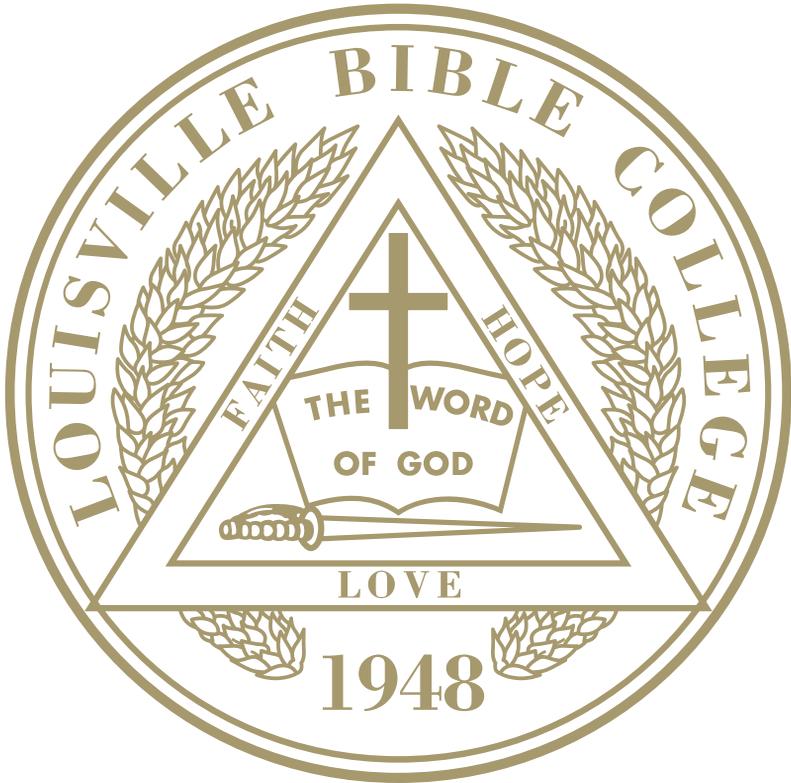


# Louisville Bible College

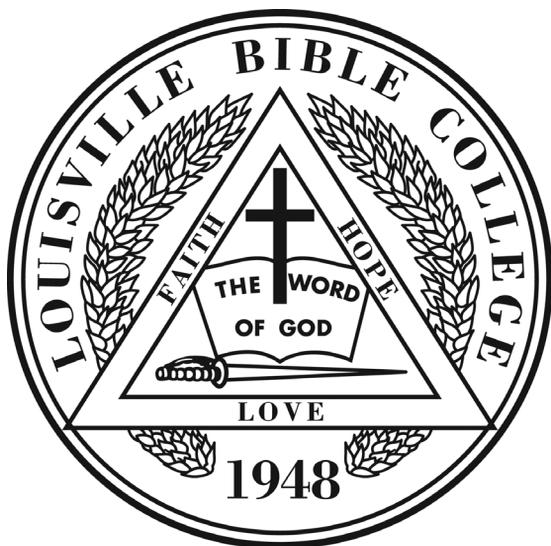


## 70th Anniversary

CATALOG  
2017-2020

“For the love of Christ constraineth us”  
II Corinthians 5:14 (ASV)





### **LOUISVILLE BIBLE COLLEGE**

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# I. INTRODUCTION AND GENERAL INFORMATION

## Presidential Perspective



As a prospective student of Louisville Bible College, you can be proud of a tradition of educating preachers and other Christian workers which has now spanned over seventy years. But more, you can look forward to a bright, exciting future on which LBC has now embarked. You have the opportunity not only to be a part of it but to contribute to it.

Our campus location offers great accessibility. We look forward to continuing growth as a student body. As we grow, our physical plant will have to expand, also. Therefore, a building program was begun in the spring of 1992, to provide a new educational building with classrooms, student lounge, offices, and even housing. This building has been a tremendous blessing. A new building to house our library was constructed in 1999. LifeBridge Christian Church is located next to our campus and they have graciously made the building available to us through the years for graduation, chapel, classes, etc. We plan to add other buildings when possible.

New faculty members continue to join our already quality ones, giving each student even greater opportunity to study under several individuals. These are qualified not only academically (see the faculty listing in this catalog), but also by their vast experience.

Short-term, monthly modules offer great flexibility and variety to LBC students as well as to area church leaders. Weekend and evening classes offer non-traditional students an opportunity to attend Bible College, which they would not otherwise have. On-line classes are being planned for the future.

Even with all of the advancements which are being made, LBC is keeping its tuition affordable so that any student, who is willing to work, may get a quality, Bible College education. Also, several student financial aid programs have been developed.

It is all very exciting! We want you to help us with this adventure, founded on a seventy-year history.

In Christ's service,  
Dr. Tom Mobley  
President



## **Mission Statement**

**Louisville Bible College exists to educate preachers and other Christian workers for Christ's Church.**

## **School Motto**

*"For the love of Christ constraineth us" II Corinthians 5:14*  
(ASV)

## **What We Believe and Teach**

We believe in:

- + the deity of Jesus Christ
- + the full and divine inspiration of the Word of God
- + the infallible, inerrancy of the Word of God
- + the Church as revealed in the New Testament
- + the proclamation of the Word of God

Further, the College expects its faculty, regents, and students to adhere to Christian ideals, a high standard of scholarship, and the New Testament concept of Christian love and brotherhood.

The College will endeavor to educate those who enroll in its classes to cling to the faith and to spread the Gospel so that all who will might be saved. The courses of study are designed solely for the purpose of rendering men and women capable servants of God. To that end, the chief emphasis of the College is on the teaching of the Bible. Related subjects are taught which help increase the efficiency of the individual in the proclamation of the Gospel.

## **Affiliation**

Louisville Bible College is autonomous; however, we share in the fellowship of nondenominational Christian Churches and Churches of Christ (independent). We are committed to the principles of the Restoration Movement. The college is primarily supported by contributions from congregations and concerned individuals.

## **Location**

Louisville Bible College is conveniently located at the southeast corner of the Gene Snyder Freeway (I-265) and Beulah Church Road interchange (Exit 15). This location is in the rapidly growing section of Southeastern Louisville. Its easy accessibility also offers many opportunities and options to students desiring to earn their expenses while in school.

## **Facilities**

The original building for this campus was at 8013 Damascus Road. From 1990-2015, it served many purposes (administration, library, classes, housing). It is no longer a part of our campus. Records Hall, our Administration Classroom building faces the Gene Snyder Freeway (I-265) with parking in the rear. This building houses Omer Hall (named for the late Chancellor & Mrs. Thomas R. Omer), the Robert & Agnes VanZile Rooms, the F. Delbert & June Gray Student Lounge, and apartments for student, faculty, and/or guest housing.

In 1999, the Virgil D. & Mary E. Oetzel Memorial Building was constructed to house the Ira M. Boswell Memorial Library (which includes the Walter W. Steever Restoration Collection). Our former chapel located at 6915 Beulah Church Road is now LifeBridge Christian Church. They continue to make it available to us for various services.

Louisville Bible College was organized in 1948, and opened its first session in September, 1949. Until the Fall of 1990, it operated on South Third Street, with its main building being 1707 South Third Street. It moved to a new campus area at the start of the 1990-1991 school year.

## **Housing**

The College will assist all students in obtaining reasonable cost housing, whether on or off campus. Housing will be handled upon a first-come basis. Students living on-campus are expected to carry a minimum of twelve hours throughout the entire semester.

All students will be required to maintain a high standard of Christian conduct. Students will be expected to have proper regard for facilities furnished and abide by all housing rules (a copy of which they must sign prior to occupancy).

Students will be under the general supervision of the College at all times and will be expected to observe such rules of conduct listed in the Student Handbook and as are consistent with Christian living and ideals.

No board plan will be provided for students, since the College does not maintain a cafeteria. Students are responsible for preparing their own meals in provided kitchens or from nearby food establishments. Cleanliness at all times will be required.

## **Chapel**

Chapel is considered to be a part of a student's regular curriculum and part of the Christian Service requirement. Services are developed to meet students' needs and are intended to truly be an inspirational time. Speakers include visiting ministers, faculty members, missionaries, etc. All students are expected to be in attendance on any night on which they have a class. Students living in College-provided housing are required to attend all chapel services. Students are also expected to attend other special school-sponsored activities.

