.

**SPANISH**

**SPN 151.** CONVERSATIONAL SPANISH.
A study of the essentials of Spanish with emphasis on oral expression. Open to students who enter college without any high school Spanish. Three semester hours credit.

**SPN 152.** ELEMENTARY SPANISH.
A continuation of SPN 151 with emphasis on both oral and written expression. Prerequisite: SPN 151 or permission of the instructor. Three semester hours credit.

**SPEECH**

**SP 201.** INTRODUCTION TO PUBLIC SPEAKING.
A study of the theory and practice in presenting public speeches. It will include determination of communication purpose(s) and adaptation of organization, evidence, language, and other message characteristics for designated audiences. Prerequisite: ENG 151. Three semester hours credit.

**SPIRITUAL FORMATION**

**SF 101.** FUNDAMENTALS OF SPIRITUAL FORMATION.
A study of the fundamentals, principles, disciplines, literature, and practice of spiritual growth. Emphasis is given to the understanding and practice of spiritual disciplines that are conducive to spiritual growth and to the development of a devotional life which will serve as the foundation for effective and lifelong Christian ministry. Two semester hours credit.

**SF 307.** EXPERIENCING GOD: KNOWING AND DOING THE WILL OF GOD.
An intensive study of spiritual growth and discipleship. Students will be encouraged to develop a devotional life that leads to spiritual formation, growth, and lifelong ministry. Prerequisite: Sophomore standing. Two semester hours credit.

**STATISTICS**

**STA 300.** STATISTICS.
A course designed to provide the computational and theoretical math skills necessary in basic statistics. Topics include probability and its calculation as it applies to sample distributions, algebraic and function principles and skills as used in basic parametric techniques and measures of relationships, and tools for organizing and processing data. A scientific calculator is required. Co-requisite: STA 301. Prerequisites: MA 200 and IT 202 or equivalent or permission of the instructor. Three semester hours credit.

**STA 301.** STATISTICS LABORATORY.
A course designed to provide students with an opportunity to solve statistics problems on computers using Microsoft Excel. Prerequisites: MA 200 and IT 202 and taken simultaneously with STA 300. One semester hour credit.

**STUDENT MINISTRY**

**STM 310.** BASIC MINISTRY TO STUDENTS.
A study of understanding ministry to today’s teenagers. Included are the characteristics, interests, and needs of students as well as the methods and techniques of how to meet those needs. Philosophies of ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.

**STM 313.** STUDENT MINISTER AS A LEADER.
A study of the student minister as a leader. The course focuses on the development of a biblical philosophy of student ministry leadership and student ministry toward teenagers, their parents, and volunteers. Various approaches to a biblical philosophy of student
ministry leadership will be studied. The importance of the development, presentation, and implementation of vision is also emphasized. Three semester hours credit.

**STM 320. EVANGELISM AND DISCIPLESHIP IN TODAY’S STUDENT CULTURE.**
A study of effective methods and principles associated with evangelizing and discipling today’s teenagers. This course will explore the effects postmodern culture has upon the beliefs of today’s teenagers and how to minister efficiently to them. Topics to be discussed in class will include religious beliefs of today’s teenagers, value systems, sexual patterns, and cultural issues. Prerequisite: Sophomore standing. Three semester hours credit.

**STM 420. STUDENT MINISTRY INTERNSHIP.**
An internship directed by the college providing on-site student ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate student ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing and approval by Christian Education program director. Three semester hours credit.

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**SUPERVISED MINISTRIES**

**SM 101, 102.**
**SUPERVISED MINISTRIES: IN-SERVICE GUIDANCE.**
Professional growth experiences under supervised conditions. Students take part in actual church or related leadership experiences under competent supervisors who assist the students in assessing and improving service, self-awareness, leadership style, and competency in ministry. Each student spends a minimum of one hour each week in a classroom experience with the instructor. Must be repeated in the immediately subsequent fall or spring semester only. One semester hour credit.

**SM 205, 206, 305, 306, 405, 406.**
**SUPERVISED MINISTRY: CHURCH STARTING INTERNSHIP.**
An internship directed by the college, providing on-site experience in starting new churches in cooperation with the North American Mission Board, Florida Baptist Convention, and field personnel. The internship is an on-going experience extending leadership to the new church after it has begun. Admission is by invitation. Prerequisite: MI 309. One semester hour credit.

