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

Administration, Denominational Matters, Chapel Speakers, Church Relations .......................................................... President
Admissions, Public Relations ........................................................................................................................................ Director of Marketing
Alumni Affairs, Development (Wills, Trusts, Donations, Other Gifts) ............................................................ Vice President for Development
Faculty Matters ....................................................................................................................................................... Dean of the Faculty
Financial Aid ....................................................................................................................................................... Director of Financial Aid
Housing ............................................................................................................................................................. Dean of Students
Ministry Referral ......................................................................................................................................... Office of Development
Music ......................................................................................................................................................... Chair, Music & Worship Division
Online Education .......................................................................................................................................... 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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### Fall Semester 2012

1. First day to check in residence hall-new and returning students 08/06/12
2. Last day to check in residence hall-new students 08/06/12
3. Welcome Activities and Registration-new students 08/09-10/12
4. Class begins 08/13/12
5. Last day to drop or add courses 08/19/12
6. Labor day recess 09/03/12
7. Last day to remove incomplete grades 09/07/12
8. Last day to appeal grade of previous semester 09/07/12
9. CAAP Test 09/11/12
10. Deadline for application for fall graduation 09/14/12
11. Observation of U.S. Constitution Day 09/17/12
12. CAAP Test Make-up 09/19/12
13. Last day to drop courses without failing grade 10/05/12
14. Spring/term Senior/Graduates advising and registration 10/08/12
15. Spring/term Junior advising and registration 10/15/12
16. Spring/term Sophomore advising and registration 10/22/12
17. Spring/term Freshman and Non-Degree advising and registration 10/29/12
18. Preview Day 11/02/12
19. Deadline for applying for direct study 11/09/12
20. Thanksgiving recess 11/19-23/12
21. Semester examinations 12/03-05/12
22. Fall semester graduation - 10:00 am 12/07/12
23. Last day to move out of residence hall 12/14/12

### January Term 2013

1. Administrative offices reopen 01/02/13
2. Registration-all students 01/02/13
3. January Session 01/02-11/13

### Spring Semester 2013

1. First day to check in residence hall-new and returning students 01/14/13
2. Last day to check in residence hall-new students 01/16/13
3. Welcome Activities and Registration-new students 01/17-19/13
4. Class work begins 01/21/13
5. Last day to drop or add courses 01/27/13
6. Last day to remove incomplete grades 02/08/13
7. Last day to appeal grade of previous semester 02/08/13
8. CAAP Test 02/12/13
9. Deadline for application for spring graduation 02/15/13
10. CAAP Test Make-up 02/20/13
11. Last day to drop courses without failing grade 03/09/13
12. Spring Holidays 03/25-29/13
13. Fall/Spring Senior/Graduates advising and registration 04/01/13

### Second Summer Session 2013

1. Last day to check in residence hall 06/10/13
2. Registration-all students 06/10/13
3. Class work begins 06/10/13
4. Last day to drop or add course 06/10/13
5. Last day to drop course without failing grade (2 hour) 06/14/13
6. Last day to drop course without failing grade (3 hour) 06/19/13
7. Second session ends 06/28/13
8. Last day to move out of residence hall 06/28/13

### Third Summer Session 2013

1. Last day to check in residence hall 07/01/13
2. Registration-all students 07/01/13
3. Class work begins 07/01/13
4. Last day to drop or add course 07/01/13
5. July 4th recess 07/04/13
6. Last day to drop course without failing grade (2 hour) 07/05/13
7. Last day to drop course without failing grade (3 hour) 07/10/13
8. Third session ends 07/19/13
9. Last day to move out of residence hall 07/19/13

### All Summer Session 2013

1. Registration-all students 05/20/13
2. Class work begins 05/20/13
3. Last day to drop or add course 05/26/13
4. Last day to drop course without failing grade 06/28/13
5. July 4th recess 07/04/13
6. All summer session ends 08/02/13
7. Last day to move out of residence hall 08/02/13
Overview

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 terms related to academic requirements. For your convenience, we have included a glossary on page 72. 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 confines of a Christian worldview to promote, provide for, operate and control a program of education and training for Christian leaders through awarding degrees, 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.

Accreditations

The Baptist College of Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, associate degrees and certifies and associate, baccalaureate and graduate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Baptist College of Florida.

History

In the early 1940s, 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 summery-type training. Their vision was to establish a school that would provide a mixture of biblical 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—the 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.

The Baptist College of Florida espouses the worldview set forth in Scripture. This position is reflected throughout both the curriculum and extra-curricular 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 those individuals who may desire more depth in worldview studies. A sampling of such courses includes the following:


Faculty

Compared with other educational institutions of this type, the college’s highly qualified faculty is second to none in credentials, commitment, and experience. All of the full-time faculty are Southern Baptists. Eighty percent of the college’s professors hold doctorates. Each one gains significant practical experience in a church-related ministry before joining the faculty.

Overview

O v e r v i e w

A B O U T T H I S C A T A L O G

The Baptist College of Florida is committed to providing a first-class educational experience for our students. This catalog provides a comprehensive guide to our academic programs, faculty, and campus facilities. We hope it serves you well as you plan your academic journey.

MISSION

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ACCRREDITATIONS AND MEMBERSHIPS

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Overview

Numerical Key
1..............R.G. Lee Chapel
2..............Administration Building
3..............Graceville Hall
4..............Ida J. McMillan Library/Carlton Hall
5..............Wellness Center
6..............Student Center
7..............Solomon Hall (SH)
8..............Mills Center (MC)
9..............McRae-Morrow Hall (MMH)
10.............Gardner Center (GC)
11.............Pine Park Church (PPC)
12.............Cypress Hall (CH)
13.............Brackin-Chandler Hall
14.............Napier Hall
15.............Pod Residence Hall
16.............Smith Hall
17.............Lakeside Dorm
18.............Southwest Apartments
19.............East Lake Center
20.............Ezell Street Apartments
21.............Ogletree
22.............Courtyard House
23.............Conrad House
24.............Lakeview Court
25.............Taylor House
26.............WFBU Radio Station

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.

East Lake Residence Hall
Formerly the President’s residence, this facility houses eighteen 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.

Pod Residence Hall
Built in 2007, the Pod residence hall houses 10 residents.

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, two and 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.

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

Taylor House
Completed in 2009, the Taylor House is a duplex apartment named in honor of Rev. Lanis E. Taylor recognizing his lifetime of dedicated Christian Service. Each of the two units offers 3 bedrooms and 2 bathrooms.

Conrad Court
Completed in 2009, Conrad Court is a collection of homes for students built in memory of Thomas R. Conrad for a lifetime of dedicated Christian Service. It is a community-oriented housing style for single students.

R.C. Mills Center for Evangelism and Missions
Completed in 2010, this is a 6000 square foot classroom facility that houses two large classrooms, a 160 seat auditorium and offices for missions/evangelism personnel.

Gardner Center for Music and Worship
Dedicated November 2011, the Gardner Center, located in Heritage Village, is named for Dr. Milton C. Gardner and home to the BCF Music and Worship Division. The facility has four classrooms which include the piano lab and media lab, a conference room, six practice rooms, and six faculty offices with studios.

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

UNDERGRADUATE 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

Submitting the application form and application fee is the first step for entrance to The Baptist College of Florida. The application can be downloaded or completed online at www.baptistcollege.edu/admissions. The application can also be requested by emailing the Office of Admissions at admissions@baptistcollege.edu, by calling (800) 328-2660 ext. 460, or by writing the Office of Admissions at 5400 College Drive, Graceville, FL 32440.

Once all information is received, the applicant’s file will go before the admissions committee for approval. The Office of Admissions will inform the applicant of the committee’s action. If an applicant fails to meet all criteria within one year of approval, the application will expire and/or the necessary updated information will be required. 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 they have any questions. All forms used for the admissions process can be found on the college website at www.baptistcollege.edu/admissions.

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 affirmation of faith and service.
3. Will be of strong moral character.
4. Will have been a Christian with active participation in a local church and pastor recommendation.
5. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. All students are required to submit a BCF Immunization form documenting meningococcal meningitis and Hepatitis B, or a signed waiver stating information on both diseases has been read and the student declines receipt of each vaccine.

11. 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.

12. Will submit official transcripts from any and all institutions of higher education attended. Transfer of Credit will be considered by the admissions committee for one semester only. Students who fail to submit the required test scores will not be permitted to register for subsequent semesters.

13. 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 provisionally admitted at the discretion of the admissions committee for one semester only. Students who fail to submit the required test scores will not be permitted to register for subsequent semesters.

14. 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 sciences (3) and natural sciences (3).

15. May be conditionally admitted at the discretion of the admissions committee. Conditional admission will apply to degree seeking applicants whose credentials will permit them to complete a degree program at The Baptist College of Florida. Conditionally admitted applicants 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 end of the Drop/Add date. Applicants not meeting requirements for regular admission prior to the Drop/Add date may be admitted as a non-degree seeking student only. Refer to “Non-Degree Seeking Applicants” section.

SPECIAL APPLICANTS

Non-Degree (ND)

ND students must submit a completed application with affirmation of faith and service.

1. ND students will be recommended by a local Christian church.
2. ND students will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
3. Will be emotionally and socially capable of adjusting to college life.
4. Will show evidence of responsibility in personal money management.
5. Will submit descriptions of satisfactory resolution of any and all divorces and remarriages.
6. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. All students are required to submit a BCF Immunization form documenting meningococcal meningitis and Hepatitis B, or a signed waiver stating information on both diseases has been read and the student declines receipt of each vaccine.

7. ND students may not enroll in any courses in which placement is governed by the level of proficiency revealed in placement testing.

11. ND students who wish to become degree-seeking are required to meet all requirements for regular admission.

12. No documents received after Drop/Add will be credited 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.

READMISSION
Graduates and former students who do not attend for two or more regular (fall or spring) semesters must reapply by submitting to the Office of Admissions (1) an application for re-admission, (2) a current church and pastor recommendation, (3) proof of immunizations and (4) 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.

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 settling 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 8.

Application Materials Required
1. Application: An application accompanied by an application fee of $52 S3.00. Acceptance decision by January 1.
2. Recommendation Forms: The Church and Pastor Recommendation (completed by the applicant’s church pastor and approved by the church where the applicant is a member) and one Personal Recommendation 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 examinations and grades of the institution.
4. TOEFL: 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 form from the educational credentials of the TOEFL.

Tuition and Fee Deposits: International students are charged at the same rate as those charged to all other students.

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.

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.

Graceville or Orlando campuses only.

11. Campus Studies: International students may take courses at the Graceville, Jacksonville or Orlando campuses only.

12. Online Studies: (a) International students attending the Graceville or Orlando Campuses may take online courses, however an international student must take at least 9 hours in the classroom per term. Internationally enrolled 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.
Notation of Admission 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. AP Credit will be awarded for the following courses:

- **AP History:**
  - 3 credits awarded
  - BCF Course: HUM 101

- **Calculus AB:**
  - 3 credits awarded
  - BCF Course: SCI 201

- **Calculus BC:**
  - 3 credits awarded
  - BCF Course: SCI 201

- **Economics: Micro:**
  - 3 credits awarded
  - BCF Course: BUS 320

- **Economics: Macro:**
  - 3 credits awarded
  - BCF Course: BUS 315

- **English Language and Composition:**
  - 3 credits awarded
  - BCF Course: ENG 151/152

- **English Literature and Composition:**
  - 3 credits awarded
  - BCF Course: ENG 223

- **Environmental Science:**
  - 3 credits awarded
  - BCF Course: SCI 201

- **French Language:**
  - 3 credits awarded
  - BCF Course: SCI 202 or 203

- **German Language:**
  - 3 credits awarded
  - BCF Course: Language req.

- **Government & Politics United States:**
  - 3 credits awarded
  - BCF Course: HI 225

- **Music Theory:**
  - 3 credits awarded
  - BCF Course: MT 101/102

- **Physics B:**
  - 3 credits awarded
  - BCF Course: SCI 201

- **Psychology:**
  - 3 credits awarded
  - BCF Course: SCI 201

- **Spanish Language:**
  - 3 credits awarded
  - BCF Course: Language req.

- **Statistics:**
  - 3 credits awarded
  - BCF Course: STA 300

- **Studio Art: Drawing:**
  - 3 credits awarded
  - BCF Course: HUM 102

- **U.S. History:**
  - 3 credits awarded
  - BCF Course: HI 225/224

CPLQ Credit
A maximum of fifteen hours of College Level Examination Program (CLEP) credit may be awarded. Official CPLQ scores must be submitted before a student’s completion of the 60th hour of credit (including credit from all colleges previously attended).

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 students 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 may be transferred from another institution unless it corresponds or matches a course in the current BCF Catalog. (Descriptions of courses begin on page 45.)
5. Courses in donors are not transferable from non-Baptist institutions.
6. A maximum of twelve semester hours of credit may be granted for Seminary Extension Department courses in the College Level Curriculum Series.
7. Music credits will be evaluated by the music faculty after appropriate auditions and placement tests have been given.
8. All advanced standing should be granted before the student enrolls.
9. 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 for Noncollege 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 credit earned in the appropriate publication. Coursework will be accepted as credit earned only and will not be figured in the grade point average.
10. Transferability of credits 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.
11. 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, will be transferred according to the policy stated in the current BCF Catalog.

International Baccalaureate (IB) Diploma Credit
As part of that regionally accredited baccalaureate degree, the graduate program requires a minimum of 18 hours of general biblical, theological, and pastoral studies including BI 212 (Biblical Hermeneutics) or its equivalent. The Registrar’s office in cooperation with the Chair of the Graduate Division will evaluate transcripts to determine candidate qualifications.

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.

Graduate Application for Admission
The application form and application fee is the first step for entrance to The Baptist College of Florida. The application can be downloaded or completed online at www.baptistcollege.edu/admissions. The application can also be requested by emailing the Office of Admissions at admissions@baptistcollege.edu, by calling (800) 328-2660 ext. 460, or by writing the Office of Admissions at 5400 College Drive, Graceville, FL 32440.

Once all information is received, the applicant’s file will go before the admissions committee for approval. The Office of Admissions will inform the applicant of the admissions committee’s action. If an applicant fails to respond for classes within one year of approval, he/she will 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 they have any questions. All forms used for the admissions process can be found on the college web site at www.baptistcollege.edu/admissions.

Graduate Applicants
No additional forms will be required by the college.

Regular Admission
1. Will have been a Christian with active participation in a local church for at least one year.
2. Will provide affirmation of faith and service.
3. Will be recommended by a local Christian Church.
5. Will be of strong moral character.
6. Will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
7. Will be emotionally and socially capable of adjusting to graduate work.
8. Will show evidence of responsibility in personal money management.
9. Will submit descriptions of satisfactory resolution of any and all divorces and remarriages.
10. Will submit proof of immunizations for measles and rubella as indicated by Rule 6C-6.001(5) Florida Administrative Code before acceptance into BCF. All students are required to submit a BCF Immunization form documenting meningococcal meningitis and Hepatitis B, or a signed waiver stating information on both diseases has been read and the student declines receipt of each vaccine.
11. Will possess a baccalaureate degree from a regionally accredited college or university. Official academic transcripts with scores and date of completion or graduation must be sent from their points of origin.
Application Materials Required

Students. To be considered for admission, all international applicants must submit official transcripts from all 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.

GRADUATE 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, (3) proof of immunizations and (4) any transcripts from any institutions of higher education attended since leaving BCF. Re-entering students (two regular semesters) are required to graduate under the new catalog in force at the time of re-enrollment.

GRADUATE 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

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 settling 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 other degree-seeking students.

Application Materials Required

1. Application: An application accompanied by an application fee of $52 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 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. 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 credentials 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 writing 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 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 financial support that 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. In this program of studies, six semester hours is considered full time with twelve hours considered a maximum load. Three hours is considered a full-time load for summer and January terms.
11. Tuition and Fee Deposits: International students are required to place a deposit with the college. Currently the deposit is $5,000.00 U.S. dollars. This deposit must be made before the college will issue an I-20 Certificate of eligibility to the student.

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 admissions 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 Credit

1. Students will not normally be permitted to transfer more than 12 graduate semester hours into the program.
2. Official transcripts from all colleges, graduate schools, or seminars previously attended must be sent from their points of origin directly to the Office of the Registrar.
3. No course with a grade below “C” will transfer, and no course can be transferred from another institution unless it corresponds to a course in the current BCF catalog. (Descriptions of graduate courses begin on page 69).
4. Courses in discipline are not transferable from non-Baptist institutions.
5. The student normally will not transfer credit for GR 501. Introduction to Graduate Research or GR 690. Graduate Thesis.
6. Transferability of credit 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.

