

A person's hands are shown holding a globe. The globe is tilted, showing the Americas. A compass rose is visible at the bottom right of the globe. The background is a warm, orange-toned image of a person's arm and hand holding the globe.

"CHANGING THE WORLD  
THROUGH THE  
UNCHANGING WORD®"

THE BAPTIST COLLEGE OF FLORIDA

# CATALOG

2019-2020



Dear Friend,

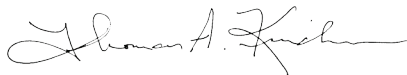
Thank you for taking the time to read **The Baptist College of Florida 2019-2020 College Catalog**. One way to look at this publication is to see it as a compilation of facts about an educational institution. That would certainly be correct, but I hope you see this publication as more than just a book. I hope that you will see it as a tool that our Lord is using to guide you as you make some of the most important decisions of your life.

If you are reading this publication, you are seriously considering what difference a Christian higher education will make in your life. As an individual who has had the privilege of attending both Christian institutions of higher education and those that are not Christian, let me assure you that the difference is remarkable and life shaping. Our trustees, administration, faculty, staff and students are all seeking to follow closely after our Lord in the process of **“Changing the World through the Unchanging Word®.”**

Our world desperately needs the change that only our Lord can provide. A statement that I heard many years ago has stuck in my mind, “It’s not too late, but it is time.” It’s not too late for our world to be changed through the touch of our Master’s hand, but it is time for us as His people to be busy about that task.

I pray that you will prayerfully consider the opportunities that are afforded through The Baptist College of Florida and join with us to the Glory of God and the Salvation of Souls for His Kingdom.

God Bless You,



Thomas A. Kinchen  
President

The Baptist College of Florida



The Baptist College  
of Florida est. 1943



# 2019-2020 CATALOG

## THE SEVENTY-SEVENTH SESSION

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, Alumni Affairs, Ministry Referral, Public Relations, Housing..... Director of Student Life and Marketing  
 Development (Wills, Trusts, Donations, Other Gifts) ..... Vice President for Development  
 Faculty Matters/ Academics .....Academic Dean  
 Financial Aid ..... Director of Financial Aid  
 Music.....Chair, Music & Worship Division  
 Online Education.....Academic Dean  
 School Expense, Payment on Accounts ..... Office of Business Affairs  
 Student Records .....Registrar



5400 College Drive | Graceville, FL 32440-1898 | Fax: (850) 263-9026 | admissions@baptistcollege.edu



### DIRECTIONS

From Dothan on 231 South, turn at Hwy 109 South - 13 miles.  
 From Tallahassee on I-10, take exit 120 at Chipley - 15 miles on Hwy 77N.

### OFFICE HOURS

College offices are normally open from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 p.m. on 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 Sandra Richards, Director of Student Life and Marketing (850) 263-3261 ext. 415.

### “CHANGING THE WORLD THROUGH THE UNCHANGING WORD®”

The Baptist College of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate, baccalaureate and masters 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.

An accredited institutional member of the  
 National Association of Schools of Music  
 11250 Roger Bacon Drive, Suite 21  
 Reston, VA 20190, (703) 437-0700

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

325 W. Gaines Street, Suite 1414  
 Tallahassee, FL 32399-0400  
 Toll-free telephone number (888) 224-6684

The Baptist College of Florida is a cooperating ministry of the Florida Baptist State Convention and operates under the authority of the convention appointed Board of Trustees.

Membership in:

- The National Association of Independent Colleges and Universities
- International Association of Baptist Colleges and Universities
- National Council for State Authorization Reciprocity Agreements

# TABLE OF CONTENTS

## I. OVERVIEW

Mission .....	4
History .....	4
Accreditations and Memberships .....	4
Doctrinal Statement .....	4
Biblical Worldview .....	5
Faculty .....	5
Distance/Online Education .....	5
Contact Information .....	5
Campus Map .....	6
Campus and Facilities .....	7

## II. ADMISSIONS

Undergraduate Admission Requirements .....	8
Undergraduate Application for Admission .....	8
Degree Seeking Applicants .....	8
Special Applicants .....	9
Graduate Admission Requirements .....	9
Graduate Application for Admission .....	10
Graduate Applicants .....	10
Readmission .....	10
International Students .....	10
Transfer of Credit From Other Institutions .....	11
Graduate Credit Transfer from Other Institutions .....	13

## III. STUDENT LIFE

Atmosphere .....	14
Housing .....	14
Campus Life .....	14
Spiritual Enrichment .....	14
Publications .....	14
Radio Station - WFBU - 94.7 .....	14
Services .....	14

## IV. FINANCES

Fees .....	15
Payment of Accounts .....	16
Deferred Payment Plans .....	16
Refund Policies .....	17
Transcripts of College Credits .....	17
Contributions to the School and Students .....	17
Undergraduate Financial Aid .....	17
Employment .....	19
Grants .....	19
Loans .....	20
Scholarships .....	20
Benefits for Veterans .....	23
Vocational Rehabilitation .....	23
Graduate Financial Aid .....	23
Employment .....	24
Loans .....	24
Benefits for Veterans .....	25
Vocational Rehabilitation .....	25

## V. UNDERGRADUATE ACADEMICS

Semester Plan .....	25
First-Year Initiative .....	25
General Education/Basic Skills .....	25
Basic Skills Placement Guidelines .....	26
Degree Programs Requiring Math Courses	
Other Than MA 130 .....	26
Basic Computer Proficiency .....	26
Basic Computer Equipment Needed .....	27
LiveText Requirement .....	27
Information Literacy Proficiency .....	27
General Education Proficiency Testing .....	27
Grading System .....	28
Attendance / Participation Policy .....	28
Official Withdrawal .....	29
Directed Study Policy .....	29
Special Studies .....	30
Change in Program .....	30
Standard of Progression Toward Graduation	
and Classification of Students .....	30
Probation/Suspension .....	30
Small Classes .....	30
Student Conduct and Complaints .....	30
Degrees Offered .....	31
Graduation Requirements .....	32
Certificates of Recognition .....	32
Graduation Requirements by Degree / Major .....	32
BCF Foundational Curriculum .....	32
Degree Requirements .....	33

Special Music Requirements .....	40
Teacher Education Information .....	43
Available Minors .....	46

## VI. GRADUATE ACADEMICS

Semester Plan .....	47
Grading System .....	47
Class Attendance .....	48
Probation/Suspension .....	48
Technical Competences and Equipment Required	
for MAMWL Students .....	48
Graduation Requirements .....	48
Degree Requirements .....	49

## VII. UNDERGRADUATE COURSES

Course Numbers .....	50
Rotation of Courses .....	50
Prerequisites .....	50
Fields of Instruction .....	50
Aviation .....	51
Biblical Foundation .....	51
Biblical Introduction .....	52
Business Leadership .....	52
Christian Education .....	53
Communication .....	54
Education .....	54
English .....	56
Evangelism .....	57
First-Year Initiative .....	58
Greek .....	58
Hebrew .....	58
History .....	58
Humanities .....	59
Information Technology .....	60
Leadership .....	60
Mathematics .....	61
Missions .....	61
Music: Conducting .....	63
Music: Ensemble .....	63
Music: Guitar .....	63
Music: History and Literature .....	63
Music: Piano .....	64
Music: Theory .....	64
Music: Church .....	65
Music: Education .....	66
Music: Applied .....	66
Music: Technology .....	67
Music: Voice .....	67
New Testament .....	67
Old Testament .....	68
Pastoral Ministry .....	68
Philosophy .....	69
Portuguese .....	69
Preaching .....	69
Psychology and Counseling .....	70
Southern Baptist Convention .....	72
Science .....	72
Sign Language .....	72
Sociology .....	72
Spanish .....	72
Spiritual Formation .....	72
Statistics .....	72
Student Ministry .....	72
Supervised Ministries .....	73
Theology .....	73
Worship Arts .....	74

## VIII. GRADUATE COURSES

Fields of Instruction .....	74
Biblical Studies .....	74
Christian Ministry .....	75
Counseling .....	76
Graduate Research .....	77
Music Studies .....	78
Worship Leadership .....	78

## IX. ORGANIZATION

Board of Trustees .....	79
Administrative Officers and Staff .....	79
Faculty .....	79
Adjunct Faculty .....	80
Emeriti Faculty .....	81

## X. GLOSSARY.....82



# 2019-2020 BCF ACADEMIC CALENDAR

## FALL SEMESTER 2019

Residence halls open to all students .....	08/05/19
Welcome Activities and Registration-new students .....	08/08-09/19
Class work begins .....	08/12/19*
Last day to drop or add courses .....	08/18/19
Labor Day recess .....	09/02/19
Last day to remove incomplete grades .....	09/06/19
Last day to appeal grade of previous semester .....	09/06/19
Observance of U.S. Constitution Day.....	09/17/19
Deadline for application for fall graduation.....	09/13/19
Last day to drop courses without failing grade .....	10/04/19
Spring/J-term Senior/Graduates advising and registration .....	10/07/19
Preview Day .....	10/11/19
Spring/J-term Junior advising and registration .....	10/14/19
100% of Federal Title IV Aid Earned.....	10/15/19
Spring/J-term Sophomore advising and registration .....	10/21/19
Spring/J-term Freshman and Non-Degree advising and registration .....	10/28/19
Deadline for applying for direct study .....	11/08/19
Thanksgiving recess.....	11/25-29/19
Semester examinations .....	12/02-04/19
Fall semester graduation 10:00 am .....	12/06/19
Last day to move out of residence hall .....	12/06/19

## JANUARY TERM 2020

Administrative offices reopen .....	01/06/20
Registration-all students .....	01/06/20
January Session .....	01/06-15/20

## SPRING SEMESTER 2020

Residence halls open to all students .....	01/13/20
Welcome Activities and Registration-new students .....	01/16-17/20
Class work begins .....	01/20/20*
Last day to drop or add courses .....	01/26/20
Last day to remove incomplete grades .....	02/14/20
Last day to appeal grade of previous semester .....	02/14/20
Deadline for application for spring graduation .....	02/21/20
Preview Day .....	03/06/20
Last day to drop courses without failing grade .....	03/13/20
Spring Holidays.....	03/23-27/20
Fall/Summer Senior/Graduates advising and registration .....	03/30/20
100% of Federal Title IV Aid Earned.....	04/02/20
Fall/Summer Junior advising and registration .....	04/06/20
Fall/Summer Sophomore advising and registration.....	04/13/20
Fall/Summer Freshman and Non-Degree advising and registration .....	04/20/20
Deadline for applying for direct study .....	04/24/20
Semester examinations .....	05/11-13/20
Spring semester graduation 10:00 am .....	05/15/20
Last day to move out of residence hall .....	05/15/20

## SUMMER SESSION 2020

Registration-all students .....	05/18/20
Class work begins .....	05/18/20
Last day to drop or add course .....	05/24/20
Last day to drop without a failing grade.....	06/26/20
100% of Federal Title IV Aid Earned.....	07/01/20
July 4th recess .....	07/03/20
Summer session ends.....	07/31/20
Last day to move out residence hall .....	07/31/20

\*EDU 2000 and EDU 4090F students may need to begin their work prior to the scheduled beginning of the semester.



BCF students receiving Scholars in Residence Scholarship



The cast of the English Department's play, "Murder on the Orient Express"

# OVERVIEW

## ABOUT THIS CATALOG

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

If this is your first experience with college, you may come across terms that are unclear as you review this catalog, such as those terms related to academic requirements. For that reason, we have included a glossary on page 82. 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.

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 certificates and associate, baccalaureate, and graduate degrees in a co-educational post secondary setting.

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

## HISTORY

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

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

Throughout its history, the college has never lost sight of its original target group—those men and women, frequently called later in life, who seek college training that leads directly to Christian ministry. To ensure them acceptable credentials in the churches and to broaden the base of study, the baccalaureate degree program was added in 1976. Associate degrees were added in 1988. By then the school had long surpassed its earlier academic composition and the name of the institution was changed in 1988 to Florida Baptist Theological College. Growth has continued in all areas of the college with the addition of numerous degree programs, areas of study and delivery systems. Therefore, as a more accurate reflection of the college's academic character, the name of the institution was changed in 2000 to The Baptist College of Florida. In 2010, The Baptist College of Florida was approved to offer graduate degrees.

## ACCREDITATIONS AND MEMBERSHIPS

The Baptist College of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate, baccalaureate and masters 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.

BCF is an accredited institutional member of the National Association of Schools of Music. BCF holds membership in the National Association of Independent Colleges and Universities, International Association of Baptist Colleges and Universities, and the National Council for State Authorization Reciprocity Agreements. The college is authorized under federal law to enroll nonimmigrant students.

## DOCTRINAL STATEMENT

### I

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

### II

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

### III

Jesus is the Christ, the eternal Son of the living God, the Savior of men, born of a virgin, equal with the Father in every divine perfection, and



the Lord of every Christian. The Lord Jesus Christ died on the cross, was buried, rose again the third day, and ascended to the right hand of God the Father, where he now sits in heaven as our Mediator. The return of the Lord Jesus Christ will be visible and personal. He has taught us to live in readiness to meet Him.

## IV

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

## V

All have sinned, and therefore, are in need of salvation.

## VI

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

## VII

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

## VIII

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

## IX

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

## BIBLICAL WORLDVIEW

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 student completing a degree graduates with a minimum of 12 semester hours of Biblical/Theological Foundation courses. All courses are taught from the perspective of the biblical worldview as opposed to the perspective of other worldviews such as postmodernism, existentialism, deism, and naturalism. Furthermore, a number of courses are significant requirements in some degree programs and electives in others for those individuals who may desire more depth in worldview studies. Examples of such courses include the following: PHI 301. Problems in Philosophy; PHI 402. Contemporary Ethical Issues; TH 301, TH 302. Christian Doctrine; TH 403. Apologetics; MI 404. World Religions; OT 301. The Doctrine of Creation.

## 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. Over two-thirds of the college's professors hold doctorates. Most gained

significant practical experience in a church-related ministry before joining the faculty.

## DISTANCE/ONLINE EDUCATION

The Southern Association of Colleges and Schools Commission on Colleges has approved The Baptist College of Florida to offer all degrees and majors online. Through National Council for State Authorization Reciprocity Agreements (NC-SARA) membership, The Baptist College of Florida is authorized to provide online courses and degrees to students across the nation with few restrictions. For more information, see the NC-SARA website: <http://nc-sara.org> or contact the BCF Academic Dean's office.

As required by Section 6E-2.0041 (11) of the Florida Administrative Code, student records and transcripts for credit awarded through accredited traditional, online, distance, or directed individual instruction are recorded and maintained at the institution and made available to the Commission for Independent Education, Florida Department of Education on request.

## CONTACT INFORMATION

### Main Campus

5400 College Drive | Graceville, FL 32440

Phone: 850-263-3261

Fax: 850-263-9026

Information Contact: Sandra K. Richards,  
Director of Student Life and Marketing  
[skrichards@baptistcollege.edu](mailto:skrichards@baptistcollege.edu)

### Online Education

Phone: 850-263-3261, ext. 425

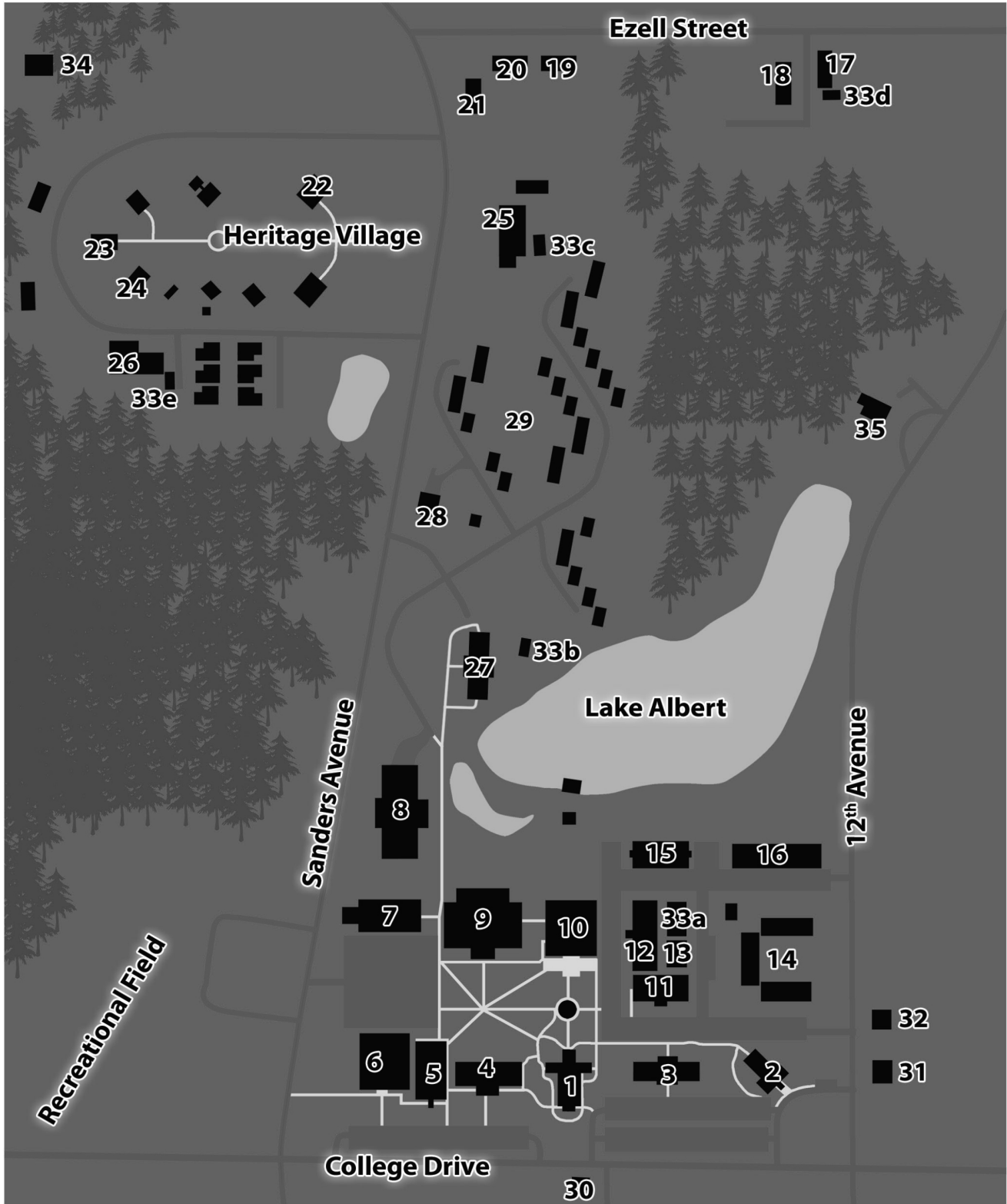
Fax: 850-263-9026

Information Contact: Robin Jumper, Academic Dean  
[grjumper@baptistcollege.edu](mailto:grjumper@baptistcollege.edu)



Ribbon cutting ceremony for Izzy's Isle

# BCF CAMPUS MAP



- |  |                                |                                |
|--|--------------------------------|--------------------------------|
| 1.....R.G. Lee Chapel                        | 13.....Pod Residence           | 25.....Florida Baptist History |
| 2.....Administration Building                | 14.....Southwest Apartments    | & Heritage Center              |
| 3.....R.C. Mills Center                      | 15.....Smith Hall              | 26.....Gardner Center          |
| 4.....Solomon Hall                           | 16.....Lakeside Hall           | 27.....Kinchin Center          |
| 5.....Graceville Hall                        | 17.....Taylor House            | 28.....WFBU Radio Station      |
| 6.....Ida J. McMillan Library / Carlton Hall | 18.....Ezell Street Apartments | 29.....Lakeview Court          |
| 7.....McRae-Morrow Hall                      | 19.....Ogletree House          | 30.....Bullock Hall            |
| 8.....Deese Center (Dining Facility)         | 20.....Courtyard House         | 31.....Hill House              |
| 9.....Wellness Center                        | 21.....Conrad House            | 32.....Hargrave House          |
| 10.....Student Center                        | 22.....Williams House          | 33 (a-e).....Storm Shelters    |
| 11.....Brackin-Chandler Hall                 | 23.....Cypress Hall            | 34.....Physical Plant          |
| 12.....Napier Hall                           | 24.....Pine Park Church        | 35.....East Lake Residence     |



## CAMPUS AND FACILITIES

The college occupies a beautiful, approximately 250-acre campus in Graceville, a town located in the Florida panhandle. All campus buildings are grouped together and are within a five-minute walk of each other. Students with disabilities have easy access to campus facilities.

### Administration Building

Completed in December of 2008, the Administration Building houses senior administration on the upper floor, including the President, Vice President for Development, and Director of Operations/Comptroller. The Office of Business Affairs and the Financial Aid Office can be found on the lower floor.

### 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.

### Bullock Hall

Renovated in 2014, a former single family dwelling now used as a private residence hall. It holds up to 4 residents and named in honor of James M. Bullock.

### Conner Chapel

Completed in 2008, the Conner Chapel is set off the rear of the R.G. Lee Chapel. Built with a gift from First Baptist Church of Panama City, the chapel is open from 6:00 a.m. to 12:00 a.m. for prayer.

### Conrad Court

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

### Deese Center

Completed in 2015, the Deese Center houses the food service for the campus. Mr. and Mrs. George Deese donated the building in memory of their deceased son.

### Ed Solomon Hall

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

### Ezell Street Apartments

Built and dedicated in 1991, these three bedroom two bath apartments are currently used for married couples and families.

### Frank Faris Student Center

Constructed in 1969, the Student Center houses the Information Technology Laboratory, the King's Cup Coffee Shop and Bistro, Izzy's Isle campus store, student mailboxes, offices of the Baptist Campus Minister, the Campus Safety Office, and the President's Conference Room.

### Florida Baptist History and Heritage Center

Dedicated in 2017, home of the archives of the Florida Baptist Convention and The Baptist College of Florida.

### 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 as well as the piano lab and media lab, a conference room, six practice rooms, and six faculty offices with studios.

### Graceville Hall

This facility was built in 1964 and houses faculty offices as well as Student Life and Marketing, Admissions, Registrar, Housing, BCM, and Information Technology.

### 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 Christian leaders in buildings representing a century of godly heritage. In addition, it houses the Clark House which contains the John Sullivan Collection, the President's Room, and other significant collections. The newly constructed pavillion provides a gateway to this unique portion of the BCF campus; experiencing our heritage on which our future is built.

### Ida J. McMillan Library/Carlton Hall

Located in Carlton Hall on the northwest section of the campus is the resource center which provides educational materials and services for faculty and students. The Director of Library Services and the library staff are available to offer assistance to students and faculty in locating materials and providing other library services.

### Kinchen Center

Opened in 2018, home to the Teacher Education Division. Built in the style of the 19th century schoolhouse, a reminder of our Baptist Heritage in Education. Named and dedicated in honor of BCF President and First Lady, Dr. Thomas A. Kinchen and Mrs. Ruth Ann Kinchen.

### Lakeside Hall

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

### Lakeview Court

Built over the years, this complex contains attractive, two and three bedroom individual houses. Many of the 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.

### McRae-Morrow Hall

Constructed in 1981, this facility is named for two Graceville families who have been devoted supporters of the college. This building houses the Writing Center and most of the General Education Division professors and courses.

### 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 consists of five rooms which are primarily used for single occupancy rooms for women.

### 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 152-seat auditorium, and offices for faculty and administrative staff.