**SM 401.**
**SUPERVISED MINISTRY: PRISON CHAPLAINCY INTERNSHIP.**
An internship approved by the college, providing on-site experience for students working as prison chaplains under the supervision of professional chaplains. Ten weeks, normally during the summer. Prerequisite: Junior standing. Six semester hours credit.

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**THEOLOGY**

**TH 301. CHRISTIAN DOCTRINE I.**
A study of Christian doctrine from a biblical, historical, and systematic perspective. After a brief overview of historical theology, the course deals with the doctrines of revelation, God, anthropology and sin. Prerequisite: Sophomore standing. Three semester hours credit.

**TH 302. CHRISTIAN DOCTRINE II.**
A continuation of TH 301. The course deals with the doctrines of the person and work of Christ, the Holy Spirit, salvation, the church, and end-times. Prerequisite: Sophomore standing. Three semester hours credit.

**TH 305. THE DOCTRINE OF THE CROSS.**
An analysis of the New Testament doctrine of the atonement. The study emphasizes both the unity and variety of the images describing this crucial doctrine of the Christian faith. Prerequisite: Sophomore standing. Two semester hours credit.

**TH 307. THE DOCTRINE OF THE HOLY SPIRIT.**
A survey of the biblical teachings of the Holy Spirit. Special attention is given to the theological significance of glossolalia. Prerequisite: Sophomore standing. Two semester hours credit.

**TH 308. CONTEMPORARY EVANGELICAL THEOLOGY.**
Looks at the roots of fundamentalism, neo-orthodoxy, theology of hope, and the three main expressions of liberation theology. An attempt is made to assess the impact the resulting controversies have had on current denominational structures. Prerequisite: Sophomore standing. Two semester hours credit.

**TH 309. DOCTRINE OF THE END TIMES.**
A study of the events of the last days. Attention is focused on views of the resurrection of the body, the intermediate state, heaven and hell, and the millennial issues. Prerequisite: Sophomore standing. Two semester hours credit.

**TH 310. THE THOUGHT OF C. S. LEWIS.**
A study of the theological and philosophical thought of C. S. Lewis. The course will assess the role of C.S. Lewis in constructing a viable and consistent approach to apologetics. Prerequisite: Sophomore standing. Two semester hours credit.

**TH 312. HISTORY AND THEOLOGY OF THE REFORMATION.**
A study of the historical background and theological distinctives of the sixteenth century reformed movement. The course focuses on the contributions of the magisterial and radical reformers as well as their immediate successors. The course emphasizes the study and analysis of selected primary sources. Prerequisite: Sophomore standing. Two semester hours credit.
TH 313. HISTORICAL THEOLOGY.
A survey of the history of Christian doctrine. The course highlights key thinkers and movements in the patristic, medieval, Reformation and modern eras. Prerequisite: Sophomore standing. Three semester hours credit.

TH 401. THE DOCTRINE OF GOD.
A study of the Trinitarian God. The class focuses on the attributes of God, God’s relation to creation, and contemporary issues. Prerequisites: Junior standing. Two semester hours credit.

TH 403. APOLOGETICS.
An introduction to apologetics. The course covers such topics as the existence of God, the problem of evil, confirmation of Scripture, the deity/resurrection of Jesus, and a critique of Darwinism. Prerequisites: Junior standing. Two semester hours credit.

TH 404. HISTORY OF SOUTHERN BAPTIST THEOLOGY.
The story of the rise and development of the main features of Southern Baptist theology. Using the Charleston Confession of Faith as a reference point, doctrinal emphases are studied as they are reflected in the various confessions of faith, the minutes of churches, associations and conventions, and other writings. The study culminates in an analysis of contemporary issues. Prerequisites: HI 305 and Junior standing. Two semester hours credit.

WOMEN’S STUDIES

WS 201. PERSPECTIVES ON WOMEN’S STUDIES AND MINISTRY.
A study of various perspectives on the role of women in an attempt to establish a foundation for women’s studies and women’s ministry. The course will include a study of women in the Scriptures, a survey of theological perspectives and issues about women, and a review of the role and contributions of women in Christian history, the church, and society. Two semester hours credit.