Student Life

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 two and 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 Catalog. 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 catalog in this section 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. The college participates in intercollegiate athletics through the National Christian College Athletic Association (NCCAA). At present, the college fields a men’s golf team and a women’s volleyball team.

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.

Contact Information

For more information, visit the college’s website at www.baptistcollege.edu.
FINANCES

GENERAL FINANCIAL POLICIES

FEES

Application fee (non-refundable) ................................................. 25.00
Auditing fee .................................................................................. 30.00
Books and supplies, approx. cost per semester (est.) ............. 475.00
Cost of Books .............................................................................. 35.00
Commuter Meal Plans
  25 meal plan ............................................................................. 144.00
  50 meal plan ............................................................................. 275.00
  100 meal plan .......................................................................... 433.00
Undergraduate graduation fee (non-refundable) ................. 100.00
Graduate graduation fee (non-refundable) .......................... 150.00
Graduation fee for dual degree (non-refundable) ..................... 130.00
Housing:*
  Apartment Lock/Key Replacement Charge ..................... 50.00
  Apartment Reassignment Charge ................................... 150.00
  Apartment Security Deposit ................................................. 200.00
  Apartment Water/Garbage Charge (Fall and Spring) ....... 300.00
  Apartment Water/Garbage Charge (Summer) .................. 120.00
Aptment fees for families
  3 Bedrooms (Fall and Spring) .................................................. 1,750.00
  7 Bedrooms (Summer) ............................................................ 700.00
  2 Bedrooms (Fall and Spring) .................................................. 1,500.00
  2 Bedrooms (Summer) ............................................................ 1,000.00
  Taylor Duplex (Fall and Spring) .......................................... 2,250.00
  4 Bedrooms (Summer) ............................................................ 900.00
  James Bullock House (Fall and Spring) ......................... 2,000.00
  Brown House (Fall and Spring) .......................................... 800.00
Late Lease Renewal Charge ..................................................... 100.00
Residence Hall, per person, per semester double occupancy*
  15 meal per week plan ............................................................. 609.00
  10 meal per week plan ............................................................. 1,861.00
  Summer (no meal plan) ............................................................ 350.00
Residence Hall, per person, per semester single occupancy*
  15 meal per week plan ............................................................. 2,444.00
  10 meal per week plan ............................................................. 2,236.00
  Summer (no meal plan) ............................................................ 500.00
Residence Hall Deposit .............................................................. 100.00
Residence Hall Imprison Check-out Fee .............................. 50.00
Residence Hall Key Replacement Fee ................................. 5.00
Residence Hall Room Change Fee ........................................ 25.00
Identification Card Replacement ............................................ 5.00

Rental Deposits
Students planning to live on campus must maintain a reservatio n and de posit of $50.00 approved for admission.
Deposits are $500.00 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:
  All tuition, fees, and housing charges are assessed and due when you register. Student aid funds will be posted to the student's account if approved for admission. All balances due will be handled in accordance with the deferred payment plans as outlined below.
  Some miscellaneous charges may be approved during the semester.
  All charges for fall and spring semesters (2 terms 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, no exceptions.
  Students living in campus housing must pay summer rent by the first day of the month for June and July. Rent charges will not be deferred to the fall semester.
  The college accepts 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.

DEFERRED PAYMENT PLANS
Plan 1. Students who do not receive Financial Aid must pay seven -five percent (75%) 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 received 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 seventy-five percent (75%) 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 who fail to make the initial required payment will be dropped from classes at the end of drop/add period.
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.

REFUNDS POLICY
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

MINISTRY REFERRAL

The Ministry Referral service provides a variety of opportunities for leadership, ministry, and service opportunities. The ministry referral office is located in the Frank Faris Student Center, providing referral services to students who are interested in a ministry or service role.

Academic Support
Students who need academic support in basic skills such as reading, writing, and math, or in other courses, may gain tutor help through the Academic Support Services. Tutoring is available for a fee and is scheduled through the Student Life Office. Tutoring is available for a fee and is scheduled through the Student Life Office.

Student Life
The Student Life Office provides support services to students who are beginning their first semester at The Baptist College of Florida. The Student Life Office is located in the Frank Faris Student Center, providing programming and recreational activities on campus for all students. The Student Life Office is located in the Frank Faris Student Center, providing programming and recreational activities on campus for all students.

Food Service - Lake Vista Dining
The food service is located in the Frank Faris Student Center and offers a variety of beverages, ice cream, sandwiches, and salads as well as BCF memorabilia.

Ministry Referral
The Ministry Referral service provides a variety of opportunities for leadership, ministry, and service opportunities. The ministry referral office is located in the Frank Faris Student Center, providing referral services to students who are interested in a ministry or service role.
the first day of the semester and extends for seven calendar days, not class days (see BCF Academic Catalog). In the one, two and three week summer sessions, drop/add period ends after the first day of classes. In the twelve 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 only in 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:

- First Day 100%
- Second Day 75%
- Fourth Day 50%
- Later None

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

- First Day 100%
- Second Day 75%
- Fourth Day 50%
- Later None

Fall and Spring Semesters (Days=Calendar Days)
- 1-7 days 100%
- 8-14 days 90%
- 15-21 days 50%
- Later None

Twelve Week Courses (Days=Calendar Days)
- 1-7 days 100%
- 8-14 days 90%
- 15-21 days 50%

One Week Courses (Days=Calendar Days)
- 1-7 days 100%
- 8-14 days 90%
- 15-21 days 50%

Twelve Week Courses (Days=Calendar Days)
- First Day 100%
- Second Day 90%
- Third Day 50%

Students who officially withdraw from school during the Fall or Spring semester will receive a tuition refund according to the following schedule:

- First Day 100%
- Second Day 75%
- Fourth Day 50%
- Later None

Waiver
Students who officially withdraw from school during the Fall or Spring semester will receive a tuition refund according to the following schedule:

- First Day 100%
- Second Day 75%
- Fourth Day 50%
- Later None

UNDERGRADUATE 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 forms 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. All financial aid forms, information and FAFSA link are available on the college web site: www.baptistcollege.edu/financialaid. Paper applications for grants, scholarships and loans are available upon request.

Applicant Requirements
A student eligible to apply for financial aid must, in addition to being an accepted candidate for the college, meet the following requirements:

1. is accepted in good academic standing and maintains satisfactory academic progress toward a degree;
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. owns 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).

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). BCF school code is 013001. Students may apply online through the college web site or at www.fafsa.gov. 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. Students must reapply for financial aid each year.

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. Applicants 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 75% 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.

FINANCIAL need
A student’s financial need is the basis for awarding federal and state aid. Financial need is the difference between the Cost of Attendance (COA) and the Expected family contribution (EFC). The EFC is determined by the results of the processed Free Application for Federal Student Aid (FAFSA).

Cost of Attendance
The Cost of Attendance (COA) for nine months is an average budget calculated by the Financial Aid Office. The following direct and indirect expenses, permitted by federal regulations, are taken into consideration:

- Average tuition and fee charges for a full-time student;
- Average books and supply expenses;
- Average room and board (based on whether or not the student lives with parents);
- Average transportation expense to and from school;
- Reasonable miscellaneous personal expenses.

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 requirement is as follows:

- Cumulative GPA 2.00
- 15-21 days 50%
- 1-7 days 100%
- 22-28 days 25%

Return of Title IV Aid Policy
If during the midyear of the period for a student who leaves without notifying the institution, or
- the student’s last date of attendance at a documented academically-related activity

Grades of F, W, WP, and I 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 determined 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. Students must complete their degree program before attempting more than 150 of the total credit hours required for the program.

For students enrolled for at least six semester hours, but less than twelve semester hours, the percentage of Title IV aid unearned is 100% minus the percent of the term, may be required to repay all or part of the Title IV financial aid received. Under the Federal Title IV Repayment Policy, the percentage of Title IV aid earned shall be calculated by:

Number of calendar days completed up to and including the withdrawal date divided by total calendar days in the payment period, with the allowance for any scheduled breaks that are at least five (5) days long.

- The percentage of semester completed is the percentage of Title IV aid earned by the student

Finances

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 school balance.

CONTRIBUTIONS TO THE SCHOOL AND STUDENTS
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 school balance.

CONTRIBUTIONS TO THE SCHOOL AND STUDENTS
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 school balance.
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. Submission of Free Application for Student Aid (FAFSA) is required to determine eligibility.

BCF Student Employment Program
Students may work on campus as student assistants without demonstrating a financial need under the BCF Student Employment Program. Applications are available on the college web site or in the Office of Business Affairs.

GRANTS
BCF undergraduate students may receive federal and state grants. Grants are not-repayable funds awarded to eligible students.

Federal Pell Grants
Federal Pell Grants are not-repayable government funds provided to undergraduate students demonstrating financial need. These non-repayable funds are used to pay for educational costs. To be eligible, applicants must be degree-seeking, permanent U.S. residents who have not received a baccalaureate degree. Students may apply through the school’s website or at www.fafsa.gov. Awards are adjusted according to hours of enrollment.

Credit Hours Enrolled
1-5
6 to 8
9 to 11
12 or more
Enrollment Level
Less than half-time
Half-time
Three-quarter time
Full-time

Federal Supplemental Educational Opportunity Grant (FSEOG)
This non-repayable grant is awarded to Pell Grant eligible students who have exceptional financial need. Awards are $400 per year. Students must be enrolled at least half-time to be eligible. FUNDs ARE HIGHLY LIMITED.

Florida Student Assistance Grant (FSAG)
FSAG is a state-funded program for permanent Florida residents who have lived in Florida for at least one year. These students must be full-time, degree-seeking and demonstrate financial need. Application is made through the Complete Application for Federal Student Aid (FAFSA). Renewal requirements of students who received FSAG during the 2011-2012 academic year and have completed at least 24 credit hours with a cumulative GPA of 2.0. 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 for and met the requirements of the program before they graduate from high school. The Bright Futures Program is comprised of the Florida Academic Scholars, Florida Academic Top Scholars, Florida Medalist Scholars and Gold Seal Vocational Scholars Awards. High school students must have high school guidance counselors submit their 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 web site at wwwчитываm.edu/brightfutures. To receive a Florida Bright Futures Scholarship, students are required to complete the Free Application for Federal Student Aid (FAFSA).

Initial eligibility, renewal requirements, and cost per credit hour award amounts are listed on the Bright Futures web site at www.floridastudentfinancialaid.org. Students who drop a course(s) or withdraw after the initial drop/add period, must reimburse the college the cost of the credit hour award.

BCF Emergency Loans
Short-term loans from BCF resources are available to assist students in paying certain 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 her/his direct school expenses will be approved for eligible students.

Financial Aid Office
To receive a Florida Bright Futures Scholarship, students are required to

FINANCES
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.

Students must continue to remain an active member of a Southern Baptist Church.

Dependent Undergraduate Student
Independent Undergraduate Student

Hours
Dependent Undergraduate Student
Independent Undergraduate Student
Freshmen $3,500 Sophomore $4,500
Sophomore $4,500 Junior & Senior $5,500
Junior & Senior $5,500

2012-2013 COLLEGE CATALOG

The aggregate maximum any student may borrow under this program is $23,000.

Federal Unsubsidized Loan
Students may apply for a loan need-based loan. The conditions and amounts for this loan are identical to the Subsidized Loan, except students may pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation. Dependent students are eligible for an additional $2,000. 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 undergradu- ate 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 Southern Baptist students who are committed to Christian ministry as a vocation and who attend BCF. Scholarship is contingent upon availability of funds. Students enrolled at the distance site campuses are not eligible for the scholarship.

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

1. They have been residents of Florida for a minimum of twelve months immediately prior to initial entrance into BCF. Some exceptions are granted.
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-cam- pus 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. On-line students must take at least two courses per Fall and Spring, and Summer semesters.
9. They must meet annually with their pastor or a counselor designated by the Financial Aid Office and discuss his/her call to Chris- tian ministry as a vocation.
Application Process
All financial aid applications and forms are available on the college web site or in 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.

BFC Scholarships
Applications are available on the college web site and 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/Balkamp Baptist Church
- Rev. Timothy A. Alexander
- Winfield Allen Scholarship
- Anderson Family Foundation, Inc.
- Peggy Argo
- Appalachee/Gadsden County Baptist Association
- Charles F. and Wila Albritton
- Winfield Allen
- Ben and Barbara Amlong
- Anderson Family Endowed
- Anderson Family Foundation
- Angus Lane Anderson and Mary Shby Anderson
- Sara Lucile Anderson Memorial Scholarship
- William "Dob" Anderson Student Aid Fund
- A. B. and Wila Anderson Family
- St. Andrews Baptist Church and Mark and Angie Rathel Honorary
- Antioch Baptist Church
- Carson Craycraft
- Helen G. Argue
- James P. Aryan Memorial
- Judge W. L. Bailey
- Bailey-Cox Music
- Christopher M. Barber
- Jane Esther Bateman
- W. O. Beavacamp, Jr. Memorial
- Dr. and Mrs. Leroy Benefield
- Jeff and Minna Bledsoe
- John W. and Irene Bland
- T.S. Bowden
- Irene S. Broman
- Glene Braxton
- J. Walker and Mississi Breaker
- Homer A. and Irma W. Brinkley
- Rev. and Mrs. Howard C. Browning
- James Madison Bullock Memorial
- Timothy and Christopher Burns
- Robert Edward Chapman, Sr.
- The Chatlos Foundation
- Thomas Perkins Clifford
- Jesse W. Clorton, Sr.
- Bill Cook
- Julian and Cammie Cole
- Evelyn Collier Education Scholarship
- Harrison Conley
- Thomas B. Conrad
- Joe and Ann Coursen
- Willis Coulesette Memorial
- George E. Crowell
- Dauner Cribbcock Memorial
- Hugh and Shirley Damper
- J. Nixon Daniel, Jr.
- J. Nixon Daniel, Sr.
- Harold A. Daum Memorial
- Charles and Martha Davis
- John Dickis
- John H. Dixo Memorial
- Arnetta M. Donaldson
- Jacqueline Perry Draugnaran International
- Walter D. Draugnaran, Jr.
- Dora Forrest
- Alfred hunt foundation
- Mattyola E. DuPree
- Floyd and Sallie Dylas
- Calvin and Claudia Edaker
- A. M. and Mae Everett and Lillian S. Nagy
- Lloyd T. East and Ruth Deloney East Memorial Scholarship
- 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. and Josephine C. Garett
- Graves/O’Quinn
- Greenwood Baptist Church
- Mrs. and L. V. Graham Memorial
- Herman F. Gower
- Dalton Hauger, Sr.
- Lillel J. Haine
- Hal, Hoffman, Leary Memorial
- Flora to Hall Memorial
- Lona Olivia Hafford Memorial
- T.J. and Mary Frances Harris
- Thomas Granville Hayden
- Violet Hayward
- Carlton and Lydia Hemdon
- Hillman Memorial
- Lois B. and John Hippi
- Dr. and Mrs. J. E. Hodges
- Grace Hudspeth
- Earl Hutto Foundation
- M. Osoeti and Theodore Jackson
- Jakin Baptist Church
- James Hudspeth
- W. K. Jenkins
- Dale A. Johnson
- Gus E. and Gena H. Johnson
- J. S. Jedad and Mrs. Luis Dillard Judah
- Dwight and Caralyn Kelley
- Jane Craig Kempen
- Ketner Family
- Ruth Ann Kinchen
- N. B. Langford
- David Lauren Music
- Dr. D. W. and Joyce Lee
- M. J., P. J. and W. P. Lee
- Philip W. Lutw
- Archie Lindeman
- Listall Scholarship
- Windy Mann
- J. G. Manuel
- Thomas E. (Marty) Martin
- Earlene McCarvey
- Judith and Sticky McKay
- James P. and M. Ruby Medlin Missionary Aviation Scholarship Fund
- Earl H. Meintt Memorial Annual
- Earl H. Meintt Memorial
- L. Dan Miller
- FL. P. Morgan
- W. G. and Mary Frances Morrow
- John J. Murrell
- Musical Scholarship/Performance Award
- Bertie Nells
- F. H. Nelson
- Warren J. Nubern Memorial
- J.A. and Earl Nichols
- Opdyke
- Sidney J. and Mary C. Ojike
- J.T. and Charlotte Owens International Student Scholarship
- Jerry and Shellee Osiwah
- Edward and Evelyn Owens and James and Willis McCormick Memorial Music
- Betty Parker Memorial Scholarship
- Violet Pearson
- B. C. and Ethel P. Pigg
- Presidential Annual Scholarship
- The Promise and Retreat Scholarship Student Aid Fund
- Providence Village Baptist Church Scholarship
- Leonard G. Ratzlaff
- Rice-Sawell
- Richards Graduate Student Aid Fund
- Max and Laura Robnett
- Marion C. Roche
- Barbara Ross
- C. H. St. John
- James M. Scott, Jr.
- James H. and Voncie B. Senterfett
- Servant Leadership Award
- Serena Stutth
- Jefferson Lee Smith Memorial
- Jim and Mabel Southard
- Southern Baptist Foundation
- Jerry and Helen Soellli
- Spangenberg
- Dunwood and Dixie Merle Syve
- Arthur Stanback
- Lloyd and Eva Mae Stanland
- Glenn and Marilyn Stanland
- Marvin and Hazel Starling Scholarship
- Starling Student Aid Scholarship
- John and Nancy Sullins Scholarship Fund
- Harold and Mary Ann Taylor
- Kay S. Taylor
- Larry E. Taylor
- Purvis N. Taylor
- Eugene Thompson
- Tobson Roberta and Johnson
- Austin Laron Tommenson
- William E. Touchton, Jr.
- O. H. Townley
- Mr. and Mrs. W. B. Townley, Sr.
- Martha P. Trotter
- B. M. and Willard Trottier
- Christian J. Truett
- Minnie Ruth Wright
- Fred C. Wright
- T. S. Wright
- Charles E. Wright
- Mrs. and Mrs. B. W. Wright
- Margaret Willsey
- James Whitworth
- Whitney & Crews
- Whitfield & Crews
- Pencie W. Wester
- Webb Scholarship Fund
- Marcia Whitley
- Whiteshaw
- Margaret Wilkess
- Luther Ray Woodward
- Yates Family Scholarship
- Glayda Washin
- Glen Watford
- Russell and Norma Watson
- Percy W. Wester
- Whitfield & Crews
- James Whitesmith
- Wills, Mary
- Margaret Wilkess
- Luther Ray Woodward
- Yates Family Scholarship

Benefits for Veterans
The Veterans Administration provides educational assistance for veterans and determines a veteran’s eligibility for discharge. (See VA Re-entry and Standard of Progress)

This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

VA Standard of Progress Policy
A VA student who fails to maintain a cumulative GPA of 2.0 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.0 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.0, VA benefits will be terminated.