## **Student Life**

The Administration desires to cooperate with the students in promoting a wholesome and pleasant student life and a cordial relationship between the faculty and the student body. Wise counsel and guidance will always be available to the student needing assistance of any kind.

Students are expected to follow the dress, behavioral, and other guidelines as found in the Student Handbook. On-campus students are also to abide by the school's curfew hours and housing rules. These may be obtained from the Dean of Students' Office.

Various recreational items are available for the students' relaxation. Additionally, there is an outdoor basketball court for impromptu games. Although most students commute to the campus, all are encouraged to participate in campus life in order to establish a support group of students and faculty who may be of aid in current studies and in future ministries.

## **Special Programs**

Special Programs such as lectureships and banquets are held annually. Experts in various areas of Christian service are selected to serve as guest speakers during these events. Alumni, former faculty and friends of the College all return to share in a time of fellowship, special recognitions, and continuing education. All students are expected to attend these sessions. Some classes will require attendance and participation as a part of their semester assignments.

**Teen Day** is also held annually. This worship/recreation program provides an opportunity for area youth to visit the College campus and to share in a meaningful fellowship experience.

## **Alumni Association**

The Alumni Association of the Louisville Bible College is composed of graduates and/or former students. The association has published "Living Records", which included alumni news and history of the College. Dues go to help finance projects for the betterment of LBC. In an effort to maintain contact with the school and each other, they meet throughout the year at such events as graduation, North American Christian Convention, etc. They feel strongly that the ties and relationships made here as a student should last a lifetime.

## **Authorization**

Louisville Bible College currently operates as an In-State Religious College in the Commonwealth of Kentucky and has been verified by the Kentucky Counsel of Post-Secondary Education through a letter of exemption on file with them. However, the College's greatest authority for operation is the confidence and support of the congregations of Christian Churches/Churches of Christ who continue to depend upon this institution to provide educated personnel for local church leadership, missionaries, etc.

President Mobley represents Louisville Bible College at the annual meetings of the Association for Biblical Higher Education. Louisville Bible College is an affiliate institution of the **Association for Biblical Higher Education**. As such, it participates in and contributes to collegial and professional development activities of the Association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future. In addition to the ABHE

workshops and sessions, Dr. Mobley meets with other Christian Church Bible College Presidents and Academic Deans

The **Kentuckiana Consortium of Restoration Colleges** (KCRC) was formed in 1991 by Louisville Bible College, College of the Scriptures, and Kentuckiana Bible College, three institutions of Christian higher education which are associated with the Restoration Movement (Christian Churches – Churches of Christ). It is a cooperative effort to provide greater opportunities for students at these three schools as well as for area churches and Christians. This endeavor should not be construed as a merger in any way, but rather an attempt at formal cooperation. Each college will remain on its own campus and operate independently under its own Board of Trustees (Directors). The institutions all have their own unique emphasis and specialties, but share a common purpose – educating preachers and other Christian workers. KCRC permits students to cross-register at member institutions by paying only the tuition costs. Admission and registration fees are paid only at the home institution. Work taken at any KCRC school will count toward the student’s class load determination. Students may use the libraries at all three colleges and may be issued a KCRC library card. Three joint chapel services may be planned throughout the year. These are hosted by each school on its own campus. A Restoration Lectureship may be held each year as well.

Historically, as a graduate of LBC, a student may expect general acceptance by the seminaries and graduate schools associated with the Restoration Movement on the basis of the degree earned and on personal qualifications. Some areas of graduate study may require one to take additional prerequisite courses. Should a student decide to transfer as an undergraduate student to another Bible College, he or she would probably receive generous credit for courses taken at LBC which parallel the other school’s required courses or to meet its electives.



## II. PERSONNEL

### Board of Regents

The final authority in the determination of the administration, policy, and program of the Louisville Bible College is vested in the Board of Regents. The current members of the Board of Regents are:

Kerry Allen	Hillsboro, OH	Minister & Educator
Odis Clark	Danville, KY	Minister
Joe Hatchett	Jeffersontown, KY	Minister & Administrator
Grover Hill	Waddy, KY	Elder
Tommy Lanham Vice Chairman	Keavy, KY	Minister
Dr. Alton Little	Bowling Green, KY	Minister & Educator
Dr. Tom Mobley* President	Louisville, KY	Minister & Educator
Anthony Sweeney, Chairman	North Vernon, IN	Minister
Mike Wall Secretary	Jeffersonville, IN	Minister

\*Non-voting member

**Administration & Staff**

Tommy W. Mobley.....President  
B.S., Graduate Work, Cincinnati Bible College & Seminary; M.R.E.,  
D.Min., Southern Baptist Theological Seminary; Kentucky Southern  
College, University of Louisville; Louisville Bible College.

Larry G. Oetzel.....Vice-President Emeritus (Acting Bursar)  
B.S.L., Th.M., Louisville Bible College; Eastern Kentucky University

John D. Merritt.....Library Consultant  
B.A., Flagler College; B.S., Bluefield College of Evangelism; M.S.L.,  
Louisville Bible College; M.S.L.S., University of Kentucky; Cincinnati  
Christian University

Jason Anderson .....Registrar  
A.S.L., B.S.L., M.S.L., Louisville Bible College; M.Div., Cincinnati  
Christian University; D.Min., Amridge University; Northern Kentucky  
University

Alice F. Mobley.....Dean of Students  
B.S.L., College of the Scriptures; Diploma, House of James Beauty  
College; Cincinnati Christian University

Dana M. Edlin.....Administrative Assistant for Finance  
Sullivan University

## **FACULTY**

Kerry E. Allen, Adjunct

B.A., Bluefield College of Evangelism; M.S.L., Louisville Bible College;  
Cincinnati Christian University.

Dr. Jason A. Anderson, Assistant Professor of Bible

A.S.L., B.S.L., M.S.L., Louisville Bible College; M.Div., Cincinnati  
Christian University; D.Min., Amridge University; Northern Kentucky  
University.

Dr. Dale E. Bertram, Professor of Counseling

B.A., M.A., Eastern New Mexico University; M.Ed., Albertson College  
of Idaho; Ph.D., Nova University.

Dr. Jack W. Cottrell, Adjunct

B.A., Th.B., Cincinnati Christian University; B.A., University of  
Cincinnati; M.Div., Westminster Theological Seminary; Ph.D., Princeton  
Theological Seminary.

Matthew J. Craig, Adjunct

A.S.L., B.S.L., Louisville Bible College; M.A., Johnson University;  
Purdue University.

Timothy L. Dennis, Professor of Biblical Studies

B.A., Johnson Bible College; M. Div., Southern Baptist Theological  
Seminary; Elizabethtown Community College.

Dr. Elaine C. Duncan, Assistant Professor of General Studies

B.A., J.D., University of Louisville; Jefferson Community College;  
M.S.L., Louisville Bible College.

Gary. E. Fenner, Adjunct

B.A. (Min.), M.A., Cincinnati Bible College & Seminary; M.S.L.,  
Louisville Bible College.

Dr. Michael R. Frances, Professor Emeritus of General Studies &  
Theology

B.S.L., Midwestern School of Evangelism; B.A., William Penn College;  
M.A.T., The Citadel; M.A., Mankato State University; Ph.D., Trinity  
Theological Seminary; Ed.D., Nova University; Indiana University;  
Summit Theological Seminary.

Dr. Danny R. Gabbard, Sr., Professor of Bible & Theology  
B.A., Florida Christian College; M.A.Rel., Anderson University; D.Min.,  
Faith Evangelical Luthern Seminary; University of South Florida;  
Summit Theological Seminary.

F. Delbert Gray, Professor Emeritus of Bible  
B.A., Th.M., Louisville Bible College; Cincinnati Bible College &  
Seminary.

Joseph P. Hatchett, Assistant Professor of Professional Studies & Bible  
B.A., Cincinnati Christian University; M.Min., Kentucky Christian  
University.

Kenneth R. Kehrer, Adjunct  
B.A., Lincoln Christian University; M.R.E., Cincinnati Christian  
University.

Dr. Charles W. King, Professor of General Studies & Bible  
B.A., Johnson University; M.Ed., Ph.D. candidate, University of  
Pittsburgh; Ph.D., University of Minnesota; University of Tennessee;  
Walters State Community College; North Carolina State University;  
Winston-Salem State University.