WS 301. MINISTRY SKILLS FOR WOMEN.
A study of basic ministry skills that are unique to women. The course explores such ministry skills as personal development, personal evangelism, discipling/mentoring, church staff relations, and crisis ministry. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 302. DEVELOPING AND LEADING A WOMEN’S MINISTRY IN A LOCAL CHURCH.
A study of developing and leading a women’s ministry in a local church setting. Students will explore such topics as developing the vision for women’s ministry, organization of a ministry to women, acquiring, mentoring, and equipping leaders for such ministry, ongoing administration, and the planning of special events. Prerequisites: WS 201 and Sophomore standing. Two semester hours credit.

WS 303. THEOLOGICAL PUBLIC SPEECH FOR WOMEN.
A study of the development and delivery of public addresses of a theological nature. The course will cover the issues of biblical exegesis and interpretation as well as the topics of the preparation and oral communication of theological speeches. The course will include an in-class practicum. Prerequisites: WS 201 and sophomore standing. Two semester hours credit.

BOARD OF TRUSTEES
The college is administered by a twenty-five member board of trustees elected by the Florida Baptist State Convention for terms of three years with rotating terms assuring continuity of service. The trustees convene three times each year: in the spring, prior to, and following the meeting of the Florida Baptist State Convention. The actual operation of the school is in the hands of the president who manages its affairs within the framework of the policies established by the trustees.

OFFICERS OF THE BOARD
Chairman: Dr. Craig Conner Panama City, Florida
Vice Chairman: Mr. Larry Taylor Leesburg, Florida
Recording Secretary: Mr. Luther Beauchamp Chiefland, Florida

EX-OFFICIO MEMBERS
Dr. John R. Sullivan…………………Executive Director-Treasurer
Florida Baptist Convention
Dr. Thomas A. Kinchen…………………President
The Baptist College of Florida
Rev. Willy Rice…………………President
Florida Baptist State Convention

TERMS EXPIRING IN 2007
Dr. Larry Bazer……………………..Melbourne, Florida
Rev. Eddie Balock……………………….Perry, Florida
Mr. John Burley……………………Live Oak, Florida
Dr. Craig Conner………………….Panama City, Florida
Dr. Howard Gates………………….Ft. Walton Beach, Florida
Dr. Jackie Hayes………………….Fernandina Beach, Florida
Dr. Jerry Nash………………….Chiefland, Florida
Mr. Marcus Schackelford……………Wauchula, Florida
Dr. Mike Wiggins………………….Milton, Florida

TERMS EXPIRING IN 2008
Dr. Richie Allen………………….Hilliard, Florida
Rev. Doyle Bell………………….Tallahassee, Florida
Mrs. Fran Carlton………………….Orlando, Florida
Dr. Alan Floyd………………….Middleburg, Florida
Rev. Henry L. Frisbie……………….Bartow, Florida
Mr. Jim Ingoldsby………………….Jacksonville, Florida
Mr. Dale Rice………………….Crestview, Florida
Rev. Gus Spanos………………….Quincy, Florida

TERMS EXPIRING IN 2009
Mr. Luther Beauchamp………………Chiefland, Florida
Dr. Tracy Clemmons…………………Marianna, Florida
John Cross……………………North Port, Florida
Rev. Randall James………………….Orlando, Florida
Mr. Doug Nellums………………….Cantonment, Florida
Dr. Richard Reichert………………..Lake City, Florida
Mr. Larry Taylor………………….Leesburg, Florida
Mrs. Ginny Whitten………………….Odessa, Florida

ADMINISTRATIVE OFFICERS & STAFF
PRESIDENT
Thomas A. Kinchen……………………..President
Georgia Southern College, B.A.; University of Georgia, M.Ed.; New Orleans Baptist Theological Seminary, M.Div., Ph.D.
ADMINISTRATIVE OFFICERS

R. C. Haggack ........................................ Senior Vice President
Louisiana College, B.A.; Northwestern State University, M.A.;
Florida State University, M.A.; Tulane University, Ph.D.