VA Re-Entry Policy
A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative GPA of 2.0 may submit a specific request for resumption of benefits. The college will continue to monitor the student’s progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.

Vocational Rehabilitation
The Florida Vocational Rehabilitation Commission provides services for disabled individuals with physical, learning, or emotional impairments. Application for services must be made through a representative of the commission. Students interested in applying for services should write or call the office in their home community or: Vocational Rehabilitation, 2044 Penn Avenue, Suite B, Marianna, Florida 32448-0000. Telephone: (850) 482-9600.

Graduate Financial Aid
Graduate students at The Baptist College of Florida are eligible for federal student loans. All financial aid forms, information and FAFSA link

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G. B. and W. W. Townley
- Shirley Foster Fisher

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If students fail to meet all criteria of 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 those students who applied for residency or citizenship through the U.S. Immigration and Naturalization Service.

LOANS
Subsidized, Unsubsidized and PLUS Loans
Graduate students are eligible for subsidized, unsubsidized and PLUS Loans.

Annual Limits for Subsidized loans - $8,500
Annual Limits for Unsubsidized loans - $12,000

Aggregate Limits for Subsidized loans - $65,500
Aggregate Limits for Unsubsidized - as defined by the U.S. Department of Education

There are no fixed annual or aggregate loan limits for PLUS loans. A graduate student may be awarded a PLUS loan for up to the student’s cost of attendance minus other estimated financial assistance.

To apply for a student loan, students must:
1. Complete the FAFSA, and have a valid IRS or SAR in the Financial Aid Office;
2. Complete the financial aid application and student fee authorization.

All financial aid forms, information and FAFSA link, are available on the school’s website: www.baptistcollege.edu/financialaid

3. Complete a Master Promissory Note (MPN) and on-line entrance counseling session with the Department of Education, if one has not previously been submitted. The DOE website is www.studentloans.gov

BENEFITS FOR VETERANS
The Veterans Administration provides educational assistance for veterans and determines a veteran’s eligibility for benefits. (See VA Re-entry and Standard of Progress.) This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

VA Standard of Progress Policy
A VA student must maintain a cumulative GPA of 2.50 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.50 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.50, benefits will be terminated.

VA Re-entry Policy
A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative GPA of 2.50 may submit a specific request for resumption of benefits. The college will continue to monitor the student’s progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.

FINANCIAL AID OFFICE
The Financial Aid Office is located in the Fine Arts Building, 2nd Floor. Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. (closed 12:00-12:30 p.m. Monday and Tuesday for lunch). The office can be reached at 985-4866. The office is staffed with knowledgeable and trained professionals. Students are encouraged to make appointments to schedule their meeting time with their financial aid advisor.

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.

The college operates on the semester plan: Two fifteen-week semesters per year, with three three-week terms and one twelve-week term 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 purposes of converting transferred quarter hours into semester hours, the following formula is used: number of semester hours = number of quarter hours × 1.5. A student must be enrolled for a minimum of 12 semester hours of work per semester to be considered a full-time student.

Subsidized, Unsubsidized and PLUS Loans
Graduate students are eligible for subsidized, unsubsidized and PLUS Loans.

Annual Limits for Subsidized loans - $8,500
Annual Limits for Unsubsidized loans - $12,000

Aggregate Limits for Subsidized loans - $65,500
Aggregate Limits for Unsubsidized - as defined by the U.S. Department of Education

There are no fixed annual or aggregate loan limits for PLUS loans. A graduate student may be awarded a PLUS loan for up to the student’s cost of attendance minus other estimated financial assistance.

To apply for a student loan, students must:
1. Complete the FAFSA, and have a valid IRS or SAR in the Financial Aid Office;
2. Complete the financial aid application and student fee authorization.

All financial aid forms, information and FAFSA link, are available on the school’s website: www.baptistcollege.edu/financialaid

3. Complete a Master Promissory Note (MPN) and on-line entrance counseling session with the Department of Education, if one has not previously been submitted. The DOE website is www.studentloans.gov

BENEFITS FOR VETERANS
The Veterans Administration provides educational assistance for veterans and determines a veteran’s eligibility for benefits. (See VA Re-entry and Standard of Progress.) This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

VA Standard of Progress Policy
A VA student must maintain a cumulative GPA of 2.50 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.50 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.50, benefits will be terminated.

VA Re-entry Policy
A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative GPA of 2.50 may submit a specific request for resumption of benefits. The college will continue to monitor the student’s progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.

Undergraduate Academics SEMESTER PLAN
The college operates on the semester plan. Two fifteen-week semesters per year, with three three-week terms and one twelve-week term 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 purposes of converting transferred quarter hours into semester hours, the following formula is used: number of semester hours = number of quarter hours × 1.5. A student must be enrolled for a minimum of 12 semester hours of work per semester to be considered a full-time student.

Subsidized, Unsubsidized and PLUS Loans
Graduate students are eligible for subsidized, unsubsidized and PLUS Loans.

Annual Limits for Subsidized loans - $8,500
Annual Limits for Unsubsidized loans - $12,000

Aggregate Limits for Subsidized loans - $65,500
Aggregate Limits for Unsubsidized - as defined by the U.S. Department of Education

There are no fixed annual or aggregate loan limits for PLUS loans. A graduate student may be awarded a PLUS loan for up to the student’s cost of attendance minus other estimated financial assistance.

To apply for a student loan, students must:
1. Complete the FAFSA, and have a valid IRS or SAR in the Financial Aid Office;
2. Complete the financial aid application and student fee authorization.

All financial aid forms, information and FAFSA link, are available on the school’s website: www.baptistcollege.edu/financialaid

3. Complete a Master Promissory Note (MPN) and on-line entrance counseling session with the Department of Education, if one has not previously been submitted. The DOE website is www.studentloans.gov

BENEFITS FOR VETERANS
The Veterans Administration provides educational assistance for veterans and determines a veteran’s eligibility for benefits. (See VA Re-entry and Standard of Progress.) This agency also provides educational assistance to widows and children of veterans who died while in service or after discharge from a service connected disability. Wives and children of veterans who have a service connected disability considered to be total and permanent in nature are also eligible. Forms and information concerning certification for VA benefit purposes are available in the Financial Aid Office.

VA Standard of Progress Policy
A VA student must maintain a cumulative GPA of 2.50 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.50 will be placed on academic probation for two consecutive semesters. If at the end of the second semester the student has not attained a cumulative GPA of 2.50, benefits will be terminated.

VA Re-entry Policy
A VA student whose benefits have been terminated due to unsatisfactory progress will be monitored each semester and upon attaining a cumulative GPA of 2.50 may submit a specific request for resumption of benefits. The college will continue to monitor the student’s progress each semester and to counsel and offer guidance in order to resolve academic problems that will ensure successful completion of his/her education.

If at any time after recertification a student should again be placed on probation for more than two semesters or suspended, the VA will be promptly notified and benefits could be terminated.
3. Students whose placement tests scores reveal a deficiency in reading must enroll in ENG 105 in their first semester and ENG 106 the second semester as advised by the Registrar’s 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 during 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 FTCL, 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:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Senior High School English Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-12</td>
<td>or higher or Advanced Placement English test</td>
</tr>
<tr>
<td>13 or above</td>
<td>ACT English Score or SAT I Verbal Score</td>
</tr>
</tbody>
</table>

**Placement in Reading (ENG 105):**

Students who have less than:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Senior High School Math Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>or higher or Advanced Placement Math test</td>
</tr>
</tbody>
</table>

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

Students who have less than:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Algebra II or Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-16</td>
<td>Algebra II grade is less than C (2.0)</td>
</tr>
</tbody>
</table>

**Music Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT math score is below 19 or SAT 1 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 210 (Geometry), MA 220 (Finite Math), or MA 230 (College Algebra).

**Teacher Education Students**

MA 120 (Elementary Algebra) is required for students whose ACT math score is below 19 or SAT 1 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 210 (Geometry), MA 220 (Finite Math), or MA 230 (College Algebra).

**Leadership and Christian Education Students**

MA 200 (Finite Math) is the required math for this degree program. Students may enroll in MA 220 once they have met the requirements of the Basic Skills Placement Guidelines for Mathematics.

**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:**

- 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.

**INFORMATION LITERACY PROFICIENCY**

Information literacy is one of the four fundamental liberal arts skills all adults need to succeed in the 21st century. The other three skills are critical thinking, written and oral communication. Information literacy is one of the goals of The Baptist College of Florida mission statement. This goal is “to acquire, evaluate, assimilate and use information.”

According to the Information Literacy Standards of Higher Education, the students of The Baptist College of Florida will be able to:

1. Define the need, problem, or question.
2. Locate, access, and retrieve information from a variety of print, electronic, and human information resources.
3. Assess the credibility, currency, reliability, validity, and appropriateness of the information retrieved.
4. Compile the information so it can be used to meet the information need, solve the problem, or answer the question.

5. Communicate the information legally and ethically using a variety of channels directed at a range of audiences.

The Baptist College of Florida will incorporate information literacy and library instruction into the curriculum at four levels: 1) English 152; Intermediate Composition 2) an introductory course for the major; 3) a senior capstone or research course; 4) graded Introduction to Graduate Research. The librarian will work with the faculty and the director of the writing lab in integrating information literacy and library instruction into these courses.

**CAAP TESTING POLICY**

As a requirement for graduation, students must attain a scaled score of 45 or above on the writing and reading sections and 2.0 on the essay writing section of the Collegiate Assessment of Academic Proficiency (CAAP). Students are required to take the tests the semester after completing their 60th hour and retake each semester until the required score is attained. Students transferring at least 60 hours will be required to take the CAAP 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 POINTS PER SEMESTER</th>
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<tbody>
<tr>
<td>AREA 100 (0.0)</td>
</tr>
<tr>
<td>100-90</td>
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<td>90-80</td>
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<td>D</td>
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<tr>
<td>C</td>
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<tr>
<td>B</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

**GRADE POINTS**

**QUALITY**

- Excellent 4.0
- Good 3.0
- Satisfactory 2.0
- Poor, but passing 1.0
- Failure 0.0
- Incomplete 0.0
- Passing 0.0
- No credit 0.0
- Withdrawal 0.0
- Withdrawal failing 0.0
- Audit 0.0

**Academic Honors**

Academic excellence is recognized in published reports at the end of each semester for those students making the grade averages as follows:

- President’s List, 4.0; Dean’s List, 3.25-3.99.
- A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

**Maximum Student Loads**

Student loads are limited to a maximum of 21 hours per semester and must be approved by the Registrar.

**Academic Honors**

Academic excellence is recognized in published reports at the end of each semester for those students making the grade averages as follows: President’s List, 4.0; Dean’s List, 3.25-3.99. A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

**Grading System**

A grade of I (Incomplete) is not given to students making the grade averages as follows: A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

**Forgiveness Policy**

The college provides a forgiveness policy through which students may retake courses in which they have earned an F, WF, or D. While the last grade earned in a course counts in the GPA, repeats are forgiven only on a one for one basis (for example if a course is failed twice and then passed, only one F grade is dropped).

**Grade Reports**

Grade reports and unofficial transcripts, showing the hours earned and grades received in all subjects, are available to students via the campus web. Students access this information by using official user IDs and passwords issued by IT Department personnel.

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Academic excellence is recognized in published reports at the end of each semester for those students making the grade averages as follows: President’s List, 4.0; Dean’s List, 3.25-3.99. A student must be enrolled for at least 12 semester hours during the semester to be eligible for this recognition.

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**Maximum Student Loads**

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CLASS ATTENDANCE

Absence From Classes

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. Attendance or absences are counted by the hour rather than by class meeting because of courses meeting on various schedules and students attending courses 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-hour penalty toward 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 course.

4. In calculating absences, 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 class hours (clock hours) of the course. Final examinations count as two class hours. For example, if a course meets 47 hours per semester (a three-semester-hour course), the student would lose credit with the twelfth absence.

7. If the minimum standard is not met by the end of the second semester following readmission, the student must submit an application to the TEP and be interviewed and approved by a TEP Admissions Committee and the Dean of the Faculty during the advising/pre-registration and no later than one week after the last day of class. The application procedure is as follows: the student is responsible for acquiring an application, discussing the possibility with the professor who will potentially lead the directed study, acquiring the signature of the division chair of the division of the course, and submitting the application to the Dean of Faculty. Students who make a program change to a 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.

Minimum Grade Point Average for Unconditional Retention

<table>
<thead>
<tr>
<th>Class</th>
<th>Hours</th>
<th>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 do not meet 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 re-admitted to the college.

6. If re-admitted 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.

SPECIAL STUDIES

Occasionally, the college will offer a special course that is not in the regular curriculum. This special course can take one of two forms:

1) A special, one-time, independent study of a topic not in the current curriculum developed by a professor and student to expand the depth and quality of the student’s degree plan. A special study must be developed with the agreement and approval of the division chair, the Dean of the Faculty, and the Senior Vice President and must include a full syllabus with proper outcomes, evaluative tools, and assignments. Special studies must be included in the advance planning and scheduling (FTPCE) and thus approved by one month prior to the beginning of pre-registration for the semester in which the course will be taught. Each student is limited to two special studies per academic program.

CHANGE IN PROGRAM

Students who desire to make any changes related to academic major or minor should (1) consult with the division chair of the respective degree/minor program, (2) complete change of degree/minor form obtained from the 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.
Baccalaureate Degrees

The college offers a Bachelor of Arts degree with majors in Biblical Studies, Business Leadership, Christian Counseling, Christian Studies, Elementary Education, English, English Secondary Education, History, and Social Studies, History and Social Studies Secondary Education, Leadership and Christian Education, Ministry, Ministry Studies, and Missions. Several baccalaureate degrees are offered in the areas of Music and Music Education. Most of these degrees require 120-130 semester hours of study. Each program builds on the student's base of knowledge and experience for the student who wishes to enter immediately into ministry and a strong foundation for entrance into graduate study.