### Robert G. Lee Chapel

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

### 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 students, staff, faculty, and guest housing, are named for H. Harry Parker, Ted S. Boehm, and the Chipola Baptist Association.

### 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.

### Wellness Center

Constructed in 1998 and enlarged in 2012, this facility offers over 27,000 square feet of floor space in two stories. The Wellness Center contains showers and dressing rooms, a basketball court, a racquetball court, and exercise rooms. The basketball court, which also serves as a volleyball court, doubles as an assembly area featuring a portable stage and a seating capacity of over 1000.

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



Students pose with Izzy at the Grand Opening of "Izzy's Isle"

# 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 criteria 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.

## UNDERGRADUATE 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](http://www.baptistcollege.edu/admissions). The application can also be requested by emailing the Office of Admissions at [admissions@baptistcollege.edu](mailto: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 register for classes within one year of approval, he/she will be required to reapply and 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 website at [www.baptistcollege.edu/admiss](http://www.baptistcollege.edu/admiss).

## 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 submit a completed application of affirmation of faith and service.
3. Will be recommended by a local Christian church.
4. Will submit a personal recommendation.
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 college life.
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. 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. Online students may sign the online student immunization waiver.
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 students who have an Associate of Arts degree from a regionally accredited college or university may be able to submit an official college transcript in lieu of the high school transcript requirement (see also Transfer of Credit from Other Institutions).
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. Homeschool students, in addition to all other requirements, must present a minimum 2.5 GPA on a 4.0 scale on a homeschool 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 warrant concern about their ability 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 "Special Applicants" section.

## SPECIAL APPLICANTS

### Dual-Enrolled (DE) (Online Only)

1. DE students will have been a Christian with active participation in a local church for at least one year.
2. DE students must be home-school or private school juniors or seniors.
3. DE students will submit a completed application of affirmation of faith and service.

4. DE students may be recommended by a local Christian church or their private school headmaster.
5. DE students will not use tobacco, recreational narcotics, alcohol, or any other intoxicants in any form or amount.
6. DE students will submit proof of immunization as required by Rule 6C-6.001 (5) Florida Administrative Code, or sign the online student immunization waiver.
7. DE students must provide an official copy of their high school transcript (to date) and any other academic transcripts (Advance Placement, CLEP, college or university).
8. DE students must provide official copy of test scores from either ACT or SAT exam.
9. DE students may enroll in up to 59 semester hours of 100 and 200-level online courses only.

### Non-Degree (ND)

1. ND students will have been a Christian with active participation in a local church for at least one year.
2. ND students will submit a completed application of affirmation of faith and service.
3. ND students will be recommended by a local Christian church.
4. ND students will not use tobacco, recreational narcotics, alcohol or any other intoxicants in any form or amount.
5. ND students will submit proof of immunizations, or sign the online student immunization waiver.
6. Official high school diplomas or equivalents are required. Official transcripts must be sent directly from their points of origin to the Office of Admissions.
7. ND students lacking the appropriate transcript can be provisionally admitted for one semester only. Students who fail to submit the required transcripts will not be permitted to register for subsequent semesters.
8. ND students may not enroll in any courses in which placement is governed by the level of proficiency revealed in placement testing.
9. No limit is placed on the number of courses a ND student may take, but no more than twenty-four semester hours can be applied toward a degree at BCF.
10. ND students are not eligible for financial aid.
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 accepted for the current term; these documents will be placed in the student's admission file and updated for the next term.

### Auditors (AU)

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

## GRADUATE ADMISSION REQUIREMENTS

The graduate program will retain the College's commitment to requiring definite academic qualifications for admission:

The graduate program will require the completion of a regionally

accredited baccalaureate degree with a minimum GPA of 2.5, or a minimum Graduate Record Examination (GRE) Verbal Reasoning score of 150 (revised scoring), or a minimum Miller Analogies Test (MAT) score of 425 or 80th percentile. Along with the completion of a regionally accredited baccalaureate degree, each graduate program also has additional admission requirements (see Graduate Applicants).

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

Submitting the application form and application fee is the first step for entrance into the graduate program at The Baptist College of Florida. The application can be downloaded or completed online at [www.baptistcollege.edu/admiss](http://www.baptistcollege.edu/admiss). The application can also be requested by emailing the Office of Admissions at [admissions@baptistcollege.edu](mailto: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 register for classes within one year of approval, he/she will be required to reapply and 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 website at [www.baptistcollege.edu/admiss](http://www.baptistcollege.edu/admiss).

## GRADUATE APPLICANTS

### Regular Admission

1. Will have been a Christian with active participation in a local church for at least one year.
2. Will submit a completed application of affirmation of faith and service.
3. Will be recommended by a local Christian church.
4. Will submit a personal recommendation.
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. Online students may sign the online student immunization waiver.

11. Will possess a baccalaureate degree from a regionally accredited college or university.
12. Master of Arts in Christian Studies (MACS) applicants must have a minimum of 18 hours of regionally accredited biblical, theological, and/or religion studies including BI 212 (Biblical Hermeneutics) or its equivalent and an upper-level Old or New Testament Book Study course. The Registrar, in coordination with the chair of the appropriate academic division, will evaluate transcripts to determine candidate qualifications. Those lacking selected admission requirements but who otherwise meet the admission requirements of the program may make up the missing requirements by taking classes through one of the undergraduate delivery systems at The Baptist College of Florida.
13. Master of Arts in Music and Worship Leadership (MAMWL) applicants must possess a regionally accredited baccalaureate degree in music, music education, contemporary worship, or other musically inclined field of study. In addition, applicants must demonstrate a baccalaureate level of knowledge and proficiency in music theory, music history, and piano through testing and audition by BCF music faculty.
14. Master of Arts in Counseling (MACO) applicants must possess a regionally accredited baccalaureate degree in psychology. Applicants who possess a regionally accredited baccalaureate degree in another field of study must complete 18 hours of specified leveling courses before beginning graduate coursework.
15. Will submit official transcripts from all institutions of higher education attended.

## 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 readmission, (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 at the time of re-enrollment.

## INTERNATIONAL STUDENTS

### How To Apply

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

### When To Apply

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

### Application Materials Required

1. Application: An application accompanied by an application fee of \$25 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 taken. A complete official transcript of all studies in every institution of higher education attended beyond the secondary school level. This record must list all examination grades, degrees, and certificates held by the applicant. NOTE: The student is responsible for requesting an evaluation of any foreign credentials. Applications to BCF will not be processed without proper translation of foreign transcripts.
4. English Proficiency: Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL) and score satisfactorily. Applicants must have a composite score of 500 with 55 on the listening portion. The test results must be forwarded to The Baptist College of Florida. Information regarding the TOEFL is available from any American Consulate as well as from: TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08541 U.S.A. Scoring Level 6 on the ASPECT University Placement Service test will be accepted in lieu of the TOEFL test.
5. Financial Statement: Certified original affidavit by parents, relatives, government, private organization, or a combination indicating their commitment to financially support the applicant must be forwarded to the college. Proof of the available funds must accompany this statement.
6. Photographs: Two photographs taken within six months prior to filing the application must be included.
7. Tuition: Tuition and fees for international students are charged at the same rate as those charged to all other students.
8. 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.
9. 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.
10. Tuition and Fee Deposits: International students are required to place a deposit with the college. Currently the deposit is \$8,000.00 U.S. dollars. This deposit must be made before the college will issue an I-20 Certificate of Eligibility to the student.
11. Campus Studies: International students will take courses on the Graceville campus.
12. Online Studies: (a) International students attending the Graceville Campus may take online courses; however, an international student must take at least 9 hours in the classroom per term to maintain the F-1 status. (b) International students may take courses and seek a degree online only from their country of origin. Such students must meet the necessary English language requirements and all regular admissions requirements.

### Notification of Application Status

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

## TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

### Advanced Placement Credit

Concerning Advanced Placement (AP) 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 Examination	Min. Grade	BCF Courses	Hours Awarded
Art History	3	HUM 101	3
Biology	3	SCI 201	3
Calculus AB	3	Math Elective	3
Chemistry	3	Science Elective	3
Economics: Macro	3	BUS 220	3
Economics: Micro	3	BUS 215	3
English Language and Composition	3	ENG 151/152	6
English Literature and Composition	3	ENG 223	3
Environmental Science	3	Science Elective	3
European History	3	HI 211/212	6
French Language	3	Language Rec.	6
German Language	3	Language Rec.	6
Government & Politics United States	3	HI 225	3
Music Theory	3	MT 101/102	3/6
Physics B	3	Science Elective	3
Psychology	3	PSY 201	3
Spanish Language	3	Language Rec.	6
Statistics	3	STA 300	3
Studio Art: Drawing	3	HUM 102	3
U.S. History	3	HI 223/224	6

### CLEP Credit

A maximum of fifteen hours of College Level Examination Program (CLEP) credit may be awarded. Official CLEP scores must be submitted

before a student's completion of the 60th hour of credit (including credit from all colleges previously attended).

CLEP Examination	Min. Score	BCF Course	Hrs. Awarded
College Composition	50	ENG 151/152	6
American Literature	50	ENG 222	3
English Literature	50	ENG 223	3
American Government	50	HI 225	3
History of the United States I Early Colonization to 1877	50	HI 223	3
History of the United States II 1865 to the Present	50	HI 224	3
Human Growth and Development	50	PSY 307	3
Humanities	50	HUM 101	3
Introduction to Educational Psychology	50	PSY 310	3
Principles of Economics: (Macro/ Micro)	50	BUS 215/220	6
Introduction to Psychology	50	PSY 201	3
Introduction to Sociology	50	SOC 201	3
Western Civilization I Ancient Near East to 1648	50	HI 211	3
Western Civilization II 1648 to Present	50	HI 212	3
Biology	50	SCI 201	3
French Language (Levels I & II)	50 & 59	Language Rec.	6
German Language (Levels I & II)	50 & 60	Language Rec.	6
Spanish Language (Levels I & II)	50 & 63	Language Rec.	6

### International Baccalaureate (IB) Diploma Credit

Concerning IB Diploma courses, the college will follow a general policy comparable to many colleges and universities in the Southeast as well as nationwide. Students receiving the IB Diploma may receive up to 30 semester hours of credit for scores of 4 or higher on higher level (HL) and standard level (SL) examinations. Students who do not receive the IB Diploma may receive credit for scores of 5 or higher on the higher level (HL) examinations only. Any credit given must be applicable toward the student's degree program.

### Transfer Credit

1. Official transcripts from all colleges previously attended must be sent from their points of origin directly to the Office of Admissions.

2. Transfer applicants currently on academic suspension from another college will not be considered until a full semester lapses since the suspension. Such applicants may then be admitted on academic probation and will have to maintain the standard for academic progress given elsewhere in this catalog or face permanent suspension from the college.
3. Transfer applicants currently on academic probation with another college may be admitted on conditional status but will have to maintain the college's standard for academic progress or face academic suspension.
4. No course with a grade below "C" will transfer, and no course can be transferred from another institution unless it corresponds or matches a course in the current BCF catalog. (Descriptions of courses begin on page 50.)
5. Courses in doctrine are not transferable from non-Baptist institutions.
6. No credit is awarded for life experience.
7. A maximum of twelve semester hours credit may be granted for Seminary Extension Department courses in the College-Level Curriculum Series.
8. Music credits will be evaluated by the music faculty after appropriate auditions and placement tests have been given.
9. All advanced standing should be granted before the student enrolls.
10. A Guide to the Evaluation of Educational Experiences in the Armed Services is used as a resource in evaluating credit earned while serving in the armed forces. The National College Credit Recommendation Service is used as a resource in evaluating credit earned in civilian employee training programs. Coursework accepted will be assigned a "Satisfactory" rating and awarded the appropriate earned credit recommended in the appropriate publication. Coursework will be accepted as credit earned only and will not be figured in the grade point average.
11. Transferability of credit is at the discretion of the college or any other college of the student's choice, and it is the responsibility of the student to confirm whether or not credits will be accepted by the college.
12. For students who have completed the required English and/or math courses (according to requirements stated in the BCF Catalog for the respective degree program) at a post secondary institution accredited by a regional accrediting agency or equivalent, the following policy will apply:
  - a. Students who received a grade of "C" or better in an equivalent required course(s) will not be required to undergo further testing. English and math course credits equivalent to BCF courses will be transferred according to the policy stated in the current BCF Catalog.
  - b. Students who pass the MA 230 (College Algebra) entrance test with a minimum grade of 75% or who have passed College Algebra with a C (2.0) or better, may enroll in STA 300 (Statistics).
  - c. A three-hour (or more) college math course of a level higher than that of MA 130 (Business Math) may be transferred and counted in lieu of MA 130 if such is required. The student must have earned a grade of "C" or better.
13. To receive transfer credit for flight training, students in the B.A. in Missions with a Concentration in Aviation program must complete the following steps:
  - Complete all other required academic coursework
  - Submit a valid pilot's license approved by the Federal Aviation Administration (FAA)



- Provide verification of “current” flight and medical status as defined by the FAA
- Demonstrate basic flight skills on a review flight with any instructor approved by both the FAA and BCF
- Submit a written summary of the review flight from the FAA approved instructor for the student’s file

Upon completion of these requirements, a student will be permitted to transfer up to twenty-seven hours of aviation courses. **None of the aviation courses are taught by the College but are counted as transfer credit.**

- An FAA-approved Private Pilot’s License will be accepted for AV 101 and AV 102.
- An FAA-approved Instrument Ticket will be accepted for AV 201 and AV 202.
- An FAA-approved Commercial Pilot’s License will be accepted for AV 301 and AV 302. **Students must hold the FAA approved Private Pilot’s License and Instrument Ticket to complete the program. However, students who do not hold a Commercial Pilot’s License must complete the degree by taking nine approved semester hours from the list below:**

- MI 205. History of Christian Missions (3 hours)
- MI 401. Missions Coordination in the Local Church (3 hours)
- MI 405. American Cults and Sectarian Groups (3 hours)
- MI 419. Short-term Missions Internship (1-6 hours)
- EV 310. Evangelizing Catholics (3 hours)
- EV 311. Evangelizing Muslims (3 hours)
- EV 315. Evangelizing Animists (3 hours)
- LA 200. The Ministry of Leadership (3 hours)
- LA 320. Church Business Administration (3 hours)

## GRADUATE CREDIT TRANSFER FROM OTHER INSTITUTIONS

### Transfer Credit

- Students will not normally be permitted to transfer more than 12 graduate semester hours into graduate programs.
- Official transcripts from all colleges, graduate schools, or seminaries previously attended must be sent from their points of origin directly to the Office of the Registrar.
- No course with a grade below “C” will transfer, and no course can be transferred from another institution unless it corresponds or matches a course in the current BCF catalog. (Descriptions of graduate courses begin on page 74.)
- Courses in doctrine are not transferable from non-Baptist institutions.
- The student normally will not transfer credit for GR 501. Introduction to Graduate Research or GR 690. Graduate Thesis.
- Transferability of credit is at the discretion of the college or any other college of the student’s choice, and it is the responsibility of the student to confirm whether or not credits will be accepted by the college.



“Welcome to the Kinchen Center”



BCF students celebrating their victory at BCM Lakeside Echo



Student music group “One Voice”

# 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 (not counting summer semesters).

To house married couples and families, the college owns two-and three-bedroom apartments. For single men and single women, there are residence halls. Students who live in residence hall housing must follow the procedures outlined in the Housing contract. They must check in with the Resident Assistant no later than the first day of class each semester and check out and move any day up until the last day of the semester. Please check the BCF academic calendar in this catalog for specific dates. All students residing in campus housing are required to be enrolled in at least 12 hours each semester.

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

## CAMPUS LIFE

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

### American Association of Christian Counselors (AACC)

The BCF student chapter of the AACC meets monthly to foster a learning environment in which students, professors, administration, and guest professionals in the field, meet to share ideas that promote a counseling theory and practice that is fully integrated with a Christian worldview.

### Baptist Collegiate Ministries (BCM)

BCM exists to foster collegiality and fellowship among students at BCF. It provides a variety of activities including worship, recreational events, special classes, and other major events. BCM is open to all BCF students.

### Recreation

BCF also offers a variety of indoor and outdoor recreational activities providing Christian fellowship and exercise for the college family. The Wellness Center offers opportunities for basketball, volleyball, racquetball, fencing, and weight lifting. Outdoor recreational facilities include a soccer/flag football field and disc golf course. Those who prefer competitive activity, intramural leagues include basketball, flag football, kickball, volleyball, soccer, and fencing.

## 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, and various musical programs and concerts.

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

## PUBLICATIONS

The college publishes Echoes, a quarterly magazine sent to alumni and friends; the Catalog; the Student Handbook; the Viewbook; and a monthly e-newsletter entitled the Eagle's Nest. BCF also maintains a comprehensive website located at [www.baptistcollege.edu](http://www.baptistcollege.edu), as well as social media presence on Facebook, Twitter, and Instagram.

## RADIO STATION – WFBU - 94.7

WFBU is the 24/7 LP (low power) FM radio station at The Baptist College of Florida. The 94.7 FM station broadcasts a variety of positive Christian music and uplifting programs featuring BCF students, faculty, staff, special guests, and chapel services.

WFBU's signal can be heard in the Graceville area and can be accessed on the website. Chapel services are broadcast on WFBU. The WFBU website provides information on the programming schedule and biographical information on the Radio Station Manager.

## SERVICES

### Advising

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

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

### Academic Support

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

Counseling

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

Employment Opportunities

The Office of Student Life and Marketing maintains a posting of available jobs for students and family members.

Food Service - Deese Center

The food service is located in the Deese Center, providing three meals each weekday.

Izzy's Isle

Izzy's Isle Campus Store is located in the Frank Farris Student Center and offers a variety of memorabilia that students, alumni, faculty and staff, friends of the College, and prospective students may purchase that represent the spirit of BCF.

King's Cup Coffee Shop and Bistro

King's Cup Coffee Shop and Bistro is located in the Frank Faris Student Center and offers a variety of beverages, sandwiches, and snacks.

Ministry Referral

The Ministry Referral service provides resumes to churches and other ministries that are seeking staff members. Students and alumni seeking opportunities for ministry may make their file active in this registry through the Office of Student Life and Marketing.

New Student Orientation

Participation in New Student Orientation is required of all students who are beginning their first semester at The Baptist College of Florida. New Student Orientation provides essential information about college policies, campus facilities, and college life. Sessions include special times of fellowship and recreation with other students, faculty, and staff members. Attendance is mandatory.



Dr. Robin Jumper instructs in the Mills Center

# FINANCES

## GENERAL FINANCIAL POLICIES

### FEES

Application fee (non-refundable) .....	25.00
Auditing fee.....	50% of tuition
Books and supplies, approximate cost per semester (est.).....	525.00
ETS fee .....	35.00
Commuter Meal Plans	
25 meal plan.....	150.00
50 meal plan.....	285.00
80 meal plan.....	435.00
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) .....	500.00
Apartment Water/Garbage Charge (Summer).....	200.00
Apartments for Families:	
Lakeview Apartments	
(Fall and Spring) .....	1,750.00
(Summer) .....	700.00
Southwest Apartments	
(Fall and Spring) .....	1,375 - 1,500.00
(Summer) .....	575 - 600.00
Taylor Duplex	
(Fall and Spring) .....	2,250.00
(Summer) .....	900.00
Brown House	
(Fall and Spring) .....	2,250.00
(Summer) .....	900.00
Late Lease Renewal Charge .....	100.00
Residence Hall, per person, per semester single or double occupancy (based on availability)	
10 meal per week plan.....	2,098.00
15 meal per week plan.....	2,306.00
Summer (no meal plan) .....	460.00
Residence Hall Deposit .....	100.00
Residence Hall Improper Check-out Fee .....	50.00
Residence Hall Key Replacement Fee .....	5.00
Residence Hall Room Change Fee.....	25.00
Identification Card Replacement.....	5.00
Late registration fee (non-refundable).....	50.00
Matriculation-Technology fee, per semester hour .....	30.00
Online Orientation Fee (IT 310 N).....	300.00
Pin number replacement fee .....	10.00
Returned check charge (non-refundable) .....	20.00
Transcripts.....	5.00 each
Tuition - per semester hour .....	360.00
Tuition, dual enrollment - per semester hour .....	150.00

Music fees:

Ensemble lab fee, per semester for ME 101, ME 209,



ME 303, ME 307, ME 311, ME 313, ME 314, MP 206 and ME 320 .....	25.00
Keyboard, voice, instrumental and guitar lessons: Class instruction, per semester for MG 115, MG 116, MP 100, MP 115, MP 116, MP 215, MP 216, MV 100, MV 115 MV 116.....	30.00
Private instruction, per semester for MUS 150I – MUS 451I, MUS 150K - MUS 451K, MUS 150V - MUS 4510V One one-half hour lesson weekly, per semester .....	200.00
One hour lesson weekly, per semester.....	300.00
Recital fees for MU 420 and MUS 460 .....	50.00
Teacher Education Fee: Instructional Materials Center Fee for EDU 3000F, EDU 4090F, ESOL 3710F, RED 3001F, RED 4001F, RED 4005F, EDU 4005F, EDU 4010F, EDU 4020F, EDU 4025F .....	10.00

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

**Some courses may have additional fees associated with travel.**

### Rental Deposits

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

## **PAYMENT OF ACCOUNTS**

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

### Points to remember:

1. All tuition, fees, and housing charges are assessed and due when you register. Student aid funds will be posted to the student's account to satisfy these charges. All balances due will be handled in accordance with the deferred payment plans as outlined below.
2. Some miscellaneous charges may be assessed during the semester.
3. All charges for fall and spring semesters (J-term considered to



Aerial image of the R.G. Lee Chapel (2018)

be a spring semester charge) may be paid when you complete registration at the Office of Business Affairs.

4. Summer school charges must be paid in full at the Office of Business Affairs before each session begins.
5. 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.
6. 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.
7. Students who receive Veterans benefits are given no special consideration in payment of accounts. No deferral in payments will be granted. Each veteran should be prepared to pay fees while the V.A. Benefits are being processed.
8. Funds received from all student aid, state and federal grants, Tuition Assistance Program, William D. Ford Direct Loans, and scholarships will be credited to the student's account in the Office of Business Affairs. Any excess funds (credit balances) on a student's account, after all monies above have been applied, may be withdrawn by the student in accordance with guidelines established by State and Federal agencies administering the funds. **NO FUNDS MAY BE WITHDRAWN BY THE STUDENT UNLESS THE STUDENT ACCOUNT HAS A CREDIT BALANCE.**
9. Students who meet all of the following criteria are eligible to receive refunds by the seventh day of a payment period for the purpose of obtaining books and supplies:
  - a. The student is eligible for a Federal Pell Grant.
  - b. Has a complete financial aid file ten (10) days prior to the payment period and disbursed funds would create a Title IV credit balance.
  - c. Has met all eligibility requirements for the funds ten (10) days before the beginning of the payment period.
  - d. Has submitted all required documentation and all conflicting information has been resolved.
  - e. Has met all financial aid deadlines.

## **DEFERRED PAYMENT PLANS**

- Plan 1. Students who do not receive Financial Aid must pay seventy-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 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.

**REFUND POLICIES****Drop/Add Refund Policy**

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

**Regular Withdrawal Refund Policy**

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

**Fall and Spring Semesters (Days=Calendar Days)**

1-7 days	100%	22-28 days	50%
8-14 days	90%	29-65 days	25%
15-21 days	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.