Charles R. Parker ............ Vice President for Institutional Advancement
Mercer University, B.A.; New Orleans Theological Seminary,
M.Div.; Troy University, M.S.; Thomas University, M.B.A.

ADMINISTRATIVE STAFF

David Coggins .......................... Director of Distance Learning
The Baptist College of Florida, Th.B.; New Orleans Baptist
Theological Seminary, M.Div.; Southern Baptist Theological
Seminary, Ed.D.

Polly K. Floyd .......................... Business Office Manager
The Baptist College of Florida, B.A.

Greg A. Ford .......................... Director of Student Services
The Baptist College of Florida, B.A.

Christopher B. King ...................... Comptroller
Troy University, B.S., M.B.A.

Kyle S. Luke .......................... Director of Development
The Baptist College of Florida, B.A.; Florida State University,
M.P.A.

Patrick R. Malone ....................... Dean of Enrollment Management
Southern Baptist Theological Seminary, M.C.M.; Florida State
University, B.M.E., Ph.D., Ed.D.

Lauren Parnell ......................... Missions Coordinator
North Greenville University, B.A.; Southwestern Baptist
Theological Seminary, M.A.

Angela W. Rathel ......................... Director of Financial Aid
Okaloosa-Walton Community College, A.A.

Sandra K. Richards ...................... Director of Marketing
Wayland Baptist University, B.S.; Troy University, M.S.;
Michigan State University, M.S.

John E. Shaffett ......................... Director of Library Services
Southeastern Louisiana University, B.A., M.A., M.L.S.

FACULTY

Ronald W. Branning (2001) ........ Associate Professor of Music
Troy University, B.M., Ed., M.M. Ed.

J. Michael Burns (1979) ........... Professor of Psychology and Counseling
University of Houston, B.S.; Southwestern Baptist Theological
Seminary, M.R.E., Ph.D.

David Coggins (2002) .................. Director of Distance Learning and Assistant
Professor of Leadership
The Baptist College of Florida, Th.B.; New Orleans Baptist
Theological Seminary, M.Div.; Southern Baptist Theological
Seminary, Ed.D.

Evelyn M. Collier (1994) ............. Associate Professor of Elementary
Education
Samford University, B.S.; Southwestern Baptist Theological
Seminary, M.R.E.; Troy University, M.S.

Buford E. Cox (1992) .................. Associate Professor of Piano
Shorter College, B.M.; Southern Baptist Theological Seminary,
M.C.M.; Auburn University, Ph.D.

Richard Elligson (2007) ................ Assistant Professor of Missions
Towson State University, B.S.; Mid-America Baptist Theological
Seminary, M.Div., Ph.D.

Travis R. Freeman (1998) .............. Associate Professor of Old Testament
Ouachita Baptist University, B.A.; Southwestern Baptist
Theological Seminary, M.Div., Ph.D.

Angela E. Glover (1989) .............. Associate Professor of Piano
Peabody Conservatory of Johns Hopkins University, B.M.; Florida
State University, M.M., D.M.

R. C. Haggack (1978) .................. Senior Vice President and
Professor of History
Louisiana College, B.A.; Florida State University, M.A.;
Northwestern State University, M.A.; Tulane University, Ph.D.

Ronnie Jackson (2006) .................. Assistant Professor of Elementary Education
Acting Chair of Education Division
Troy University, B.S., M.S., Ed.D.; University of Sarasota, Ed.D.

Robin Jumper (1995) .................... Dean of Faculty;
Associate Professor of Evangelism and Missions;
Chair of the Theology Division
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

Thomas A. Kinchen (1990) .......... President and Professor of Leadership
Georgia Southern College, B.A.; University of Georgia, M.Ed.;
New Orleans Baptist Theological Seminary, M.Div., Ph.D.

Julie N. Knowles (2005) ............. Associate Professor of English
Chattahoochee Valley Community College, A.A.; Troy University,
B.S.; Samford University, M.A.; Auburn University, Ph.D.

Mark T. Long (2002) ................. Assistant Professor of New Testament
Mississippi College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Ph.D.

Patrick R. Malone (1985) ............ Dean of Enrollment Management
and Professor of Church Music
Southern Baptist Theological Seminary, M.C.M.; Florida State
University, B.M.E., Ph.D., Ed.D.