Graduate Academics

Undergraduate Academics

General Education Foundation

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

8. Analyze quantitative information, in written and numerical form.
9. Use mathematical skills and the aid of critical thinking necessary to reach valid conclusions.
10. Demonstrate a fundamental knowledge of biology, earth science, and/or physical science.
11. Use logical reasoning skills, scientific problem-solving skills and utilize technology to conduct scientific investigation.
12. Demonstrate 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, literature, and language.
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 individ-
20. Demonstrate a knowledge of the major theories and findings re-
garding human behavior and social institutions.
21. Analyze and describe human behavior from diverse psychologi-
cal, 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)
COM 200. Introduction to Speech Communication (3 hours)

Humanities/Fine Arts (6 hours)

HUM 103. The Humanities: Ancient to Medieval and HUM 104. The Humanities: Renaissance to Twentieth Century OR
HUM 101. Appreciation of the Arts OR
HUM 102. Applied Humanities OR any ensemble, any applied music course by audition, MTT 100, MTT 300, MTT 201, MTT 301 (3 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)

Mathematics (3 hours)

MA 130. Business Mathematics OR equivalent OR

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
HI 403. Music History and Literature: Antiquity to Baroque and HI 404. Music History and Literature: Classical to Twentieth Century (according to major) (6 hours)

The college offers associate, baccalaureate, and graduate education to persons called 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. Graduate Degrees

The college offers the Master of Arts in Christian Studies (MACS). The MACS is a research degree designed to equip pastors, church planting teams, church members, educators, missionaries, and other Christian workers who desire to develop advanced skills in academic research and understanding, knowledge of the literature of the discipline, interpreting and delivering the Christian message, leading churches, and conducting various Christian ministries. The degree requires thirty semester hours of coursework and culminates in the writing of a graduate thesis. Gradu-

Associate Degrees

The college offers three associate degrees with majors in Christian Edu-
cation, Church Music, and Divinity. The 63-66 semester hours required

Departmental Academic Requirements

The following general requirements for graduation must be met before

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 require-

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.

Graduation Requirements by Degree/Major

Each category of general education contains its own specific set of requirements. The student is responsible for having the Registrar verify that all work required for the degree has been completed by the above deadline.

Admission

Applicants are approved for graduation by the faculty.

The following requirements for graduation must be met before the student may receive a degree:

1. Application for graduation shall be filed at the beginning of the fall semester.
2. Completion of academic requirements for the degree as set forth in the catalog; any request for a waiver of a required course must be made to and approved by the Senior Vice President in writing. Satisfaction of all academic requirements with the school for the student who wishes to invest only two years of training in the chosen field.

To qualify for a degree, the student must:

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 es-
3. Write and document research papers using Chicago Style (Tura-
4. Effectively and efficiently obtain, organize, and utilize information in the form of emerging information sources.
5. Utilize databases to find and retrieve information.
6. Identify relevant sources using critical thinking skills.

Technology

1. Search information technology effectively in the areas of online re-
2. Use search engines, electronic databases, presentation graphics, database management, desktop publishing, and e-mail correspondence.

Mathematics

1. Analyze quantitative information, in written and numerical form.
## Undergraduate Academics

<table>
<thead>
<tr>
<th>TOTAL HOURS</th>
<th>122 SEM/HOURS</th>
</tr>
</thead>
</table>

### BCF Biblical/Theological Foundation Outcomes

Upon completion of the Biblical/Theological Foundation, students shall demonstrate foundational knowledge and comprehension:

- **Biblical Area**
  2. The context of Scripture, focusing on the places, cultures, and peoples of the Bible.
  3. The biblical texts as literature in terms of canon, genres, authors, audiences, dates, and occasions.

- **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.

- **Nature and Work of the Local Church**
  8. The nature and work of the local church with a commitment to ministry and leadership.

### Biblical/Theological Foundation

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>30 SEM/HOURS</th>
</tr>
</thead>
</table>
| COMMUNICATION | (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)

### General Education

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>15 SEM/HOURS</td>
</tr>
</tbody>
</table>
| CE 201 and CE 202 (4 hours)
| STM 310: Basic Ministry to Students (3 hours)
| CE 320: Ministry to Children (3 hours)
| CE 330: Ministry to Adults (3 hours)
| CE 301: Ministry of Teaching (3 hours)
| LA 202: Church Staff Relations (3 hours)
| LA 320: Church Business Administration (2 hours)

### General Electives

| 15 SEM/HOURS |

### Associate of Arts

#### In (Christian Education)

- Designed for students who are called into Christian Education ministries but do not desire to complete a four-year degree. This degree provides individuals with foundational tools for practical discipleship, Bible teaching, and leadership.

### Biblical/Theological Foundation

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>18 SEM/HOURS</td>
</tr>
</tbody>
</table>
| MT 202: Advanced Harmony II (3 hours)
| MUS 101: Racial Lab Every Semester
| Enrolled as a Music Major (0 hours)
| Hours in each Church Music or Music Education (4 hours)
| MHN 201 Music Literature (2 hours)

### 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

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>21 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>21 SEM/HOURS</td>
</tr>
</tbody>
</table>
| 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

| 6 SEM/HOURS |

### Associate of Arts

#### In (Music)

- Designed to provide a foundation of studies in music.

### General Education

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>15 SEM/HOURS</th>
</tr>
</thead>
</table>
| 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)
| COM 200: Introduction to Speech Communication (3 hours)

### Music Education

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>33 SEM/HOURS</td>
</tr>
<tr>
<td>APPLIED PRINCIPAL</td>
<td>18 SEM/HOURS</td>
</tr>
</tbody>
</table>
| MUS 101: Basic Conducting (3 hours)
| MUS 102: Intermediate Harmony (3 hours)
| MUS 103: Sight Singing and Ear Training I (1 hour)
| MUS 104: Sight Singing and Ear Training II (1 hour)
| MUS 201: Advanced Harmony I (3 hours)

### Biblical/Theological Foundation

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>18 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>18 SEM/HOURS</td>
</tr>
</tbody>
</table>
| BI 201: Old Testament Backgrounds (2 hours)
| BI 202: New Testament Backgrounds (2 hours)
| BI 212: Biblical Hermeneutics (3 hours)
| CE 301: Principles of Teaching (3 hours)
| HEB 201 and HEB 202 OR WR 201 and WR 202 (6 hours)
| PH 301: Problems in Philosophy (3 hours)
| OT 301: The Doctrine of God (3 hours)
| OT 311: Old Testament Theology (2 hours)
| OT 332: Old Testament Prophecy (2 hours)
| OT 441: Genesis (3 hours)
| OT 445: Deuteronomy (2 hours)
| OT 451: Psalms (2 hours)
| NT 321: The Life of Jesus (3 hours)
| NT 322: The Life of Paul (3 hours)
| NT 331: New Testament Theology (12 hours)
| NT 453: James (2 hours)
| NT 458: Revelation (3 hours)
| OR or NT Electives (6 hours)
| (or an additional six hours of a biblical language)
| BF 490: Biblical Studies Integration (2 hours)

### Business Leadership

#### (Bachelor of Arts)

- Designed to provide graduates with the values and skills necessary to guide the business operations of the church or the marketplace.

### General Education

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>33 SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>18 SEM/HOURS</td>
</tr>
</tbody>
</table>
| BUS 201: Principles of Accounting (3 hours)
| BUS 203: Introduction to Business (3 hours)
| BUS 205: Managerial Accounting (3 hours)
| BUS 301: Accounting I (3 hours)
| BUS 302: Accounting II (3 hours)
| BUS 308: Personal Finance (3 hours)
| BUS 310: Business Finance (3 hours)
| BUS 315: Microeconomics (3 hours)
| BUS 320: Macroeconomics (3 hours)
| BUS 401: Business Law and Ethics (3 hours)
| BUS 405: Business Management (3 hours)
| BUS 410: Business Communication and Marketing (3 hours)
| BUS 415: Not for Profit Business (2 hours)
PSY 101. The Christian Counseling Community (3 hours)

PSY 201. General Psychology (3 hours)

PSY 307. Developmental Psychology (3 hours)

PSY 308. Hypnosis and Psychological Hypothetical (3 hours)

PSY 310. The Psychology of Learning and Teaching (3 hours)

PSY 315. Educational Psychology (3 hours)

PSY 320. Health and Behavior (3 hours)

IT 202. Information Technology Applications (3 hours)

PSY 402. The Art of Counseling (3 hours)

PSY 403. Counseling Theory (3 hours)

PSY 440. Counseling Practicum (4 hours)

PSY 499. Senior Research Project (3 hours)

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

MAJOR ............................................................................................................... 40 SEM/HOURS

BI 212. Biblical Hermeneutics (3 hours)

BI, OT, and NT courses (15 hours)

HI, PHI, and TH Courses (upper-level) (12 hours)

Practical Ministry Courses (CE, ELA, MI, MM, PM, PR, PSY, STA, WS) (10 hours)

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

ENGLISH (Bachelor of Arts)

The major in English is designed to open many avenues of Christian service as well as to provide foundational courses for a graduate degree in English.

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

Specializations within the General Education Foundation

HUM 103. The Humanities: Ancient to Medieval

HUM 104. The Humanities: Renaissance to Twentieth Century

HUM 203. Humanities in Practice (3 hours)

HUM 205. Survey of World LiteratureApplications (1 hour)

HUM 206. Survey of World LiteratureApplications (1 hour)

Additional Requirements: .................................................. 15 SEM/HOURS

COM 202. Communication for the Workplace (3 hours)

ENG 222. Survey of American Literature (3 hours)

ENG 223. Survey of English Literature (3 hours)

Any foreign language or approved courses (6 hours)

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

MAJOR............................................................................................................... 36 SEM/HOURS

Select 36 hours of English (ENG) courses:

ENG 222. Survey of Christian Literature (3 hours)

ENG 305. Poetry: Theory and Practice (3 hours)

ENG 306. Colonial American Literature (3 hours)

ENG 310. American Prose Writers:

World War I – Present (3 hours)

ENG 315. Creative Fiction (3 hours)

ENG 320. Advanced Grammar (3 hours)

ENG 323. British and American Literature: 1800-1900 (3 hours)

ENG 335. African American Literature (3 hours)

ENG 405. History of the English Language (3 hours)

ENG 410. Advanced Composition: Theory and Practice (3 hours)

ENG 415. Shakespeare I: Histories and Comedies (3 hours)

ENG 416. Shakespeare II: Tragedies and Romances (3 hours)

ENG 420. Nineteenth-century British Novels (3 hours)

ENG 421. British Romantic Literature (3 hours)

ENG 423. Twentieth Century British Literature (3 hours)

ENG 425. Studies in the Short Story (3 hours)

ENG 426. Creative Nonfiction: Writing About Spiritual Experience (3 hours)

ELECTIVES .................................................................................................. 18 SEM/HOURS

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

Note: Those students who fail to take and pass the computer proficiency examination (p. 24) must take IT 101.

ENGLISH SECONDARY EDUCATION (Bachelor of Arts)

The major in Secondary Education is designed to prepare a person to teach in a specialization (English) in grades 6-12 (middle and/or senior high school) in public or private school fields. For professional certification, students should consult BCF's Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION FOUNDATION .......................................................... 33 SEM/HOURS

Specializations within the General Education Foundation

HUM 103. The Humanities: Ancient to Medieval

HUM 104. The Humanities: Renaissance to Twentieth Century

HUM 203. Humanities in Practice (3 hours)

HUM 205. Survey of World LiteratureApplications (1 hour)

HUM 206. Survey of World LiteratureApplications (1 hour)

Additional Requirements: .................................................. 15 SEM/HOURS

COM 202. Communication for the Workplace (3 hours)

ENG 222. Survey of American Literature (3 hours)

ENG 223. Survey of English Literature (3 hours)

Any foreign language or approved courses (6 hours)

HISTORY AND SOCIAL STUDIES (Bachelor of Arts)

The History and Social Studies major is designed to provide a foundation for continued study in history at the graduate level. Those who hold this degree and a Florida Teacher's certification may also teach Social Studies in Florida secondary education schools.

GENERAL EDUCATION FOUNDATION .......................................................... 33 SEM/HOURS

Note: Those students who fail to take and pass the computer proficiency examination (p. 24) must take IT 101.
HISTORICAL AND SOCIAL STUDIES FOUNDATION (Bachelor of Arts)

The major in History and Social Studies Secondary Education is designed to prepare a person to teach in a specialization (Social Studies) in grades 6-12 in middle and senior high school in public or private school fields. For professional certification, one should consult BCF’s Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

GENERAL EDUCATION FOUNDATION (Bachelor of Arts)

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
HI 410. History of the Middle East (3 hours)
HI 411. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 203. Physical Science (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION (Bachelor of Arts)

HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
MA 210. History (3 hours)
MA 220. Finite Mathematics (3 hours)
SC 202. Introduction to Earth Science (3 hours)

Additional Requirements: 15 SEM/HOURS

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 203. Physical Science (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION (Bachelor of Arts)

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 202. Introduction to Biological Science (3 hours)

Additional Requirements: 15 SEM/HOURS

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 203. Physical Science (3 hours)

LEADERSHIP AND CHRISTIAN EDUCATION (Bachelor of Arts)

The major in Leadership and Christian Education is designed for any one in leadership roles such as pastors, staff members, denominational ministers and other Christian ministry leaders that may function outside of but in support of the local church. The program of study emphasizes biblical foundations, practical and theoretical ministry skills and leadership theory and skills.

GENERAL EDUCATION FOUNDATION (Bachelor of Arts)

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 203. Physical Science (3 hours)

BIBLICAL/THEOLOGICAL FOUNDATION (Bachelor of Arts)

HUM 101. Appreciation of the Arts (3 hours) AND
HUM 212. Western Civilization: Earliest Times to 1700 (3 hours)
MA 230. College Algebra (2 hours)
SC 203. Physical Science (3 hours)

LEADERSHIP AND CHRISTIAN EDUCATION (Bachelor of Arts)

The major in Leadership and Christian Education is designed for any one in leadership roles such as pastors, staff members, denominational ministers and other Christian ministry leaders that may function outside of but in support of the local church. The program of study emphasizes biblical foundations, practical and theoretical ministry skills and leadership theory and skills.
MINISTRY STUDIES
(Bachelor of Arts)

The Ministry Studies major is designed to equip students for various church-related ministries, other ministry roles, and for seminary or graduate school. The major is designed for the student who needs some flexibility in the required program of study.

GENERAL EDUCATION

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

BIBLICAL/TEOLOGICAL

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

MAJOR

BI 212. Biblical Hermeneutics (3 hours)
BI, OT, and NT Courses (9 hours)
MI 202. Introduction to Missionary Work
MI 205. History of Church Missions
MI 301. Life on the Mission Field (2 hours)
MI 306. Cross-cultural Ministry (2 hours)
MI 311. Church Planting (3 hours)
MI 401. Missions Coordinator in the Local Church
MI 404. World Missions (2 hours)
MI 410. Contemporary Strategies in Missions (3 hours)
EV 302. Leading a Church in Evangelism (2 hours)
MI 301. Christian Doctrine I
MI 302. Christian Doctrine II
MI 403. Apologetics II
MI 304. Christian History (3 hours)
H 405. History of Southern Baptists (3 hours)

Six hours of either of the following:
Teaching:
PR 220. Preparing Expository Sermons (3 hours)
PR 230. Preaching Practicum (3 hours)

Other Majors:
WS 201. Perspectives on Women's Studies and Ministry (2 hours)
WS 301. Ministry Skills for Women (2 hours)

BIBLICAL/TEOLOGICAL

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

MAJOR

MI 321. Florida Church Starting Practicum (6 hours)
MI 322. North American Missions Practicum I (3 hours)
MI 323. North American Missions Practicum II (3 hours)
MI 324. International Missions Practicum I (3 hours)
MI 325. International Missions Practicum II (3 hours)
MI 419. Short-term Missions Internship (1-6 hours)
MI 420. Summer Missions Internship
MI 421. Semester Missions Internship (9 hours)

Missions Electives (5 hours of the following):
Any MI, EV, PM, CE, LA, PHI, PR, PSY, GRK, HEB courses with approval

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

Note: Those students who fail to take and pass the computer proficiency examination (p. 24) must take IT 101.

ELEMENTARY EDUCATION
(Bachelor of Arts)

The major in Elementary Education is designed to prepare an individual for teaching in a kindergarten through sixth grade in the public or private school field.

GENERAL EDUCATION

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

BIBLICAL/TEOLOGICAL

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

MAJOR

Specializations within General Education Foundation
MI 211 and MI 212
IT 202

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

Note: Those students who fail to take and pass the computer proficiency examination (p. 24) must take IT 101.

SPECIAL MUSIC REQUIREMENTS

Applies to the following music degrees

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

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 principals must be enrolled in an instrumental ensemble each semester. Keyboard principals will be given latitude on ensemble selection based on interest. All principals will be given latitude on ensemble selection based on interest. Voice principals must be enrolled in the appropriate ensemble each semester. Keyboard principals will be given latitude on ensemble selection based on interest. Any additional 3 hours in Western Civilization, American History, OR Geography.