**One Week Courses (Days=Calendar Days)**

First Day	100%
Second Day	25%
Later	None

**Two Week & Three Week Courses (Days=Calendar Days)**

First Day	100%	Fourth Day	25%
Second Day	90%	Later	None
Third Day	50%		

**Eleven Week Courses (Days=Calendar Days)**

1-7 days	100%	22-45 days	25%
8-14 days	80%	Later	None
15-21 days	50%		

A student may occupy campus housing from semester to semester without interruption as long as he/she abides by the regulations. He/she rents housing on a semester basis - fall, spring and summer. Once the student occupies a housing unit, he/she is expected to reside in it for the entire semester and is obligated to pay the rent until the end of the semester. This requirement may be waived under the following condition:

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

**Notes**

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

**TRANSCRIPTS OF COLLEGE CREDITS**

Transcripts of credits earned at the college are sent upon written fulfillment of the "Request for BCF Transcript" located in the Registrar's office and available for print on the college website. Forms completed must be mailed or hand delivered to the Registrar office. 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**

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

**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 form of grants, employment, loans, or scholarships. The applicant's financial need, academic achievement, community and school service, and potential achievement may be considered in determining eligibility for different programs. All financial aid forms, information and FAFSA link are available on the college website: [www.baptistcollege.edu/financialaid](http://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

1. is accepted in good academic standing and maintains satisfactory academic progress at the college;
2. is enrolled in an eligible program as a degree seeking student; courses not contributing to a student's degree program will be ineligible for Title IV Federal funds;
3. is a U.S. citizen or eligible noncitizen and has a valid social security number;
4. owes no refund or repayment on a previous educational grant;
5. is not delinquent on a student education loan;
6. and, for programs based on financial need, has established financial eligibility through the Free Application for Federal Student Aid (FAFSA).

**Application Process**

To initiate the application process for grants, loans, and college work study, a student must complete the Free Application for Federal Student Aid (FAFSA). BCF school code is 013001. Students may apply on-line through the college website or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application period begins October 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 academic 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. Students must submit all required forms to the Financial Aid Office in order to be considered for any financial aid programs. **For priority consideration of state grants and institutional scholarships, a student's financial aid file must be complete 45 days prior to the beginning of the semester.** 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 parent(s))
- 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 requirements are as follows:

0-27 hours	1.40
28-60 hours	1.70
61-91 hours	2.00
92 or more hours	2.00

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

Students must complete their degree program before attempting more than 150 percent of the total credit hours required for the program.

### Warning/Probation

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

### Reinstatement

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

### Appeals

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

### Return of Title IV Aid Policy

Title IV financial aid includes Federal Pell Grants, Supplemental Educational Opportunity Grants (FSEOG), Federal Subsidized and Unsubsidized Loans, and PLUS loans.

Students earn a portion of their financial aid each day they attend class. Attendance will be taken each day of class and failure to attend could result in the reduction or revocation of a student's financial aid.

A student's official withdrawal date is:

- the date the student officially notifies the Registrar of his/her intent to withdraw. The withdrawal process begins by contacting the Registrar's Office.

A student's unofficial withdrawal date is:

- the student's last date of attendance at a documented academically-related activity

If a student enrolls for classes, but does not attend and does not officially withdraw, the college will assume, for Title IV financial aid purposes, the student has unofficially withdrawn. Funds may have to be returned to the U.S. Department of Education, unless there is documentation to indicate that the student completed the term enrolled.

After completing 60.5 percent of the calendar days for the term in which they are enrolled, the federal government considers 100 percent of the aid to be earned. Students, who withdraw from all classes prior to completing 60.5 percent of the term, may be required to repay all or part of the Title IV financial aid they received (See the 2018-2019 BCF Academic Calendar for dates). Under the Federal Title IV Repayment Policy, the percentage of Title IV aid earned shall be calculated as follows:

- 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
- The percentage of Title IV aid unearned is 100% minus the percent earned

If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned by the student. Loan funds are repaid in accordance with the terms of the promissory note. Any grant amount the student has to return is a grant overpayment. The student will be notified of the potential over award and will be required to make satisfactory payment arrangements with the federal government to return the funds.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a Post-withdrawal disbursement of the earned aid that was not received. This may result in a credit balance for the student. Students with a credit balance will be notified by the Office of Business Affairs, according to the Institutional Refund policy.

When a student receives federal aid in excess of the earned aid, the school must return the lesser of the unearned amount of Title IV aid or the institutional charges for the term, multiplied by the percentage of unearned aid. The school will return any unearned aid for which it is responsible within 45 days of the date the school determined the student withdrew.

Federal regulations require Title IV aid to be refunded in the following order:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans (for parents)
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

Students who owe the college due to a Title IV Repayment may be ineligible to re-enroll. They may also be ineligible for additional Title IV federal financial aid from any other college.

Students who receive Title IV funds must contact the Financial Aid Office before withdrawal from any or all classes to determine their financial aid liability.

## EMPLOYMENT

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

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

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

## Federal Work Study (FWS)

The Federal Work Study program enables students who demonstrate financial need the opportunity to earn money. Jobs are on campus and include work in offices, library, maintenance, etc. 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 website or in the Office of Business Affairs.

The institution cannot guarantee student employment or future employment in the student's chosen area of vocation.

## GRANTS

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

## Federal Pell Grants

Federal Pell Grants are non-repayable government funds provided to 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.ed.gov](http://www.fafsa.ed.gov). Awards are adjusted according to hours of enrollment.

Credit Hours Enrolled	Enrollment Level
1-5	Less than half-time
6 to 8	half-time
9 to 11	Three-quarter-time
12 or more	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 - state at least one year. These students must be full-time, degree-seeking and demonstrate financial need. Application is made by completing the Free Application for Federal Student Aid (FAFSA). Renewal requirements of students who received FSAG during the 2018-2019 academic year must have completed at least 24 credit hours with a cumulative GPA of 2.0. **FUNDS ARE LIMITED.**

## Effective Access to Student Education Grant (EASE) (formerly referred to as FRAG)

EASE is a state-funded program for permanent Florida Residents who have lived in-state at least one year. These students must be full-time

and in a degree seeking program. They cannot be enrolled in a program of study leading to a degree in theology or divinity. Application is made by completing the BCF Financial Aid Application. Renewal requirements of students who received EASE during the 2018-2019 academic year must 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, and Florida Medallion Scholars. Students must have their high school guidance counselors submit their test scores and completed coursework to the Florida Bright Futures Program at the Florida Department of Education.

Initial eligibility, renewal requirements (high school graduation requirements, required coursework, minimum grade point average [GPA], minimum ACT and SAT test score requirements and service hour requirements), and credit hour award amounts are listed on the Florida Bright Futures website at [www.floridastudentfinancialaid.org](http://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 to be returned to the Florida State Bright Futures Program.

## **LOANS**

### 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 his/her direct school expenses will be approved for eligible students.

### BCF Christ Is Our Salvation Loan Fund

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

### William D. Ford Direct Loan Program

Student loans are available through the Direct Loan program. Students must complete the FAFSA and have a valid ISIR or SAR in the Financial Aid Office in order to apply for a federal loan. Loans are available to students who are enrolled in a program of study and are attending at least half-time. Both entrance and exit counseling are mandatory requirements and the financial aid office must have confirmation of completion. Students may complete their counseling sessions online at [studentloan.gov](http://studentloan.gov). Entrance counseling confirmation must be

received before the release of the first disbursement. Exit counseling is required before a borrower graduates or ceases at least half time enrollment. Students must have a completed financial aid file before the loan request form will be processed. The borrower is required to repay the loan according to the repayment schedule.

### Direct Subsidized Loan

Subsidized loans are need based. Borrowers must show a financial need to be eligible. The federal government will pay the interest on these loans while the borrower remains enrolled in school at least half-time. Maximum annual loan limits:

Dependent Undergraduate Student	Independent Undergraduate Student	Hours Earned
Freshman \$3,500	Freshman \$3,500	0 - 27
Sophomore \$4,500	Sophomore \$4,500	28 - 60
Juniors & Seniors \$5,500	Juniors & Seniors \$5,500	61 -

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

### Direct Unsubsidized Loan

Students may also apply for a non-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.

### Direct Parent Loan for Undergraduate Students (PLUS)

The PLUS loan is a program for the parents of dependent undergraduate students who need additional financial aid.

Parents who demonstrate appropriate credit worthiness are eligible and may borrow up to the annual cost of attendance, minus any other aid.

PLUS loan eligibility is not need based; however, the student must be at least half time.

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

## **SCHOLARSHIPS**

### Florida Ministerial Scholarships

This scholarship 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.

### **ELIGIBILITY CRITERIA**

Applicants for this scholarship must meet the following requirements:

1. They must be enrolled in a program of study leading to a degree in theology or divinity.
2. They have been residents of Florida for a minimum of twelve months immediately prior to initial entrance into BCF. Some exceptions are granted to military personnel.

3. They must be a degree-seeking student.
4. 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.
5. They must submit their testimony of God's call to enter Christian ministry as a vocation.
6. They must continue to remain an active member of a Southern Baptist church.
7. They must maintain and express a positive, favorable attitude toward their churches and denomination.
8. They must maintain the grade average required for graduation and listed in the current school catalog.
9. They must meet the following course load requirement: on-campus students must take a minimum of twelve semester hours in the Fall and Spring semesters. Ten or more semester hours are required for Summer aid. On-line students must take at least two courses per Fall and Spring, and Summer semesters.
10. They must meet annually with their pastor or a counselor designated by the Financial Aid Office and discuss his/her call to Christian ministry as a vocation.

## Application Process

All financial aid applications and forms are available on the college website ([www.baptistcollege.edu/financialaid](http://www.baptistcollege.edu/financialaid)) or in the Financial Aid Office. Initial applications, reapplications and all accompanying documentation must be submitted by August 1 of each year.

**For priority consideration of state grants and institutional scholarships, a student's financial aid file must be complete 45 days prior to the beginning of the semester.**

## BCF Scholarships

Applications are available on the college website 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:

75th Anniversary Scholarship  
 Alabama Alumni  
 Charles F. and Willa Albright  
 Rev. Timothy I. Alexander  
 Winifred Allen  
 Ben and Barbara Amlong  
 Angus Lane Anderson and Mary Shy Anderson  
 Anderson Annual  
 Anderson Family Foundation, Inc.  
 Sara Lucile Anderson I  
 William "Dub" Anderson Student Aid Fund  
 A. B. and Hilda Andrews Family  
 Peggy Ange  
 Apalachee/Gadsden County Baptist Association Hispanic  
 Carl Arant  
 Helene G. Argo  
 Agnes P. Axson  
 Judge W. L. Bailey  
 Bailey-Cox Music  
 Balkum Baptist Church  
 Baptist College of Florida Alumni Association  
 Christopher M. Barber  
 June Esther Bateman  
 W. O. Beauchamp, Jr.

A.B. Bedsole  
 Leroy Benefield  
 Dr. and Mrs. Leroy Benefield  
 Jeff and Mina Bloodworth  
 John W. and Irene Blount  
 T. S. Boehm  
 Irene S. Boman  
 Olene Braxton  
 J. Walter and Missouri Brewer  
 Homer A. and Irma W. Brinkley  
 Rev. and Mrs. Howard C. Browning  
 Timothy and Christopher Burns  
 Byrd  
 Robert Edward Chapman, Sr.  
 The Chatlos Foundation  
 Bobby L. & Shirley T. Christie Trust Scholarship (endowed)  
 Thomas Perkins Clifford  
 Jesse W. Clopton, Sr.  
 Evelyn Collier Education  
 W. Harrison Conley  
 Thomas B. Conrad  
 Bill Cook  
 Willis Coulliette  
 Joe and Ann Courson  
 George E. Crowell, Sr.  
 Eleanor Crutchfield  
 Hugh and Shirley Dampier  
 J. Nixon Daniel, Sr. and J. Nixon Daniel, Jr.  
 Harold A. Dann  
 Charles and Martha Davis  
 John Dicks  
 John H. Dicks  
 Arminta L. Donaldson  
 Jacqueline Marie Daniels and Jaqueline Draughon  
 Jacqueline Perry Draughon International  
 Walter D. Draughon, Jr.  
 Alfred I. duPont Foundation  
 Mattye E. DuPree  
 Floyd and Lottie Dykes  
 Calvin and Claudia Edeker  
 A. M. and Mae Everett and Lillian S. Nagy  
 Lloyd T. Ezell and Ruth Deloney Ezell  
 Faculty Wives  
 C. W. Fambrough  
 First Baptist Church of Eau Gallie  
 First Baptist Church of Port Charlotte  
 Shelby Foster Fisher  
 Florida Baptist Ministerial & Theological  
 Florida Campers on Mission  
 Doris Forrest  
 James M., Jr. and Josephine C. Garrett  
 Dr. R.E. and Grace Glaze Scholarship (endowed)  
 Mr. and Mrs. L. V. Graham, Sr.  
 Graves/O'Quinn  
 Greenwood Baptist Church  
 Herman F. Greer  
 Harold Clifford Grow, Sr.  
 Dalton Hagler, Sr.  
 Lillie J. Haire  
 Hall, Hoffman, and Leary



Flora Jo Hall  
 James S. Hallford and Lona Eloise Hallford  
 Robin N Hamilton  
 T.J. and Mary Frances Harris  
 Thomas Granville Hayden  
 Violet Hayward  
 Jim Henry  
 Carlton and Lydia Herndon  
 Hickox  
 Lois B. and John Hipps  
 Dr. and Mrs. J. E. Hodges  
 Grace Hudspeth  
 Earl Hutto Foundation  
 M. Dewitt and Theresa Jackson  
 Jakin Baptist Church  
 James-Hudspeth  
 W. K. Jenkins  
 Dale A. Johnson  
 Gus E. and Gena H. Johnson  
 Judah  
 Robin Jumper  
 Dwight and Carolyn Kelley  
 Jesse Craig Kennon  
 Ketner Family  
 Donna Kincaid  
 Ruth Ann Kinchen  
 Tom and Ruth Ann Kinchen  
 N. B. Langford  
 David Lauen  
 J. W. and Joyce Lee  
 M. J., P. J. and W. P. Lee  
 Philip W. Lett  
 JoAnna Cutler Lewis Memorial Scholarship (endowed)  
 Archie Linderman  
 Litzell  
 N. Edward Mann  
 J. G. Manuel  
 Thomas E. (Marty) Martin  
 Earldene McCorvey  
 Judson and Nellie McElroy  
 McRae and Knight  
 James P. and M. Ruby Medlin  
 Earl H. Merritt Annual  
 Earl H. Merritt  
 L. Don Miley  
 J. Ronnie Miller  
 R.C. & Lois Mills  
 F. H. Morgan  
 G. W. and Mary Frances Morrow  
 Mount Pleasant Baptist Church  
 John L. Murrell  
 Bertie Nalls  
 F. H. Nelson  
 J.A. and Ethel Nichols  
 Warren J. Nubern Memorial  
 Sidney J. and Mary C. Ogletree  
 Jerry and Shelvie Oswalt  
 Peggy Sue & Rita Oswalt  
 J.T. and Charlotte Owens  
 Edward & Evelyn Owens and James & Willie McCormick

Betty Parker  
 Violet Pearson  
 M. G. and Ethel P. Pigg  
 Presidential  
 Promise Land Retreat  
 Providence Village Baptist Church  
 Leonard G. Ratzlaff  
 Rice-Savell  
 Richards Graduate  
 Max and Laura Robinett  
 Marion C. Roche  
 Barbara Ross  
 James M. Scott, Jr.  
 Travis H. Scott, Jr.  
 James H. and Voncile B. Senterfitt  
 Sepulga Baptist Church  
 Servant Leadership Award  
 Serena Shutt  
 Harold and Marie Smith  
 Jefferson Lee Smith  
 Robert N. Solomon  
 Jim and Mabel Southerland  
 Southern Baptist Foundation  
 Jerry and Helen Sowell  
 Spangenberg  
 L.D. and D. M. Spivey  
 C. H. and Ruth B. St. John  
 Arthur Stainback  
 St. Andrews Baptist Church and Mark & Angie Rathel  
 Lloyd and Eva Mae Stanland  
 Herman and Libby Stevenson  
 Gerry Strawn  
 Marvin and Hazel Starling  
 Starling  
 John and Nancy Sullivan  
 Taylor Summers and Janie Johnston Moorer  
 Harold and Mary Ann Taylor  
 Kay S. Taylor  
 Lanis E. Taylor  
 Purvis N. Taylor  
 Thacker Family  
 Eugene Thompson  
 Tolson  
 Austin Lavon Tomlinson  
 William E. Touchton, Jr.  
 O. H. Townley  
 Mr. and Mrs. W. B. Townley, Sr.  
 Martha P. Trotter  
 Eva Rebecca Vaughn  
 C. N. and Nell K. Walker  
 Gladys Wasdin  
 Glen Watford  
 John C. Watson and Julian & Cammie Cole  
 Webb  
 West Florida Associational Brotherhood  
 Pencie W. Wester  
 Tom and Becky Wheeler  
 James W. Whitfield and Charles D. Crews  
 James Whitworth  
 Jerry L. Widner Scholarship (endowed)

Glen & Margaret Willsey  
Luther W. & Ruby R. Woodward  
Ken Yates  
Ms. Jewell (Zalenski)

commission. Students interested in applying for services should write or call the office in their home community or: Vocational Rehabilitation, 4743 E US 90, Marianna, FL 32446-0000. Telephone: (850) 482-9600.

## 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 student progress records are maintained by the Registrar's Office and are available for student review during normal business hours (8:00 am – 4:30 pm).

**Concerning the Bachelor of Arts in Missions with a Concentration in Aviation:** The Baptist College of Florida does not offer the flight portion of this program and cannot certify the flight courses listed in this curriculum to VA for GI Bill payment. You are expected to obtain the appropriate licenses and ratings at a flight school of your choice. Whether or not VA will pay benefits for pursuit at the flight school you attend will depend entirely upon whether or not that flight school is approved for veterans' benefits and the amount of entitlement remaining in your GI Bill. Bear in mind that only training under FAR Part 141 may be approved for GI Bill payments for these particular licenses and ratings. If the flight school you attend is approved for GI Bill training, that school will handle all paperwork and certifications relating to those payments.

### VA Standard of Progress Policy

A VA student must maintain a cumulative GPA of 2.00 to receive benefits. A VA student who fails to maintain a cumulative GPA of 2.00 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 2.00, 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 2.00 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

## GRADUATE FINANCIAL AID

Graduate students at The Baptist College of Florida are eligible for federal unsubsidized student loans. All financial aid forms, information and FAFSA link are available on the college website: [www.baptistcollege.edu/financialaid](http://www.baptistcollege.edu/financialaid). Paper applications for loans are available upon request.

### Applicant Requirements

A student eligible to apply for financial aid

1. is accepted in good academic standing and maintains satisfactory academic progress at the college;
2. is enrolled in an eligible program as a regular student seeking a degree;
3. is a U.S. citizen or eligible noncitizen and has a valid social security number;
4. owes no refund or repayment on a previous educational grant;
5. is not delinquent on a student education loan.

### Application Process

To initiate the application process for loans, a student must complete the Free Application for Federal Student Aid (FAFSA). BCF school code is 013001. Students may apply on-line through the college website or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application period begins October 1 of each year for the following academic year. The FAFSA application may be sent any time throughout the year. Students must reapply for financial aid each academic 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. Students must submit all required forms to the Financial Aid Office in order to be considered for any financial aid programs. The Financial Aid Office will send each qualified student an award letter detailing the amount the student will receive in financial aid. Each student is responsible for payment of 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.

### 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 six or more semester hours (see "Semester Plan" in the Academics section), must successfully complete 1/2 of those attempted hours each semester, and meet or exceed the appropriate cumulative grade point average for their classification. The minimum cumulative grade point requirement is 2.5.

Grades of F, WP, WF, and W will not satisfy the academic progress requirements. The maximum length of eligibility is prorated proportionately for part-time students. Students enrolled for at least three semester hours, but less than six 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.

### Warning/Probation

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

### Reinstatement

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

### Appeals

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

### Return of Title IV Aid Policy

Graduate Title IV Financial Aid is Unsubsidized Loans.

Students earn a portion of their financial aid each day they attend class. Attendance will be taken each day of class and failure to attend could result in the reduction or revocation of a student's financial aid.

A student's official withdrawal date is:

- the date the student officially notifies the Registrar of his/her intent to withdraw. The withdrawal process begins by contacting the Registrar's Office.

A student's unofficial withdrawal date is:

- the student's last date of attendance at a documented academically-related activity

If a student enrolls for classes, but does not attend and does not officially withdraw, the college will assume, for Title IV financial aid purposes, the student has unofficially withdrawn. Funds may have to be returned to the U.S. Department of Education, unless there is documentation to indicate that the student completed the term enrolled.

After completing 60.5 percent of the calendar days for the term in which they are enrolled, the federal government considers 100 percent of the aid to be earned. Students, who withdraw from all classes prior to completing 60.5 percent of the term, may be required to repay all or part of the Title IV financial aid they received. (See the 2018-2019 BCF Academic Calendar for dates) Under the Federal Title IV Repayment Policy, the percentage of Title IV aid earned shall be calculated as follows:

- 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

- The percentage of Title IV aid unearned is 100% minus the percent earned

Students who owe the college due to a Title IV Repayment may be ineligible to re-enroll. They may also be ineligible for additional Title IV federal financial aid from any other college.

Students who receive Title IV funds must contact the Financial Aid Office before withdrawal from any or all classes to determine their financial aid liability.

## EMPLOYMENT

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

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

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

## LOANS

### Direct Subsidized and Unsubsidized Loans-Preparatory Coursework

A student may apply for a direct subsidized/unsubsidized loan for preparatory course work the school has documented is necessary for the student to enroll in a graduate program. If enrolled at least half time, the student is eligible for loans for one consecutive 12 month period beginning on the first day of the loan period.

Annual Limits for Subsidized loans - \$5,500

Annual Limits for Unsubsidized loans - \$7,000

### Direct Unsubsidized Loans-Graduate

Annual Limits for Unsubsidized loans - \$20,500

Aggregate Loan Limits - \$138,500 for graduate or professional students - No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

To apply for a student loan, students must:

1. Complete the FAFSA, and have a valid ISIR 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](http://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 [studentloans.gov](http://studentloans.gov).



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# UNDERGRADUATE ACADEMICS

## SEMESTER PLAN

The college operates on the semester plan: Two fifteen-week semesters per year and one eleven-week term during the summer. Courses are also offered between semesters in January.

The unit regularly used for the measurement of credit toward graduation is the semester hour, which is the equivalent of the credit earned in a course which meets one hour per week for a semester. Thus a class which meets two hours per week for a semester is a two-semester-hour course; one which meets three hours a week for a semester is a three-semester-hour course. For the purpose of converting transferred quarter hours into semester hours, the following formula is used: the number of semester hours is two-thirds the number of quarter hours. A student must be enrolled for a minimum of 12 semester hours of work per semester to be classified as a full-time student.

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

## FIRST-YEAR INITIATIVE

FYI: First-Year Initiative is The Baptist College of Florida's plan for fostering student success. The purpose of this initiative is to equip new students with the knowledge and skills needed to complete their first year of college successfully, whether on campus or online.

### THE FIRST-YEAR INITIATIVE HAS TWO COMPONENTS:

FYI 101. Student Success Course. Required for incoming students without post-secondary experience (including dual enrollment and/or advanced standing), this three-semester-hour course is designed to equip new students with the knowledge and skills needed to succeed personally, academically, and spiritually in The Baptist College of Florida environment. For more information, contact the First-Year Student Liaison.