Dr. James F. Kurfees, Professor Emeritus of Science & Theology  
B.A.(Honors), Vanderbilt University; M.D. University of Louisville;  
Th.M., Louisville Bible College; Ph.D. ABD, Trinity Theological  
Seminary; Post Doctorate Research Fellow, Work toward Ph.D.,  
University of Alabama, Birmingham; Moody Institute; Abilene Cristian  
University; Post Doctorate Studies (Medicine), Harvard University;  
Canderbilt University; University of Kansas, other.

Joseph C. McKay, Professor Emeritus of Bible  
B.S.L, M.S.L., Louisville Bible College

Billy F. Minor, Professor Emeritus of Christian Education  
B.S.L., Cincinnati Bible College; M.Ed., University of Cincinnati.

Dr. Tommy W. Mobley, Professor of Christian Education  
B.S., Graduate Work, Cincinnati Bible College & Seminary; M.R.E.,  
D.Min., Southern Baptist Theological Seminary; Kentucky Southern  
College, University of Louisville; Louisville Bible College.

Larry G. Oetzel, Assistant Professor of Bible  
B.S.L., Th.M., Louisville Bible College; Eastern Kentucky University.

Andrew L. Paris, Assistant Professor of Bible  
B.A., M.A., M.Div., Cincinnati Christian University; doctoral studies,  
Liberty University.

Dr. Terry L. Peer, Assistant Professor of Bible & Ministries  
B.S.L., Bluefield College of Evangelism; M.A., Cincinnati Bible  
Seminary; D.Min., Southwest Bible Seminary.

John M. Seltz, Adjunct  
B.Th., Ozark Christian College; M.Min., Cincinnati Christian University

Robert D. Stacy, Adjunct  
B.A., Ozark Christian College; M.A., Lincoln Christian University;  
Cincinnati Christian University.



### III. DEGREES AND CERTIFICATES

#### Requirements

The Louisville Bible College grants the degrees of Bachelor of Sacred Literature, Bachelor of Arts (Ministerial), and Master of Sacred Literature. In addition to these, two-year degrees [Associate of Sacred Literature (General Ministry), Associate of Christian Education] and a one-year Certificate of Christian Leadership (General Ministry) will be granted upon completion of required work. The granting of all degrees or certificates is subject to the following terms and conditions:

- A. All entrance requirements must be submitted prior to the student's acceptance. These requirements include: a high school transcript or its equivalent, a completed application, application fee, references, a current photograph, college transcripts when applicable, etc. The student must be officially accepted before starting a second semester. (Exceptions to these rules may be made only by the Academic Committee.)
- B. Certificates and degrees will be granted upon the completion of required semester hours of work in accordance with the class requirements as set forth in C, E, and G below.
- C. An overall grade point average of 2.00 or above ("C" or above) is required for graduation. A minimum of 32 semester hours (one year) of work must be taken in residence at Louisville Bible College. (For one or two-year undergraduate programs, 16 semester hours of work from LBC are required. For graduate programs, 18 hours are required from LBC.)
- D. The Master of Sacred Literature degree program is open to all college baccalaureate graduates; however, it is best suited to Bible college graduates. Liberal arts and university graduates may take this degree by fulfilling prerequisites. The M.S.L. will be awarded after the completion of 30 additional hours and

acceptable thesis in most areas of concentration or 36 hours of additional work. The student may opt to work on the thesis after discussion with the Academic Office.

The thesis for the Master of Sacred Literature degree, worth six credit hours, is written in the student's concentration area under the guidance of his or her faculty supervisor. The thesis is typically 100-200 pages in length and conforms to Thomas Tanner's A Manual of Style for Bible College and Seminary Students. It addresses a limited subject in a thorough and organized manner, thereby demonstrating the student's research and writing skills as well as the subject's application for ministry. The thesis is read and graded by the student's faculty supervisor and a second faculty member. The student generally enrolls in EN 510 Thesis Research during the semester in which he or she completes the thesis; however, the student may enroll for two semesters of Thesis Research. This is primarily to spread the cost of the tuition over two semesters. If a student enrolls for two semesters of Thesis Research, he or she will be given a grade of Satisfactory (S) or Unsatisfactory (U) for the first semester while being charged for three (3) hours of tuition. The second semester grade will reflect all six hours of credit, but the student will again be charged for three (3) hours of tuition. Specific guidelines for researching and writing a thesis are available from the Academic Office.

All classes must be taken for graduate credit. Each M.S.L. student will be expected to complete more class work than the non-graduates if taking the same class. Arrangements for this work will be handled by the Professor and student. For more details, contact the Academic Office.

- E. Any student enrolled in a degree program and/or all on-campus students will be expected to serve in some form of Christian Service during each semester of their college careers. Failure to fulfill this requirement may result in the student's being placed on Behavioral

Probation or expelled. The Board of Regents of Louisville Bible College may refuse to grant a degree to anyone who fails to satisfactorily complete this requirement.

- F. Electives in any year of study may be selected from courses suited to the student's stage of advancement and are subject to the approval of the President, Academic Dean, and/or Registrar.
- G. Candidates for degrees must possess good Christian character and must uphold the spiritual standard and purpose of Louisville Bible College. The Board of Regents of Louisville Bible College may refuse to grant a degree to anyone who does not comply with these Christian principles.
- H. All financial obligations to the College must be met before a degree will be granted or transcript issued.
- I. Students must attend graduation exercises in order to receive degrees or certificates. Under extreme extenuating circumstances, some students may be granted degrees in absentia; however, requests must be made in writing to the Academic Office no later than four weeks before the date of graduation. Final approval must be granted by the Board of Regents.



## CERTIFICATE

### Certificate of Christian Leadership (C.C.L.) Concentration: General Ministry

The purpose of this certificate is to provide students with the opportunity to develop their leadership abilities which will better equip them for general Christian service.

#### C.C.L. Certificate Requirements

New Testament		10
Survey	2	
Gospels	2	
Acts	2	
N.T. Electives	4	
Old Testament		6
Survey	2	
O.T. Electives	4	
History/Theology		4
Electives		12
Total hours for Certificate		<u>32</u>



**ASSOCIATE DEGREES**  
**Associate of Sacred Literature**  
**Concentration: General Ministry**

This degree is intended to provide students with basic Biblical background which will better equip them for general Christian service.

**A.S.L. Degree Requirements**

**General Studies**

English	6	
Speech	3	
Psychology	3	
History	3	
General Electives	11	
Total hours of General Studies		26

**Biblical Studies**

Hermeneutics	2	
Theology/Apologetics	4	
Bible Survey (BOT 110, BNT 110)	4	
Old Testament	8	
New Testament	10	
Gospels	2	
Acts	2	
N.T. Electives	6	
Total hours of Biblical Studies		28

**Practical Studies**

Orientation to Christian Service	1	
Christian Education	4	
Ministry Electives	5	
Total hours of Practical Studies		10

Total hours for Associate Degree **64**

## **Associate of Christian Education**

This degree is intended to provide students with basic Biblical background along with varied practical courses in Christian Education which will better equip them for general Christian Education ministries in the local congregation.

### **A.C.E. Degree Requirements**

#### **General Studies**

English	6	
Speech	3	
Psychology (GPS 111)	3	
History	3	
General Elective	2	
Total hours of General Studies		17

#### **Biblical Studies**

Hermeneutics	2	
Theology/Apologetics	4	
Bible Survey (BOT 110, BNT 110)	4	
Old Testament	6	
New Testament	10	
Gospels	2	
Acts	2	
N.T. Electives	6	
Total hours of Biblical Studies		26

#### **Practical Studies**

Orientation to Christian Service	1	
Evangelism	2	
Administration (PCM 260)	2	
Counseling (GPS 220)	4	
Christian Education	12	
Introduction	2	
Pedagogy		
(PCE 221-222)	4	
Age Groups		
(PCE 241,		
PCM 251)	4	
Internship/ Field Education	2	
Total hours of Practical Studies		21

Total hours for Associate Degree **64**

## BACHELOR DEGREES

### Bachelor of Sacred Literature

#### Major: Bible with concentration in General Studies

This degree majors in Bible with a concentration in General Studies and is intended to provide students with a strong Biblical background along with varied practical courses which will effectively equip them to serve in their chosen areas of ministry.