BIBLICAL/TEOLOGICAL

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

Major

Professional Education

EDU 200. Field Experiences I (1 hour)
EDU 205. Foundations and Curriculum of Education (3 hours)
EDU 210. Psychology of Teaching and Learning (3 hours)
EDU 3000F. General Methods of Teaching (3 hours)
EDU 3010F. Classroom Management (3 hours)
EDU 3015F. Survey of Special Education (3 hours)
EDU 3020. Measurement and Evaluation (3 hours)
EDU 4090F. Education Internship (10 hours)

Elementary Education
ESD 3701F. Teaching Diverse Populations (3 hours)
ESD 3705F. Theoretical Underpinnings of ESL (3 hours)
ESD 3710F. ESOL Curriculum and Methods (3 hours)
RED 3001F. Children's Literature (3 hours)
RED 3005F. Early and Emergent Literacy K-2 (3 hours)
RED 3006F. Intermediate Literacy 3-6
RED 4005F. Reading and Thinking (3 hours)
RED 4009F. Reading Practicum (2 hours)
EDU 4015F. Teaching Language Arts in Elementary School (3 hours)
EDU 4017F. Math Concepts and Methods for Elementary Teachers (3 hours)
EDU 4020F. Teaching Science, Health, and Physical Education in Elementary School (3 hours)
EDU 4025F. Teaching Social Studies in Elementary and Middle School (3 hours)

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

Note: Those students who fail to take and pass the computer proficiency examination (p. 24) must take IT 101.
Undergraduate Academics

Upper Level Examinations will include the following:
1. Performance in the student's performing area (BA students—20 minutes, BME students—15 minutes, CWM students—10 minutes). Students must bring an original score and a copy for each member of the faculty jury
2. An examination of the historical background, musical analysis, and pedagogical considerations of the Upper Level program.
3. Program notes covering all literature in the Upper Level program.
4. A sight-singing exam.
5. Vocalists will be asked to play a vocal line from their literature.
6. Instrumentalists will be asked to read from literature for their instrument.

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 the junior level must complete the Upper-Level Evaluation during their first semester of study at BCF.

CONTEMPORARY WORSHIP MINISTRY
(Bachelor of Music)

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

GENERAL EDUCATION

FOUNDATION .............................................................. 33 SEM/HOURS
Specializations within General Education Foundation
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MU 202. Technology for Music Ministry (3 hours) OR
MUE 360. Technology for the Music Classroom (3 hours)

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

MUSIC
(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 performance concentration area. These concentrations contain courses that will support the development of performance skills.

GENERAL EDUCATION

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

Specializations within the General Education Foundation
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MC 210. Basic Conducting (3 hours)
MC 310. Advanced Instrumental Conducting and Literature (3 hours)
MC 410. Advanced Instrumental Conducting and Literature (3 hours)

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

MAJOR ............................................................................ 69 SEM/HOURS

Music Core (48 hours)
MH 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)
MT 301. Form and Analysis (2 hours)
MC 210. Basic Conducting (3 hours)
MC 410. Advanced Instrumental Conducting and Literature (3 hours)
MH 303. Vocal Mechanism (3 hours)

Music Core (21 hours)
MT 101. Elementary Harmony (3 hours)
MT 102. Intermediate Harmony (3 hours)
MT 103. Sight Singing Ear Training I (1 hour)
MT 105. Sight Singing Ear Training III (1 hour)
MT 200. Elementary Harmony I (3 hours)
MT 302. Materials and Methods for Music Ministry (2 hours)
MH 303. Vocal Mechanism (3 hours)

Music Electives (6 hours)
MU 101. Recital Lab

Every Semester Enrolled as a Music Major (0 hours)

Performance - Voice Concentration (21 hours)
MU 151. - 450. Applied Voice Principal (8 hours)
MV 101. Italian Diction (1 hour)
MV 102. German Diction (1 hour)
MV 301. French Diction (1 hour)
MV 411. Vocal Pedagogy (2 hours)
MV 412. Vocal Pedagogy Practicum (3 hours)
MV 409. Songwriting for Contemporary Worship (1 hour)
MV 304. Sacred Solo Literature (1 hour)
MV 415. Vocal Performance Workshop (2 hours)
MV 420. Senior Recital Project (0 hours)

Performance - Instrumental Concentration (21 hours)
MU 150-450.K. Applied Principal Instrumental (8 hours)
MP 205. Accompanying/Chamber Music (2 hours)
MP 206. Piano Ensemble (2 hours)
MP 305. Service Playing (2 hours)
MP 306. Piano Ensemble (2 hours)
MV 203K. Applied Music Literature (2 hours)
MP 205. Accompanying/Chamber Music OR
MV 206. Piano Ensemble (to be repeated) (0 hours)
Senior Recital (0 hours)

Performance - Guitar Concentration (21 hours)
MG 101-401. Applied Principal Guitar (8 hours)
MG 203. Fretboard Theory (2 hours)
MG 203G. Applied Music Literature: Guitar (2 hours)
MG 306. Guitar Pedagogy (2 hours)
MG 403. Jazz Guitar (2 hours)

MG 201. Guitar Rhythms (1 hour)
MG 215. Guitar for Contemporary Worship (2 hours)

MG 404. Fretted Instruments (2 hours)
Senior Recital (0 hours)

Performance - Instrumental Concentration (21 hours)
MU 150-450. Applied Principal Instrumental (8 hours)
MUE 353. Teaching Brass and Woodwind Instruments (2 hours)
MUE 354. Teaching Strings and Percussion Instruments (2 hours)
MT 405. Orchestration (2 hours)
MH 303I. Advanced Instrumental Literature (1 hour)
MUS 206. Instrumental Chamber Music (2 hours)
MUS 201. Applied Jazz I (1 hour)
MUS 301. Applied Jazz II (1 hour)
Senior Recital (0 hours)

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

*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. 24) must take IT 101.

BACHELOR OF MUSIC EDUCATION: CHORAL

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

GENERAL EDUCATION
FOUNDATION .............................................................. 33 SEM/HOURS
Specializations within the General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
MV 410. Anatomy and Physiology of the Vocal Mechanism (3 hours)
MUE 360. Technology for the Music Classroom (3 hours)

Additional Requirements .................................................... 15 SEM/HOURS
MA 210. Geometry (3 hours)
MA 220. Finite Mathematics (3 hours)
SCG 202. Earth History (3 hours)
SCG 203. Physical Science (3 hours)
MC 223. OR 224. American History (3 hours)

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

MAJOR ............................................................................ 72 SEM/HOURS
Music Core (72 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 200. Elementary Harmony I (3 hours)
MT 201. Advanced Harmony I (3 hours)
MT 202. Advanced Harmony II (3 hours)
MT 203. Advanced Harmony III (3 hours)
MT 204. Sight Singing/Ear Training IV (1 hour)
MV 200. Applied Instrumental (2 hours)
MV 301. World Music Literature (2 hours)
MC 301. World Music Cultures and Missions (2 hours)
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

Specializations within the General Education Foundation
MA 230. College Algebra (3 hours)
MH 403. Music History
Antiquity through Baroque (3 hours)*
MH 404. Music History
Classical through 20th Century (3 hours)*
ME 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 hours)

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

**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. 24) must take IT 101.

MUSIC HISTORY AND LITERATURE

MH 403. Music History: Antiquity through Baroque (3 hours)*
MH 404. Music History: Classical through 20th Century (3 hours)*
ME 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 hours)

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

**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. 24) must take IT 101.

MINOR IN CHURCH PLANTING
Any 15 hours of:
MI 202. Introduction to Christian Missions (2 hours)
MI 311. Church Planting (3 hours)
MI 321. Contemporary Strategies in Missions (3 hours)
EV 302. Leading a Church in Evangelism (2 hours)
MI 321. Florida Church Starting Practicum (6 hours)
MI 420. Summer Missions Internship (6 hours)
MI 421. Seminars Missions Internship (9 hours)

MINOR IN ENGLISH
15 hours of English courses (not taken in General Education Foundation), with at least six of which are at the 400-level.
ENG 221. Survey of World Literature (3 hours)
ENG 222. Survey of American Literature (3 hours)
ENG 223. Survey of English Language Literature (3 hours)
ENG 224. Survey of Christian Literature (3 hours)
ENG 305. Poetry: Theory and Practice (3 hours)
ENG 310. American Prose Writers: World War I to Present (3 hours)
ENG 315. Creative Fiction (3 hours)
ENG 320. Advanced Grammar (3 hours)
ENG 323. British and American Literature: 1660-1800 (3 hours)
ENG 405. History of the English Language (3 hours)
ENG 410. Advanced Composition: Theory and Practice (3 hours)
ENG 415. Shakespeare 1: Histories and Comedies (3 hours)
ENG 416. Shakespeare 2: Tragedies and Romances (3 hours)
ENG 420. Nineteenth-century British Novels (3 hours)
ENG 425. Studies in the Short Story (3 hours)
ENG 430. Creative Nonfiction: Writing About Spiritual Experiences (3 hours)
EDU 4500. Materials and Methods for Teaching English (6 hours)
EDU 4505. Teaching Reading at the Secondary Level (3 hours)

MINOR IN EVANGELISM/PREACHING
15 Hours of EE and PR courses with at least 6 hours of each
HI 303. English History (3 hours)
HI 305. History of the U.S. (3 hours)
HI 306. History of Civilization (3 hours)
HI 405. History of Southern Baptists (3 hours)
HIST 410. History of the World (3 hours)
HI 415. History of Religion (3 hours)
HIST 430. History of the World (3 hours)

MINOR IN LEADERSHIP
Any 15 hours of EI courses including at least 6 hours of missions practice and/or internships

MINOR IN MISSIONS
Any 15 hours of MI courses including at least 6 hours of missions practice and/or internships

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)

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)
ENG 151. Introduction to College Composition (3 hours)
BF 101. Old Testament Survey (3 hours)
BF 103. New Testament Survey (3 hours)
Any person intending to practice any other regulated profession (Teacher Certification, Department of Education, Tallahassee, Florida) must apply for a certificate, obtain a teaching position, and pass all sections of PRAXIS I or the General Knowledge section of the Florida Teacher Certification Exam (FTCE).

Complete Requirements

The Biblical/Theological Foundation must be completed prior to a student beginning work in his/her major field. The only exception is that BF 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.

COURSING FOR ELIGIBILITY FOR CERTIFICATION IN ELEMENTARY EDUCATION BY FLORIDA DEPARTMENT OF EDUCATION

The following courses 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 Certification Exam (FTCE).

1. Twenty-four hours of Professional Preparation
   - EDU 2010. Psychology of Teaching and Learning
   - EDU 3000F. Generics of Teaching
   - EDU 3710F. ESOL Curriculum and Methods
   - RED 4005F. Supervised Reading Practicum
   - RED 4090F. Internship

2. Thirty-nine hours of Elementary Preparation
   - RED 3005F. Early Childhood Education
   - RED 4010F. Reading Diagnosis and Remediation
   - EDU 4005F. Teaching Language Arts in Elementary School
   - RED 3010F. Children's Literature
   - EDU 4101F. Math Concepts and Methods for Elementary Teachers
   - EDU 4202F. Teaching Science, Health, and Physical Education in Elementary School
   - ESL 301F. Teaching English to Speakers of Other Languages
   - ESL 3710F. Teaching Diverse Populations
   - EDU 3010F. Classroom Management
   - EDU 3020F. Measurement and Evaluation
   - RED 3005F. Intermediate Reading
   - EDU 4025F. Teaching Social Studies in Elementary School
   - EDU 3015F. Survey of Special Education
   - ESL 3070F. Theoretical Underpinnings of ESOL

TOTAL: 63

COURSES NEEDED FOR ELIGIBILITY FOR CERTIFICATION IN MIDDLE SCHOOL SOCIAL STUDIES BY FLORIDA DEPARTMENT OF EDUCATION

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

SOCIAL STUDIES CORE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 201. History of Economic Thought</td>
<td>3</td>
</tr>
<tr>
<td>HI 306. Geography</td>
<td>3</td>
</tr>
<tr>
<td>HI 211. Western Civilization: Earliest Times to 1700 OR HI 212. Western Civilization: 1700 to Present</td>
<td>3</td>
</tr>
<tr>
<td>HI 223. American History: Age of Exploration TO RECONSTRUCTION AND HI 224. American History: Reconstruction to Present</td>
<td>6</td>
</tr>
<tr>
<td>HI 225. United States Government</td>
<td>3</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

EDUCATION CORE

1. Six hours of Foundations and Psychology
   - EDU 2051. Foundations and Curriculum of Education
   - PSY 307. Developmental Psychology OR EDU 2010. Psychology of Teaching and Learning

2. Six hours of General Methods and Curriculum
   - ESL 3710F. ESOL Curriculum and Methods
   - EDU 3000F. General Methods of Teaching

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

4. Twelve hours of Practical Experiences
   - RED 4005F. Supervised Reading Practicum
   - RED 4090F. Internship

TOTAL: 45

Graduate Academics

The Master of Arts in Christian Studies is progressively more advanced in academic content than any of the undergraduate programs offered at The Baptist College of Florida. The graduate major focuses on higher-level learning and research in the field and in the literature of the discipline. Students will be required to take GR 501. Introduction to Graduate Research in their first semester of graduate study. This course will assist them in further developing qualitative and quantitative research techniques, in learning how to conduct research in primary sources, and in upper-level writing skills and techniques. Each successive course will require graduate-level research and writing. Also, in each concentration, Biblical Studies and Christian Ministry, a course is provided that demands reading and research in the literature of the field. Each course of the concentrations continues this emphasis. As students near the end of the major, a Comprehensive Examination will be required that will expect the student to know and understand information, as well as to analyze, synthesize, and evaluate graduate-level information. Finally, the graduate thesis (GR 690. Graduate Thesis) will be a major research project in the chosen concentration and worth six semester-hours of the degree.

MA in Christian Studies Purpose Statement

The Master of Arts in Christian Studies is a research degree designed to equip pastors, church staff members, educators, missionaries, and other Christian workers who desire to develop advanced skills in academic research and understanding, knowledge of the literature of the discipline, interpreting and delivering the Christian message, leading churches, and conducting various Christian ministries.

MA in Christian Studies Outcomes

By the completion of the degree, each student will demonstrate the ability to...

1. Comprehend and evaluate the major issues and significant scholarly literature related to the area of his or her degree concentration.
2. Prepare and deliver papers, sermons, and other assignments that demonstrate graduate-level quality of research, expression, and knowledge of the methods and principles of biblical exegesis of Christian ministry.

GRADING SYSTEM

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

GRADE POINTS PER SEMESTER HOUR

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90-100)</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>Poor, passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F (Below 60)</td>
<td>Failure</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Progress</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal failing</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>Course dropped within the drop period</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Incomplete Grades

Students should meet all course requirements by the time of the semester final examination. Should not that 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 semester. On the morning following the deadline day, all “I” grades will be converted to permanent “F”s.

If the attendance policy has not been violated, a professor may grant an “Incomplete” grade for students who have experienced the following:

1. Absences due to serious health problems, supported by a doctor's confirmation.
2. Temporary military service that resulted in an interrupted semester.

Procedure for application: 1) Acquire a “Request for Incomplete Grade form” from the Registrar or from the college's web site, 2) Complete the form thoroughly, 3) Sign the form and obtain signatures from the pro-
GRADUATION REQUIREMENTS

The program will require thirty hours including a thesis requiring the student to demonstrate mastery of both content and research appropriate to the field of study. In order to graduate, the student will:

1. Complete twenty-four semester hours of graduate-level courses.
2. Successfully complete the comprehensive examination.
3. Successfully defend the thesis before a graduate committee.
4. Clear all financial or other matters that may be pending.
5. Maintain a cumulative grade point average of at least 2.5.

Total Hours - 30 Semester Hours

Application for Graduation

Prospective graduates apply for graduation at the beginning of the semester during which they are scheduled to defend their theses, using official forms supplied in the Registrar’s Office. Applicants are approved for graduation by the faculty.

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). The student is responsible for having the Registrar verify that all work required for the degree has been completed by the above deadline.