Early Warning and Intervention Plan. This plan is designed to help identify students experiencing academic and other college-related difficulties placing them "at risk" of failure and provide the appropriate personnel and resources to intervene. For more information, contact the Director of Student Life and Marketing.

## GENERAL EDUCATION / BASIC SKILLS

The General Education Foundation at BCF was developed to ensure that all students acquire broad general knowledge deemed important for students in associate and baccalaureate programs and was designed to provide foundational knowledge necessary for the achievement of learning at higher levels. The ability to read, write, and use basic

computational skills greatly affects all learning. To assist students in acquiring proficiency in these skills early in their collegiate academic careers, the following rules apply to all regularly enrolled students taking more than three semester hours.

1. Students must complete the English and math requirements of the General Education Foundation by the semester in which they earn their 60th hour of college credit. All other general education courses must be complete by the semester in which students earn their 80th hour of college credit.
2. English courses should begin the first semester students enroll at BCF and continue without interruption until both composition courses are completed (ENG 151 and 152). A literature option must be completed by the semester in which the 60th hour of college credit is earned (except for those students who take ENG 100 and/or ENG 105, whose literature course may be delayed by the number of semesters they are involved with these courses).
3. Students whose placement tests scores reveal a deficiency in reading must enroll in ENG 105 in their first semester and ENG 100 their second semester as advised by the 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, English Secondary Education, and History and Social Studies Secondary Education (including transfer students) must take and pass all parts of the General Knowledge Test (GKT) of the FTCE before registering as upper division students.

## BASIC SKILLS PLACEMENT GUIDELINES

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

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

Students who have less than:

-B (3.0) Senior High School English Courses  
AND

-17 or 440 ACT English Score or SAT I Verbal Score  
will be required to enroll in ENG 100.

### Placement in Reading (ENG 105):

Students who have less than:

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

### Placement in Mathematics (MA 110):

Students who have less than

-C (2.0) Algebra I or Higher Math Courses in High School  
AND  
-19 or 440 ACT Mathematics Score or SAT I Mathematics  
Score will be required to enroll in MA 110.

### Diagnostic Testing

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

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

## DEGREE PROGRAMS REQUIRING MATH COURSES OTHER THAN MA 130

### Music Education Students

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

### Teacher Education Students

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

### Leadership and Christian Education Students

MA 220 (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

BCF courses, both classroom and online, require computer usage. For academic success, at a minimum, students must be proficient in the following areas:

- Document processing: creating, editing, formatting, saving, and printing a document in Microsoft Word (or a similar word processor)
- Internet: accessing the internet; using a search engine; navigating within a website; writing and sending email correspondence

Students who do not meet these computer proficiency requirements for college courses should take **IT 101. Introduction to Computer Use** in their first semester. Students who have concerns about meeting the proficiency requirements or need to improve their computer skills should enroll in **IT 202. Information Technology Applications** their first semester. If necessary, the professor of IT 202 will direct students to IT 101 during the drop/add period. Students taking their first BCF online course are required to take **IT 310 N. Orientation to Online Learning** for orientation to the Learning Management System and preparation for successful online learning practices.

Additional computer skills will be required for some courses that are online or have online components. These courses include, but are not limited to, speech-related or music-related courses offered in an online format.

## BASIC COMPUTER EQUIPMENT NEEDED

For successful work, The Baptist College of Florida student must have up-to-date computer hardware and software. All courses, both online and classroom, contain some online components using eLearning, Jenzabar's LMS (Learning Management System). Students are expected to receive email messages, find information, complete and submit assignments, etc., and will need certain equipment, or access to it, in order to be successful. Having the needed computer hardware and software, or access to it, is the student's responsibility. Needed items are described below:

- Fast, low-latency, reliable internet connection
  - A "broadband" internet connection is strongly advised. This can generally be obtained through a good quality DSL or cable internet connection. Dial-up internet service will not be sufficient. To verify connection speed and latency, a prospective student or student should use a "speed test" site such as [www.speedtest.net](http://www.speedtest.net). The recommended speed should be tested as at least 3.8 Mbps download and upload. A dial-up service would test as 0.06 Mbps download which would not be sufficient for BCF online course work.
  - BCF provides Wi-Fi coverage for most of the Graceville campus.
- Computer hardware requirements
  - Computer capable of running a full version of Microsoft Windows or Mac OS (devices running Windows RT, Mac iOS, Google's Chrome OS, Linux, etc., will not be able to complete all required coursework.)
  - A minimum video resolution of 1024 x 768
- Computer software requirements
  - Microsoft Windows or Mac OS compatible with current versions of Microsoft Office
  - Microsoft Office (The entire Microsoft Office suite is available free of charge to current students through Office 365.)
  - Current version of one or more of the major internet browsers-Internet Explorer, Firefox, Chrome, or Safari
  - Adobe Reader
  - Flash Player
  - JavaScript enabled
  - Cookies enabled
  - Current version of Java installed and updated

Some online music courses will also need a web cam and/or outboard video recording device; a MIDI keyboard (weighted keys preferable); Finale 2010 or later software.

The campus IT Lab and Library have computers with the necessary software for most courses, with the exception of some music courses. Headsets, microphones, and video cameras of any type are not provided. These are the student's responsibility if a course requires them. Though the college cannot guarantee workstation access at all

times, computers are available during operational hours except when certain classes or workshops are being taught in the IT Lab.

BCF's IT Department does not provide support or repair for student-owned computers or those owned by other individuals. Course-related support is provided by college-employed LMS (Learning Management System) Assistants for each academic division.

## LIVETEXT REQUIREMENT

LiveText, a web-based software application, is a tool designed to assist students with course assignments and portfolio collection and to assist professors with grading and assessment. Each BCF student (on-campus and online) is required to purchase an account with LiveText. This one account will cover all BCF courses for seven years. Various courses in each major will include LiveText Key Assignments.

## INFORMATION LITERACY PROFICIENCY

Information literacy is one of the four fundamental liberal arts skills all adults need to be successful 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 do the following:

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 College Composition; 2) an introductory course for each major; 3) a senior capstone or research course; 4) GR 501. Introduction to Graduate Research. The librarian will work with the faculty and the director of the Writing Center in integrating information literacy and library instruction into these courses.

## GENERAL EDUCATION PROFICIENCY TESTING

As a requirement for graduation and in order to assess student learning outcomes in the General Education Division, students must attain a minimum score of 420 on the ETS Proficiency Profile Test and a minimum score of 2 on the essay portion. Students are required to take the test upon their first enrollment in the college and the semester after completing their 60th hour. If needed, students will be required to retake the test each semester (after the 60th hour) until the required score is attained. Students transferring at least 60 hours will be required



to take the ETS Proficiency Profile Test the semester they first enroll at BCF and will not be required to take the test a second time, pending that the scores are attained upon their initial enrollment. Students will be charged for the administration of the test(s).

## GRADING SYSTEM

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

Grade	Quality	Grade Points Per Semester Hour
A (90-100)	Excellent	4.0
B (80-89)	Good	3.0
C (70-79)	Satisfactory	2.0
D (60-69)	Poor, but passing	1.0
F (Below 60)	Failure	0.0
I	Incomplete	0.0
P	Passing	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
WP	Withdrawal passing	0.0
WF	Withdrawal failing	0.0
W	Course dropped within the drop period	0.0
AU	Audit	0.0

### Incomplete Grades

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

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

1. Excessive health problems, supported by a doctor's confirmation, that have resulted in a lengthy absence from class during the final two weeks of the term.
2. Temporary military service that resulted in an interrupted semester.
3. The student was engaged in a number of official activities that resulted in excused absences during the final two weeks of the term.
4. The work was due in the closing two weeks of the semester, and family situations prevented the student from completing the work.

Procedure for application: 1) Acquire a "Request for Incomplete Grade Form" from the Registrar or from the college website; 2) Complete the form thoroughly; 3) Get signatures from student, professor teaching the course, division chair, and the Registrar; 4) After the request is approved, acquire the "Requirements to Complete Coursework (to

remove "I" Grades)" form from the Registrar's Office or the college website; 5) Work with the course professor in planning the work needed to complete the course; 6) Get signatures from student, professor teaching the course, and the Registrar; 7) Complete the work by the deadline described above.

The deadline for submission of the "Request for Incomplete Grade Form" is the last class day of the semester, prior to final exam days.

### Grade Point Average

The GPA of a student is obtained by dividing the total number of grade points by the number of semester hours attempted for credit. To qualify for graduation, a student must have a 2.0 (C) average.

### 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 retake 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 website. Students access this information by using official user IDs and passwords issued by IT Department personnel.

### 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.

### Maximum Student Intern Loads

Student teaching interns are limited to the student teaching experience and no more than six additional semester hours during the intern semester. Any exception to this rule must have the written approval of the Chair of the Teacher Education Division or Music and Worship Division Chair and the Registrar.

## ATTENDANCE/PARTICIPATION POLICY

The Baptist College of Florida values consistent attendance and participation and believes that students have greater success with regular attendance and participation in class. To assist with retention and to meet federal guidelines for financial aid, the institution utilizes an extensive attendance/participation monitoring procedure. Attendance and absences are governed by the following regulations:

### GENERAL GUIDELINES

1. The college grants excused absences for students when the following conflict with or prohibit attendance of classes or participation in coursework: 1) representing BCF; 2) military duty; 3) legal proceedings. An excused absence provides an exemption from attendance in a class session but does not exempt the student from the work required in most cases. With an excused absence,

a student is given allowances regarding time and due dates commensurate with the excused time away.

- Students must be present or active during the first week of the semester or risk being dropped from the course.
- In all cases attendance is counted from the first day of the semester.

#### **CLASSROOM COURSES**

- For classroom courses, attendance is determined by physical attendance in a class session.
- For classroom courses, attendance or absences are counted by the hour rather than by class meeting because of courses meeting on various schedules. For instance, in a course that meets for one three-hour block per week, a student who misses the whole weekly session has three absences.
- For classroom courses, three tardies equal one absence.
- For classroom courses, students lose credit in any course in which absences exceed one-fourth (25%) the total number of class hours (clock hours) of the course (the 25% rule). 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. If a course meets 32 hours per semester (a two-semester-hour course), the student would lose credit with the ninth absence. All absences except those officially excused (see item 1 above) must be managed within the 25% allowed before failure of the course.
- For classroom courses, students must be present for at least one-half of a class period or class hour to be counted present. For block courses, students must be present in each hour to be counted as present for that hour.

#### **ONLINE AND OTHER COURSES**

##### **WITHOUT REGULAR CLASSROOM SESSIONS**

- For online courses, internships, directed studies, graduate courses, or other courses without regular classroom sessions, students are expected to participate at least weekly. Participation is determined by any of four actions by the student: 1) submission of an academic assignment; 2) submission of a test of any type; 3) contributing in online forums or discussions about academic matters; 4) initiating contact with the professor to ask questions related to the subject or course studied.
- Though no pre-determined number of weeks missed constitutes failure, students who do not participate weekly are at risk of failure of the course.

#### **CONNECTION COURSES**

- For connection courses, students gathering on BCF's campus will be expected to adhere to the same attendance policies as other classroom students. Students connecting with the course and classmates synchronously will be expected to adhere to the same attendance policies as classroom students. Students connecting with the course and classmates asynchronously will be expected to adhere to the same participation policies as online students.

#### **Absences from Semester Examinations and Sectional Tests**

If a semester examination is missed, it may be taken upon approval by the Registrar. The student should explain in writing the reason for the absence.

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

#### **Changing or Dropping Courses**

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

### **OFFICIAL WITHDRAWAL**

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

### **DIRECTED STUDY POLICY**

- A directed study (DS) is an independent study of a regular course granted to meet the needs of a graduating senior with specific circumstances. Students may apply for a DS only when, in his/her last two semesters, a required course is needed to complete degree requirements and that course conflicts with another required course or was not offered by the college the previous two regular semesters.
- Directed studies (DS) will vary depending on the nature of the course but will have the same outcomes and similar assignments as the corresponding classroom-based course.
- A student may not take more than two directed studies within his/her academic program. Professors are limited to two directed studies per semester.
- Directed studies are designed for upper-level courses. Because students are required to take foundational courses prior to their 80th hour (see "General Education/Basic Skills" section of Catalog), directed studies will not be granted for General Education Foundation courses, courses listed as Additional Requirements for General Education, and Biblical/Theological Foundation courses.
- Students who wish to undertake a directed study (DS) course should submit a completed directed study application to the Academic Dean during the advising/pre-registration and no later than one week after the last day of freshman advising/pre-registration as published in the catalog. Applications are available from the professor leading the study, the Assistant to the Academic Dean, from the college Registrar, and the college website.
- 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 DS course, acquiring the signature of the professor, acquiring the signature of the division chair of the division of the course, and submitting the application to the Academic Dean by the stated deadline (See BCF Academic Calendar).
- The Academic Dean and the Registrar will discern whether the

request meets the criteria and inform the student and the professor of the approval/disapproval by campus email.

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

## 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, classroom-based course provided by the college;
- 2) 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 and the Academic Dean and must include a full syllabus with proper outcomes, evaluative tools, and assignments. Special studies must be included in the advance planning and scheduling process 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 over the course of his/her academic program.

## CHANGE IN PROGRAM

Students who desire to make any changes related to academic major or minor should do the following: 1) consult with the program coordinator/leader/advisor of both majors, the one leaving and the one entering; 2) complete a change of major/minor form with signatures from both program leaders consulted; and 3) submit the completed form to the Registrar. Students who make a program change related to an academic major or minor must follow the requirements 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.

Class	Hours	Minimum Grade Point Average for Unconditional Retention
Freshmen	0 - 27	1.40
Sophomores	28 - 60	1.70
Juniors	61 - 91	2.00
Seniors	92 - or more	2.00

## 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. While a student is on academic probation, he/she is allowed to continue normal

student activities except participation in college activities that require the student to miss class meetings such as trips or tours. If a student is enrolled in a degree program that requires participation in a performance ensemble, he/she will be placed in College Choir and will not be permitted to participate in another ensemble until he/she has earned a grade point average sufficient to be removed from academic probation.

2. Students who attain at least the minimum standard after one semester on probation will be placed on good standing.
3. Students who fail to attain the minimum standard after a semester on probation will be suspended.
4. Students placed on suspension may not enroll in courses for one regular semester. While on academic suspension, a student will not be permitted to participate in most college activities, including intramural sports, projects, trips, and musical ensembles. In order to grant students on suspension the opportunity to study in areas of their academic deficiency, they will be permitted to have access to the Library, the Information Technology lab, and the Writing Center. Since students are required to be enrolled as full-time students in order to remain in campus housing, students on suspension must vacate campus housing. Exceptions will be granted on a case-by-case basis by the housing manager.
5. Students on suspension must apply through the Office of Admissions to be readmitted to the college.
6. If readmitted to the college, the student will be on academic probation for one semester, and the required minimum standard must be met by the end of the second semester following readmission. Since the student will be on academic probation during this period, the same restrictions outlined above apply.
7. If the minimum standard is not met by the end of the second semester following readmission, students will be placed on permanent suspension.

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

## SMALL CLASSES

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

## STUDENT CONDUCT AND COMPLAINTS

The information contained in this section references the college's official Student Handbook. Students should consult the Student Handbook for complete information. New campus students are provided a hard copy edition of the Student Handbook during orientation. All students have access to the Student Handbook electronically.

### Student Conduct

Each student at The Baptist College of Florida has given evidence of above-average dedication to Christian ethics. The practice of going beyond what is expected, in spirit as well as in service, should characterize every student's activity in and outside the classroom, on and off the campus. Anything less than personal honesty, integrity, morality, and sensitivity is out of character for anyone preparing for Christian leadership and will be a factor in evaluating a student's continuance in study as a part of the BCF family.



### Conditions of Dismissal

The following violations of the College Code of Conduct may result in dismissal: (1) academic dishonesty such as cheating, plagiarism, and any other misrepresentation of work; (2) complicity in another student's Code of Conduct violation through permission, approval, or assistance in the violation; (3) the use, possession, or distribution of alcoholic beverages or illicit drugs; (4) any criminal activity; (5) disorderly conduct; (6) sexual misconduct; (7) social media misconduct; and (8) any misconduct occurring on campus or in violation of the off-campus expectations of students preparing for Christian leadership.

### Procedures for Appeal

Any student charged with misconduct will have the opportunity to appeal those charges through a sequence of fair and open progressive processes. In matters related to academic misconduct, an appeal of an instructor's disciplinary decision may be made in writing to the Division Chair, and ultimately to the Academic Dean. Non-academic misconduct appeals can be made to the College Hearing Officer in writing. The decision of the College Hearing Officer on appeals is final unless the President chooses to review the matter.

### Filing a Complaint against BCF

While BCF expects individuals to attempt to resolve problems in a biblical manner, any student may make a complaint against the institution. Student complaints must be submitted in writing describing the complaint in the clearest possible terms, signed and dated, and sent to the attention of the Director of Student Life and Marketing. If the complainant is not satisfied with the response of the Director of Student Life and Marketing, the student may submit an appeal in writing to the College Hearing Officer. The College Hearing Officer's decision is final unless the President chooses to review the matter.

### Appeal to Southern Association of Colleges and Schools Commission on Colleges

The Baptist College of Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The Commission is to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission's standards. Any person who has information that he or she feels should come to the attention of the Commission may submit a complaint in writing to the Commission on Colleges at:

1866 Southern Lane  
Decatur, Georgia 30033-4097  
or call (404) 679-4500

The Commission has a form on their website at [sacscoc.org/pdf/081705/complaintpolicy.pdf](http://sacscoc.org/pdf/081705/complaintpolicy.pdf). In addition to completing the form, the complaint should state the nature of the complaint, then briefly describe the details of the complaint in the clearest possible language and indicate how the institution has violated specific provisions of the Principles of Accreditation. The complainant should then describe the steps taken to exhaust the institution's grievance process, describe the action taken by the institution to date, and provide a copy of the institution's response to the complainant as a result of the prescribed procedures.

### Appeal to the Commission for Independent Education, Florida Department of Education

Additionally, The Baptist College of Florida is licensed by the Commission for Independent Education, Florida Department of Education. If an individual has exhausted the college's grievance process and wishes to file a complaint against this institution, he/she may write a letter containing the name of the student or complainant, as well as a current address and phone number, along with the name of the institution, the location of the institution (city), dates of attendance, and a full description of the problem and any other documentation that will support his/her claim, such as enrollment agreements, correspondence, etc., to:

Commission on Independent Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400

## **DEGREES OFFERED**

The college offers associate, baccalaureate, and graduate education to persons called of God to serve in churches, classrooms, mission fields, and the community. High school graduates and college graduates in a second vocation may enroll for a degree.

### Graduate Degrees

The college offers the Master of Arts in Christian Studies (MACS) and the Master of Arts in Music and Worship Leadership (MAMWL), and the Master of Arts in Counseling (MACO). Graduate degrees at BCF offer advanced and specialized studies in Christian ministry-related disciplines. Each degree requires thirty semester hours of coursework and culminates in appropriate measurements that demonstrate mastery of the particular field of study (such as Graduate Theses, Comprehensive Exams, Internships, or Research/Performance projects).

### **AVAILABILITY OF A 3 + 2 (DUAL ACADEMIC AWARD) PROGRAM WITH RICHMONT GRADUATE UNIVERSITY**

The 3+2 program offers students the opportunity to complete a Bachelor of Arts in Psychology from The Baptist College of Florida and a Master of Arts in Clinical Mental Health Counseling from Richmond Graduate University (also a SACSCOC-accredited institution) in as little as five years. Participants in the program will complete at least 102 credit hours at The Baptist College of Florida. While at The Baptist College of Florida, five courses within the major are completed as enriched courses and the student must earn at least a B in each course. These five courses will be accepted by Richmond Graduate University. After completing an additional 18 hours of graduate courses at the Richmond Graduate University campus, the student will be awarded a Bachelor of Arts from The Baptist College of Florida. Students who are interested in this program should consult with their academic advisor.

### Baccalaureate Degrees

The college offers a Bachelor of Arts degree with majors in Biblical Studies, Business Leadership, Christian Studies, Education Studies, Elementary Education, English, English Secondary Education, History and Social Studies, History and Social Studies Secondary Education, Leadership and Christian Education, Ministry, Ministry Studies, Missions, Missions with a Concentration in Aviation, and Psychology. 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 provides a broad base of knowledge and experience for the student who wishes to enter immediately into ministry and a strong foundation for entrance into graduate study.

### Associate Degrees

The college offers three associate degrees with majors in Divinity, General Studies, and Music. The 60-66 semester hours required for associate degrees include training in most phases of the work of ministry in the local church and are tailored for the student who wishes to invest only two years of training in the chosen field.

## **GRADUATION REQUIREMENTS**

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

1. Application for graduation at the beginning of the final semester;
2. Completion of academic requirements for the degree as set forth in the catalog; any request for a waiver of a required course must be made to and approved by the Academic Dean in writing;
3. Satisfactory settlement of all financial accounts with the college;
4. Approval by the college of the personal character and moral worthiness of the candidate;
5. Participation in graduation exercises; exceptions must be requested in writing to the Registrar;
6. Maintenance of a minimum grade point average of 2.0. (Teacher Education students must have earned a cumulative GPA of 2.5 in order to graduate);
7. Passage of the Florida Teacher Certification Examinations (FTCE) by those majoring in education certification programs;
8. Must take at least 25% of total degree requirements from BCF;
9. Must be enrolled for at least one course at BCF the semester the student plans to graduate;
10. Must attain a minimum score of 420 on the ETS Proficiency Profile Test and a minimum score of 2 on the essay portion.

### Active-Duty Military

Academic residency at The Baptist College of Florida is twenty-five percent of the degree requirements for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservists and National Guardsmen on active-duty are covered in the same manner.

### Application for Graduation

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

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

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

### Graduation Honors

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

### Requirements for Additional Degree

Degree graduates from the college may enroll for a second degree in another field. Baccalaureate graduates must complete the requirements for the second bachelor's degree and earn a minimum of 32 hours beyond the number of hours required in the first degree. Bachelor's degree graduates may earn an associate degree in another field by completing the requirements for the associate degree and earning a minimum of 16 hours beyond the number of hours required in the bachelor's degree. Associate degree graduates may earn a second associate degree by completing all the requirements for the second associate degree and earning a minimum of 16 hours beyond the first associate degree.

## **CERTIFICATES OF RECOGNITION**

The college offers certificates of recognition. A Certificate in Biblical Studies may be awarded to any on-campus student completing any 23 hours in Bible-related courses.

## **GRADUATION REQUIREMENTS BY DEGREE / MAJOR**

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

## **BCF FOUNDATIONAL CURRICULUM**

BCF has developed foundational curriculum in the General Education and Biblical/Theological areas of study to provide a foundation for the following degree programs. Each degree program requires 33 hours of General Education Foundation and 12 hours of Biblical/Theological Foundation in addition to each degree's specific requirements. The foundational curriculum is listed below.