William Stuart McArthur (1999) ...... Assistant Professor of Mathematics
Auburn University, B.S., M.S.

James O. Newell (2005) ............. Associate Professor of Old Testament
and Hebrew
William Carey College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

Donald R. Odom (1991) .............. Chair of Music Division;
Professor of Voice
William Carey College, B.M., M.M.; New Orleans Baptist
Theological Seminary, D.M.A.

Cecilia L. Raley (2003) ............... Assistant Professor of Christian Counseling
University of Montevallo, B.S.; Troy University, M.S.

Mark A. Rathel (1998) ................... Associate Professor of Theology
and Philosophy
William Carey College, B.A.; Biola University, M.A.; New Orleans
Baptist Theological Seminary, M.Div., Ph.D.

Edwin S. Scott (2006) ............... Associate Professor of Christian Studies
Baptist Bible College, B.A.; New Orleans Baptist Theological
Seminary, M.Div., Th.D.

John Thomas (2007) .................. Assistant Professor of Preaching and
Pastoral Ministry
Florida Baptist Theological College, B.A.; New Orleans Baptist
Theological Seminary, M.Div., M.Th.

and Greek
Samford University, B.A.; Southern Baptist Theological
Seminary, M.Div., Ph.D.

ADJUNCT FACULTY

R.T. Blackstock .......................... Old Testament (Jacksonville Site)
Union University, B.A.; Southwestern Baptist Theological
Seminary, M.Div., Ph.D.

Delane Borland ......................... English
Troy State University, B.S., M.Ed.

Karen Bouton .......................... Elementary Education
University of Alabama, B.M.; Troy University, M.S. Ed.

Ron Burks .............................. Biblical Studies (Orlando)
Ouachita Baptist University, B.A.; Southwestern Baptist
Theological Seminary, M.Div., D.Min.

Joe Butler .............................. Biblical Studies (Jacksonville)
William Carey College, B.A.; New Orleans Baptist Theological
Seminary, M.Div.

Joel R. Breidenbaugh ............. Christian History
The Baptist College of Florida, B.A.; Southern Baptist Theological
Seminary, M.Div., Ph.D.

Cathy Bugg ............................. Information Technology
Troy University, B.S.; University of Maryland University College,
M.S.
James R. Bruton ......................... Biblical Studies (Orlando)
Samford University, B.A.; Southern Baptist Theological Seminary, B.D., Th.D.

Earl Carroll .............................................. English
Florida State University, B.S., M.S., Ph.D.

Jack Cunningham ......................... Christian Education/Leadership
Central Baptist College, B.A.; Mid-America Baptist Theological Seminary, M.Div.; Southwestern Baptist Theological Seminary, Ph.D.

Linda H. Davis ...................... Sign Language
University of Southern Mississippi, B.S.; Mississippi State University, M.E.

Walter H. Davis ......................... New Testament (Orlando)
University of Tennessee, B.S.; Mid-America Baptist Theological Seminary, M.Div., D.Min.

Eric R. Erskine ....................... Pastoral Ministries
Trinity College of Florida, B.A.; Dallas Theological Seminary, Th.M.; Southern Baptist Theological Seminary, Ed.D.

Gary Fangmann .......... Leadership/Christian Education
Southwest Baptist University, B.A.; Southwestern Baptist Theological Seminary, M.A.R.E.; Southern Baptist Theological Seminary, Ed.D.

Suzanne Gilbert ..................... Psychology/Counseling
The Baptist College of Florida, B.Min.; Troy University-Dothan, M.S.

Caron B. Harris ............. Elementary Education
Troy University, B.S., M.S.

Robert Hartman ........................................ Missions
Baylor University, B.A.; Southwestern Baptist Theological Seminary, M.Div.; New Orleans Baptist Theological Seminary, D.Min.

Neil Helton .................. Theology (Jacksonville)
Mid-America Baptist Theological Seminary, M.Div.; Western Kentucky University, M.A.; Southeastern Baptist Theological Seminary, M.Th.; Florida State University, Ph.D.

David G. Hilton ....................... Science
Texas Chiropractic College, Doctor of Chiropractic; Troy University, Additional Studies

Emily Jones .............................. Guitar
William Carey College, B.M.; University of Arizona, M.M.