M A S T E R  O F  A R T S

(in Christian Studies)

The Master of Arts in Christian Studies is designed as a research degree to equip pastors, church staff members, educators, missionaries, and other Christian workers who desire to develop advanced skills in academic research and understanding, knowledge of the literature of the discipline, interpreting and delivering the Christian message, leading churches, and conducting various Christian ministries. The MA in Christian Studies will require the student to complete thirty semester hours of study organized in the following structure:

CORE REQUIREMENTS ........................................ 9 HOURS
GR 501. Introduction to Graduate Research (3 hours)
GR 680. Comprehensive Examination (0 hours)
GR 690. Graduate Thesis (6 hours)

AREA OF CONCENTRATION .......................... 12 HOURS
Biblical Studies (BS) Concentration OR Christian Ministry (CM) Concentration

ELECTIVES ...................................................... 9 HOURS

TOTAL .............................. 30 HOURS

Undergraduate 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 location, to identify the campus where the course is offered (e.g., F, Central Florida; G, Graceville; J, Jacksonville; N, Online; O, Orlando; P, Pensacola; Y, Panama City; and C, Connection courses that connect several locations), and finally by section number, when more than one offering of the course occurs (e.g., 1, 2, 3).

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 G, BF 101 J, etc.
- Four sections of a Biblical Foundation, sophomore level course offered online would be designated, BF 101 N. A Biblical Introduction, sophomore level course, offered in Orlando, would be designated: BF 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 Registrar's Office or academic divisions. Many divisions offer four year course rotations that can be found on the college's website.

Prerequisites

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

Undergraduate Courses

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
- BUS: Business Leadership
- CE: Christian Education
- COM: Communication
- EDU: Education
- ENG: English
- ESL: English as Second Language
- EV: Evangelism
- GRK: Greek
- HEB: Hebrew
- HI: History
- HUM: Humanities
- IT: Information Technology
- LA: Leadership
- MA: Mathematics
- MG: Music: Guitar
- MI: Music: Instrumental
- MUE: Music: Conducting
- ME: Music: Ensemble
- MH: Music: History and Literature
- MP: Music: Piano
- MT: Music: Theory
- MU: Music: Church
- MUS: Music: Technology
- MV: Music: Voice
- NT: New Testament
- OT: Old Testament
- PM: Pastoral Ministry
- PH: Philosophy
- POR: Portuguese
- PR: Preaching
- PSY: Psychology and Counseling
- RED: Reading
- SCI: Science
- SL: Sign Language
- SOC: Sociology
- SPN: Spanish
- SF: Spiritual Formation
- STA: Statistics
- STM: Student Ministry
- SM: Supervised Ministries
- TH: Theology
- WS: Women's Studies
BUS 201. PRINCIPLES OF ACCOUNTING. An introduction to the principles and practices of financial accounting. Included in the course are basic accounting processes required to make informed decisions based on financial statement information. Three semester hours credit.

BUS 202. INTRODUCTION TO BUSINESS. A study of contemporary business enterprises and market systems characterized by private ownership and distribution of goods and services. The course includes an overview of business processes, marketing, finance and strategy and their roles in the free market system with an emphasis upon biblical business principles. Three semester hours credit.

BUS 203. ACCOUNTING I. A study of accounting standards, conceptual framework, comprehensive development of the accounting process, financial statement preparation, and time value of money. Application of accounting theory and techniques as they relate to assets, liabilities, and owner’s equity, revenues, expenses and analytical process. Prerequisite: BUS 201. Three semester hours credit.

BUS 204. ACCOUNTING II. A continuation of BUS 203 with emphasis on the geographical, historical, and social structure and political conditions that constitute the natural framework of the New Testament story, the matrix out of which the Christian movement was born. Two semester hours credit.

BUS 205. MANAGERIAL ACCOUNTING. A study of the process used by management to plan, evaluate and control within an enterprise and to assess appropriate use and accountability for its resources. The course will focus on cost-benefit analysis, capital budgeting, buy or lease analysis, annual budgeting and strategic planning. Three semester hours credit.

BUS 206. BUSINESS LEADERSHIP. A study of management, administrative, and training methods, and techniques of how to meet those needs. Philosophies and of methods and procedures for administering an effective program of church recreation. Two semester hours credit.
EDU 3005F. 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 Teacher Education Division Chair. Three semester hours credit.

EDU 3010F. CLASSROOM MANAGEMENT. A study of techniques 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 Teacher Education Division Chair. Three semester hours credit.

EDU 3015F. 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 Teacher Education Division Chair. Three semester hours credit.

EDU 3020. MEASUREMENT AND EVALUATION. A study of classroom assessments. The course examines the origins and development of relevant research in measurement and educational evaluation, interpreting, applying, and communicating results of performance and objective assessments that drive classroom instruction. Teaching evaluation principles will be studied and designed. Standardized assessment tools will be examined. Prerequisites: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

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

EDU 4010F. 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 mathematics. Three semester hours credit.

EDU 4020F. 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 4025F. TEACHING SOCIAL STUDIES IN ELEMENTARY AND MIDDLE SCHOOL. A study and practice of instructional approaches and selection of materials to teach social studies in grades 1-8. The integration of related subjects will be examined. Prerequisites: Admission to the Teacher Education Program. Three semester hours credit.

EDU 4090F. EDUCATION INTERNSHIP. A teacher education field experience for education students. The course will consist of teaching experiences supervised by one or more selected cooperating teachers in the area of the student's major. Additional supervision will be provided by one or more selected cooperating teachers. A ten-dollar fee will be assessed to each field experience course. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, permission of the Teacher Education Division Chair. Three semester hours credit.

RED 3001F. CHILDREN'S LITERATURE. An investigation and exposure to the genres, authors and books written for children for instructional, informational, and recreational purposes. Emphasis will be placed on upon teaching the skills of listening, speaking, reading and writing, ESL/ELP in the content areas, curriculum development, and major methodologies and current trends in ESL/ELP teaching and assessment. Field experience required. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

RED 3010F. EARLY AND EMERGENT LITERACY K-2. A study of the developing reading skills and concepts. The course will consist of early literacy development and the coordinate development of oral and written language from birth through grade two, providing practice in the selection and use of materials and methods related to teaching reading in the early grades. Connections will be made among all aspects of reading, listening, writing, speaking, viewing, visual representing, and thinking. Fifteen hours of field experience is required within the course. A ten-dollar supply fee will be assessed to each field experience course. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

2012-2013 COLLEGE CATALOG
ENG 152. INTERMEDIATE COLLEGE COMPOSITION.
A continuation of ENG 151. Thematic writing is expanded to include expository essays (e.g., narrative, 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, and modern English literature. This study will aid the student in discovering the characteristics and illustrative value of great literature. Prerequisite: ENG 152 and 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 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 ministerial students. Prerequisite: ENG 152 and Sophomore standing. Three semester hours credit.

ENG 300. THE MINISTER IN LITERATURE.
A study of major literary works 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 305. POETRY: THEORY AND PRACTICE.
A study of the practice of poetry, using selected works of British and American poets. Prerequisite: two 200-level English course and Sophomore standing. Three semester hours credit.

ENG 308. COLONIAL AMERICAN LITERATURE.
An exploration of the fiction, non-fiction, and poetry of America from its beginnings as a colony to the beginning of the early republic (c. 1600-1800). List of works may vary with each offering. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 310. AMERICAN PROSE WRITERS: WORLD WAR I-PRESENT.
A study of major American prose writers representing various literary application from World War I to the present. List of works may vary with each offering. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 315. CREATIVE FICTION.
A study of techniques and practice of fictional structure. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 320. ADVANCED GRAMMAR.
A course refining skills in grammar, mechanics, sentence structure, and paragraph construction. Prerequisites: completion of one 200-level English and Sophomore standing. Three semester hours credit.

ENG 325. BRITISH AND AMERICAN LITERATURE: 1660-1800.
An exploration of two major periods: Restoration and 18th century British literature alongside developing American literature. List of works may vary with each offering. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 330. NINETEENTH-CENTURY AMERICAN LITERATURE.
An exploration of the major dramatic, prose, and poetic works of American literature during the nineteenth century (1800-1890). List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 335. AFRICAN AMERICAN LITERATURE.
A study of major African American writers from the American colonial period to the present day. List of works may vary with each offering. Prerequisites: completion of one 200-level English course and Sophomore standing. Three 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 material, letters, business letters, church reports, and public publications. Prerequisite: ENG 152. Two semester hours credit.

ENG 405. HISTORY OF THE ENGLISH LANGUAGE.
A survey of selected Anglo-Saxon, medieval and early renaissance works central to the linguistic development of modern British and American English language and speech. Focusing major works dating from A.D. 450 (Old English) through 1589 ("Early Modern" English), course readings may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 410. ADVANCED COMPOSITION: THEORY AND PRACTICE.
Advanced studies in composition with emphasis upon the theory and the practice of personal evangelism. Various approaches and methodologies are utilized for personal preparation 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.

ENG 415. SHAKESPEARE: SHAKESPEAREI: TRAGEDIES AND COMEDIES.
A study of comedy and history plays, with attention to the themes of the plays. List of plays may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 416. SHAKESPEAREII: TRAGEDIES AND ROMANCES.
A study of Shakespeare's major tragedies and romances. List of plays may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 420. NINETEENTH-CENTURY BRITISH NOVELS.
A study of representative novels by British writers of the Romantic and the Victorian eras. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 421. BRITISH ROMANTIC LITERATURE.
A study of representative fiction, poetry, and essays by British writers during the Romantic Period (1798–1837). List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 423. TWENTIETH-CENTURY BRITISH LITERATURE.
A study of modern and twenty-first century British writers representing various literary applications from 1900 to the present. List of works may vary with each offering. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 425. STUDIES IN THE SHORT STORY.
A critical and interpretative study of short fiction. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.

ENG 430. CREATIVE NONFICTION.
WRITING ABOUT SPIRITUAL EXPERIENCE.
Advanced techniques of expository and persuasive writing for specific audiences spiritually reached by formats such as books, articles, features, columns/editorials, social commentaries, or creative essays. Prerequisites: completion of one 200-level English course and Sophomore standing. Three semester hours credit.

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 preparation 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 as a strategy for evangelism through the local church is developed. Prerequisites: Sophomore standing. Two semester hours credit.

EV 303. EVANGELISM.
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 of the evangelist both in the pulpit 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.

EVANGLISM
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.
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. Personal witnessing activity will be a part of the course. Prerequisites: EV 201 and Sophomore standing. Two semester hours credit.

EV 310-318. EVANGELIZING THE BELIEVERS OF NON-EVANGELICAL RELIGIOUS GROUPS.
Courses in personal evangelism to assist Christian leaders in witnessing to adherents of specific non-evangelical groups. The course will focus on the characteristics, leaders, and theology of the specified 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 310. Evangelizing Catholics
EV 311. Evangelizing Muslims
EV 312. Evangelizing Hindus
EV 313. Evangelizing Buddhists
EV 314. Evangelizing Jews
EV 315. Evangelizing Animists
EV 316. Evangelizing Mormons
EV 317. Evangelizing Jehovah’s Witnesses
EV 318. Evangelizing Secular Humanists

EV 320. HISTORY OF ECONOMIC THOUGHT.
Examination of the intellectual history of economics. The ideas of economists (including Smith, Ricardo, Marx, Keynes, Schumpeter and Knight) are analyzed and compared. Three semester hours credit.

EV 321. WESTERN CIVILIZATION: EARLIEST TIMES TO 1700.
A survey intended to give perspective on the development of political, economic, religious, and cultural institutions and ideas. These are related historically from the earliest beginnings to the close of the 17th century. Three semester hours credit.

EV 322. AMERICAN HISTORY: AGE OF EXPLORATION TO RECONSTRUCTION.
A survey of the development of the United States from the colonial period through Reconstruction. Three semester hours credit.

EV 323. AMERICAN HISTORY: RECONSTRUCTION TO PRESENT.
A survey of the development of American political, economic, and cultural institutions and ideas since the end of Reconstruction. Three semester hours credit.

EV 324. UNITED STATES GOVERNMENT.
An introductory course in the political processes within the United States. Three semester hours credit.

EV 325. HISTORY OF AMERICAN SOCIAL DEVELOPMENT.
An interdisciplinary survey of American society, its family, and government. Three semester hours credit.

EV 326. TWENTIETH CENTURY AMERICAN HISTORY.
A survey of the cultural, economic, and social history of the United States from 1900 to the end of the twentieth century. Each topic is studied within its political framework. Prerequisites: HI 221, HI 224, or Sophomore standing. Three semester hours credit.

HISTORY

HI 201. ELEMENTARY HEBREW I.
An introduction to the Hebrew language with a view to understanding the Old Testament. Basic grammar and vocabulary building are emphasized, along with some translation of the Hebrew Old Testament. Prerequisites: Completion of Biblical/Theological Foundation and BI 212. Three semester hours credit.

HI 202. ELEMENTARY HEBREW II.
A continuation of HEB 201. Additional attention is given to basic grammar and vocabulary building but with increased emphasis upon translation of the Hebrew Old Testament. Prerequisite: HEB 201. Three semester hours credit.

HI 211. HISTORY OF ECONOMIC THOUGHT.
Examination of the intellectual history of economics. The ideas of economists (including Smith, Ricardo, Marx, Keynes, Schumpeter and Knight) are analyzed and compared. Three semester hours credit.

HI 212. WESTERN CIVILIZATION: 1700 TO PRESENT.
A survey of the development of western civilization from 1700 to the present. Emphasis is given to the evolution of modern civilization with its present-day problems and conditions. Three semester hours credit.

HI 223. AMERICAN HISTORY: AGE OF EXPLORATION TO RECONSTRUCTION.
A survey of the development of the United States from the colonial period through Reconstruction. Three semester hours credit.

HI 224. AMERICAN HISTORY: RECONSTRUCTION TO PRESENT.
A survey of the development of American economic, political, and cultural institutions and ideas since the end of Reconstruction. Three semester hours credit.

HI 225. UNITED STATES GOVERNMENT.
An introductory course in the political processes within the United States. Three semester hours credit.

HI 226. HISTORY OF AMERICAN SOCIAL DEVELOPMENT.
An interdisciplinary survey of American society, its family, and government. 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 end of the twentieth century. Each topic is studied within its political framework. Prerequisites: HI 221, HI 224, or Sophomore standing. Three semester hours credit.

HUMANITIES

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 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.

APPLIED HUMANITIES.
An introduction to creative and artistic disciplines used in church and society. The course will include an introduction to theatrical arts, an introduction to music appreciation, and an introduction to visual communication arts. Three semester hours credit.

HUM 102.

HUM 103. THE HUMANITIES: ANCIENT TO MEDIEVAL.
An introduction to the art, architecture, music, and literature of the renaissance, baroque, neoclassical, and modern heritage. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

HUM 104.

HUM 105. SPECIAL STUDY IN HUMANITIES.
A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

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 202. INFORMATION TECHNOLOGY APPLICATIONS.
A course designed to give students a wide range of skills in the proper utilization of microcomputer applications. 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 310N. INTRODUCTION TO ONLINE LEARNING.
A course designed to orient the student to the basics of the Jenzabar learning management system and to online courses. The student will participate with the professor on practice courses in relation to participation in online study. To be completed in the first week of the semester, the course is required for students enrolling in an online course for the first time and must be completed within the first week of courses prior to the drop/add deadline date for the semester. This course may not be taken for general elective credit. One semester hour credit.
LA 200.  THE MINISTRY OF LEADERSHIP. A study of the nature of Christian leadership in the local church. The course introduces students 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 spiritual leaders, as well as the principles and skills of leadership. 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 210.  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 230.  OUTDOOR LEADERSHIP AND DISCIPLESHIP SCHOOL. An outdoor leadership program. The OLD school outdoor leadership program is offered in partnership with Snowbird Wilderness Outfitters of Andrews, NC. The program offers students the opportunity to gain leadership and outdoor recreation skills and certifications on the field. The student will also study a variety of intensive and relevant biblical and theological issues as they apply in further academic pursuits and vocational settings. The course is offered completely through the staff leadership of Snowbird with consultation from a BCF campus supervising minister. This course offers an on-campus director and an appropriate field supervisor under the commission of the appropriate field supervisor. The emphasis of this internship will be practical experience through supervised, on-site ministry work. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to begin the field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internships in positions where they are currently employed unless approved by the program coordinator. Prerequisite: Junior standing. Three semester hours credit.

LA 240.  THE MINISTRY OF LEADERSHIP: TIMOTHY/BARNABAS PASTORS SCHOOL. A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participation in the seminar/school led by prominent, dynamic leaders in Baptist systems. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 300.  THE MINISTRY OF LEADERSHIP: FBC JACKSONVILLE PASTORS CONFERENCE. A study of various elements of church growth and development. This course provides first-hand study of a variety of ministry topics related to church opinion 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 $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 301.  CHURCH GROWTH AND DEVELOPMENT: PBC JAXSONVILLE PASTORS CONFERENCE. The 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 opinion 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 $200.00 to cover cost of lodging and meals. 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 304.  VISUAL LEADERSHIP. A study introducing the discipline of visionary leadership. The course will investigate the importance of vision, various persons of visionary leadership and by field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internships in positions where they are currently employed unless approved by the program coordinator. Prerequisite: Junior standing. Three semester hours credit.