### BCF General Education Foundation Competencies Outcomes

#### **Student Learning Outcome 1: Reading**

By the end of the General Education Foundation, the student will be able to do the following:

- interpret the meaning of key terms (IG: IIb, IIc)
- recognize the primary purpose of a passage (IG: IIb, IIc)
- recognize explicitly presented information (IG: IIb, IIc)

- make appropriate inferences (IG: IIb, IIc)
- recognize rhetorical devices (IG: IIb, IIc)

## Student Learning Outcome 2: Writing

By the end of the General Education Foundation, the student will be able to do the following:

- recognize the most grammatically correct revision of a clause, sentence or group of sentences (IG: IIb, IIc)
- organize units of language for coherence and rhetorical effect (IG: IIb, IIc)
- recognize and reword figurative language (IG: IIb, IIc)
- organize elements of writing into larger units of meaning (IG: IIb, IIc)
- write accurate transitions from paragraph to paragraph (IG: IIb, IIc)
- use accurately a designated format (MLA, APA, or Turabian) (IG: IIb, IIc)
- develop a thesis statement (IG: IIa, IIb, IIc)
- support assertions with citations and references (IG: IIa, IIb, IIc)

## Student Learning Outcome 3: Communication

By the end of the General Education Foundation, the student will be able to do the following:

- identify various types of audiences (IG: IIb, IIc, IId)
- use information technology platforms to present data and information (IG: IIa, IIb, IIc)
- give a speech that uses accurate grammar in standard American English (IG: IIb, IIc)
- give a speech that is coherent and purposeful (IG: IIb, IIc)

## Student Learning Outcome 4: Critical Thinking

By the end of the General Education Foundation, the student will be able to do the following:

- distinguish between rhetoric and argumentation in a piece of nonfiction prose (IG: IIa, IIb, IIc)
- recognize assumptions and fallacies (IG: IIa, IIb, IIc)
- recognize the best hypothesis to account for information presented (IG: IIa, IIb, IIc)
- infer and interpret a relationship between variables (IG: IIa, IIb, IIc)
- draw valid conclusions based on relevant information and sources (IG: IIa, IIb, IIc)

## 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 WA 101. Visual Art Appreciation OR any ensemble, any applied music course by audition, MT 100, MU 330, MU 201, MU 303 (3 hours) AND 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 higher (according to major) (3 hours)

### History (6 hours)

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

### Science (3 hours)

- SCI 201. Introduction to Biological Science OR SCI 202. Introduction to Earth Science OR SCI 203. Physical Science

### Psychology (3 hours)

- PSY 201. General Psychology (3 hours)

### Technology (3 hours)

- IT 202. Information Technology Applications OR EDU 2040. Information Technology for Educators OR MU 202. Basic Technology for Worship Ministry OR MUE 360. Technology for the Music Classroom: K-12 (according to major) (3 hours)

**TOTAL.....33 SEM/HOURS**

## BCF Biblical/Theological Foundation Outcomes

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

### Biblical Area

1. The message of the Bible, focusing on main teachings, interpretation, progression of God's work of salvation beginning in the Old Testament and culminating in the New Testament, and application to present-day life; the context of Scripture, focusing on the places, cultures, and peoples of the Bible; the biblical texts as literature in terms of canon, genres, authors, audiences, dates, and occasions. (Institutional Outcomes: I, IIa, IIb, IIc, IIg)

### Worldview Area

2. The definition and nature of a Christian and biblical worldview-as taught throughout Scripture and reflected in Baptist doctrine-in contrast to alternative worldviews and the process of evaluating and engaging contemporary issues confronting the church by means of it. (Institutional Outcomes: I, IIa, IIb, IIc, IIg)

### Ministry Area

3. The essential disciplines required for spiritual health. (Institutional Outcomes: I, IIa, IIb, IIc, IIg)
4. The practice of personal disciple-making. (Institutional Outcomes: I, IIa, IIb, IIc, IIg)
5. Southern Baptist polity, organization, history, and commitment to global missions and the nature and work of the local church with a commitment to ministry and leadership. (Institutional Outcomes: I, IIa, IIb, IIc, IIg)



## BIBLICAL/THEOLOGICAL FOUNDATION

BF 101.	Old Testament Survey (3 hours)
BF 103.	New Testament Survey (3 hours)
SF 101.	Spiritual Formation (3 hours)
SBC 101.	Southern Baptist Life (3 hours)

**TOTAL.....12 SEM/HOURS**

## ASSOCIATE OF ARTS (IN GENERAL STUDIES)

Designed for students who desire a basic two-year degree in general studies with emphasis on general education and basic Bible courses.

**FYI 101. Student Success Course .....3 SEM/HOURS**

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

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

**GENERAL ELECTIVES .....12 SEM/HOURS**

**TOTAL HOURS .....60 SEM/HOURS**

## ASSOCIATE OF ARTS (IN MUSIC)

Designed to provide a foundation of studies in music.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION  
FOUNDATION .....18 SEM/HOURS**

ENG 151.	Introduction to College Composition (3 hours)
ENG 152.	Intermediate College Composition (3 hours)
MA 130.	Business Mathematics (3 hours)
PSY 201.	General Psychology (3 hours)
COM 200.	Introduction to Speech Communication (3 hours)
Humanities	(met through ensembles) (3 hours)

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

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

Applied Principal	(4 hours)
Applied Secondary	(2 hours)
MC 210.	Basic Conducting (3 hours)
Ensemble based on principal*	(4 hours)
MT 101.	Elementary Harmony (3 hours)

MT 102.	Intermediate Harmony (3 hours)
MT 103.	Sight Singing and Ear Training I (1 hour)
MT 104.	Sight Singing and Ear Training II (1 hour)
MT 201.	Advanced Harmony I (3 hours)
MT 202.	Advanced Harmony II (3 hours)
MUS 101.	Recital Lab (Every Semester Enrolled as a Music Major) (0 hours)
Music Electives	(7 hours)
MH 201.	Music Literature (2 hours)

**TOTAL HOURS .....66 SEM/HOURS**

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

## 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.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION  
FOUNDATION .....21 SEM/HOURS**

ENG 151.	Introduction to College Composition (3 hours)
ENG 152.	Intermediate College Composition (3 hours)
COM 200.	Introduction to Speech Communication (3 hours)
MA 130.	Business Math, Equivalent, OR Higher (3 hours)
HI 304.	Christian History (3 hours)
HUM 101.	Appreciation of the Arts OR
HUM. 102.	Applied Humanities OR
WA 101.	Visual Art Appreciation OR
	any ensemble, any applied music course by audition, MT 100, MU 330, MU 201, MU 303 (3 hours)
PSY 201.	General Psychology (3 hours)

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

**MAJOR .....24 SEM/HOURS**

BI 205.	Biblical Backgrounds (3 hours)
BI 212.	Biblical Hermeneutics (3 hours)
PHI 201.	Introduction to Christian Worldview (3 hours)
EV 201.	Personal Evangelism (3 hours)
PM 210.	Introduction to Pastoral Ministry Philosophy (3 hours)
PM 211.	Introduction to Pastoral Ministry Practice (3 hours)
PR 220.	Preparing Expository Sermons (3 hours)
PR 230.	Preaching Practicum (3 hours)

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

**TOTAL HOURS .....66 SEM/HOURS**

## BIBLICAL STUDIES (BACHELOR OF ARTS)

Designed to help students develop hermeneutical skills to interpret biblical passages for application in ministry settings or to continue graduate studies in biblical literature.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

*Specializations within General Education Foundation*  
HI 211 and HI 212

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....66 SEM/HOURS**

- BI 205. Biblical Backgrounds (3 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- EV 201. Personal Evangelism (3 hours)
- CE 301. Principles of Teaching (3 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- HEB 201 and 202 OR GRK 201 and 202 (6 hours)
- OT 301. The Doctrine of Creation (3 hours)
- OT 331. Old Testament Theology (3 hours)
- OT 332. Old Testament Prophecy (3 hours)
- NT 321. The Life of Jesus (3 hours)
- NT 322. The Life of Paul (3 hours)
- NT 335. New Testament Theology (3 hours)
- OT 441-471. Old Testament Book Studies (12 hours)
- NT 441-465. New Testament Book Studies (12 hours)
- BF 490. Biblical Studies Integration (3 hours)

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

**TOTAL.....120 SEM/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.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

*Specializations within General Education Foundation*

- MA 230. College Algebra (3 hours)
- IT 202. Information Technology Applications (3 hours)

**Additional Requirements.....6 SEM/HOURS**

- HI 200. History of Economic Thought (3 hours)
- STA 300. Statistics (3 hours)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....63 SEM/HOURS**

- BUS 103. Introduction to Business (3 hours)
- BUS 201. Principles of Accounting (3 hours)
- BUS 202. Communication for the Workplace (3 hours)
- BUS 205. Managerial Accounting (3 hours)
- BUS 215. Principles of Microeconomics (3 hours)
- BUS 220. Principles of Macroeconomics (3 hours)
- BUS 304. Business Law and Ethics (3 hours)
- BUS 306. Business Management (3 hours)

- BUS 308. Personal Finance (3 hours)
- BUS 310. Business Finance (3 hours)
- BUS 407. Human Resources Management (3 hours)
- BUS 410. Principles of Marketing (3 hours)
- BUS 415. Not-for-Profit Accounting (3 hours)
- BUS 416. Income Tax (3 hours)
- BUS 417. Cases in Business Ethics (3 hours)
- BUS 418. Financial Statement Analysis (3 hours)

**Business Internship:**

- BUS 420. Business Internship (3 hours) and 6 hours of electives (9 hours) OR
- BUS 421. Semester Business Internship (9 hours)

**Six hours of any of the following:**

- LA 102. Biblical Foundations of Leadership (3 hours)
- LA 201. Leadership for Church Growth (3 hours)
- LA 325. Strategic Leadership (3 hours)
- LA 410. Leadership Integration (3 hours)
- LA 450. Leadership Dynamics of Organizations (3 hours)

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

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

**CHRISTIAN STUDIES**

**(BACHELOR OF ARTS)**

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

**ASSOCIATE OF ARTS DEGREE**

**(from a regionally accredited**

**institution) .....60 SEM/HOURS**

*Degree must include a minimum of 30 hours of General Education including at least:*

- 3 hours of Literature/Humanities
- 3 hours of Social/Behavioral sciences
- 3 hours of Science/Mathematics
- 3 hours of Information Technology

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....42 SEM/HOURS**

- BI 212. Biblical Hermeneutics (3 hours)
- EV 201. Personal Evangelism (3 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- BI, OT, and NT courses (12 hours)
- HI, PHI, TH Courses (upper-level) (9 hours)
- Practical Ministry Courses  
(CE, EV, LA, MI, MUT, PM, PR, PSY, STM) (12 hours)

**CAPSTONE COURSE .....3 SEM/HOURS**

- PM 490. Ministry Integration (3 hours)

**GENERAL ELECTIVES**

**(must be upper level BCF course) .....3 SEM/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.

### FYI 101. Student Success Course .....3 SEM/HOURS

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

#### *Specializations within General Education Foundation*

- HUM 103. The Humanities: Ancient to Medieval AND  
HUM 104. The Humanities: Renaissance to Twentieth Century  
OR  
3 hours of Humanities AND  
ENG 221. Survey of World Literature (3 hours)  
IT 202. Information Technology Applications (3 hours)

### Additional Requirements.....18 SEM/HOURS

- PHI 201. Introduction to Christian Worldview (3 hours)  
BUS 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 .....12 SEM/HOURS

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

- ENG 490. Senior Seminar (3 hours)

#### *Select 33 hours of English (ENG) courses*

- ENG 224. Survey of Christian Literature (3 hours)  
ENG 305. Poetry: Theory and Practice (3 hours)  
ENG 308. 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 330. Nineteenth-century American Literature (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 418. Seventeenth and Eighteenth-century British Literature (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 430. Creative Nonfiction: Writing About Spiritual Experience (3 hours)  
ENG 435. Oxford Christian Writers (3 hours)

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

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

## HISTORY AND SOCIAL STUDIES (BACHELOR OF ARTS)

The History and Social Studies major is designed to provide knowledge and understanding of the people, places, events, and causes from the past in the context of a Christian worldview. The degree also provides a foundation for the continued study in history and other related fields at the graduate and seminary level.

### FYI 101. Student Success Course .....3 SEM/HOURS

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

#### *Specializations within General Education Foundation*

- HI 211. Western Civilization: Earliest Times to 1700 (3 hours)  
HI 212. Western Civilization: 1700 to Present (3 hours)  
HUM 101. Appreciation of the Arts AND one Literature Survey Course OR HUM 103. The Humanities: Ancient to Medieval AND HUM 104. The Humanities: Renaissance to Twentieth Century (3 hours)

### BIBLICAL/THEOLOGICAL FOUNDATION .....12 SEM/HOURS

### MAJOR .....54 SEM/HOURS

- BUS 202. Communication for the Workplace (3 hours)  
HI 200. History of Economic Thought (3 hours)  
HI 223. American History: Age of Exploration to Reconstruction (3 hours)  
HI 224. American History: Reconstruction to Present (3 hours)  
HI 225. U. S. Government (3 hours)  
HI 226. History of American Social Development (3 hours) OR SOC 201. Introduction to Sociology (3 hours)  
HI 301. Twentieth-century American History (3 hours)  
HI 302. Roman History (3 hours)  
HI 303. English History (3 hours)  
HI 304. Christian History (3 hours)  
HI 306. Geography (3 hours)  
HI 410. History of the Middle East (3 hours)  
HI 415. Florida History (3 hours)  
HI 420. Archives Management (3 hours)  
HI 450. Semester Archival Internship (6 hours)  
MI 205. History of Christian Missions (3 hours)  
MI 404. World Religions (3 hours)

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

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

## LEADERSHIP AND CHRISTIAN EDUCATION (BACHELOR OF ARTS)

The major in Leadership and Christian Education is designed for anyone in Christian leadership roles and Christian service such as pastors, staff members, denominational ministers and other Christian ministry leaders who 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.



**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

*Specializations within General Education Foundation*

- MA 220
- HI 211 and HI 212
- IT 202

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....66 SEM/HOURS**

- Biblical/Theological Core (39 Hours)
- BI 212. Biblical Hermeneutics (3 hours)
- OT and NT Courses (9 hours)
- CE 201. Bible Study Ministries of the Church (3 hours)
- HI 304. Christian History (3 hours)
- LA 102. Biblical Foundations of Leadership (3 hours)
- LA 202. Church Staff Relations (3 hours)
- MI 202. Introduction to Christian Missions (3 hours)
- PHI 301. Problems in Philosophy (3 hours)
- PSY 330. Marriage and Family (3 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)

**(Choose one of the following concentrations)**

*Church Administration Concentration..... (27 hours)*

- LA 200. The Ministry of Leadership (3 hours)
- LA 201. Leadership for Church Growth (3 hours)
- LA 303. Team Ministry (3 hours)
- LA 320. Church Business Administration (3 hours)
- LA 325. Strategic Leadership (3 hours)
- LA 401. Leadership Internship (3 hours)
- LA 410. Leadership Integration (3 hours)
- LA 450. Leadership Dynamics of Organizations (3 hours)
- PM 200. Ministerial Ethics (3 hours)

*Student Ministry Concentration ..... (27 hours)*

- CE 301. Principles of Teaching (3 hours)
- CE 410. Christian Education Integration (3 hours)
- LA 320. Church Business Administration (3 hours)
- PR 220. Preparing Expository Sermons (3 hours) OR  
other approved course
- PSY 309. Adolescent Development (3 hours)
- STM 310. Basic Ministry to Students (3 hours)
- STM 313. Student Minister as a Leader (3 hours)
- STM 320. Evangelism and Discipleship in Today's  
Student Culture (3 hours)
- STM 420. Student Ministry Internship (3 hours)  
OR
- CE 420. Christian Education Internship (3 hours)

*Christian Education Staff Concentration..... (27 hours)*

- CE 202. The Discipleship and Missions  
Ministries of the Church (3 hours)
- CE 301. Principles of Teaching (3 hours)
- CE 320. Ministry to Children (3 hours)
- CE 350. Ministry to Adults (3 hours)
- CE 410. Christian Education Integration (3 hours)
- CE 420. Christian Education Internship (3 hours)  
OR
- STM 420. Student Ministry Internship (3 hours)

- LA 200. The Ministry of Leadership (3 hours)
- LA 320. Church Business Administration (3 hours)
- STM 310. Basic Ministry to Students (3 hours)

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

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

**MINISTRY**

**(BACHELOR OF ARTS)**

The Ministry major is designed to equip students for pastoral ministry, related church staff ministry, or graduate study.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

*Specializations within General Education Foundation*

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

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....63 SEM/HOURS**

- BI 212. Biblical Hermeneutics (3 hours)
- CE 201. The Bible Study Ministries of the Church OR
- CE 202. The Discipleship and Missions Ministries of the Church (3 hours)
- EV 201. Personal Evangelism (3 hours)
- EV 302. Leading a Church in Evangelism (3 hours)
- GRK 201 AND 202 OR HEB 201 AND 202 (6 hours)
- HI 304. Christian History (3 hours)
- HI 405. History of Southern Baptists (3 hours)
- LA 200. The Ministry of Leadership (3 hours)
- MI 311. Church Planting (3 hours)
- MI 404. World Religions OR
- MI 405. American Cults and Sectarian Groups (3 hours)
- NT Courses (3 hours)
- OT Courses (3 hours)
- PM 210. Introduction to Pastoral Ministry Philosophy (3 hours)
- PM 211. Introduction to Pastoral Ministry Practice (3 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- PSY 403. Pastoral Counseling (3 hours)
- TH 301. Christian Doctrine I (3 hours) OR
- TH 302. Christian Doctrine II (3 hours)
- TH 403. Apologetics (3 hours) OR
- PHI 402. Contemporary Ethical Issues (3 hours)

*Focused Courses (Choose one of the following sets of courses):*

- PR 220. Preparing Expository Sermons AND
- PR 230. Preaching Practicum (6 hours)
- OR
- EDU 2010. Psychology of Teaching and Learning OR
- PSY 310. The Psychology of Learning and Teaching
- AND CE 301. Principles of Teaching (6 hours)

**CAPSTONE COURSE .....3 SEM/HOURS**

- PM 490. Ministry Integration (3 hours)

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

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

### **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.

**FYI 101. Student Success Course .....3 SEM/HOURS**

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

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

**MAJOR .....57 SEM/HOURS**

- EV 201. Personal Evangelism (3 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- BI, OT, and NT Courses (18 hours)
- HI, PHI, TH Courses (upper-level) (12 hours)

#### *Practical Ministry Courses*

(CE, EV, LA, MI, MUT, PM, PR, PSY, STM) (18 hours)

**CAPSTONE COURSE .....3 SEM/HOURS**

- PM 490. Ministry Integration (3 hours)

**GENERAL ELECTIVES .....12 SEM/HOURS**

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

### **MISSIONS (BACHELOR OF ARTS)**

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

**FYI 101. Student Success Course .....3 SEM/HOURS**



BCF College Choir

### **GENERAL EDUCATION**

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

*Specializations within General Education Foundation*

HI 211 and HI 212

IT 202

### **BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....63 SEM/HOURS**

#### *Missions Core (48 hours)*

- PHI 201. Introduction to Christian Worldview (3 hours)
- EV 201. Personal Evangelism (3 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- MI 202. Introduction to Christian Missions (3 hours)
- MI 205. History of Christian Missions (3 hours)
- MI 311. Church Planting (3 hours)
- MI 315. Cross-cultural Missions (3 hours)
- MI 401. Missions Coordination in the Local Church (3 hours)
- MI 404. World Religions (3 hours)
- MI 410. Contemporary Strategies in Missions (3 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)
- TH 403. Apologetics (3 hours)
- HI 304. Christian History (3 hours)
- BI, OT, and NT Courses (6 hours)

#### *Six hours of either of the following:*

##### *Preaching:*

- PR 220. Preparing Expository Sermons (3 hours)
- PR 230. Preaching Practicum (3 hours)

##### *Education:*

- EDU 2010. Psychology of Teaching and Learning OR
- PSY 310. The Psychology of Learning and Teaching (3 hours)
- CE 301. Principles of Teaching (3 hours)

#### *Missions Practica (9 hours of the following)*

- 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 (6 hours)
- MI 421. Semester Missions Internship (9 hours)

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

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

### **MISSIONS WITH A CONCENTRATION IN AVIATION (BACHELOR OF ARTS)**

The Bachelor of Arts in Missions with a Concentration in Aviation degree is designed to integrate practical missions education with certified flight training in order to equip vocational missionaries, pastors, church leaders and other Christian workers to be effective in their ministries and independent in their travel.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....66 SEM/HOURS**

*Missions Core (39 hours)*

- EV 201. Personal Evangelism (3 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- BI 212. Biblical Hermeneutics (3 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)
- PR 220. Preparing Expository Sermons (3 hours)
- MI 202. Introduction to Christian Missions (3 hours)
- MI 204. Introduction to Missions Aviation (3 hours)
- MI 315. Cross-cultural Missions (3 hours)
- MI 311. Church Planting (3 hours)
- MI 404. World Religions (3 hours)
- MI 410. Contemporary Strategies in Missions (3 hours)
- MI 322/324/419. Short Term Missions Practicum (3 hours)

*Aviation Concentration (27 hours)\**

- AV 101. Private Ground Instruction (6 hours)
- AV 102. Private Pilot Flight Instruction (6 hours)
- AV 201. Instrument Ground Instruction (3 hours)
- AV 202. Instrument Flight Instruction (3 hours)
- AV 301. Commercial Ground Instruction (6 hours)
- OR approved BCF courses
- AV 302. Commercial Flight Instruction (3 hours)
- OR approved BCF courses

*List of approved courses for AV 301 and AV 302*

- MI 205. History of Christian Missions (3 hours)
- MI 401. Missions Coordination in the Local Church (3 hours)
- MI 405. American Cults and Sectarian Groups (3 hours)
- MI 419. Short-term Missions Internship (1-6 hours)
- EV 310. Evangelizing Catholics (3 hours)
- EV 311. Evangelizing Muslims (3 hours)
- EV 315. Evangelizing Animists (3 hours)
- LA 200. The Ministry of Leadership (3 hours)
- LA 320. Church Business Administration (3 hours)

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

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

**\*Completion of all of the courses in this section is accomplished only through transfer credit. Course credit is given for the completion of FAA-approved licenses and certificates as stated on Pages 12-13, Section 13 of this catalog.**

**PSYCHOLOGY**

**(BACHELOR OF ARTS)**

The mission of the Psychology program is to provide the essential courses in psychology and counseling that prepare the student to be able to verbalize a counseling theory and practice that is fully integrated with a Christian worldview, demonstrate the interpersonal, research, and diagnostic skills necessary for enrollment in a graduate

program in the psychology and counseling field, and demonstrate the knowledge necessary to serve as a promoter of mental, emotional, and behavioral health.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**GENERAL EDUCATION**

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

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

**MAJOR .....60 SEM/HOURS**

*Biblical/Theological Concentration (18 hours)*

- BI 212. Biblical Hermeneutics (3 hours)
- Any 6 hours of BI, OT, NT courses (6 hours)
- PHI 201. Introduction to Christian Worldview (3 hours)
- TH 301. Christian Doctrine I (3 hours)
- TH 302. Christian Doctrine II (3 hours)

*Psychology Concentration (42 hours)*

- PSY 201. General Psychology  
(included in General Education Foundation)
- PSY 305. Statistics for the Social Sciences (3 hours)
- PSY 307. Developmental Psychology (3 hours)
- PSY 310. The Psychology of Learning and Teaching (3 hours)
- PSY 330. Marriage and Family (3 hours)
- PSY 335. Personality Theory (3 hours)
- PSY 340. Theories of Counseling and Psychotherapy (3 hours)
- PSY 370. Abnormal Psychology (3 hours)
- PSY 380. Psychological Tests and Measurement (3 hours)
- PSY 390. Techniques in Counseling and Psychotherapy (3 hours)
- PSY 400. Research Design and Methodology (3 hours)
- PSY 410. Social Psychology (3 hours)
- PSY 415. Physiological Psychology (3 hours)
- PSY 440. Counseling Practicum (3 hours)
- PSY 490. Directed Research (3 hours)

**GENERAL ELECTIVES .....12 SEM/HOURS**

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

**AVAILABILITY OF A 3 + 2 (DUAL ACADEMIC AWARD) PROGRAM WITH RICHMONT GRADUATE UNIVERSITY**

- The 3+2 program offers students the opportunity to complete a Bachelor of Arts in Psychology from The Baptist College of Florida and a Master of Arts in Clinical Mental Health Counseling from Richmond Graduate University (also a SACSCOC-accredited institution) in as little as five years. Participants in the program will complete at least 102 credit hours at The Baptist College of Florida. While at The Baptist College of Florida, five courses within the major are completed as enriched courses and the student must earn at least a B in each course. These five courses will be accepted by Richmond Graduate University. After completing an additional 18 hours of graduate courses at the Richmond Graduate University campus, the student will be awarded a Bachelor of Arts from The Baptist College of Florida. Students who are interested in this program should consult with their academic advisor.