#### B.S.L. Degree Requirements

##### General Studies

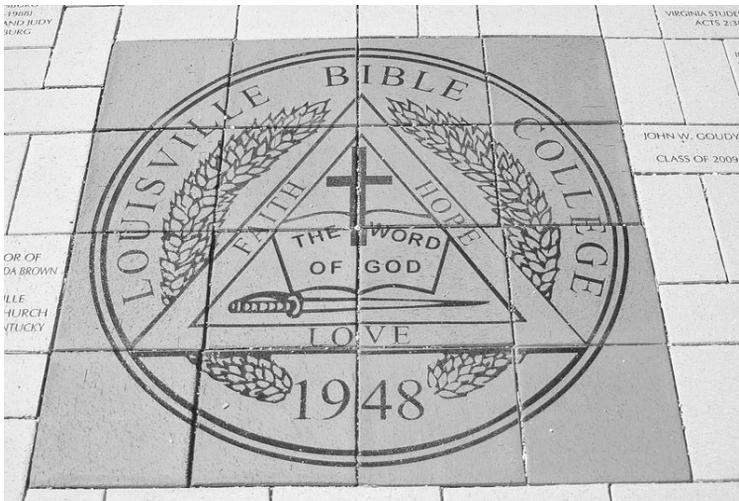
English	12	
History	6	
Speech	3	
Philosophy	3	
Psychology (GPS 111)	6	
General Electives	28	
Total hours of General Studies		58

##### Biblical Studies

Hermeneutics	2	
Theology (BTH 221, 222, 331, 332)	8	
Theology Electives	2	
Apologetics	4	
Bible Survey (BOT 110, BNT 110)	4	
Old Testament	16	
Pentateuch	2	
History	2	
Wisdom Literature	2	
Prophets	2	
O.T. Electives	8	
New Testament	20	
Gospels	4	
Acts	4	
Pauline Epistles	2	
General Epistles/ Revelation	2	
N.T. Electives	8	
Total hours of Biblical Studies		56

## Practical Studies

Orientation to Christian Service	1	
Practical Ministries	7	
Homiletics (Men) (PCM 221)	4	
Practical Studies (Women)	4	
Missions & Ministry Electives	3	
Christian Education	4	
Internship/Field Education	2	
Total hours of Practical Studies		14
Total hours for Bachelor Degree		<b><u>128</u></b>



**Bachelor of Arts (Ministerial)**  
**Majors: Bible and Christian Ministries**

This degree majors in Bible and Christian Ministries and is intended to provide students with a strong Biblical background along with a concentration of courses in the area of practical studies which will effectively equip them to serve in their chosen areas of ministry.

**B.A. (Min.) Degree Requirements**

**General Studies**

English	12	
History	6	
Speech	3	
Philosophy	3	
Psychology	6	
Biblical Language	12	
General Electives	12	
<b>Total hours of General Studies</b>		<b>54</b>

**Biblical Studies**

Hermeneutics	2	
Theology	8	
Apologetics	4	
Bible Survey (BOT 110, BNT 110)	4	
Old Testament	12	
Pentateuch	2	
History	2	
Wisdom Literature	2	
Prophets	2	
O.T. Electives	4	
New Testament		15
Gospels	4	
Acts	4	
Pauline Epistles	2	
Gen. Epistles/		
Revelation	2	
N.T. Electives	3	
<b>Total hours of Biblical Studies</b>		<b>45</b>

**Practical Studies**

Christian Education	4	
Missions	2	
Practical Ministries	23	
Orientation to Christian Svc.	1	
Homiletics (Men:PCM 221, 222)	4	
Practical Studies (Women)	(4)	
Administration	2	
Christian Education	6	
Practical Theology (PCM 240)	2	
Evangelism	2	
Internship/Field Education	2	
Practical Studies Electives	4	
Total hours of Practical Studies		29
Total hours for Bachelor Degree		<b><u>128</u></b>



**MASTER DEGREE**  
**Master of Sacred Literature**

The purpose of this degree is to provide a broadening and deepening post-baccalaureate education to equip Christian leaders for greater effectiveness in their chosen areas of ministry.

**M.S.L. Degree Requirements**

**Concentration Area: Bible & Theology**

This concentration area is designed to better equip Christian leaders by developing greater depth in the handling of the Word.

Bible/Theology/Apologetics**	19
Church History	2
Practical Studies	2
Electives	7
Thesis (or Bible electives)	6
Total hours for Master Degree	<b><u>36</u></b>

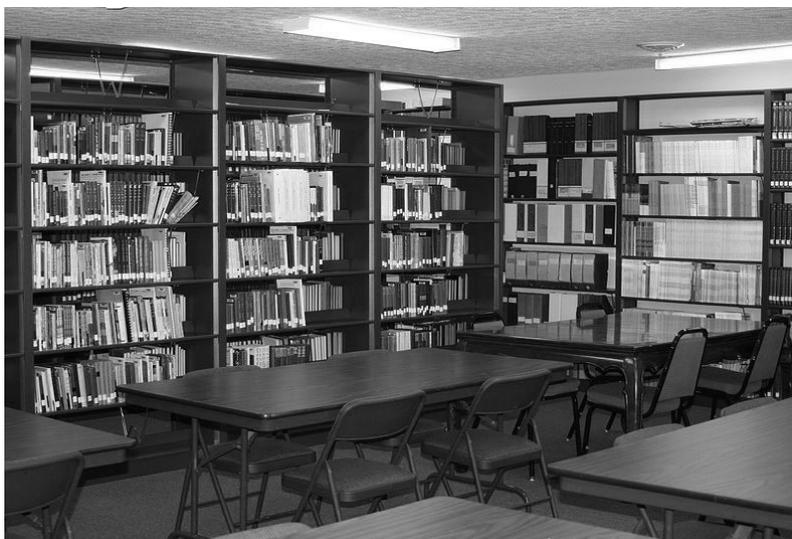
\*\* Biblical Division courses must have prior approval of the Academic Office. Students will not be permitted to repeat Bible courses taken for undergraduate credit. Two hours of Biblical language or hermeneutics are a prerequisite for this concentration area as the basic introductory course.

**Concentration Area: Practical Ministries**

This concentration area is designed to better equip Christian leaders to witness with more conviction, preach or teach with greater depth, and/or lead the local congregation with a deeper understanding of their needs.

Christian Ministries/Missions**	15
Old Testament	4
New Testament	4
Theology/Apologetics	2
Church History	2
Electives	3
Thesis (or Field Practicum & Practical Studies electives)	6
Total hours for Master Degree	<b><u>36</u></b>

**\*\*** The classes that apply toward the M.S.L. – Practical Ministries concentration are those listed in the catalog under Christian Ministries, Missions, Christian Education (excluding 100 level classes), and counseling classes (excluding 100 level classes).



## IV. COURSES

### Listing System

Courses are arranged as follows:

#### Division I: Biblical Studies

Dept. A --	General Bible	BGB
Dept. B --	Old Testament	BOT
Dept. C --	New Testament	BNT
Dept. D --	Theology	BTH
Dept. E --	Apologetics	BAP

#### Division II: Practical Studies

Dept. A --	Christian Ministries	PCM
Dept. B --	Missions	PMI
Dept. C --	Christian Education	PCE
Dept. D --	Music	PMU
Dept. E --	Specialized Ministries	PSM

#### Division III: General Studies

Dept. A --	English	GEN
Dept. B --	History	GHI
Dept. C --	Philosophy	GPH
Dept. D --	Psychology	GPS
Dept. E --	Computer/Technology	GCT
Dept. F --	Science	GSC
Dept. G --	Language	GLA

As indicated above, the letters in the course number represent the department. The first digit indicates the level for which the course is recommended. Students should take 100 courses during their Freshmen year; 200 courses during their Sophomore year; 300 and 400 courses during their Junior and Senior years. All 500 courses are graduate courses and should be taken after receiving a baccalaureate degree. However, some upperclassmen may obtain special permission to take 500 courses for undergraduate credit, and the course requirements will be adjusted accordingly. In such cases, a “u” will precede the course number digits on all of their records. Graduate students enrolled in undergraduate courses for graduate credit (which requires additional assignments and performance as well as special permission prior to enrollment) will have a “g” preceding the course number digits on all of their records. Graduate students may not enroll for credit in 100 courses without permission of the Academic Office.

The second digit indicates the specialized area within the department where the course is to be classified. The third digit identifies the individual course from others within the specialized area.