LA 310.  CHURCH GROWTH AND DEVELOPMENT: PBC JAXSONVILLE 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 opinion 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 $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 311.  CHURCH GROWTH AND DEVELOPMENT: TIMOTHY/BARNABAS PASTORS SCHOOL. A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participation in the seminar/school led by prominent, dynamic leaders in Baptist systems. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 312.  COACHING MINISTRIES: TIMOTHY/BARNABAS PASTORS SCHOOL. A seminar of church leadership and development. Students study the various aspects of church leadership, leadership development and participation in the seminar/school led by prominent, dynamic leaders in Baptist systems. Because enrollment is limited, graduating seniors will be given priority status. This course includes a lab/travel fee of $200.00 to cover cost of lodging and meals. Two semester hours credit.

LA 313.  LEADERSHIP minicourse. A study of contemporary leadership issues. 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 $200.00 to cover lodging and meals. Required for Leadership majors. Prerequisite: Senior standing. Two semester hours credit.

LA 320.  CHURCH 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 principles, and systems alignment. Prerequisite: Sophomore standing. Two semester hours credit.

LA 370.  OUTDOOR LEADERSHIP AND DISCIPLESHIP SCHOOL. An outdoor leadership program. The OLD school outdoor leadership program is offered in partnership with Snowbird Wilderness Outfitters of Andrews, NC. The program offers students the opportunity to gain leadership and outdoor recreation skills and certifications on the field. The student will also study a variety of intensive and relevant biblical and theological issues as they apply in further academic pursuits and vocational settings. The course is offered completely through the staff leadership of Snowbird with consultation from a BCF campus supervising minister. Current enrollment through BCF is required to receive academic credit for this program of study. Costs for the program include SWO costs plus BCF tuition and fees.

LA 401.  LEADERSHIP INTERNSHIP. An internship directed by the college providing on-site Leadership ministry experience. The student is required to secure a cooperative or special placement 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 appropriate field supervisor. The emphasis of this internship will be practical experience through supervised, on-site ministry work. The student will meet with the LA/CE program coordinator for the purpose of evaluating the readiness of the student to begin the field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internships in positions where they are currently employed unless approved by the program coordinator. Prerequisite: Junior standing. Three semester hours credit.

LA 450.  LEADERSHIP minicourse. 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 $200.00 to cover lodging and meals. Required for Leadership majors. Prerequisite: Senior standing. Two semester hours credit.

MA 110.  PRE ALGEBRA. A mathematics course that will introduce students to fundamentals of mathematics including operations on whole numbers, fractions, and decimals as well as a study of percent, real numbers, variables, and an introduction to equations. 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 numbers, the real number line, ratios, proportions, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. This course does not meet the general education requirements for any degree. Three semester hours credit.

MA 121.  ALGEBRA PREPARATION COURSE. A review of basic mathematical operations. Topics include basic operations on numbers, the real number line, ratios, proportions, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. This course does not meet the general education requirements for any degree. Three semester hours credit.

MA 201.  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 220.  GENERAL BUSINESS MATHEMATICS. A basic business mathematics 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 230.  COLLEGE ALGEBRA. A basic college algebra course. Topics include a review of basic algebra topics, an introduction to algebraic expressions, equations, inequalities, functions, graphs, systems of equations and problem solving, exponents and radicals, 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.

MA 231.  TEACHER CERTIFICATION MATHEMATICS PREPARATION COURSE. A review of mathematics subjects designed to prepare students to pass the mathematics section of the Florida Teacher Certification Exam (FTCE). This course is required for all students who are preparing to take the General Knowledge section of the FTCE and who have below a 3.0 on their college level mathematics coursework. It is open to all students who wish to review prior to taking the General Knowledge section of the FTCE. This course is a repeatable course. One semester hour credit. Pass/fail.

MA 300.  INTRODUCTION TO DATA MINING. An introductory study of the theory and practice of data mining for the local church. Foundational, theoretical, and practical aspects of data mining will be covered. Prerequisites: IT 202, equivalent, or permission. Two semester hours credit.

MA 302.  VISUAL MEDIA. A study of visual media in the church. Topics include recording and production of video projects related to church
MINO 202. INTRODUCTION TO 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.

MINO 205. HISTORY OF CHRISTIAN MISSIONS.
A study of the principles of planting new churches. Focused primarily on planting churches in North America, the course will survey biblical materials pertaining to church planting, but the emphasis will be on practical application. Students will learn about various approaches to church planting and the resources available. Prerequisite: Sophomore standing. Three semester hours credit.

MINO 311. MISSIONS COORDINATION IN THE LOCAL CHURCH.
A comprehensive treatment of missions coordination within the local church context. Topics include mission education, special promotions and offerings, mission mobilization, and an on-site missions project. Prerequisites: Junior standing. Seven semester hours credit.

MINO 401. MISSIONS COORDINATION IN THE LOCAL CHURCH.
A comprehensive treatment of missions coordination within the local church context. Topics include mission education, special promotions and offerings, mission mobilization, and an on-site missions project. Prerequisites: Junior standing. Three semester hours credit.

MINO 404. WORLD RELIGIONS.
A study of the major non-Christian religions of the world. The primary focus is upon those religions organized 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.

MINO 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 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. One to six semester hours credit.

MINO 421. SEMESTER MISSIONS INTERNSHIP.
A semester 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 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.

MINO 422/323. NORTH AMERICAN MISSIONS PRACTICUM I and II.
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, Southern Baptist church partners, or other approved missionaries or agencies. The methodology will include supervised research on the culture, history, and contemporary applications of missions, of the proposed mission field and an on-site missions project. Prerequisites: Sophomore standing. Three semester hours credit.

MINO 449. SHORT-TERM MISSIONS INTERNSHIP.
A short-term missions internship directed by the college providing on-site missions experience. Three semester hours credit.

MINO 450. AMERICAN CULTS AND SECTARIAN GROUPS.
A study of the major American cults and sectarian groups. The primary focus is upon those religious organizations or/and based in the United States. The origin, history, characteristics, leaders, theology, and evangelization of each group are considered. Prerequisites: Sophomore standing. Six semester hours credit.

MUSIC: APPLIED

MUS 201. RECITAL LAB.
A hearing experience aimed at exposing the student to a wide variety of musical styles and genres for many different performing media. Music majors must attend at least 80% of all music division recitals, concerts, etc. Required of all music majors every semester enrolled. Zero semester hours credit.

MUS 150-450, 150V-450V, 150V-450V-APPLIED MUSIC (1-3 HOURS).
Individual applied lessons for students who have been admitted to a music major or minor program or who receive approval of the music division chair. Each private applied lesson requires a jury examination or juried recital performance. 150V, 250V, 350V, 450V-brass, woodwind, strings, percussion, guitar, 150V, 250V, 350, 450K-piano, organ 150V, 250V, 350V, 450V-voice

MUS 201L. APPLIED INSTRUMENTAL JAZZ I.
An introduction to jazz studies and improvisation on an applied instrument. One semester hour credit.

MUS 206L. INSTRUMENTAL CHAMBER MUSIC.
A survey of instrumental chamber music literature. Class time will be spent studying several standard chamber music works throughout history. Students will also become familiar with chamber music works, which include their principal instrument. Prerequisite: MUS 201. Two semester hours credit.

MUS 301L. APPLIED INSTRUMENTAL JAZZ II.
An advanced continuation of applied jazz studies. Prerequisite: MUS 206L.

MUS 306L. INSTRUMENTAL PEDAGOGY.
A study and evaluation of applied instrumental music teaching techniques for the prospective teacher. The student is given supervised experiences in teaching a specific instrument supplemented by demonstration and discussion in class. Prerequisite: MUS 250. One semester hour credit.
MC 210. BASIC CONDUCTING.
A study of basic conducting techniques and their application to congregational and choral singing and simple instrumental works. Three semester hours credit.

MC 310. ADVANCED CHORAL CONDUCTING AND LITERATURE.
A continuation of MC 210 with emphasis on more advanced conducting techniques and their application to choral literature. One semester credit includes a survey of choral literature. Prerequisite: MC 210. Three semester hours credit.

MC 410. ADVANCED INSTRUMENTAL CONDUCTING AND LITERATURE.
A continuation of MC 210 with emphasis on more advanced conducting techniques, their application to instrumental literature, and advanced problems in instrumental conducting. Course content includes a study of instrumental literature and other specific instrumental concerns. Prerequisite: MC 210. Three semester hours credit.

MUSIC: EDUCATION

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 211. TECHNICAL BRASS AND WOODWIND INSTRUMENTS.
A study of 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 of brass and woodwind technique. This course will include performance fundamentals on at least three brass instruments and three woodwind instruments, and methods and methods for their instruction. Prerequisite: MUE 211. Two semester hours credit.

MUE 354. TEACHING STRING AND PERCUSSION INSTRUMENTS.
Preparation for 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.

MUT 303. SEQUENCING AND RECORDING.
A study of the processes of sequencing and live recording. Applications will include sequencing for use as accompaniments and recording, mixing, and mastering various vocal and instrumental combinations. Prerequisites: MUS 202, MUE 360, IT 302, or permission from instructor. 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: MUS 202, MUE 360, IT 201, 202, or permission from instructor. Three semester hours credit.

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

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. All other courses in the Media Ministry component. Seven semester hours credit.

MUSIC: ENSEMBLE

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

ME 205. 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 handbell ensembles. Open to all students by audition. One semester hour credit.

ME 209. ORCHESTRA.
Ensemble of orchestra instruments. The ensemble is designed to provide training in orchestral performance, music reading, and school handbell ensembles. Open to all students by audition. One semester hour credit.

ME 303. CHOIR..
A male choir ensemble. The ensemble is intended for male students. Open by audition only, this ensemble travels extensively. One semester hour credit.

ME 307. 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 311. 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 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: MUS 263G. Two semester hours credit.

ME 404. JAZZ BAND.
An ensemble of instrumentalists. This course is designed to provide experiences in jazz literature appropriate for church, school, and public performances. One semester hour credit.

ME 314. GUITAR ENSEMBLE.
An ensemble comprised of guitarists. 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: TECHNOLOGY

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 licks 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 music of popular culture and in world music. Rhythms will be applied to arrangements of worship songs and hymns. One semester hour credit.

MG 215. FRETBOARD THEORY.
An intensive guitar theory class geared specifically for the guitarist with an 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.
MUSIC: HISTOIRE AND LITERATURE

MH 201. MUSIC LITERATURE. A survey of the major musical genres from the Renaissance through the 20th century. Prerequisites: MT 102, MT 104. Two semester hours credit.

MH 203 V, I, G. APPLIED MUSIC LITERATURE. An intensive investigation of literature in the student's principal applied performing area. Two semester hours credit.

MH 302. WORLD MUSIC CULTURES AND MISSIONS. A study of the music of a variety of cultures including South America, Brazil, Indonesia, Africa, Asia, Australia, and the Indian continent. Two semester hours credit.

MH 303L. ADVANCED INSTRUMENTAL LITERATURE. An advanced study of instrumental literature covering significant works of different genres and periods. Prerequisite: MH 203L. One semester hour credit.

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

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

MP 115, 116, 215, 216. CLASS PIANO INSTRUCTION. Group instruction in foundational piano skills. Prerequisite for MP 115: By permission from instructor. One semester hour credit.

MP 205. ACCOMPANYING/CHAMBER MUSIC. The study and performance of vocal and/or instrumental ensemble literature. Prerequisite: Permission from instructor. Two semester hour credit.

MP 206. PIANO ENSEMBLE. The study and performance of literature for two or more pianos. Prerequisite: Permission from instructor. Two semester hour 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 permission from instructor. Two semester hour 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 supplement ed by demonstrations and discussions in class. Prerequisite: MUS 250K or equivalent. Two semester hour 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 compound rhythms. Required of all music majors whose entrance test scores indicate the need to study music fundamentals. 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: By permission from instructor. Three semester hour 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 hour 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 105. 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 102. Three semester hour credit.

MT 201. 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 hour credit.

MT 202. INTRODUCTION TO CHURCH MUSIC: PHILOSOPHY AND ADMINISTRATION. An introduction to the philosophical and administrative issues unique to pre-professional church musicians. Two semester hour credit.

MT 203. TECHNOLOGY FOR MUSIC MINISTRY. A course designed to teach technical skills required for worship. Topics will occasionally lead in chapel worship and in other settings. Two semester hour credit.

MT 300. 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 with a variety of notation and composition programs. Prerequisite: MT 202 or Permission of Professor. 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 hour credit.

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

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

MUSIC: CHURCH

MU 105. THE MINISTRY OF MUSIC. The role of the music ministry in the total program of the church. Emphasis is given to Biblical foundations for church music, administration of the music ministry, music in worship and evangelism, construction requirements for church music, and staff relationships. Two semester hours credit.

MU 201. INTRODUCTION TO CHURCH MUSIC: ADMINISTRATION. Attention is given to organizations, development, and administration of a church-wide program of ministry through music, materials, and personnel for worship, and church staff relations. Prerequisite: Junior standing. Two semester hour credit.

MU 202. MUSIC EDUCATION IN THE CHURCH: YOUTH AND ADULT. The role of the music ministry in the total church program. Attention is given to organizations, development, and administration of a church-wide program of ministry through music, materials, and personnel for worship, and church staff relations. Prerequisite: Junior standing. Two semester hour credit.

MU 203. WORSHIP SONG LITERATURE. 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 hour credit.

MU 204. WORSHIP TEAM LEADERSHIP. A course designed to teach skills in leading a worship team. Topics would include vocal and microphone techniques, platform management, song choices, rehearsal leadership, rhythm section training, service planning, service leadership, and spiritual preparation for team members. The class will occasionally lead in chapel worship and in other settings. Two semester hour credit.

MU 300. FOUNDATIONS FOR WORSHIP. A study of the biblical foundations, historical development, ministerial implications, and cultural considerations concerning worship. Students will be challenged to develop a theology/philosophy of worship that will serve as a set of guiding principles in worship practice. Two semester hours credit.

MU 303. WORSHIP SONG LITERATURE. A study of congregational song literature and practice from Old Testament times to the twenty-first century, including the development of worship song forms such as palms chant, metrical psalms, carols, hymns, gospel songs, and worship choruses. Relationship to church history and study of significant contributors will be included. Two semester hours 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 hour credit.

MU 310. 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 hour credit.

MU 401. USE OF THE ARTS IN WORSHIP. A survey of the use of arts in worship, including drama, dance, sculpture, painting, sign language, and digital media. Students will be challenged to develop a theology of the arts in worship and to utilize art forms as a part of the worship experience. 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 choir and to the effective use of music with children in the total church program. Prerequisite: Junior standing. Two semester hour 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, development, and administration of a church-wide program of ministry through music, materials, and personnel for worship, and church staff relations. Prerequisite: Junior standing. Two semester hour credit.

MU 407. USE OF 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 hour credit.

MU 409. WORSHIP TEAM LEADERSHIP. A course designed to give students experience in writing congregational songs for use in a variety of contemporary worship settings. Students will have experience with a variety of notation and composition programs. Prerequisite: MT 202 or Permission of Professor. One semester hour credit.

MU 414. MATERIALS AND METHODS FOR AGE GROUP MUSIC MINISTRY. Foundations and methods of age group ministry in the church. The course is given to inmates and materials for fully-grown music ministry age three years through senior adults including small and large group vocal, choral, and instrumental ensembles. Two semester hour credit.

FIELD EXPERIENCE COURSE. 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. Prerequisite: Students must have completed at least 15 hours in the concentration. Two semester hour credit.
MU 420. SENIOR RECOLLECT PROJECT. A culminating public performance project demonstrating competence in the student’s chosen principal instrument area and demonstrating the synthesis of skills gained in some area of worship leadership. Projects might include a recital, worship event, a media presentation, or a combination of the above as approved by the division chair. Zero semester hours credit.

MU 421. 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. Three semester hours credit.

MV 415. VOCAL PERFORMANCE WORKSHOP. A practical study and application of performance skills across various vocal genres. The course will include performance experiences including (but not 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. A study of the theology of Paul, the general epistles, and Revelation. Special attention will be given to Christology, ecclesiology, pneumatology, and eschatology. Prerequisite: Junior standing. Two semester hours credit.