## **SPECIAL MUSIC REQUIREMENTS**

Applies to the following music degrees

### Ensembles

All full-time music majors must be enrolled in an ensemble every semester based on their principal performing area. All students in auditioned ensembles must concurrently enroll in a large ensemble for zero or one credit hours, according to their principal. Guitar and keyboard principals will enroll in their respective ensembles upon recommendation of their professor. Non-music majors who wish to participate in an ensemble but do not need the credit may enroll in an ensemble for zero credit hours.

### Piano Proficiency

All music majors are required to pass all components of the piano proficiency prior to upper-level applied study. Students must enroll in the appropriate piano proficiency class until all proficiencies have been passed.

### Recitals

Students must be enrolled in applied music in order to present a senior recital.

### Upper Level Evaluations

The purpose of the Upper Level Evaluation is to assess a student's overall performance and ability to complete a baccalaureate degree in the chosen principal area. This examination will be administered by the music and worship faculty toward the end of the fourth, but no earlier than the third, semester of a music major's applied music study, and will take the place of the semester jury in the principal applied course. Transfer students will undergo the Upper Level Evaluation based on recommendation of their applied instructor.

The Upper Level Evaluation will include:

- A ten-minute performance in the student's principal applied area, repertoire to be approved by the applied instructor.
- An examination of the historical background, musical analysis, and pedagogical considerations of the repertoire presented.
- Submission of program notes demonstrating scholarly research on composers and literature presented.

Upon successful completion of the Upper Level Evaluation (by vote of faculty), the student may enroll in upper-level applied courses leading to the presentation of the senior recital. At least three credit hours in the principal area, in no less than three semesters, must be completed prior to the presentation of the senior recital.

### Benchmark and Capstone Experiences:

Benchmark and Capstone experiences for all baccalaureate music degrees must be completed through The Baptist College of Florida. Benchmark experiences include piano proficiencies and the Upper Level Evaluation. Capstone experiences include the senior recital appropriate to the degree, MU 415. Field Service Practicum (BM in Worship Leadership), and MUE 490. Internship in Music Education (BME). Capstone courses are to be completed within the final two semesters prior to graduation.

## **MUSIC**

### **(BACHELOR OF ARTS)**

The Bachelor of Arts in Music is designed to provide graduates with a strong foundation in musical knowledge and preparation for music ministry, vocations of various types, and graduate study.

### **FYI 101. Student Success Course .....3 SEM/HOURS**

### **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)* |
| SCI 201. | Introduction to Biological Science (3 hours)             |
| MU 202.  | Basic Technology for Worship Ministry (3 hours)          |
|          | OR   |
| MUE 360. | Technology for the Music Classroom (3 hours)             |

### **BIBLICAL/THEOLOGICAL**

### **FOUNDATION .....12 SEM/HOURS**

### **MAJOR .....54 SEM/HOURS**

*Music Theory (16 hours)*

- |         |   |
|---------|---|
| MT 101. | Elementary Harmony (3 hours)                |
| MT 102. | Intermediate Harmony (3 hours)              |
| MT 103. | Sight Singing Ear Training I (1 hour)       |
| MT 104. | Sight Singing Ear Training II (1 hour)      |
| MT 201. | Advanced Harmony I (3 hours)                |
| MT 202. | Advanced Harmony II (3 hours)               |
| MT 203. | Sight Singing and Ear Training III (1 hour) |
| MT 204. | Sight Singing and Ear Training IV (1 hour)  |

*Conducting (6 hours)*

- |         |   |
|---------|---|
| MC 210. | Basic Conducting (3 hours)                                |
| MC 310. | Advanced Choral Conducting and Literature (3 hours)       |
|         | OR  |
| MC 410. | Advanced Instrumental Conducting and Literature (3 hours) |

*Music History (8 hours)*

- |         |  |
|---------|--|
| MH 201. | Music Literature (2 hours)                               |
| MH 403. | Music History: Antiquity through Baroque (3 hours)*      |
| MH 404. | Music History: Classical through 20th Century (3 hours)* |

*Applied Music (12 hours)*

- |   |                                      |
|---|--------------------------------------|
| Applied Principal - Guitar, Organ, Piano, Voice, Instrumental<br>(8 hours, 3 hours must be upper level) |                                      |
| Applied Secondary - Piano or Voice (4 hours)  |                                      |
| MUS 101.  | Recital Lab (0 hours; each semester) |
| MUS 460.  | Senior Recital (0 hours)             |

*Ensembles (8 hours)*

- |   |
|---|
| ME Music Ensemble-8 semester hours according to principal (8 hours)** |
|---|

*Music Electives..... (13 hours)*

### **GENERAL ELECTIVES .....18 SEM/HOURS**

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

**\*Hours counted in General Education and in total.**

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

**Special notes:**

**Every music major will be enrolled in an ensemble every semester they are enrolled at BCF.**

**Every music major will be enrolled in MUS 101. Recital Lab every semester they are enrolled at BCF.**

**Every music major will be enrolled in a piano class or private lesson every semester until they pass piano proficiencies.**

**WORSHIP LEADERSHIP  
(BACHELOR OF MUSIC)**

The Bachelor of Music in Worship Leadership degree is designed to prepare graduates for successful careers as worship pastors, ministers of music, music media and technology ministers, or Christian artists and performers.

**FYI 101. Student Success Course .....3 SEM/HOURS**

**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)\*
- SCI 201. Introduction to Biological Science (3 hours)
- MU 202. Basic Technology for Worship Ministry (3 hours)
- OR
- MUE 360. Technology for the Music Classroom (3 hours)

**BIBLICAL/THEOLOGICAL**

**FOUNDATION .....12 SEM/HOURS**

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

*Music Theory (16 hours)*

- MT 101. Elementary Harmony (3 hours)
- MT 102. Intermediate Harmony (3 hours)
- MT 103. Sight Singing Ear Training I (1 hour)
- MT 104. Sight Singing Ear-Training II (1 hour)
- MT 201. Advanced Harmony I (3 hours)
- MT 202. Advanced Harmony II (3 hours)
- MT 203. Sight Singing and Ear Training III (1 hour)
- MT 204. Sight Singing and Ear Training IV (1 hour)

*Conducting (9 hours)*

- MC 210. Basic Conducting (3 hours)
- MC 310. Advanced Choral Conducting and Literature (3 hours)
- MC 410. Advanced Instrumental Conducting and Literature (3 hours)

*Music History (8 hours)*

- MH 201. Music Literature (2 hours)
- MH 403. Music History: Antiquity through Baroque (3 hours)\*
- MH 404. Music History: Classical through 20th Century (3 hours)\*

*Applied Music (14 hours)*

Applied Principal - Guitar, Organ, Piano, Voice, Instrumental

(8 hours, 3 hours must be upper level)

Applied Secondary - Piano or Voice (4 hours)

Upper Level Applied Course

(choose one course related to principal) (2 hours)

MUS 101. Recital Lab (0 hours; each semester)

*Ensembles (8 hours)*

ME Music Ensemble

8 semester hours according to principal (8 hours)\*\*

*Worship Concentration Core (14 hours)*

MU 300. Foundations for Worship (3 hours)

MU 404. Worship Leadership Practice (3 hours)

MU 208. Worship Team and Rhythm Section Leadership (3 hours)

MU 402. Advanced Technology for Worship Ministry (3 hours)

MV 411. Vocal Pedagogy (2 hours)

*Worship Concentration Electives (choose 8 hours)\**

MG 215. Guitar for Contemporary Worship (2 hours)

MU 401. Use of Arts in Worship (2 hours)

MT 405. Orchestration (2 hours)

MU 409. Song Writing and Choral Arranging (2 hours)

MH 302. World Music Cultures and Missions (2 hours)

MU 207. Worship Ministry Field Study (2 hours)

**\*(For students whose principal or secondary is not voice, 2 hours in this section must be applied voice.)**

*Field Experiences (2 hours)*

MU 203. Worship Ministry Practicum I (1 hour)

MU 204. Worship Ministry Practicum II (1 hour)

*Summative Experiences (2 hours)*

MU 415. Field Experience Practicum (2 hours)

MU 420. Senior Recital Project (0 hours)

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

**\*Hours counted in General Education and in total.**

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

**Special notes:**

**Every music major will be enrolled in an ensemble every semester they are enrolled at BCF.**

**Every music major will be enrolled in MUS 101. Recital Lab every semester they are enrolled at BCF.**

**Every music major will be enrolled in a piano class or private lesson every semester until they pass piano proficiencies.**

**MUSIC EDUCATION INFORMATION**

For admission to the Bachelor of Music Education degree program of The Baptist College of Florida, all of the following requirements must be completed:

1. Earn 50 hours of college course work, including finishing the English Composition, Literature, and Mathematics portions of the General Education Foundation.
2. Obtain a cumulative GPA of 2.50 or better on a 4.0 scale in the general education component of undergraduate studies.
3. Pass the General Knowledge Test (GKT) section of the Florida Teacher Certification Examination (FTCE).
4. Submit an application to the Music Education coordinator which includes clear fingerprinting in Jackson County. (Online

students will be fingerprinted in their home district.) NOTE: Applications are due the semester before students plan to take any education classes-February 15 for Fall entry and September 15 for Spring entry.

- Interview and be approved by the Music Education coordinator.

## Music Education Degree Graduation Requirements

To **graduate** from a Music Education major, students must:

- Satisfactorily complete all academic courses outlined in their program of study.
- Earn a cumulative GPA of 2.5 or better.
- For students who live within 60 miles of Graceville and all students in Florida**-Pass the General Knowledge Test (GKT) for entrance into the program, pass the Professional Education Test (PET), and pass Subject Area Exam (SAE) in their subject area of the Florida Teacher Certification Examinations (FTCE) **before** enrolling in MUE 490. In order to be certified in the state of Florida at graduation, all three sections of the FTCE (GKT, PET, and particular Subject Area Examinations, or SAE) must be taken and passed, and MUE 490. Internship in Music Education must be completed and passed in a Florida classroom.
- For students who live more than 60 miles from Graceville and outside of Florida**-All Teacher Candidates must take and pass the General Knowledge Test (GKT) of the Florida Teacher Certification Exam (FTCE) in order to enroll in music education courses. However, Teacher Candidates whose residence is more than 60 miles from Graceville and outside of Florida may choose to take and pass their state required standardized test(s) for teachers, if they do not want to be certified in the state of Florida. All Teacher Candidates must take the standardized tests of either Florida or their state of residence in order to graduate. Passage of state required standardized tests in states other than Florida does not guarantee that a Teacher Candidate will be certified in that particular state.

## BACHELOR OF MUSIC EDUCATION

Designed for those students who are preparing to teach music K-12 in the public and/or private school. Graduates of this degree will be eligible to apply for a temporary teaching certificate in Music (Grades K-12). Graduates should contact the Florida Department of Education for information regarding obtaining a professional teaching certificate.

### FYI 101. Student Success Course .....3 SEM/HOURS

### GENERAL EDUCATION

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

*Specializations within the General Education Foundation*

- |          |  |
|----------|--|
| MA 220.  | Finite Mathematics (3 hours)                             |
| MH 403.  | Music History: Antiquity through Baroque (3 hours)*      |
| MH 404.  | Music History: Classical through 20th Century (3 hours)* |
| SCI 201. | Introduction to Biological Science. (3 hours)            |
| MUE 360. | Technology for the Music Classroom. (3 hours)*           |

### BIBLICAL/THEOLOGICAL

### FOUNDATION .....12 SEM/HOURS

### MAJOR .....85 SEM/HOURS

### Music Core

- |         |  |
|---------|--|
| MT 101. | Elementary Harmony (3 hours)                             |
| MT 102. | Intermediate Harmony (3 hours)                           |
| MT 103. | Sight Singing/Ear Training I (1 hour)                    |
| MT 104. | Sight Singing/Ear Training II (1 hour)                   |
| MT 201. | Advanced Harmony I (3 hours)                             |
| MT 202. | Advanced Harmony II (3 hours)                            |
| MT 203. | Sight Singing/Ear Training III (1 hour)                  |
| MT 204. | Sight Singing/Ear Training IV (1 hour)                   |
| MH 201. | Music Literature (2 hours)                               |
| MH 302. | World Music Cultures and Missions (2 hours)              |
| MH 403. | Music History: Antiquity through Baroque (3 hours)*      |
| MH 404. | Music History: Classical through 20th Century (3 hours)* |

### ME Music Ensemble

#### 7 semester hours according to principal (7 hours)\*\*

- |  |   |
|--|---|
| MC 210.  | Basic Conducting (3 hours)                                |
| MC 310.  | Advanced Choral Conducting and Literature (3 hours)<br>OR |
| MC 410.  | Advanced Instrumental Conducting and Literature (3 hours) |
| Applied Principal (7 hours, 3 hours must be upper level) |   |
| Applied Secondary (4 hours)                              |   |
| MG 115.  | Class Guitar (1 hour)                                     |
| MUS 460.   | Senior Recital (0 hours)                                  |
| MUS 101.   | Recital Lab   |
| Every semester enrolled as a music major (0 hours)       |   |

### Professional Education

- |            |   |
|------------|---|
| EDU 2005.  | Foundations and Curriculum of Education (3 hours)             |
| EDU 3015.  | Survey of Special Education (3 hours)                         |
| EDU 3020.  | Measurement and Evaluation (3 hours)                          |
| ESOL 3710. | ESOL Curriculum and Methods (3 hours)                         |
| RED 3005.  | Foundations of Reading: Early and Emergent Literacy (3 hours) |
| RED 3006.  | Disciplinary Literacy (3 hours)                               |

(Choose one of the following concentrations)

### Choral Music Education Concentration

- |                    |  |
|--------------------|--|
| MUE 211.           | Introduction to Music Education (3 hours)                                |
| MUE 350.           | Materials and Methods for the Elementary Music Classroom (3 hours)       |
| MUE 351.           | Materials and Methods for the Secondary Choral Music Classroom (3 hours) |
| MUE 360.           | Technology for the Music Classroom K-12 (3 hours)*                       |
| <b>CHOOSE ONE:</b> |  |
| MUE 353.           | Teaching Brass and Woodwind Instruments (2 hours)<br>OR                  |
| MUE 354.           | Teaching Strings and Percussion Instruments (2 hours)                    |
| MV 411.            | Vocal Pedagogy (2 hours)   |
| MUE 490.           | Internship in Music Education (12 hours)                                 |

### Instrumental Music Education Concentration

- |          |  |
|----------|--|
| MUE 211. | Introduction to Music Education (3 hours)                                      |
| MUE 352. | Materials and Methods for the Secondary Instrumental Music Classroom (3 hours) |
| MUE 353. | Teaching Brass and Woodwind Instruments (2 hours)                              |
| MUE 354. | Teaching Strings and Percussion Instruments (2 hours)                          |
| MUE 355. | Marching Band Techniques (1 hour)  |
| MUE 360. | Technology for the Music Classroom K-12 (3 hours)*                             |
| MT 405.  | Orchestration (2 hours)  |
| MUE 490. | Internship in Music Education (12 hours)                                       |



**TOTAL HOURS .....133 SEM/HOURS**

\* Hours counted in General Education and in total.

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

### TEACHER EDUCATION INFORMATION

Applies to the B.A. Elementary Education, B.A. Education Studies, B.A. English Secondary Education, and B.A. History and Social Studies Secondary Education

#### Requirements for entrance into Teacher Education Division

To enroll in education courses of the Teacher Education (TEd) division of The Baptist College of Florida, all of the following requirements must be completed and submitted on a Teacher Education Application by February 15 or September 15 of the semester prior to entrance into education coursework:

1. Earn 50 hours of college course work, including finishing the General Education Foundation and Biblical/Theological Foundation requirements.
2. Obtain a cumulative GPA of 2.50 or better. Students who reach their 50th hour without a GPA of 2.50 may register for education courses with the permission of the Teacher Education (TEd) Admissions Committee and will be given **one** semester to improve their cumulative GPA to at least a 2.50. Those who do not earn a cumulative 2.50 after this additional semester will not be allowed to register for educational courses and will be advised to change their major.
3. For Elementary Education Majors Only: Pass the General Knowledge Test (GKT) section of the Florida Teacher Certification Examination (FTCE). Students who have reached their 50th hour without passing the General Knowledge Test (GKT) section of the FTCE may register for education courses with the permission of the TEd Admissions Committee and will be given **one** semester to pass the required exam. Those who do not pass the GKT after **one** semester will not be allowed to continue to register for educational courses and will be advised to change their major.

### TEACHER CERTIFICATION

#### FLORIDA ADMINISTRATIVE CODE- SECTION 6E-2.04(10) (C)

The Baptist College of Florida has received full approval by the State of Florida Department of Education for the Elementary Education (Grades K-6)/ESOL Endorsement/Reading Endorsement program. This automatically qualifies a graduate of the Elementary Education program at BCF for a Professional Florida Teaching Certificate from the State of Florida Department of Education.

For the programs of English Secondary Education, Education Studies, and History/Social Studies Secondary Education, a degree from BCF in these programs does not automatically qualify the student for a Florida Professional Teaching Certificate. To obtain a Professional Teaching Certificate for one of these programs, a graduate must apply for a Florida Temporary Teaching Certificate, obtain a teaching position, and participate in the system's new teacher program or alternative

certification program. Those interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301.

#### Teacher Education Degree Graduation Requirements

To **graduate** from a Teacher Education major, students must:

1. Satisfactorily complete all academic courses outlined in their program of study.
2. Earn a cumulative GPA of 2.5 or better.
3. Internship Placement: Only Teacher Education students who maintain a fully online course load for 2 out of the 3 semesters prior to *EDU 4090F Education Internship* may request internship placement outside of 60 miles from Graceville, Florida on the Internship Packet. Students who maintain an on-campus residency for 2 of the 3 semesters prior to *EDU 4090F Education Internship* are required to complete Education Internship within 60 miles of BCF campus. Only special requests made in writing to the Teacher Education Division chair will be considered as exceptions. The Internship Packet is due either February 15 or September 15, prior to the semester of Internship. Students seeking a Florida Professional Certificate must complete their final internship in the state of Florida.
4. For Elementary Education Majors only: Pass the General Knowledge Test (GKT) for entrance into the program, pass the Professional Education Test (PET), and pass Subject Area Exam (SAE) in their subject area of the Florida Teacher Certification Examinations (FTCE) before enrolling in *EDU 4090F*. In order to be certified in the state of Florida at graduation, all three sections of the FTCE (GKT, PET, and K-6 Subject Area Examinations, or SAE) must be taken and passed, as well as *EDU 4090F. Education Internship* and *RED 4005F. Reading Practicum* must be completed and passed in a Florida public classroom. Students who live outside the state of Florida and seek Florida certification must also follow these guidelines.
5. For Education Studies Majors: FTCE Exams are not required for the Education Studies degree; however, this degree does not lead to certification in the state of Florida.
6. For Elementary Education Majors: All Teacher Candidates must take the standardized tests of either Florida or their state of residence in order to graduate.

### ELEMENTARY EDUCATION (BACHELOR OF ARTS)

The major in Elementary Education is designed to prepare an individual for teaching kindergarten through 6th grade in the public or private school field.

**FYI 101. Student Success Course .....3 SEM/HOURS**

#### GENERAL EDUCATION

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

*Specializations within General Education Foundation*

- MA 230. College Algebra (3 hours)
  - SCI 201. Introduction to Biological Science (3 hours)
  - EDU 2040. Information Technology for Educators (3 hours)
  - EDU 2020. Integrating Art and Music (3 hours)
- (This course may be substituted for HUM 101.)

**Additional Requirements..... 15 SEM/HOURS**

- MA 210. Geometry (3 hours)
- MA 220. Finite Mathematics (3 hours)
- SCI 202. Introduction to Earth Science (3 hours)
- SCI 203. Physical Science (3 hours)
- Any additional 3 hours in Western Civilization, American History, OR Geography.

**BIBLICAL/THEOLOGICAL**

**FOUNDATION ..... 12 SEM/HOURS**

**MAJOR ..... 61 SEM/HOURS**

*Professional Education*

- EDU 2000. Field Experiences I (1 hour)
- EDU 2005. Foundations and Curriculum of Education (3 hours)
- EDU 2010. Psychology of Teaching and Learning (3 hours)
- EDU 3010. Classroom Management (3 hours)
- EDU 3015. Survey of Special Education (3 hours)
- EDU 3020. Measurement and Evaluation (3 hours)

*Elementary Education*

- ESOL 3701. Teaching Diverse Populations (3 hours)
- ESOL 3705. Theoretical Underpinnings of ESOL (3 hours)
- RED 3005. Foundations of Reading: Early and Emergent Literacy (3 hours)
- RED 3006. Disciplinary Literacy (3 hours)
- RED 4001F. Diagnosis and Remediation in Elementary Reading (3 hours)
- RED 4002. Foundations and Applications of Differentiated Instruction in Reading (3 hours)

*Internship I*

*Students are strongly advised to take the following courses as Internship I prior to Internship II.*

- EDU 4005F. Teaching Language Arts in Elementary School (3 hours)
- EDU 4010F. Concepts and Methods for Teaching Math (3 hours)
- EDU 4020F. Concepts and Methods for Teaching Science, Health, and Physical Education (3 hours)
- EDU 4025F. Concepts and Methods for Teaching Social Studies (3 hours)
- ESOL 3710F. ESOL Curriculum and Methods (3 hours)

*Internship II*

*Applications for Internship II are due the semester before students plan to take Internship II-February 15 for Fall entry and September 15 for Spring entry.*

- EDU 4090F. Education Internship (10 hours)
- RED 4005F. Reading Practicum (2 hours)

**TOTAL ..... 124 SEM/HOURS**

**EDUCATION STUDIES**

**(BACHELOR OF ARTS)**

The major in Education Studies is designed to prepare an individual for teaching kindergarten through 6th grade in the public or private school field but does not lead to state of Florida licensure.

**FYI 101. Student Success Course ..... 3 SEM/HOURS**

**GENERAL EDUCATION**

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

*Specializations within General Education Foundation*

- MA 230. College Algebra (3 hours)
- SCI 201. Introduction to Biological Science (3 hours)
- EDU 2040. Information Technology for Educators (3 hours)
- EDU 2020. Integrating Art and Music (3 hours)
- (This course may be substituted for HUM 101.)