## DIVISION I: BIBLICAL STUDIES

### Dept. A – General Bible

BGB	220	Hermeneutics: Interpreting the Bible A study of the science of Biblical interpretation.	2 hours
BGB	230	Historical Geography: Lands of the Bible A detailed study of Palestine and related areas regarding people, customs, conditions, and influence, past and present.	2 hours
BGB	500	Seminars in Bible	1-3 hours

### Dept. B – Old Testament

BOT	110	Old Testament Survey A general overview of the books of the Old Testament. Authorship and purpose of OT books will be among the topics studied.	2 hours
BOT	221	Pentateuch: Genesis A study of the origins of man and society as well as the history of the origin of the Hebrew people.	2 hours
BOT	223	Pentateuch: Exodus-Deuteronomy A study of the Hebrew deliverance from Egypt, the giving of the law, and the wilderness experiences.	2 hours
BOT	231	Early History of Israel An historical study of the conquest of Canaan, the settlement of Israel, and the United Kingdom.	2 hours
BOT	235	History of Divided and Post-Exilic Israel A study of the history of Judah and Israel from the time of Jeroboam, the Babylonian destruction of Jerusalem, as well as the exiles and their return from captivity.	2 hours

BOT	242	Wisdom Literature: Job A detailed study of the nature of God and why the righteous suffer.	1 hour
BOT	243	Wisdom Literature: Psalms A review of the book of Psalms and the various forms used in the Psalter.	2 hours
BOT	244	Wisdom Literature: Proverbs-Song of Solomon A study of the content, development, and purpose of Proverbs and the additional writings of Solomon.	2 hours
BOT	251	Major Prophets: Isaiah A study of the history, message, and messianic prophecy of the prophet Isaiah.	2 hours
BOT	253	Major Prophets: Jeremiah – Daniel A study of the writings, lives, and history of three prophets.	2 hours
BOT	256	Minor Prophets I A study of the prophets Hosea, Joel, Amos, Obadiah, and Jonah.	2 hours
BOT	257	Minor Prophets II A study of the prophets Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, and Malachi.	2 hours
BOT	500	Seminars in Old Testament	1-3 hours
BOT	542	Job: Why Do the Righteous Suffer? An examination of pain and suffering in the Book of Job with its implications for counseling today.	1-2 hours

**Dept. C – New Testament**

BNT	110	New Testament Survey A study of the purpose and content of the books of the New Testament.	2 hours
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BNT	221	Harmony of the Gospels I Introduction to the Gospels and the childhood and early Galilean Ministry of Jesus.	2 hours
BNT	222	Harmony of the Gospels II A study of the Judean Ministry and the Final Week in the life of Jesus on earth through the Ascension.	2 hours
BNT	231	Early Church History I: Acts 1-12 An in-depth review of the beginning of the Church and the expansion of the Gospel in Israel.	2 hours
BNT	232	Early Church History II: Acts 13- 28 A study of the expansion of the Gospel in the Gentile world.	2 hours
BNT	241	Paul's Letter to Rome An examination of Paul's letter to the Romans with attention to the relationship of the Law and the Gospel.	2 hours
BNT	242	Paul's Letters to Corinth A review of Paul's message to the Corinthians and their problems.	2 hours
BNT	244	Paul's Letter to Galatia An examination of Paul's response to legalism and the priority of Justification by Faith.	1 hour
BNT	245	Paul's Prison Letters A study of Paul's letter to churches while imprisoned.	2 hours
BNT	248	Paul's Letters to Thessalonica A study of Paul's response to the issues confronting the Thessalonian Christians.	1 hour
BNT	251	Paul's Ministerial Letters A study of Paul's advice regarding the local congregation, the evangelist's role, qualifications for elders and deacons, role of women, church and	2 hours

state, and other current issues addressed.

BNT	261	General Letters: Hebrews An examination of the development of the superiority of Christ as presented in Hebrews.	1 hour
BNT	262	General Letters: James A review of the message of James and its importance in Christian development.	1 hour
BNT	263	Letters from Peter and Jude A study of the problem of heresy and topics such as apostasy and the return of Christ.	1 hour
BNT	265	Letters from John A study of John's message to the early Church including a discussion of knowledge, eternal life, and love.	1 hour
BNT	271	New Testament Prophecy: Revelation A study of John's message to the Church concerning the reign of God and the ultimate destiny of the world. Attention will be given to the various methods of interpretation of the book.	2 hours
BNT	500	Seminars in New Testament	1-3 hours
BNT	520	Counseling Principles in Jesus' Ministry An exploration of Jesus' life, teachings, and miracles with attention given to their application in individuals' lives during periods of difficulty.	1-2 hours
BNT	560	Portrait of Christ in Hebrews An examination of the writer of Hebrews inspired instruction concerning Jesus Christ with implications for teaching and preaching.	1-2 hours

#### **Dept. D – Theology**

BTH	221	Christian Doctrine I A detailed examination of the concept of redemption.	2 hours
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BTH	222	Christian Doctrine II A detailed examination of the concept of redemption with further analysis of the issues raised in Christian Doctrine I.	2 hours
BTH	331	Biblical Theology I A study of the doctrine of God, Jesus, and the Holy Spirit.	2 hours
BTH	332	Biblical Theology II A study of man, angelology, and the Church as revealed in Scripture.	2 hours
BTH	341	Eschatology: The End Is Coming A study of the Second Coming of Christ and related issues. Attention will be given to the various approaches to this subject.	2 hours
BTH	351	Theology of the Cults An overview of the major cults with emphasis given to a Biblical critique and response to each. Subjects covered will include Mormonism, Adventism/Jehovah Witnesses, Eastern religions, metaphysical cults, the New Age Movement, etc.	2 hours
BTH	500	Seminars in Theology	1-3 hours

#### **Dept. E – Apologetics**

BAP	311	Christian Evidences I An examination of support for various Biblical concepts. This course will include a review of the evidence supporting the concept of inspiration.	2 hours
BAP	312	Christian Evidences II A continuation of the examination begun in Christian Evidences I. Attention will be given to the concept of Creation.	2 hours
BAP	500	Seminars in Apologetics	1-3 hours

## DIVISION II: PRACTICAL STUDIES

### Dept. A – Christian Ministries

PCM	011	Christian Service	0 hours
		Any student enrolled in a degree program and/or all on-campus students are required to be involved in some approved form of Christian service in a local church each semester of their college careers. This is recorded on the student's transcript. Failure to fulfill this requirement may result in the student's being placed on Behavioral Probation or expelled. The Board of Regents of Louisville Bible College may refuse to grant a degree to anyone who fails to satisfactorily complete this requirement. To be repeated each semester.	
PCM	100	Orientation to Christian Service	1 hour
		An introduction to concepts and means of Christian service and the life of the Christian student in light of basic doctrine. Required of all full-time and/or on-campus students during their first year.	
PCM	221	Speech for the Pulpit	2 hours
		A study of the principles of preaching and an introduction to homiletics with the performance of practice preaching. Prerequisites: GEN 151, GEN152. (Men only)	
PCM	222	Advanced Speech for the Pulpit	2 hours
		A study of homiletics and the performance of actual Preaching. Prerequisite: PCM 221. (Men only)	
PCM	231	Theology of Evangelism	2 hours
		A Biblical study of the purpose and means of evangelism.	
PCM	240	Introduction to Ministry	2 hours
		A study of the concepts, approaches, and the purposes of ministry.	

PCM	251	Ministry with Youth A focus on the concepts and methods of working with young people.	2 hours
PCM	260	Introduction to Church Administration A study of need and methods in training and motivating leaders for the local church.	2 hours
PCM	271	The Church and the Law A study of legal issues that affect churches. Attention will be given to articles of incorporation and bylaws, property issues, and liability issues.	1 hour
PCM	272	The Church and the Tax Laws A study of tax laws as they affect ministers and the church's legal obligations. Attention will be given to designing ministers' pay packages and contracts, as well as church reporting requirements.	1 hour
PCM	390	Ministerial Internship Practical experience in ministry within a local congregation. The student will be supervised by a local minister.	2-6 hours
PCM	500	Seminars in Practical Ministries	1-3 hours
PCM	501	Seminar: Preaching Summit The student will attend all sessions of the annual Preaching Summit, normally held in Indianapolis. Outlines and critiques of presentations will be required. Additional assignments will be submitted to a faculty supervisor. (Men only)	1 hour

### **Dept. B – Missions**

PMI	211	Biblical Basis of Missions A study of the Biblical basis for Christian missions.	2 hours
PMI	231	Short-Term Missions An examination of the purpose, goals, and methods of short-term mission trips with emphasis on combining construction of church buildings and	2 hours

evangelism including a study of how adequate funds may be obtained to fund mission trips, making sure that such methods are in accordance with New Testament theology of stewardship.