NT 441-458. 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 212 strongly advised. Two semester hours credit.

NT 441. Genesis 2

NT 442. Exodus 2

NT 443. Leviticus 2

NT 444. Numbers 2

NT 445. Deuteronomy 2

NT 446. Joshua 2

NT 447. Judges 2

NT 448. Joshua 2

NT 450. Psalms 2

NT 451. Isaiah 2

NT 452. Jeremiah 2

NT 453. Ezekiel 2

NT 454. Daniel 2

NT 455. Hosea to Micah 2

NT 456. Nahum to Malachi 2

PASTORAL MINISTRY

PM 200. MINISTERIAL ETHICS. A study of the ethical image of the minister and the pastoral 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. MARRIAGE 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. Three 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. Three semester hours credit.

PM 300. SPECIAL STUDY IN MINISTRY. A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

PM 330. CORRECTIONAL CHAPLANY. A theoretical and experiential introduction to the field of correctional chaplaincy. Consideration will be given to the important elements of a theology of correctional ministry including the theological, sociological, and ministerial perspectives on the pastoral needs of the inmate offender. Emphasis will be given to exploring critical topics in correctional chaplaincy including its historical roots, prison culture, inmate manipulation, ethics of punishment, re- storative justice, and alternatives in correctional programs. This course will meet and exceed the requirements for volunteers with the Florida Department of Corrections. Two semester hours credit.

PM 335. TEACHING THE BIBLE TO THE INCARCERATED. A course designed for the development of Bible teachers among non-certified correctional staff or volunteers by assisting them in preparing and conducting effective Bible studies resulting in the strengthening of the church behind the walls. Two semester hours 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. The student will be required 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.
Undergraduate Courses

POR 151. INTRODUCTION TO PORTUGUESE. A onesemester 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 field 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 pastoral pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Six semester hours.

PR 220. PREPARING EXPOSITORY DISMERS. A study of advanced homiletical theory and practice. The course focuses on the study of various aspects of advanced homiletical theory and practice in a national preching conference setting. Students participate in con- ference plenary and break-out sessions led by prominent homilists and practitioners. The course has limited enrollment, beginning with graduating seniors. Two semi- ter hours credit.

PSY 201. GENERAL PSYCHOLOGY. A study of human being, personality, and personal adjustment. This course includes a study of perception, learning, motivation, and conscience. Three semester hours credit.

PSY 300. THE CHRISTIAN MARITAL COUNSELOR. A study of the precepts and principles of the biblical-centered Christian marriage. Marital communication, hus- band’s and wife’s roles, sexuality, home finance, and a mar- riage view of love are included. Prerequisite: Sophomore standing. Two semester hours credit.

PSY 302. PSYCHOLOGY OF PARENTING. A study of the psychological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Application to your youth ministry is also emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 303. MENTAL DISORDERS AND THEIR TREATMENTS. A study of the psychological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Application to your youth ministry is also emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 330. MARRIAGE AND FAMILY LIFE EDUCATION. A study of the psychological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Application to your youth ministry is also emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.

PSY 340. THEORIES OF COUNSELING. A study of traditional and contemporary paradigms of psycholo- therapies for individuals, marriages and families. Bible- centered therapy, grief therapies, systems therapies, cogni- tive 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. A study of the psychological, moral, cognitive, and socio-cultural factors in adolescent growth and development. Application to your youth ministry is also emphasized. Prerequisites: PSY 201 and Sophomore standing. Two semester hours credit.
PSY 380. TESTS AND MEASUREMENT. An introductory study of the design and clinical application of psychological tests. 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 220, PSY 370, and Senior standing. Three semester hours credit.

SOC 206. TESL WORKSHOP. 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 well-trained students who will serve as the foundation for effective and lifelong Christian ministry. Two semester hours credit.

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 Mission 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.

SPAN 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.

SPAN 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.

IGN 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 techniques of signing. The course strengthens overall communication skills with the deaf. Prerequisite: SL 101. One semester hour credit.

SOC 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 relations and alternatives, and tools for analyzing and presenting service. A scientific calculator is required. Prerequisites: MA 230 and FT 202 or equivalent or permission of the instructor. Three semester hours credit.

SOCIOLOGY

STM 310. BASIC MINISTRY TO STUDENTS. 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. This is an on-going experience extending leadership to the new church after it has begun. Admission is by invitation. Prerequisite: MI 311. One semester hour credit.

STM 313. STUDENT MINISTRY 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 evangelism and discipleship among today’s youth. The course will explore the effects postmodern culture has upon the beliefs of today’s teenagers and how to minister effectively 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. In the cooperation of the supervising student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating and readiness of the student to engage in field study through the internship. An appropriate number of courses must have been completed by the student prior to approval for internship. Students will not be allowed to do their internship in positions where they are currently employed unless approved by the program coordinator. Three semester hours credit.

STUDENT MINISTRY

THEOLOGY

TH 300. SPECIAL STUDY IN THEOLOGY. A course designed as a special study of a subject not in the regular curriculum of the college but within the usual disciplines of the curriculum. The methodology can include either a classroom experience or independent study. Prerequisites and number of credit hours will vary according to the nature of each course.

CHRISTIAN DOCTRINE I. A study of Christian doctrine from a biblical, historical, and systematic perspective. The course will provide 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 doc-
trines of the person of Christ, the Holy Spirit, salvation, the church, and end-times. Prerequisite: Sopho-
more standing. Three semester hours credit.

TH 305. THE DOCTRINE OF THE GOSPEL.
An analysis of the New Testament doctrine of the atone-
ment. 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 glori-
solatria. Prerequisite: Sophomore standing. Two semester
hours credit.

TH 308. CONTEMPORARY EVANGELICAL THEOLOGY.
Looks at the roots of fundamentalism, neo-orthodoxy, the-
ology of hope, and the three main expressions of liberation
theology. An attempt is made to assess the impact the re-
sulting controversy has had on current denominational
structures. Prerequisite: Sophomore standing. Two semes-
ter 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. Prerequi-
site: Sophomore standing. Two semester hours credit.

TH 301. 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 con-
structing a viable and consistent approach to apologetics.
Prerequisite: Sophomore standing. Two semester hours credit.

TH 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 equip-
ing leaders for such ministry, ongoing administration,
and the planning of special events. Prerequisites: WS 201
and Sophomore standing. Two semester hours credit.

TH 303. THEOLOGICAL PUBLIC SPEECH FOR WOMEN.
A study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
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 contem-
norary issues. Prerequisite: Sophomore standing. Two semester hours credit.

TH 403. APOLOGETICS.
The course covers such topics as the existence of God, the
problem of evil, confirmation of Scripture, the deity/resur-
rection of Jesus, and a critique of Darwinism. Occasionally,
this course will be incorporated into an off-campus con-
ference, in that case, an extra fee will be assessed to cover
conference costs, travel, lodging, and meals. Prerequisite: 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 Confes-
sion of Faith as a reference point, doctoral emphases are studied as they are reflected in the various Southern Bap-
tist confessions of faith, as well as the thought of significant Southern Baptist theologians. The study culminates in an
analysis of contemporary issues. Prerequisite: Junior stand-
ing. Two semester hours credit.

GRADUATE COURSES

GRADUATE RESEARCH

INTRODUCTION TO GRADUATE RESEARCH

A course to develop skills in a variety of research methods includ-
ing qualitative, quantitative, and historical research

GR 501.

A comprehensive examination for graduate-level learning.

GR 680.

Grades are awarded for passing the comprehensive examina-

GR 690.

EXAMINATION

Thesis

GR 501.

A comprehensive assessment of graduate-level learning.

GR 502.

Thesis

GR 503.

A course to develop skills in a variety of research methods includ-
ing qualitative, quantitative, and historical research

GR 504.

A study of various perspectives on the role of women in an

WS 201.

PERSPECTIVES ON WOMEN'S STUDIES AND

MINISTRY

A perspective on women's studies in ministry.

WS 203.

MINISTRY SKILLS FOR WOMEN

A study of basic ministry skills that are unique to women.

WS 301.

DEVELOPING AND LEADING A

WOMEN'S MINISTRY IN A LOCAL CHURCH

A study of developing and leading a women's ministry in a

WS 302.

WOMEN'S MINISTRY IN A LOCAL CHURCH

A study of developing and leading a women's ministry in a

WS 303.

THEOLOGICAL PUBLIC SPEECH FOR WOMEN

A study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
semester hours credit.

BS 400.

ART HISTORY

A survey of the historical geography and the archaeology

BS 401.

OLD TESTAMENT PROPHETS

A thorough study of the Old Testament prophets including

BS 402.

ANALYTICAL HISTORICAL CRITICISM

A thorough study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
semester hours credit.

BS 500.

THE BIBLICAL STUDIES

A thorough study of selected New Testament books or pas-
sages through the application of the skills and principles
necessary for research and interpretation, the employment
of electronic research resources, consideration of pertinent
historical and cultural issues, and consultation with major
literature and commentaries. Attention will be given to
the integration of interpretation and the appropriate process
for preparation of texts for teaching and preach-

BS 502.

ADVANCED NEW TESTAMENT EXEGESIS

A thorough study of New Testament books or passages

BS 503.

THE LITERATURE OF BIBLICAL STUDIES

A study of the historical background and theological distinc-
tives of the sixteenth century Reformed movement.

BS 504.

ANALYTICAL HISTORICAL CRITICISM

A thorough study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
semester hours credit.

BS 505.

ANALYTICAL HISTORICAL CRITICISM

A thorough study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
semester hours credit.

BS 506.

ANALYTICAL HISTORICAL CRITICISM

A thorough study of the development and delivery of public ad-
dresses of a theological nature. The course will cover the
issues of biblical exegesis and interpretation as well as the
topics of the preparation and organization of various theo-
logical speeches. The course will include an in-class practi-
cum. Prerequisites: WS 201 and sophomore standing. Two
semester hours credit.
CM 502. THEOLOGICAL/MINISTRY INTEGRATION.
A seminar designed to lead students in research into the correlation between theological assumptions and premises and ministry praxis. Students will be expected to demonstrate integration of biblical theology into a working ministry philosophy. By the end of the seminar, student will articulate their philosophy of ministry and will develop a ministry model which reflects that design. Three semester hours credit.

CM 504. DISCIPLE-MAKING.
A study of the classical and contemporary literature of the discipline of disciple-making which includes personal discipleship, evangelizing, and discipling of others. The course will lead students to research and read selected texts giving in-depth study to the language variations in the book of Isaiah. Attention will be given to the integration of translation, interpretation, and the appropriate process for preparation of texts for teaching and preaching. Prerequisite: Six hours of elementary Hebrew. Three semester hours credit.

BS 603. INTERMEDIATE NEW TESTAMENT GREEK.
An in-depth application of grammar, syntax, and vocabulary for conducting research in the New Testament. This study will augment the student's grasp of Greek grammar and advance the student's understanding of syntactical features of New Testament Greek. Prerequisite: 6 hours of elementary Greek. Three semester hours credit.

CM 505. CHRISTIAN APOLOGISTICS.
An examination of traditional and contemporary approaches in the field of apologetics in relation to classical and contemporary objections to the Christian faith. Students will identify historically significant as well as more recent issues of apologetic concern and will evaluate which approaches to these problems hold the highest potential for effective ministry implementation. Three semester hours credit.

CM 506. MINISTRY ETHICS.
An advanced research seminar in ethics for pastors and other church leaders. Students will read and evaluate contemporary works in Christian ministry ethics for the purpose of constructing a personal and biblical ethical foundation as well as a system of ethics for general ministry purposes. Emphasis will be placed on recognizing and implementing the impact of an ethical system on sacred, secular and sexual matters. Three semester hours credit.

CM 507. HISTORY OF SOUTHERN BAPTISTS.
A study of the history of Southern Baptists from their roots in English Separatists in the 1600s until the present. Students will study key figures, places and dates in the history of the convention, as well as significant controversies. Students will examine primary sources in the study of the history of Southern Baptists. This course is recommended for students who have not taken HI 405. History of Southern Baptists or its equivalent in their undergraduate preparation. Three semester hours credit.

CM 601. EXPOSITORY PREACHING FROM THE OLD TESTAMENT.
A study of the interpretive principles and homiletical methods for preaching the distinctive literary forms of the Old Testament. Students will focus on the discovery of texts for preaching and the demands of the genre of those texts for effective communication in contemporary congregations. Prerequisite: CM 501. Three semester hours credit.

CM 602. EXPOSITORY PREACHING FROM THE GOSPELS.
A study of the interpretive principles and homiletical methods for preaching the distinctive events of the Synoptic Gospels. Students will focus on the discovery of texts for preaching and the demands of the parables, miracles, and teaching passages of Jesus for effective communication in contemporary congregations. Prerequisite: CM 501. Three semester hours credit.
ADMINISTRATIVE OFFICERS AND STAFF

PRESIDENT
Thomas A. Kinchen ..................................President
Georgia Southern University, B.A.; University of Georgia, M.Ed.; New Orleans Baptist Theological Seminary, M.Div., Ph.D.

ADMINISTRATIVE OFFICERS
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FACULTY

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Larry Brown ..................................Communications Studies
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Todd S. Buck ..................................Biblical Studies (Orlando)
Missouri Baptist College, B.A., Mid-America Baptist Theological Seminary, M.Div., Ph.D.

Peter Chamberlain ..................................Business
Western Michigan University, B.A.; Rollins College, M.B.A.; Walden University, Ph.D.

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Kenric Conway ..................................Biblical Studies (Pensacola)
Biblical Studies (Pensacola)

Aaron Dickinson ..................................Ministry Studies (Orlando)
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John Dubois ..................................Christian Education (Director of Pensacola Site)
University of South Florida, B.S.; Southwestern Baptist Theological Seminary, M.Div., Ph.D.

Jason Dukes ..................................Biblical Studies (Orlando)
Union University, B.A., New Orleans Baptist Theological Seminary, M.A., Liberty Baptist Theological Seminary, M.Div.
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Chet Roden ...............................................................Biblical Studies (Orlando)
The Baptist College of Florida, B.A.; Southeastern Baptist Theological Seminary, M.Div., Ph.D.
Bradley Rushing .............................................................Preaching (Orlando)
University of Memphis, B.S.; Southwestern Baptist Theological Seminary, M.R.E.; Southern Baptist Theological Seminary, M.Div., Th.D.
Matthew Simpson ......................................................Biblical Studies (Orlando)
Stetson University, B.A.; New Orleans Baptist Theological Seminary, M.Div.

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University of Mobile, B.A., New Orleans Baptist Theological Seminary, M.Div., Th.D.

John E. Shaffett ...............................................................................................History
North Carolina State University, B.A., Southeastern Baptist Theological Seminary, M.Div.

Derrick Young ............................................................Christian Education (Jacksonville)
The Baptist College of Florida, B.A., Liberty University, M.A.

CHARLES W. PERRY
President

Glossary

Add/Change Period - A one week period beginning the first day of classes and ending the last day of the first week of the semester, during which a student may add, change or drop courses without academic penalty.

Academic Honors - In recognition of academic achievement each fall and spring semester, BCF publishes two lists of those earning at least twelve semester hours. The Dean's List recognizes those who earn at least a 3.25 GPA, and the President's List recognizes those earning a 4.0 GPA.

Accreditation - Recognition by the Commission on Colleges of the Southern Association of Colleges and Schools that BCF meets the SACS standards of quality in education.

Advanced Standing - status granted transfer students who enter BCF after having earned college credits elsewhere.

Appeal - The right of a student to ask that an BCF employee's supervisor review a decision adversely affecting that student.

Associate Degree - A program of 66 semester hours which supplies a basic foundation in Bible and other disciplines that lead to ministry.

BCM - Baptist Collegiate Ministries

CLEP - College Level Examination Program. A series of 30 subject area examinations administered by the College Entrance Examination Board designed to grant college credit to students who have acquired specialized knowledge through experience or reading.

Code of Conduct - A formal statement of the principles of personal conduct that governs the life of the BCF student body. Violation 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-day 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, ministries and other organizations seeking to fill ministry positions.

Music Jury - A committee of music professors who administer music performance examinations to all students taking private lessons on campus.

NASM - National Association of Schools of Music.

Official Withdrawal - The process initiated in the Office of 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.

Senior - A student who has earned 92-130 semester hours of college credit.

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 credit earned toward graduation. A credit hour is the equivalent of credit earned in a course which meets one hour per week for a semester.

Sophomore - A student who has earned 61-91 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.

EARNIT FACULTY

Dorothy Wamble .............................................Professor Emeritus of Voice
Stetson University, B.A.; New Orleans Baptist Theological Seminary, M.Div.

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