William “Manny” Keyser ............. Biblical Studies (Jacksonville)
Florida State University, B.S., M.S.W.; New Orleans Baptist Theological Seminary, M.Div.

Alex Kinchen ........ Preaching/Church History (Online)
Georgetown College, B.A., Southeastern Baptist Theological Seminary, M.Div.

James M. Knott ..................... Leadership, Christian Education (Orlando)
University of Tennessee, B.S.; New Orleans Baptist Theological Seminary, M.Div., D.Min.

David Laun .................. Music
University of West Florida, B.S.; New Orleans Baptist Theological Seminary, M. R. E.

P. Jeffery Lee, Sr ........ New Testament (Pensacola)
Mobile College, B.A.; New Orleans Baptist Theological Seminary, M.Div.

Greg McBride ..................... Biblical Studies (Online)
New Orleans Baptist Theological Seminary, M.Div., Ph.D.

Stacey T. Mixon ................. Science
University of West Florida, B.S.; Florida State University, Ph.D.

Jose R. Molina ............. Theology (Jacksonville)
Long Island University, B.A.; New Orleans Baptist Theological Seminary, M.Div.

Kimberle Moon .................. Music
Ohio University, B.M., M.M.; Ohio State University, D.M.A.

H. Mark Nicholson ............. Biblical Studies (Jacksonville)
Samford University, B.A.; New Orleans Baptist Theological Seminary, M.Div., D.Min.

Sarah Odom ..................... Music Education
William Carey College, B.M., M.M.Ed.

Miguel Olmedo ......................... Biblical Studies (Orlando)
California Baptist College, B.A.; Golden Gate Baptist Theological Seminary, M.Div.; Baptist Seminary of Havana, Cuba, Diploma of Theology.

Benny Ray Reynolds ................ Christian Education (Jacksonville)
Criswell College, B.A.; Southwestern Baptist Theological Seminary, M.A.; Covington Theological Seminary, D.Min.

Roger Richards .............. Old and New Testament, Biblical Foundation
Pastoral Ministry

John E. Shaffett ..................... History
Southeastern Louisiana University, B.A., M.A., M.L.S.

John Arthur Smith II .......... Preaching (Pensacola Site)
University of Mobile, B.S.; New Orleans Baptist Theological Seminary, M.Div.

Michael M. Soud ................ Philosophy/Worldview/Evangelism (Jacksonville)
University of Georgia, B.S.; Southeastern Baptist Theological Seminary, M.Div., Ph.D.

T. Shane Stutzman ............. Philosophy (Orlando)
University of Central Florida, B.A.; New Orleans Baptist Theological Seminary, M.Div., D.Min.

William G. Tinker ..................... Bible (Pensacola)
University of Houston, B.S.; Southwestern Baptist Theological Seminary, M.Div.

Kenneth Thomas ............. Christian Education/Leadership (Online)
University of Georgia, B.S.; Southwestern Baptist Theological Seminary, M.Div.; Southern Baptist Theological Seminary, Ed.D.

David Tinsley ..................... Music
Delta State College, B.M., B.M.E., M.Ed.

Peter Van Pelt ..................... New Testament (Orlando Site)
Crichton College, B.S.; Mid-America Baptist Theological Seminary, M.Div., Ph.D.

Carson Whitehead ..................... Biblical Studies (Jacksonville)
Mississippi College, B.A.; Southwestern Baptist Theological Seminary, M.Div.

Randall Williams ............. Biblical Studies (Online)
Florida Baptist Theological College, B.A.; Southern Baptist Theological Seminary, M.Div., Ph.D.

Tim Woodruff ..................... Leadership/Worship (Online)
Liberty Baptist Theological Seminary, M.A.; Georgia State University, M.S.; The Southern Baptist Theological Seminary, Ed.D.

EMERITI FACULTY

Joseph P. DuBose, Jr. .................... President Emeritus
University of South Carolina, B.S.; Southern Baptist Theological Seminary, M.Div., Th.M., D.Min.