PMI 390 Missionary Internship 2-6 hours  
Practical experiences in missions within a particular field. The student will be supervised by a missionary on the field.

PMI 500 Seminars in Missions 1-3 hours

### **Dept. C – Christian Education**

PCE 110 Introduction to Christian Education 2 hours  
An introduction to the nature, aims, objectives, processes, and methods of Christian education.

PCE 221 Teaching the Bible 2 hours  
A study of the theoretical and practical concepts of teaching.

PCE 222 Methods of Teaching 2 hours  
A study of various instructional methodology.

PCE 241 Christian Education of Children 2 hours  
An examination of learning behavior of children from birth through Grade 5, including a study of nursery, kindergarten, and day-care programs and other ministries.

PCE 390 Christian Education Internship 2-6 hours  
Practical experience in an area of Christian education within a local church under the supervision of a local church staff member responsible for that area.

PCE 395 Field Education 2-6 hours  
Supervised experience in one or more areas of Christian education in the student's ministry placement requiring weekly reports and discussions with a supervisor.

PCE	500	Seminars in Christian Education	1-3 hours
PCE	595	Field Practicum Practical experience in different approved settings under the direction of qualified field and faculty supervisors.	2-6 hours

**Dept. D – Music (TBA)**

**Dept. E – Specialized Ministries (TBA)**

### **Division III: General Studies**

#### **Dept. A – English**

GEN	011	Basic English A review of grammar and parts of speech. A laboratory which will be taken in conjunction with GEN 111 when the need is demonstrated.	(1) hour
GEN	071	English Tutorial Tutelage provided on an individual basis or in a small group for those experiencing difficulty in such areas as term papers, book reports, etc.	(1) hour
GEN	111	English Grammar An introduction into the mechanics and use of standard English.	3 hours
GEN	112	English Composition and Research An introduction into the mechanics of composition and the development of writing skills. Attention will be given to peculiar problems the students are having.	3 hours
GEN	151	Speech for the Church An introduction into the preparation and delivery of speeches. Opportunities will be given for students to speak publicly.	3 hours
GEN	231	Christian Journalism A study of the fundamentals of journalism with	3 hours

application to the Christian ministry including news reporting, editing, advertising, interviewing, and church publications.

Prerequisites: GEN 111, 112.

GEN	235	Literature of the Restoration Movement A detailed study of the documents and writing of the Restoration Movement and their influence.	3 hours
GEN	500	Seminars in English	1-3 hours
GEN	510	Thesis Research Master's degree candidates may enroll for up to two semesters while researching and writing a thesis. Number of hours each semester will be determined by the amount of work to be accomplished and in consultation with the faculty supervisor and Academic Office. (See III. DEGREES AND CERTIFICATES, Requirements, D.)	3-6 hours

**Dept. B – History**

GHI	211	Survey of Church History A review of Church history from the first century through the Middle Ages and Reformation to the present.	3 hours
GHI	221	History of Restoration Movement A study of the development and realization of the Restoration Movement in the United States.	3 hours
GHI	500	Seminars in Church History	1-3 hours

**Dept. C – Philosophy**

GPH	210	Ethics A study of the various systems of ethics by ancient and modern philosophers with the major part of the course dealing with the basic standards set forth in the Bible.	3 hours
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GPH 340 World Religions 3 hours  
A comparative study of the religions of the world and the basic philosophy of religion.

GPH 500 Seminars in Philosophy 1-3 hours

**Dept. D – Psychology**

GPS 111 Introduction to Psychology 3 hours  
An introduction to psychology with its application to the Christian ministry.

GPS 220 Principles of Counseling 3 hours  
A study of Christian counseling in the located ministry as well as an introduction to the principles of counseling.

GPS 500 Seminars in Counseling 1-3 hours

GPS 517 Counseling Substance Abusers 1-2 hours  
A review of the problem of substance abuse and the methods to be employed in counseling the alcoholic and other drug abusers, both within and without the church.

**Dept. E – Computer/Technology (TBA)**

**Dept. F – Science**

GSC 500 Seminars in Science & Christianity 1-3 hours

**Dept. G – Language**

GLA 111 Greek I 3 hours  
An introduction to the grammar and vocabulary of New Testament Greek.

GLA 112 Greek II 3 hours  
An advanced study of Greek.  
Prerequisite: GLA 111

GLA	121	Hebrew I An introduction to the grammar and vocabulary of the Hebrew language.	3 hours
GLA	122	Hebrew II An advanced study of Hebrew. Prerequisite: GLA 121	3 hours
GLA	201	Introduction to Biblical Languages A basic review of bibliographic tools and resources to enable the use of Greek and Hebrew in sermon and lesson preparation. It is especially designed for the student with no experiences in the languages who wish to make use of a Hebrew lexicon, interlinear text, analytical concordance and other helpful resources. (Greek or Hebrew students are not eligible to enroll in this course.)	3 hours
GLA	211	Advanced Greek I An advanced study of Greek. Attention will be given to translation of various passages. Prerequisite: GLA 112.	3 hours
GLA	212	Advanced Greek II An advanced study of New Testament Greek designed to help the student to develop greater skills in translation and reading. Prerequisite: GLA 211	3 hours

## V. ADMISSION

### Entrance Requirements

- A. Students in Louisville Bible College must possess a good Christian character. References must be furnished the College upon request. The spiritual standards at Louisville Bible College are purposefully high in keeping with Biblical principles. Since these standards cannot be forced upon anyone, students should be open to counsel and guidance. If, after enrolling, a student is unwilling to conform to the standards and spirit of the school, he will be asked to withdraw or be suspended. Further, as stated in the degree requirements, the Board of Regents may refuse to grant a degree to any student who fails to maintain these high Christian standards.
  
- B. To be eligible for a degree or before any classification other than “Special” can be given, one must be a graduate of an accredited high school, have completed an accredited GED program, or have completed an accredited home school curriculum. An official transcript must be submitted. Additional documentation may be requested as deemed necessary. A Freshman who ranked in the lowest one-fourth of his/her graduating class or a student entering on a GED certificate will be placed on Conditional Admission. A GPA of 2.00 or above must be maintained by the student in his/her first 12 semester hours of classwork or the student will be placed on Academic Suspension. A student will not be permitted to take courses for credit for one semester; however, the student may audit courses. At the end of the semester of suspension, the student may re-apply to take courses for credit.
  
- C. Students having work in other colleges will furnish transcripts of such work prior to the granting of any degree. The College will grant appropriate credit for previous training and education upon receipt of official transcripts only. College work from non-accredited or non-licensed schools will be provisionally accepted. If a student is successful in maintaining a 2.00 GPA or above in his first 12 semester hours of classwork at LBC, the college work will be officially accepted. Students who transfer to LBC with a GPA below 2.00 from another institution will be placed on Academic Probation. A GPA of 2.00 or above must be maintained by the student in his/her first 12 semester hours of

classwork or the student will be placed on Academic Suspension. A student will not be permitted to take courses for credit for one semester; however, the student may audit courses. At the end of the semester of suspension, the student may re-apply to take courses for credit.

- D. Graduate work or degrees from non-accredited or non-licensed schools will be provisionally accepted. If a student is successful in maintaining a 2.00 GPA or above in his/her first 9 semester hours of classwork at LBC, the graduate work or degrees will be officially accepted.
- E. A completed application; a non-refundable, one-time application for admission fee of \$15.00; and current photograph are required. (Auditors are not required to go through the application process.)
- F. Students must be officially accepted before beginning a second semester. (Exceptions may be made only by the Academic Committee.)

### **Academic Regulations**

- A. No student will be permitted to enroll for credit in any course after the second week in any term.  
No student will be permitted to enroll for credit in module or weekend classes once they have begun.
- B. All classroom instruction at Louisville Bible College is directed to the glory of God and the best preparation for the Gospel ministry. Students therefore are expected to attend all class sessions. Excuses for absences will be judged by the professor in charge of the course. Absences may be penalized at the discretion of the professor. Make-up work may be given for all absences.
- C. No leaves of absence are granted except for sickness or other emergencies. In case of emergency, make-up work will be assigned by the professor in charge. Any student who arrives after class convenes must be counted and recorded as tardy. Any combination of four excused or unexcused tardies will be considered as one absence. Attendance records will be kept for all students. Unauthorized absence or tardiness is detrimental to

grades. In the event of unsatisfactory conduct, students must rectify conduct or withdraw. Unsatisfactory attendance is considered as automatic unauthorized withdrawal with no credit and a grade of FW given. If in any class a student accumulates absences amounting to more than 20% of the hours that class is in session during that term, he will be subject to dismissal from that class, and such dismissal from three-fourths of his classes shall make him/her subject to dismissal from the College that semester. One absence is permitted for extenuating circumstances in weekend classes with advance notification of the professor and written notification sent to the Registrar.