**Additional Requirements..... 15 SEM/HOURS**

- MA 210. Geometry (3 hours)
- MA 220. Finite Mathematics (3 hours)
- SCI 202. Introduction to Earth Science (3 hours)
- SCI 203. Physical Science (3 hours)
- Any additional 3 hours in Western Civilization, American History, OR Geography.

**BIBLICAL/THEOLOGICAL**

**FOUNDATION ..... 12 SEM/HOURS**

**MAJOR ..... 61 SEM/HOURS**

*Professional Education*

- EDU 2000. Field Experiences I (1 hour)
- EDU 2005. Foundations and Curriculum of Education (3 hours)
- EDU 2010. Psychology of Teaching and Learning (3 hours)
- EDU 3010. Classroom Management (3 hours)
- EDU 3015. Survey of Special Education (3 hours)
- EDU 3020. Measurement and Evaluation (3 hours)

*Elementary Education*

- ESOL 3701. Teaching Diverse Populations (3 hours)
- ESOL 3705. Theoretical Underpinnings of ESOL (3 hours)
- RED 3005. Foundations of Reading: Early and Emergent Literacy (3 hours)
- RED 3006. Disciplinary Literacy (3 hours)
- RED 4001F. Diagnosis and Remediation in Elementary Reading (3 hours)
- RED 4002. Foundations and Applications of Differentiated Instruction in Reading (3 hours)

*Internship I*

*Students are strongly advised to take the following courses as Internship I prior to Internship II.*

- EDU 4005F. Teaching Language Arts in Elementary School (3 hours)
- EDU 4010F. Concepts and Methods for Teaching Math (3 hours)
- EDU 4020F. Concepts and Methods for Teaching Science, Health, and Physical Education (3 hours)
- EDU 4025F. Concepts and Methods for Teaching Social Studies (3 hours)
- ESOL 3710F. ESOL Curriculum and Methods (3 hours)

*Internship II*

*Applications for Internship II are due the semester before students plan to take Internship II-February 15 for Fall entry and September 15 for Spring entry.*

- EDU 4090F. Education Internship (10 hours)
- RED 4005F. Reading Practicum (2 hours)

**TOTAL ..... 124 SEM/HOURS**

## 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, one should consult BCF's Teacher Education Division as well as the state board of education for requirements for teaching in a particular state.

**FYI 101. Student Success Course .....3 SEM/HOURS**

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

*Specializations within the General Education Foundation:*

- HI 223. American History: Age of Exploration to Reconstruction (3 hours)
- HI 224. American History: Reconstruction to Present (3 hours)
- MA 230. College Algebra (3 hours)
- IT 202. Information Technology Applications (3 hours)
- SCI 201. Introduction to Biological Science (3 hours)

**Additional Requirements.....15 SEM/HOURS**

- MA 210. Geometry (3 hours)
- MA 220. Finite Mathematics (3 hours)
- SCI 202. Introduction to Earth Science (3 hours)
- SCI 203. Physical Science (3 hours)
- HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
- OR
- HI 212. Western Civilization: 1700 to Present (3 hours)

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

**MAJOR .....66 SEM/HOURS**

*Professional Education*

- EDU 1030. Philosophy of the Christian School Movement (2 hours)
- EDU 2005. Foundations and Curriculum of Education (3 hours)
- EDU 2010. Psychology of Teaching and Learning (3 hours)
- EDU 3000F. General Methods of Teaching (3 hours)
- EDU 3010. Classroom Management (3 hours)
- EDU 3015. Survey of Special Education (3 hours)
- EDU 3020. Measurement and Evaluation (3 hours)
- ESOL 3701. Teaching Diverse Populations (3 hours)
- ESOL 3710F. ESOL Curriculum and Methods (3 hours)
- EDU 4500. Materials and Methods for Teaching English (3 hours)
- EDU 4090F. Education Internship (10 hours)
- EDU 4505. Teaching Reading at the Secondary Level (3 hours)

*English Education (Select 12 hours, not including General Education Foundation ENG course)*

- ENG 221. Survey of World Literature (3 hours)
- ENG 222. Survey of American Literature (3 hours)
- ENG 223. Survey of English Literature (3 hours)
- ENG 320. Advanced Grammar (3 hours)
- ENG 410. Advanced Composition: Theory and Practice (3 hours)

*Select 12 hours of additional English courses.*

- ENG 224. Survey of Christian Literature (3 hours)
- ENG 305. Poetry: Theory and Practice (3 hours)
- ENG 308. Colonial American Literature (3 hours)

- ENG 310. American Prose Writers: World War I – Present (3 hours)
- ENG 315. Creative Fiction (3 hours)
- ENG 330. Nineteenth-century American Literature (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 418. Seventeenth and Eighteenth-century British Literature (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 Experience (3 hours)
- ENG 435. Oxford Christian Writers (3 hours)

**TOTAL HOURS .....129 SEM/HOURS**

## HISTORY AND SOCIAL STUDIES SECONDARY EDUCATION (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 (middle and/or 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.

**FYI 101. Student Success Course .....3 SEM/HOURS**

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

*Specializations within General Education Foundation*

- HI 223. American History: Age of Exploration to Reconstruction (3 hours)
- HI 224. American History: Reconstruction to Present (3 hours)
- HUM 101. Appreciation of the Arts (3 hours) AND one Literature Survey Course
- EDU 2040. Information Technology for Educators (3 hours)
- MA 230. College Algebra (3 hours)
- SCI 201. Introduction to Biological Science (3 hours)

**Additional Requirements.....15 SEM/HOURS**

- HI 211. Western Civilization: Earliest Times to 1700 (3 hours)
- MA 210. Geometry (3 hours)
- MA 220. Finite Mathematics (3 hours)
- SCI 202. Introduction to Earth Science (3 hours)
- SCI 203. Physical Science (3 hours)

**BIBLICAL/THEOLOGICAL  
FOUNDATION .....12 SEM/HOURS**

**MAJOR .....60 SEM/HOURS**

*Professional Education Requirements*

- EDU 1030. Philosophy of the Christian School Movement (2 hours)
- EDU 2005. Foundations and Curriculum of Education (3 hours)
- EDU 2010. Psychology of Teaching and Learning (3 hours)
- EDU 3000F. General Methods of Teaching (3 hours)
- EDU 3010. Classroom Management (3 hours)
- EDU 3015. Survey of Special Education (3 hours)



- EDU 3020. Measurement and Evaluation (3 hours)  
 ESOL 3701. Teaching Diverse Populations (3 hours)  
 ESOL 3710F. ESOL Curriculum and Methods (3 hours)  
 EDU 4025F. Concepts and Methods for Teaching Social Studies (3 hours)  
 EDU 4090F. Education Internship (10 hours)

#### *Social Studies Requirements*

- HI 200. History of Economic Thought (3 hours)  
 HI 212. Western Civilization: 1700 to Present (3 hours)  
 HI 225. U. S. Government (3 hours)  
 HI 306. Geography (3 hours)  
 HI 410. History of the Middle East (3 hours)  
 MI 404. World Religions (3 hours)  
 SOC 201. Introduction to Sociology OR  
 HI 226. History of American Social Development (3 hours)

**TOTAL HOURS ..... 123 SEM/HOURS**

### **AVAILABLE MINORS**

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

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

#### MINOR IN BIBLE

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

#### MINOR IN BUSINESS LEADERSHIP

- BUS 201. Principles of Accounting (3 hours)  
 BUS 304. Business Law and Ethics (3 hours)  
 BUS 306. Business Management (3 hours)  
 BUS 310. Business Finance (3 hours)  
 BUS 410. Principles of Marketing (3 hours)

#### MINOR IN CHURCH PLANTING

*Any 15 hours of:*

- MI 202. Introduction to Christian Missions (3 hours)  
 MI 311. Church Planting (3 hours)  
 MI 410. Contemporary Strategies in Missions (3 hours)  
 EV 302. Leading a Church in Evangelism (3 hours)  
 MI 321. Florida Church Starting Practicum (6 hours)  
 MI 420. Summer Missions Internship (6 hours)  
 MI 421. Semester Missions Internship (9 hours)

#### MINOR IN EDUCATION

*A minor in education would not grant State of Florida licensure.*

- EDU 2000. Field Experiences (1 hour)  
 EDU 2005. Foundations and Curriculum of Education (3 hours)  
 EDU 3010. Classroom Management (3 hours)  
 ESOL 3701. Teaching Diverse Populations (3 hours)  
 RED 3005. Foundations of Reading: Early and Emergent Literacy (3 hours) or RED 3006. Disciplinary Literacy (3 hours)

*Restricted Elective hours: Select one*

- EDU 4010F. Concepts and Methods for Teaching Math (3 hours)  
 EDU 4020F. Concepts and Methods for Teaching Science, Health, and Physical Education (3 hours)

- EDU 4025F. Concepts and Methods for Teaching Social Studies (3 hours)  
 EDU 4500. Materials and Methods for Teaching English (3 hours)  
 ESOL 3710F. ESOL Curriculum and Methods (3 hours)

#### MINOR IN ENGLISH

*15 hours of English courses (not taken in General Education Foundation), at least six of which are at the 400-level.*

#### MINOR IN EVANGELISM/PREACHING

*15 Hours of EV and PR courses with at least 6 hours of each*

#### MINOR IN HISTORY AND SOCIAL STUDIES

- HI 200. History of Economic Thought (3 hours)  
 HI 225. U.S. Government (3 hours)  
 HI 303. English History (3 hours)  
 HI 306. Geography (3 hours)  
 HI 405. History of Southern Baptists (3 hours)

#### MINOR IN LEADERSHIP

Any 15 hours of LA courses

#### MINOR IN MISSIONS

*Any 15 hours of MI courses including at least 6 hours of missions practica 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)

##### *Music History and Literature*

MH 201 (2 hours)

##### *Ensemble*

Based on applied principal (4 hours)

##### *Church Music or Music Education*

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

#### MINOR IN PSYCHOLOGY

- PSY 307. Developmental Psychology (3 hours)  
 PSY 330. Marriage and Family (3 hours)  
 PSY 335. Personality Theory (3 hours)  
 Psychology Electives (6 hours)

#### MINOR IN STUDENT MINISTRY

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

#### MINOR IN WORSHIP ARTS

*Six hours of the following courses (not taken in General Education Foundation):*

- HUM 101. Appreciation of the Arts (3 hours)

# GRADUATE ACADEMICS

- HUM 102. Applied Humanities (3 hours)  
 WA 101. Visual Art Appreciation (3 hours)  
 WA 105. Art in Culture and Ministry (3 hours)  
 MU 401. Use of the Arts in Worship (2 hours)

*Nine hours of the following:*

- WA 150. Drawing I (3 hours)  
 WA 250. Drawing II (3 hours)  
 WA 350. Color Theory (3 hours)  
 WA 450. Painting I (3 hours)  
 WA 455. Painting II (3 hours)  
 MUT 302. Visual Media (3 hours)  
 MUT 304. Digital Sound/Multimedia Design I (3 hours)  
 MUT 305. Digital Sound/Multimedia Design II (3 hours)

## **MINOR IN WRITING**

- ENG 305. Poetry: Theory and Practice (3 hours)  
 ENG 315. Creative Fiction (3 hours)  
 ENG 320. Advanced Grammar (3 hours)  
 ENG 410. Advanced Composition: Theory and Practice (3 hours)  
 ENG 430. Creative Non-Fiction: Writing About Spiritual Experience (3 hours)

The following degrees are not offered to new students but will remain in the catalog until current students are taught out.

- Contemporary Worship Ministry (B.M.)
- Christian Counseling
- Bachelor of Music Education: Choral
- Bachelor of Music Education: Instrumental

**CONTACT THE REGISTRAR FOR ADDITIONAL INFORMATION.**

The Baptist College of Florida offers three graduate degrees. The Master of Arts in Christian Studies is a research-oriented degree to prepare graduates for Christian ministry of various types. The Master of Arts in Music and Worship Leadership is a research- and practice-oriented degree for preparing graduates for advanced work in music and worship fields. The Master of Arts in Counseling is a practice-oriented degree for preparing graduates for work in non-licensure counseling settings. Each graduate degree has its own program student learning outcomes. Graduate coursework is progressively more advanced in academic content than any of the undergraduate programs offered at The Baptist College of Florida. Graduate programs focus on higher-level learning and research in the major issues and significant scholarly literature of the respective fields.

## **AVAILABILITY OF A 3 + 2 (DUAL ACADEMIC AWARD) PROGRAM WITH RICHMONT GRADUATE UNIVERSITY**

The 3+2 program offers students the opportunity to complete a Bachelor of Arts in Psychology from The Baptist College of Florida and a Master of Arts in Clinical Mental Health Counseling from Richmond Graduate University (also a SACSCOC-accredited institution) in as little as five years. Participants in the program will complete at least 102 credit hours at The Baptist College of Florida. While at The Baptist College of Florida, five courses within the major are completed as enriched courses and the student must earn at least a B in each course. These five courses will be accepted by Richmond Graduate University. After completing an additional 18 hours of graduate courses at the Richmond Graduate University campus, the student will be awarded a Bachelor of Arts from The Baptist College of Florida. Students who are interested in this program should consult with their academic advisor.

## **SEMESTER PLAN**

The graduate school operates on the semester plan: two fifteen-week semesters per year and a summer term.

The unit regularly used for the measurement 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. In this program of study, six semester hours is considered full-time with twelve hours considered a maximum load. Three hours is considered a full-time load for summer.

## **GRADING SYSTEM**

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



BCF students hard at work in Solomon Hall

Grade	Quality	Grade Points Per Semester Hour
A (90-100)	Excellent	4.0
B (80-89)	Good	3.0
C (70-79)	Satisfactory	2.0
D (60-69)	Poor, but passing	1.0
F (Below 60)	Failure	0.0
I	Incomplete	0.0
P	Passing	0.0
U	Unsatisfactory	0.0
WP	Withdrawal passing	0.0
WF	Withdrawal failing	0.0
W	Course dropped within the drop period	0.0

### Incomplete Grades

Students should meet all course requirements by the end of the semester. Should that not be the case, the professor, under certain conditions (see below), may record an "I" or "Incomplete" grade, document the outstanding work with the Registrar and give the student a deadline for the removal of the "I" grade. In all cases, "I" grades must be removed by the end of the 20th day of the next regular 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 website; 2) Complete the form thoroughly; 3) Sign the form and obtain signatures from the professor teaching the course, the Division Chair, and the Registrar; 4) After the request is approved, acquire the "Requirements to Complete Coursework (to remove "I" grades)" form from the Registrar's Office or the college website; 5) Work with the course professor in planning the work needed to complete the course; 6) Get signatures from student, professor teaching the course, and the Registrar; 7) Complete the work by the deadline described above. The deadline for submission of the "Request for Incomplete Grade Form" is the last class day of the semester, prior to final exam days.

### Grade Point Average

The GPA of a student is obtained by dividing the total number of grade points by the number of semester hours attempted for credit. To qualify for graduation, a student must have a 2.5 average.

### Grade Reports

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

## **CLASS ATTENDANCE**

### Absence From Classes

Due to the nature of graduate study, students are expected to be present for all scheduled class meetings. In the event of an unforeseen emergency resulting in an absence the professor may excuse the student and make allowance for the student to make up missed work.

## **PROBATION/SUSPENSION**

1. Students who do not maintain an overall grade point average of 2.5 for any given semester will be placed on academic probation.
2. Students who fail to meet the academic standard after the following semester will be suspended from the graduate program for one regular semester, not counting summer.
3. Students on academic suspension must apply through the Office of Admissions to be readmitted to the program.
4. If readmitted to the graduate program, the required minimum standard must be met by the end of the first semester following readmission.
5. If the minimum standard is not met by the end of the first semester following readmission, the student will be placed on permanent suspension.

## **TECHNICAL COMPETENCIES AND EQUIPMENT REQUIREMENTS FOR MAMWL STUDENTS**

Required technical competencies for the student in this program include proficiency in internet computer usage and in basic audio/video recording and transfer of AV files. Required technical equipment includes an internet-enabled computer (either PC or Mac) with adequate specifications for effective internet navigation, an internet connection, a web cam or other device for the purpose of recording, sending, receiving and viewing audio and video. MAMWL students will sign a statement verifying access to required technical equipment and a proficiency in required technical competencies.

## **GRADUATION REQUIREMENTS**

Each graduate program of study will require thirty hours of coursework. The thirty hours of coursework will include appropriate measurements that demonstrate mastery of the particular field of study (such as Graduate Theses, Comprehensive Exams, Internships, or Research/Performance Projects).

Additional graduation requirements are as follows:

1. Apply for graduation before the appropriate deadlines.
2. Clear all financial or other matters that may be pending.
3. Maintain a cumulative grade point average of at least 2.5.

### Application for Graduation

Prospective graduates apply for graduation at the beginning of the semester during which they are scheduled to defend their thesis, 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.

### **CHRISTIAN STUDIES, THESIS OPTION (MASTER OF ARTS)**

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. 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 681. Thesis Preparation (0 hours)
- GR 690. Graduate Thesis (6 hours)
- GR 691-694. Thesis Continuation (0 hours)

#### **AREA OF CONCENTRATION ..... 12 HOURS**

- Biblical Studies (BS) Concentration OR
- Christian Ministry (CM) Concentration

#### **ELECTIVES ..... 9 HOURS**

#### **TOTAL..... 30 HOURS**

1. Thesis-option MACS students must maintain continuous enrollment after completing the 24th hour.
2. Continuous enrollment prior to registration for GR 690 is achieved by registration in GR 681. Completion of a satisfactory thesis prospectus must be completed during this semester in order to remain in the thesis-writing track.
3. Continuous enrollment following the GR 690 semester is achieved by registration in GR 691, 692, 693 and 694 as needed.
4. Thesis-option MACS students must complete and defend their thesis within four semesters following registration for GR 690. Students who cannot complete the thesis during this timeframe may complete the degree by taking an additional six hours of coursework.

### **CHRISTIAN STUDIES, NON-THESIS OPTION (MASTER OF ARTS)**

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. The MA in Christian Studies will require the student to complete thirty semester hours of study organized in the following structure:

#### **CORE REQUIREMENTS ..... 3 HOURS**

- GR 501. Introduction to Graduate Research (3 hours)
- GR 680. Comprehensive Examination (0 hours)

#### **AREA OF CONCENTRATION ..... 15 HOURS**

- Biblical Studies (BS) Concentration OR
- Christian Ministry (CM) Concentration

#### **ELECTIVES ..... 12 HOURS**

#### **TOTAL..... 30 HOURS**

Non-thesis option students may take GR 680 during their last semester of substantive coursework or in the semester immediately following.

### **COUNSELING (MASTER OF ARTS)**

The Master of Arts in Counseling is a practice oriented degree designed to equip students with counseling skills for use in ministry, missions or any human services career where counseling is practiced without a professional license. Interpersonal helping skills and counseling models are anchored in a Christian worldview, for the purpose of developing the spiritual, mental, emotional, behavioral, and relational well-being of others.

- CO 500. Issues and Ethics in Counseling (3 hours)
- CO 510. Counseling & Spirituality Integration (3 hours)
- CO 520. Counseling Models & Strategies (3 hours)
- CO 530. Counseling Skills & Techniques (3 hours)
- CO 540. Group Dynamics (3 hours)
- CO 550. Multicultural Counseling (3 hours)
- CO 560. Marriage & Family Counseling (3 hours)
- CO 570. Addiction & Recovery (3 hours)
- CO 580. Community & Crisis Counseling (3 hours)
- CO 590. Case Management (3 hours)

#### **TOTAL..... 30 HOURS**

### **MUSIC AND WORSHIP LEADERSHIP (MASTER OF ARTS)**

The Master of Arts in Music and Worship Leadership is a research and practice-oriented degree designed to equip vocational worship pastors, church musicians, and other Christian workers who desire to develop advanced skills in academic research, understanding and application in the theological foundations for worship, worship leadership, musicianship, and professional administration.

#### **CORE REQUIREMENTS ..... 9 HOURS**

- GR 501. Introduction to Graduate Research (3 hours)
- MS 610. Music Internship (3 hours)
- GR 680. Comprehensive Exam (0 hours)

Choose One:

- MS 607. Recital Project (3 hours)
- MS 690. Music and Worship Graduate Thesis (3 hours)

#### **WORSHIP LEADERSHIP..... 6 HOURS**

- WL 501. Biblical Foundations of Worship (3 hours)
- WL 502. History of Christian Music and Worship (3 hours)

#### **MUSICAL STUDIES ..... 9 HOURS**

- MS 501. Advanced Conducting (3 hours)

- MS 502. Vocal Pedagogy for the Church (3 hours)  
MS 503. Worship Service Leadership (3 hours)

### MUSIC ELECTIVE (choose one)..... 3 HOURS

- MS 604. Sound and Recording for Worship (3 hours)  
MS 605. The Large-Scale Production (3 hours)  
MS 606. The Fine Arts Academy (3 hours)

### WORSHIP ELECTIVE (choose one)..... 3 HOURS

- WL 604. The Arts in Worship (3 hours)  
WL 605. Visual Media in Worship (3 hours)  
WL 606. Leadership in Worship Ministry (3 hours)  
WL 607. Music and Worship Ministry Administration (3 hours)

### TOTAL..... 30 HOURS

1. **MAMWL students completing the degree with MS 690 must complete and defend the thesis within four semesters following registration for MS 690.**
2. **MAMWL students completing the degree with MS 690 must maintain continuous enrollment after MS 690 through the thesis continuation courses, GR 691-694, as needed.**

# UNDERGRADUATE COURSES

## COURSE NUMBERS

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., G, Graceville) or the format in which the course is taught (e.g., N, Online; H, Hybrid [partially online, partially in a classroom workshop]; and C, Connection [courses that connect one or more locations]), and finally by section number, when more than one offering of the course occurs (e.g., 1, 2, 3).

## 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 website.

## PREREQUISITES

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

## FIELDS OF INSTRUCTION

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

AV	AVIATION
BF	BIBLICAL FOUNDATION
BI	BIBLICAL INTRODUCTION
BUS	BUSINESS LEADERSHIP
CE	CHRISTIAN EDUCATION
COM	COMMUNICATION
EDU	EDUCATION
ENG	ENGLISH
ESOL	ENGLISH AS SECOND LANGUAGE
EV	EVANGELISM
FYI	FIRST YEAR INITIATIVE
GRK	GREEK
HEB	HEBREW
HI	HISTORY
HUM	HUMANITIES
IT	INFORMATION TECHNOLOGY
LA	LEADERSHIP
MA	MATHEMATICS
MI	MISSIONS
MC	MUSIC: CONDUCTING
ME	MUSIC: ENSEMBLE
MG	MUSIC: GUITAR
MH	MUSIC: HISTORY AND LITERATURE
MP	MUSIC: PIANO
MT	MUSIC: THEORY
MU	MUSIC: CHURCH
MUE	MUSIC: EDUCATION
MUS	MUSIC: APPLIED
	INSTRUMENTAL
	KEYBOARD
	VOICE
MUT	MUSIC: TECHNOLOGY
MV	MUSIC: VOICE
NT	NEW TESTAMENT
OT	OLD TESTAMENT
PM	PASTORAL MINISTRY
PHI	PHILOSOPHY
POR	PORTUGUESE

PR	PREACHING
PSY	PSYCHOLOGY AND COUNSELING
RED	READING
SBC	SOUTHERN BAPTIST CONVENTION
SCI	SCIENCE
SL	SIGN LANGUAGE
SOC	SOCIOLOGY
SPN	SPANISH
SF	SPIRITUAL FORMATION
STA	STATISTICS
STM	STUDENT MINISTRY
SM	SUPERVISED MINISTRIES
TH	THEOLOGY
WA	WORSHIP ARTS

## AVIATION

Completion of all of the courses in this section is accomplished only through transfer credit. Course credit is given for the completion of FAA-approved licenses and certificates as stated on Pages 12-13, Section 13 of this catalog.