Walter D. Draughon, Jr. ................. Dean Emeritus
Tulane University, B.B.A.; New Orleans Baptist Theological Seminary, M.Div., M.R.E.; Southwestern Baptist Theological Seminary, Ed.D.

Josiah D. Allen ............... Professor Emeritus of New Testament
Mississippi College, B.A.; New Orleans Baptist Theological Seminary, M.Div., Th.D.

Dorothy Wamble ..................... Professor Emeritus of Voice
Stetson University, B.A.; New Orleans Baptist Theological Seminary, M.S.M.

J.T. Owens ..................... Professor Emeritus of Conducting
Stetson University, B.M.; Southern Baptist Theological Seminary, M.C.M.; New Orleans Baptist Theological Seminary, Ed.D.

Wiley Richards .............. Professor Emeritus
Samford University, B.A.; New Orleans Baptist Theological Seminary, B.D., Th.D.; Florida State University, M.A., Ph.D.

Jerry E. Oswald ............... Vice President of Academic Affairs Emeritus
Mississippi State University, B.A.; New Orleans Baptist Theological Seminary, M.Div., Th.D.
In recognition of academic achievement, the process initiated in the Office of Academic Honors. A committee of music professors who administer a formal statement of the principles of personal conduct that governs the life of the BCF student body. Failure of this code may result in mandatory counseling, reprimand, probation, suspension or expulsion. This code of conduct is found in the Student Handbook.

Dismissal - Expulsion of a student from the college for inappropriate personal conduct.

DR - Dropped. A grade received by a student who maintains enrollment in a semester, but chooses to drop a course during the seven-week drop period.

Drop Period - A seven-week period in the semester beginning the first day of the second week and extending to the end of the eighth week in which a student may drop a course without a failing grade.

Freshman - A student who has earned 0-27 semester hours of college credit.

Full-time Student - A student who enrolls in twelve or more semester hours per semester.

GED - A general education diploma indicating academic standing equivalent to high school graduation.

GPA - Grade Point Average. The grade average calculated by dividing the number of grade points earned by the number of semester hours attempted. A semester GPA is the average earned for a given semester. The GPA is the average the student has earned which includes hours accumulated at BCF, reported by the SBC Seminary Extension Division, CLEP hours, and grades transferred from other colleges. Grades expressed as P or S are counted as hours earned but are not used to calculate the GPA.

Grade Points - Values assigned to each grade level earned (i.e., A--4 grade points; B--3 grade points; C--2 grade points; D--1 grade point; F--0 grade points; WP, WF, DR--0 grade points).

Junior - Students who have earned 61-91 semester hours of college credit.

Ministry Referral - A service which shares resumes of interested students and graduates with churches, ministers and other organizations seeking to fill ministry positions.

Music Jury - A committee of music professors who administer applied music performance examinations to all students taking private lessons on campus.

Official Withdrawal - The process initiated in the Office of the Registrar which officially terminates the student’s relationship with the college for the semester. It removes the student from class rolls and activates the refund process if a refund is due.

Probation/Suspension Process - A process by which students struggling academically are aided in rebuilding their academic records. Failing rehabilitation, it provides for orderly removal on academic grounds.

SACS - Southern Association of Colleges and Schools. A regional accrediting agency.

Sectional Tests - Unit, chapter, or mid-term exams given in each course during a semester.

Semester - A fifteen-week period of study scheduled in the fall or spring of the BCF calendar.

Semester Hour - A unit of measurement used to calculate college credits earned toward graduation. A credit hour is the equivalent of credit earned in a course which meets one hour per week for a semester.

Semester Examination - A final examination in any course taken for college credit.

Senior - A student who has earned at least 92 semester hours of college credit.

Session - A series of classes offered during the month of January or in the summer.

SGA - Student Government Association.

Sophomore - A student who has earned 28-60 semester hours of college credit.

Spouses Certificate - A certificate of recognition issued to spouses of graduating students who earn a prescribed 25 semester hours of college credit.

Transfer Credit - Semester hours credit accepted from other colleges which are applicable to BCF degree programs.

WF - Withdrawn failing. A grade issued upon withdrawal from college which yields no quality points and is calculated in the GPA.

WP - Withdrawn passing. A grade issued upon withdrawal from college which yields no quality points but is not calculated in the GPA.