- D. A final examination or its equivalent will be given at the close of each term. All examinations must be written in compliance with the instruction of the professor. An instructor may refuse to grade any examination not properly submitted, and the student required to write another examination. Written quizzes may be given during the course at any time at the discretion of the instructor.
  
- E. Each instructor keeps records of attendance and quality of work done by each student in his classes. Reports are made to the Office of the Registrar at the end of each course. Grade reports are to be given to each student. Unsatisfactory grades result in the dismissal of the student. Re-entrance is only by consent of the Academic Committee, which is composed of the President, the Academic Dean, and the Registrar.
  
- F. Grades and Quality Points are recorded as follows:

	<b>Grades Points</b>	<b>Quality</b>
A	95-100	4.00
A-	92-94	3.66
B+	89-91	3.33
B	86-88	3.00
B-	83-85	2.66
C+	80-82	2.33
C	77-79	2.00
C-	74-76	1.66
D+	71-73	1.33
D	68-70	1.00
D-	65-67	0.66

F	Below 65	0.00
S	Satisfactory	
U	Unsatisfactory	
I	Incomplete (temporary)	
FI	Failure due to not removing Incomplete	
W	Withdraw	
FW	Failure due to unofficial withdrawal	
WP	Withdraw Passing	

To compute the grade point average (GPA), multiply the number of quality points by the number of semester hours of each course taken at this College, and then divide the total points earned by the total number of semester hours work taken.

The grade “I” indicates that the work required for the course was not completed. It is given only when special extenuating circumstances (such as illness) prevent the student from completing his work. It may not be given when the student has simply neglected to complete the work or failed to take an examination. It is the responsibility of a student to request consideration for the grade “I” from the professor concerned. If the request is granted by the professor, it remains the responsibility of the student to complete all work as soon as possible. In any case, an “I” grade must be removed within six weeks from the time it is received; otherwise, it will result in an “FI”. An “I” may be raised to whatever grade the student earns.

The grade of “F” indicates failure. No re-examination is given. The course must be repeated if the student is to earn credit for it.

- G. Sixteen hours per semester is considered the average load to complete a bachelor’s degree in four years. Students carrying more than sixteen hours must maintain a 3.00 GPA and have the approval of the academic office. A student will be considered full-time if he is carrying twelve or more undergraduate hours, or nine or more graduate hours.

- H. Students will be classified as follows:

Hours	Class
0 - 32	Freshman
33 – 64	Sophomore

65 – 96	Junior
97 – 128	Senior

### **Academic Warning & Probation**

A student who carries less than twelve (12) semester hours and whose GPA is below 2.00 at the end of any semester is placed on Academic Warning. If, after accumulating a total of twelve (12) hours, the student has been unable to raise his GPA above 2.00, he/she will be placed on Academic Probation. If, after accumulating twelve (12) additional hours, the student has been unable to raise his/her GPA above 2.00, he/she will be suspended, unless continued by special action of the Academic Committee. The student will not be permitted to take courses for credit for one semester; however, he/she may audit courses. At the end of the semester of suspension, the student may re-apply to take courses for credit. If re-admitted, the student will be on Academic Probation.

A full-time student (one who carries a minimum of twelve [12] hours) whose GPA is below 2.00 at the end of any semester is placed on Academic Probation for the following semester and is limited to a maximum of twelve (12) semester hours. If, after one semester, the full-time student has been unable to raise his semester GPA above 2.00, he will be suspended, unless continued by special action of the Academic Committee. The student will not be permitted to take courses for credit for one semester; however, he may audit courses. At the end of the semester of suspension, the student may re-apply to take courses for credit. If re-admitted, the student will be on Academic Probation.

### **Academic Honors**

In an effort to encourage those students who strive for and attain academic excellence, LBC has instituted three divisions of recognition for those who maintain a grade-point average of 3.66 or above on our four-point scale. The first, The Regents' List, is comprised of graduate students enrolled in six or more hours during the semester. The second, The President's List, is made up of full-time (twelve or more hours for the semester) undergraduate students. The third, The Dean's List, is for part-time undergraduate students taking six to eleven hours during the semester.

## **Class Orator**

To be eligible for this graduation honor, a student must have attended LBC for two years and have been enrolled in 12 or more hours for at least four semesters. The student must be a baccalaureate candidate and have at least a GPA of 3.33 on all college level work. A Class Orator will be chosen only those years where the administration recommends a candidate for faculty and Regents' approval.

## **Christian Service Program**

Any student enrolled in a degree program and/or all on-campus students must participate in the Christian Service Program. Its purpose is to provide the student with continuing, practical experience in church work as he or she pursues studies. Each student is responsible for finding a place to serve and supervisor. Both of these must be approved by the College Administration. The student is expected to spend at least one hour per week in this placement. Reports, signed by the supervisor, are to be submitted to the administration. Failure to fulfill this requirement may result in the student's being placed on Behavioral Probation or expelled. Students who fail to fulfill this requirement during the regular semester will be required to register for Christian Service during the summer and pay the registration fee. The Board of Regents of Louisville Bible College may refuse to grant a degree to anyone who fails to satisfactorily complete this requirement.

## **Health Insurance**

Students are encouraged to secure coverage for themselves through individual and/or family plans as a college plan is not available.

## **Release of Information**

According to the Family Educational Rights and Privacy Act of 1974, no information about a student, except for "directory information", is to be released without his written consent. Even "directory information" will not be released if the student so requests in writing. Questions concerning this act may be referred to the Registrar. One has the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the act. Admission, academic, financial, and any other records on students are maintained in student files jointly administered by the Registrar's and Business Administrator's offices. Students have the right to review, inspect, and challenge the

accuracy of information kept in their official records as well as to insert written explanations into their records. Reviews are scheduled by appointment only. Directory information includes name, address (on and off campus), phone number (on and off campus), classification, degree program, date of birth, hometown, church affiliation, sex, and marital status.

## VI. FINANCES

### Financial Policy

In order to be good stewards in God's service, Louisville Bible College has adopted a financial policy which will keep us financially solvent while providing a quality education at an affordable price. Students are encouraged to pay all fees, tuition, rent, etc., when first incurred. These payments may be made in cash or by check.

All fees must be paid at the time of registration. All charges for modules and outreach classes must be paid in full at the time of registration.

If the on-campus, regular semester student cannot pay the full tuition at the time of registration, a schedule of payments over the course of the semester will be established so that all tuition will be paid by the last day of classes. The student may be required to sign a promissory note agreeing to the payment schedule. The student will not be permitted to register for the next semester until all prior charges are paid in full.

**In case of hardship**, the student must submit a written request for financial aid. The request should outline the nature of the hardship and include a proposed payment schedule. If the request is approved by the financial office, the student will be required to sign a promissory note outlining the payment schedule and providing that if any payments are missed, the student will not be permitted to re-enroll until the payments are brought current. The financial office will assist the student in applying for any financial aid that may be available.

### Tuition and Expenses

A one-time application for admission fee of \$15.00 is required and is non-refundable. A Semester Registration Fee is required of all students at the time that they register for classes. This Registration fee is non-refundable and is payable as follows:

Pre-registration fee	\$15.00
Registration fee	\$25.00
Late Registration fee	\$30.00

The Registration period is normally the business week before the semester begins. Late Registration begins the first day of the semester.

The tuition rate for undergraduate credit is \$77.00 per semester hour. For graduate credit, the tuition rate is \$87.00 per semester hour. The audit fee is \$37.00 per semester hour. Students may register by phone if approved by Registrar and Finance Office.

Students receiving degrees upon completion of their courses of study and compliance with all other graduation requirements will be required to pay a non-refundable fee.

Certificate	\$35.00
Associate & Bachelor	\$50.00
Master	\$60.00

In the event a student officially withdraws from a course, refunds will be made as follows:

During the first week of the term	100%
During the second and third weeks of the term	75%
During the fourth and fifth weeks of the term	50%
After the fifth week of the term	No Refund

A refund of housing and other expenses will be made according to the number of weeks in residence and/or attendance.

Refunds for week-end classes will be made during the first-class session **only** at 50%.

The library will assess charges in accordance with the Library Handbook. These charges will be included in the student's account and must be paid by the end of semester.

All financial and other obligations to the school must be met before the student is eligible for graduation, or receipt of any certificates, or the issuing of transcripts.

### **Student Housing**

Single students living in College-provided housing will pay approximately \$70 per week, with payment due in advance. Married student housing is available on a limited, monthly lease basis. At the time of registration, students living in College-provided housing must pay a \$20.00 key deposit and a \$70 room deposit. These deposits will be assessed per semester. Commuting students or pre-approved over-night

guests may stay for \$15.00 per night when room is available. Linens are available for an additional charge of \$5.00 per set. Non-college personnel may be permitted to stay for a cost of \$90.00 per week at the Administration's discretion.

Students will be required to pay one-fourth of the semester's housing fee on or before the day that classes begin, and one-fourth on the first of each of the following months of the semester. If any payment for the regular semester rent is not made when due or within ten (10) days thereafter the student will be required to vacate.

Students desiring to stay on campus during the Winter Break must pay the weekly rate, in full, in advance. Students desiring to stay on campus during Summer Break must pay the charges for the remainder of the month of May on or before May 15th, and, thereafter, must pay the charges for each month, in advance, on or before the first day of each month. If any payment for Summer Break is not paid by the due date or within five (5) days thereafter, the student will be required to vacate immediately.

### **Transcripts**

Official transcripts are only issued to other institutions. Unofficial transcripts will be issued to individuals. All transcripts have a fee of \$10.00 each. All requests for transcripts must be in writing and payment must accompany the request. Old student accounts must be paid in full before a transcript will be released.

### **Books**

The cost of books will vary according to the courses taken. An estimated allowance of \$240.00 per semester will normally cover all necessary books for full-time students. A copy of each text for current classes is kept on reserve and may be used in the library if the student does not wish to purchase the text.

### **Schedule Changes**

When a student desires to make changes in his/her class schedule after the semester begins, he/she must do so through the Registrar's Office, either by phone or in person.

There will be a change of schedule fee (\$10.00) for each change made. This includes adding classes, dropping classes, or changing from credit to audit/audit to credit. **Drop forms must be completed for all registered courses even if the student has not attended the class. Failure to comply with the above procedure will result in an “FW” grade for the course.** Refunds will be computed from the date the student notifies the Registrar’s Office. Withdrawal from a class within the last four weeks of class or the last 25% of the class sessions, except in extenuating circumstances, will result in an “F” grade for the course. *Refer to “Non-Traditional Studies: Modules” below for the policy regarding schedule changes for modules.*

Since there is no registration fee for modules and outreach classes, no tuition is refunded once the class has begun.

### **Non-Traditional Studies**

In an attempt to provide educational opportunities to meet the needs of the largest number of Christians, Louisville Bible College has developed several non-traditional programs.

**Modules** are short-term courses offered on-campus. These courses are designed to allow the student who may not be able to attend a full semester to earn credits in a compressed, intensive study which lasts two days with assignments to be mailed in within an eight-week period after the class has ended. Modules also allow Louisville Bible College to offer courses taught by widely recognized experts (often from distant locales) who would not otherwise be available. Tuition for Modules is the same as for any other on-campus course; however, spouse tuition grants do not apply to these courses, and no refunds will be made for these courses once the class has begun. To make a change in his or her Module schedule, the student must contact the Registrar’s office either by phone or in person. **The student will be allowed to drop a Module or change from audit to credit only while the Module is in session.** The student will have four weeks from the last day of the Module to change the hours or to change from credit to audit. Change-of-schedule forms must be completed for all registered courses – even if the student has not attended the class. (Failure to comply with this procedure will result in an “FW” grade for the course.) There will be a change-of-schedule fee of \$10.00 for each schedule change made.

**Weekend Classes** are offered on either Friday evenings, Saturday mornings, or Saturday afternoons. They normally meet once a

month for three or four months. These allow a student who is unable to attend during the week or who travels a long distance to still enroll and experience on-campus courses.

**Evening Classes** have been offered throughout the history of Louisville Bible College. Taught once a week during the entire semester, these give students who must work during the day an opportunity to attend.

**Outreach Classes** are courses which Louisville Bible College “takes to the student” by offering classes at local congregations throughout the region. This allows the commuting student to earn some credits close to home, as well as providing opportunities for congregations to offer training to their local leadership and reaching out to regional ministers, who may not be able to commute to the campus. Tuition for Outreach Classes is the same as for any on-campus course; however, spouse tuition grants do not apply to these courses, and no refunds will be made for these courses once the class has begun.

**Home Studies** are undergraduate courses offered for study and mastery in the student’s home. These courses are designed to fit the needs of those wishing to earn credits to be used in a college program of study, to be prepared as a qualified Sunday school teacher, a knowledgeable witness for Christ, or an effective local leader. Home Studies’ students may eventually apply hours toward a degree. The hourly fee for Home Study courses is the same as those taken on-campus plus there is an enrollment fee of \$15.00 for each course, a \$12.00 fee for the proctor of the final test for each course and the cost of the textbook(s). Additionally, the one-time application for admission fee applies. Spouse tuition grants do not apply to Home Studies courses, and no refunds will be made for these courses. An extension of six months will be granted at the discretion of the Academic Committee when requested in writing to the Registrar and accompanied by a fee of \$35.00 for each course. (These courses have been discontinued at this time but hopefully will be reinstated in the future.)

**On-Line Courses** are currently in the developmental stage and a limited number may be offered in the future.

### **Financial Appeals Process**

Students or parents who feel that individual circumstances warrant exception from published policy may make a written appeal to the Board of Regents.

## **Financial Aid**

Due to the low tuition costs, students normally are able to “work their way through” even if they have no assistance from family and/or home church. They often find employment in Kentuckiana churches or through the many secular job opportunities in the Louisville Metro area.

**School Loans** are provided to qualified students whenever possible. Students are to repay these interest-free loans before the start of the next semester. Requests for exceptions to this repayment plan should be made in writing to the Business Office. All loans must be repaid prior to graduation and release of transcripts.

**College Work Study Program** offers capable students part-time employment with LBC, especially in maintenance and housekeeping. This is limited and based on the needs of the students as well as those of the College. Students desiring more information should contact the Business Office.

**Spouse Tuition Grants** make it possible for married couples to go to college for the cost of one. The spouse who is carrying the least number of hours may attend tuition-free assuming all other requirements are fulfilled. (The Spouse Tuition Grant does not apply to Home Studies, Modules, or Outreach classes.)

**Senior Citizens Grants** permit full-time students over 65-years-old to attend tuition-free. Part-time students over 65 are required to pay only 50% tuition rates. (Senior Citizen Grants do not apply to Home Studies, Modules, or Outreach Classes.)

**Early Bird Scholarships** of 25% tuition are given to new students who apply for admission prior to the start of the semester preceding the semester for which they intend to enroll. This is for one semester only.

**Contest Scholarships** provide financial assistance to those who have excelled in pre-approved competitions such as Preacher Boy contests, Bible Bowl, and Bible Knowledge.

**Presidential Scholarships** are available to assist students who have shown achievement in leadership and academics, who have proven Christian character and/or who are in financial need. These would normally not exceed a student’s tuition. Applications for this

scholarship should be made only after all other avenues have been exhausted.

**Professor & Mrs. F. Delbert Gray Scholarship** was established by the Gray's to assist students who are in good standing and have a financial need.

**Patricia Little Scholarship** was established by Dr. Alton Little in memory of his wife. Requirements are the same as for the Riverside Scholarship.

**Riverside Christian Church Scholarship** is an annual tuitional scholarship granted to male ministerial students who are members of independent Christian Churches or independent Churches of Christ, who have a definite and evident financial need, and who maintain good academic standing.

**Walter W. & Mary Lou Steever Scholarship** is a tuitional scholarship. It is granted on an annual basis to part-time or full-time male ministerial students who are members of congregations identified with the Restoration Movement, who have a definite and evident financial need, and who maintain good academic standing.

**Majors/Regents Scholarship** is a joint scholarship formed by Damon and Peggy Majors as well as members of the LBC Board of Regents to promote excellence in developing Christian Leadership in our churches. It is granted to students who have established financial need, good academic standing and potential for ministry, especially men preparing for pulpit ministry.

**Johnson Scholarship-** (Contact Business Office for information.)







## **Louisville Bible College**

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