### AV 101. PRIVATE GROUND INSTRUCTION.

A course designed to analyze the philosophy and practicality of aviation and to prepare the student to pass the written examination of the Federal Aviation Administration for the Private Pilot's License. The course will discuss the varied avenues in which aviation may be vitally used. It will also analyze physical characteristics of flight, pre-flight knowledge, aircraft instruments and controls, essential meteorology, navigation, and Federal Aviation Regulations. The program of study is integrated with audio-visuals, workbook assignments, programmed testing procedures, textbook readings, and graphic studies of weather and aircraft maneuvers. Six semester hours credit.

### AV 102. PRIVATE PILOT FLIGHT INSTRUCTION.

A course designed to provide complete flight training that leads to the Private Pilot's License. Pre-flight, in-flight, and post-flight instruction will include 40 hours of flight time (20 hours of dual and 20 hours of solo flight including periodic phase-checks), which culminate in a flight check with a designated examiner. Course completion requires successful passing of the practical flight test and the receipt of the Private Pilot License. Pre-requisite: AV 101 and a 3rd Class Airman Medical. Six semester hours credit.

### AV 201. INSTRUMENT GROUND INSTRUCTION.

A course designed to help the student understand Instrument Flight Rules, prepare instrument flight plans, acquire advanced skill in weather interpretation, take clearance copy, understand departure, enroute, and approach procedures under Instrument Flight Rules (IFR) conditions, and understand alternate and emergency procedures under IFR conditions. The course is designed also to prepare the student to pass the Airmen Instrument Rating exam. Three semester hours credit.

### AV 202. INSTRUMENT FLIGHT INSTRUCTION.

A course designed to prepare the student to meet the FAR requirements for flight experience and skill to receive

the IFR rating. Students will prepare flight logs, take clearance copy, and fly by instruments only. Emergency procedures, unusual altitudes, VOR orientation, GPS usage, approaches made by Non Directional Beacon (NDB), Approach by Surveillance Radar (ASR), Precision Radar Approach (PAR), Instrument Landing System (ILS), and Global Positioning by Satellite (GPS). Holding patterns and total departure, enroute, and approach procedures will be taught. Course is completed only upon receipt of the IFR rating. (40 hours of flight time are required). Three semester hours credit.

### AV 301. COMMERCIAL GROUND INSTRUCTION.

A course designed to prepare the student to pass the written exam for the commercial pilot certificate. It reexamines aircraft documents, aircraft performance and limitations, weight and balance, weather information, line inspections, airplane servicing, and commercial maneuvers and operations. Course is completed only when the FAA commercial written exam has been successfully taken. Six semester hours credit.

### AV 302. COMMERCIAL FLIGHT INSTRUCTION.

A course designed to improve pilot skills in flight at critically slow airspeeds, in take-off and land under normal and abnormal conditions, in maximum performance of maneuvers that include chandelles, lazy eights, steep power turns, steep spirals, emergencies, canyon turns, on-pylon eights, precision landings, and advanced operations of airplane equipment and procedures. Course is completed when the commercial certificate has been granted. (50 hours of flight time are required). Three semester hours credit.

## BIBLICAL FOUNDATION

### BF 101. OLD TESTAMENT SURVEY.

An overview of the message, context, and literary forms of the canonical books of the Old Testament. Three semester hours credit.

### BF 103. NEW TESTAMENT SURVEY.

A general overview of the message, context, and literature of Matthew through Revelation. Special attention will be given to the main teachings of Matthew through Revelation and their application to contemporary life. Three semester hours credit.

### BF 490. BIBLICAL STUDIES INTEGRATION.

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



## BIBLICAL INTRODUCTION

### BI 203. THE HISTORY OF THE BIBLE.

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

### BI 205. BIBLICAL BACKGROUNDS.

A study of the geographical, historical, and cultural backgrounds of the Old and New Testament worlds as they relate to the story of redemption. Various biblical countries and peoples are studied as well as their influences and contributions to the unfolding history of the Christian movement. Three semester hours credit.

### BI 212. BIBLICAL HERMENEUTICS.

A study of the science and art of biblical exegesis and interpretation. Emphasis will be given to a historical perspective of and reliable principles with which to study, interpret, and apply Scripture. Prerequisites: BF 101 and 103. Three semester hours credit.

### BI 300. SPECIAL STUDY IN BIBLE.

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.

## BUSINESS LEADERSHIP

### BUS 103. 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 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. Prerequisite: BUS 103. Three semester hours credit.

### BUS 202. COMMUNICATION FOR THE WORKPLACE.

A study of communication as it relates to the workplace including resume and curriculum vitae writing, interviewing, and attire for the workplace. Coursework will include development of interpersonal skills, meeting management, interviewing, and presentational

speaking, as well as a study of communication flow in organizations. Prerequisite: ENG 152. Three semester hours credit.

### BUS 205. MANAGERIAL ACCOUNTING.

A study of the process used by management to plan, evaluate and control within an entity and to assure appropriate use of and accountability for its resources. The course will focus on cost-benefit analysis, capital budgeting, buy or lease analysis, annual budgeting and strategic planning. Prerequisite: BUS 103. Three semester hours credit.

### BUS 215. PRINCIPLES OF MICROECONOMICS.

A study of the means by which individuals, households and firms make decisions to allocate limited resources. Students will study the concepts of scarcity, opportunity cost, comparative advantage, supply and demand and equilibrium points. Prerequisite: BUS 103. Three semester hours credit.

### BUS 220. PRINCIPLES OF MACROECONOMICS.

A study of the economy of a country or region with emphasis on income, employment, banking, savings and capital formation and public policy. Prerequisite: BUS 103. Three semester hours credit.

### BUS 301. 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. Prerequisites: BUS 103 and BUS 201. Three semester hours credit.

### BUS 302. ACCOUNTING II.

A continuation of BUS 301. Additional attention is given to accounting standards, conceptual framework, comprehensive development of the accounting process, and financial statement preparation. Application of accounting theory and techniques as they relate to assets, liabilities, and owner's equity, pensions, leases, earnings per share, and analytical process. Prerequisite: BUS 301. Three semester hours credit.

### BUS 304. BUSINESS LAW AND ETHICS.

An introduction to the fundamental concepts, principles, and rules of law and equity that apply to business activities. This course provides an overview of law in general, the American legal system, federal and state court procedures, effects on law-making by legislative, judicial, and administrative procedures. The course will also include constitutional law, business ethics, contracts, product liability, sales and commercial paper. Prerequisite: BUS 103. Three semester hours credit.

### BUS 306. BUSINESS MANAGEMENT.

An introduction to management functions, principles, and techniques. The course includes a discussion of planning, organizing, influencing through leadership, and control within the organization. Prerequisite: BUS 103. Three semester hours credit.

### BUS 308. PERSONAL FINANCE.

A study of charge accounts, installment buying, taxation, borrowing money, savings accounts, life insurance, annuities, social security, owning a home

- and other personal concerns of church administrators. Prerequisite: BUS 103. Three semester hours credit.
- BUS 310. BUSINESS FINANCE.**  
An introduction to business with emphasis on financial markets, investing and the concepts and applications of financial management. Prerequisites: BUS 103 and BUS 201. Three semester hours credit.
- BUS 407. HUMAN RESOURCES MANAGEMENT.**  
A strategic and comprehensive approach to managing people and the workplace culture and environment. This course will cover hiring, compensation, benefits, employee training, motivation and performance evaluation, and other functions necessary to contribute effectively to the accomplishment of an organization's goals and objectives. Prerequisites: BUS 103 and BUS 306. Three semester hours credit.
- BUS 410. PRINCIPLES OF MARKETING.**  
A managerial focus on the marketing environment and its major decision elements including market segmentation, target markets, market mix, marketing strategy, and competing in global markets. Prerequisite: BUS 103 and Sophomore standing. Three semester hours credit.
- BUS 415. NOT-FOR-PROFIT ACCOUNTING.**  
An introduction to operating a not-for-profit business. Topics covered include accounting, management, finance, marketing, economics and other business concepts and terminology related specifically to not-for-profit organizations. Additional topics include accounting and financial reporting for governmental organizations. Prerequisites: Sophomore standing, BUS 103, and BUS 201. Three semester hours credit.
- BUS 416. INCOME TAX.**  
A study of the federal income tax laws as they apply to individuals, corporations, and partnerships. The course will also study federal regulations as they apply to churches and clergy. Prerequisites: BUS 103, BUS 201, and BUS 310. Three semester hours credit.
- BUS 417. CASES IN BUSINESS ETHICS.**  
A study of the application of the ethical decision making framework to actual and theoretical situations in both the business and personal environment. Both individual and group decision making will be studied. Prerequisites: Senior standing, BUS 304, and BUS 306. Three semester hours credit.
- BUS 418. FINANCIAL STATEMENT ANALYSIS.**  
A comprehensive study of the content of financial statements and their relevance to business decisions. This course will examine the use of the financial statements in providing the information needed to implement the strategies involved in making, financing, investing, and operating decisions for various types of business entities. Prerequisites: BUS 103, BUS 201, BUS 310, and BUS 416. Three semester hours credit.
- BUS 420. BUSINESS INTERNSHIP.**  
A directed work experience that provides substance and meaning to the classroom experience of the business student. The internship will occur after the completion of the Junior year and must be approved by the Chair of the Business Division and the Academic Dean. Three semester hours credit.

**BUS 421. SEMESTER BUSINESS INTERNSHIP.**

A one-semester, off-campus, directed work experience with an approved business entity that provides substance and meaning to the classroom experience of the business student. The internship must take place in the semester prior to the student's final semester of the degree program and must be approved by the Chair of the Business Division and the Academic Dean. Prerequisite: Senior standing. Nine semester hours credit.

## CHRISTIAN EDUCATION

**CE 201. THE BIBLE STUDY MINISTRIES OF THE CHURCH.**

A study of the skills, principles, and organization involved in leading small group Bible study ministries in the local church. Included are Sunday School, proper enlistment and training methods, and evangelistic Bible study ministries. Development of mission, vision, and philosophy is emphasized. Three semester hours credit.

**CE 202. THE DISCIPLESHIP AND MISSIONS MINISTRIES OF THE CHURCH.**

A study of the skills, principles, and procedures involved in leading effective member and leadership training in the local church. Missions and discipleship education is emphasized including both theoretical and practical issues related to missions and vision. Traditional as well as innovative programs are included. Three semester hours credit.

**CE 301. PRINCIPLES OF TEACHING.**

A course designed to improve teaching in the local church context. The various methods of teaching the Bible and Bible study materials are presented, reviewed, and illustrated with practical application to typical church Bible study settings. Prerequisite: Sophomore standing. Three semester hours credit.

**CE 320-350. AGE-DIVISION MINISTRIES.**

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

**CE 320. MINISTRY TO CHILDREN.**

**CE 350. MINISTRY TO ADULTS.**

**CE 410. CHRISTIAN EDUCATION INTEGRATION.**

A senior integration course for Christian Education majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary Christian Education issues. Prerequisite: Senior standing. Three semester hours credit.

**CE 420. CHRISTIAN EDUCATION INTERNSHIP.**

An internship directed by the college providing on-site Christian Education ministry experience. The student is required to submit to the Christian Education program director for approval an appropriate Christian Education

work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating student ministry agency. The emphasis of this internship will be practical experience through supervised, on-site student ministry work. Prerequisite: Junior standing. The student will meet with the LA/CE program coordinator for the purpose of evaluating the 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.

## COMMUNICATION

### COM 200. INTRODUCTION TO SPEECH COMMUNICATION.

A study of the theory and practice in presenting public speeches. The course will include determination of communication purpose(s) and adaptation of organization, evidence, language, and other message characteristics for designated audiences. Prerequisite: ENG 151. Three semester hours credit.

## EDUCATION

### EDU 1030. PHILOSOPHY OF THE CHRISTIAN SCHOOL MOVEMENT.

A study of the philosophy of education from the perspective of the development, purpose, and function of the K-12 Christian school movement. Two semester hours credit.

### EDU 2000. FIELD EXPERIENCES I.

An intensive field experience for education majors. Beginning teacher education students will have an opportunity to observe the beginning of the school year, teach in an elementary classroom, and assist teachers by tutoring, working with small groups, grading papers, and other appropriate activities. Students enrolled in this course will be required to identify a school and teacher to work with prior to the beginning of the course. Classroom assignment must be approved by the professor. Students will begin in the local school when teachers return for the beginning of the school year and before students arrive; this may be prior to the beginning of the college semester. One semester hour credit.

### EDU 2005. FOUNDATIONS AND CURRICULUM OF EDUCATION.

A study of the philosophical, social, historical, curricular foundations of education. The course will also acquaint students with current issues in curriculum, school safety, and school law. The Christian worldview and philosophy will be addressed. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

### EDU 2010. PSYCHOLOGY OF TEACHING AND LEARNING.

A study that examines important learning theories and processes with an emphasis on developmental, cultural,

and environmental influences on learning experiences. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

### EDU 2020. INTEGRATING ART AND MUSIC.

A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

### EDU 2040. INFORMATION TECHNOLOGY FOR EDUCATORS.

A study of microcomputer applications and their utilization by teachers in a classroom environment. Topics include word processing, spreadsheet, database, presentation, desktop publishing and Internet resources in classroom management and instruction. Three semester hours credit.

### EDU 3000F. 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 3010. CLASSROOM MANAGEMENT.

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

### EDU 3015. SURVEY OF SPECIAL EDUCATION.

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

### EDU 3020. MEASUREMENT AND EVALUATION.

A study of classroom assessments. The course examines the concepts and skills related to designing, administering, evaluation, interpreting, applying, and communicating results of performance and objective assessments that drive classroom instruction. Teacher made assessment tools 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. TEACHING LANGUAGE ARTS IN ELEMENTARY SCHOOL.

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



**EDU 4010F. CONCEPTS AND METHODS FOR TEACHING MATH.**

A study of the concepts and methods required to teach mathematics at the K-12 level. Problem solving techniques will be emphasized. Prerequisites: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair; nine semester hours of college math. Three semester hours credit.

**EDU 4020F. CONCEPTS AND METHODS FOR TEACHING SCIENCE, HEALTH, AND PHYSICAL EDUCATION.**

An overview of curricula, materials, and techniques for teaching science, health, and physical education in grades K-12. Prerequisite: SCI 201 or SCI 202; admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

**EDU 4025F. CONCEPTS AND METHODS FOR TEACHING SOCIAL STUDIES.**

A study and practice of instructional approaches and selection of resources for teaching history/social studies to grades K-12. The integration of related subjects will be examined. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

**EDU 4090F. EDUCATION INTERNSHIP.**

A twelve-week-in-school 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 the BCF Teacher Education Division. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, passage of all Florida Teacher Certification Exams. The course will be taken in conjunction with RED 4005F. Ten semester hours credit. Pass or Fail.

**EDU 4500. MATERIALS AND METHODS FOR TEACHING ENGLISH.**

A study and practice of instructional approaches and selection of resources for teaching English. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

**EDU 4505. TEACHING READING AT THE SECONDARY LEVEL.**

A course providing principles and practice of literary criticism applicable to teaching reading in grades 6-12, with attention given to multi-cultural literature. List of titles may vary with each offering. Prerequisites: One 200-level English course and Sophomore standing. Three semester hours credit.

**ESOL 3701. TEACHING DIVERSE POPULATIONS.**

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

Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

**ESOL 3705. THEORETICAL UNDERPINNINGS OF ESOL.**

An overview of the field (history, foundations, the LULAC Consent Decree, legal issues, and endorsement requirements). In-depth study of applied linguistics, including first and second language acquisition. Includes site-based observations. Prerequisite: Admission to the Teacher Education Program or permission from the Teacher Education Division Chair. Three semester hours credit.

**ESOL 3710F. ESOL CURRICULUM AND METHODS.**

A study to provide an in-depth instruction and practice in the selection and use of materials and methods related to teaching ESOL/LEP students. Emphasis will be placed upon teaching the skills of listening, speaking, reading and writing, ESOL/LEP in the content areas, curriculum development, and major methodologies and current trends in ESOL/LEP teaching and assessment. Field experience required. Prerequisite: Admission to the Teacher Education Program or permission from the 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. Strategies for motivating children to interact with literature are discussed. Prerequisite: ENG 152, Admission to the Teacher Education Program. Three semester hours credit.

**RED 3005. FOUNDATIONS OF READING: EARLY AND EMERGENT LITERACY.**

A study of the developing reading skills and concepts. The course will consist of early literacy development and the conditions which promote total literacy from birth through grade two, providing practice in the selection and use of methods and materials related to teaching reading in the early grades. Connections will be made among all aspects of literacy learning: reading, writing, listening, speaking, viewing, visual representing, and thinking. Prerequisites: ENG 152, admission to the Teacher Education Program. Three semester hours credit.

**RED 3006. DISCIPLINARY LITERACY.**

A study of the theory and practice of teaching reading/literacy in the intermediate grades through twelfth grade. The course will detail methods and materials related to learning from reading, expanding student's knowledge and skills in the area of higher order thinking skills, and reading in all content areas. Prerequisites: Admission to the Teacher Education Program, RED 3005. Three semester hours credit.

**RED 4001F. DIAGNOSIS AND REMEDIATION IN ELEMENTARY READING.**

A study of the development of reading skills to include advanced exposure to techniques and approaches of recognizing and diagnosing reading problems. The students will gain experience in prescribing and utilizing appropriate methods and materials to remediate skill

deficits as well as examining ways to improve reading performances. Prerequisite: RED 3005 and admission to the Teacher Education Program. Three semester hours credit.

**RED 4002. FOUNDATIONS AND APPLICATIONS OF DIFFERENTIATED INSTRUCTION IN READING.**

A study of the foundations of Differentiated Instruction (DI) in reading as well as application of DI principles and methodologies. Based on the assumption that students differ in their learning styles, needs, strengths, and abilities, and that classroom activities should be adapted to meet these differences, this course will emphasize the role of the teacher in research-based reading instruction in relevant areas (e.g. phonological awareness, phonics, fluency, vocabulary, comprehension, oral language). Prerequisites: Admission to the Teacher Education Program or permission of the Teacher Education Chair and RED 4001F. Three semester hours credit.

**RED 4005F. SUPERVISED READING PRACTICUM.**

A supervised practicum to obtain practical experience in increasing the reading performance of students. The course will emphasize the prescription and utilization of appropriate strategies and materials based upon scientifically based reading research to address the prevention, identification, and remediation of reading difficulties of struggling students, including students with disabilities, and students from diverse populations. Prerequisites: 2.5 GPA, completion of General Education Foundation requirements, completion of Biblical/Theological Foundation requirements, and passage of all Florida Teacher Certification Exams. The course will be taken in conjunction with EDU 4090F (Internship). Two semester hours credit. Pass or Fail.

## ENGLISH

**ENG 100. ENGLISH FUNDAMENTALS.**

A course developing skills in basic grammar, mechanics, sentence structure, and paragraph construction. This course does not satisfy English curriculum requirements. Three semester hours credit.

**ENG 105. READING.**

A reading course developing skills in vocabulary, reading comprehension, and accuracy necessary for college level reading. This course does not satisfy English curriculum requirements. Two semester hours credit.

**ENG 151. INTRODUCTION TO COLLEGE COMPOSITION.**

A composition survey. Emphasis is given to development of reading skills, grammar, mechanics, paragraph construction, and thematic writing. Students whose scores on the entrance tests demonstrate deficiency in English may be required to make suitable proficiency in ENG 100 and/or ENG 105 before enrolling in ENG 151. Three semester hours credit.

**ENG 152. INTERMEDIATE COLLEGE COMPOSITION.**

A continuation of ENG 151. Thematic writing is expanded to include critical essays (e.g., narrative / expository / argumentative), critical thinking skills, and writing and documentation of research papers using Chicago

(Turabian), MLA, and APA styles. Prerequisite: ENG 151. Three semester hours credit.

**ENG 221. SURVEY OF WORLD LITERATURE.**

A study of selected important writings from classical, medieval, English, and American literature. This study aids the student in discovering the characteristics and illustrative value of great literature. Prerequisite: ENG 152 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 ENGLISH LITERATURE.**

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

**ENG 224. SURVEY OF CHRISTIAN LITERATURE.**

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

**ENG 305. POETRY: THEORY AND PRACTICE.**

A study of the practice of poetry, using selected works of British and American poets. Prerequisites: one 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 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 (1800-1900). 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: One 200-level English course and Sophomore standing. Three 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 1599 ("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 methods for organizing and developing various types of expository prose. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.
- ENG 415. SHAKESPEARE I: HISTORIES AND COMEDIES.**  
A study of comedy and history plays, with attention to Wars of the Roses. 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. SHAKESPEARE II: 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 418. SEVENTEENTH AND EIGHTEENTH-CENTURY BRITISH LITERATURE.**  
An exploration of the drama, prose, and poetry of English literature from the Jacobean period (ca. 1600) to the end of the eighteenth century (1800). List of works 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/or Victorian period. List of works may vary with each offering. 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 (1789-1837). 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 major twentieth-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: 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 commentary on cultural issues. Prerequisites: one 200-level English course and Sophomore standing. Three semester hours credit.
- ENG 435. OXFORD CHRISTIAN WRITERS.**  
A study of selected narratives of George MacDonald, G. K. Chesterton, Charles Williams, Dorothy Sayers, C.S. Lewis, J. R. R. Tolkien, and Owen Barfield (and possibly other ancillary writers) with a dual emphasis on literary craftsmanship and theological insight. Prerequisites: Completion of one 200-level English course and Sophomore standing. Three semester hours credit.
- ENG 490. SENIOR SEMINAR.**  
An open-topic literature course designed to assess students' progress in the craft of thinking, research, and writing. Course content will vary with each offering. Prerequisites: Completion of one 200-level English course and Senior standing. Three semester hours credit.

## EVANGELISM

- EV 201. PERSONAL EVANGELISM.**  
A basic course in personal evangelism or personal disciple-making to equip students for lifelong practice and leadership. Included are both the theory and the practice of personal evangelism. Various approaches and methodologies are utilized for personal equipping and for preparation for equipping others. Students are required to participate in personal evangelizing activities as part of the course of study. Three semester hours credit.
- EV 302. LEADING A CHURCH IN EVANGELISM.**  
A study of church evangelism to equip students for leading a local church in its comprehensive evangelistic ministry. Included are the church's evangelistic foundation, direction, and strategy. Church health that leads to evangelistic growth is emphasized. A strategy for evangelism through the local church is developed. Prerequisite: Sophomore standing. Three semester hours credit.
- EV 303. EVANGELISTIC PREACHING.**  
A study of evangelistic preaching. Major emphases are the formation of the evangelistic sermon, the delivery of the evangelistic sermon, and the invitation for response. The work and preparation of both the preacher and



the sermon receive attention. The course addresses the subject from the perspectives of both the pastor and the vocational evangelist. Prerequisites: PR 220 and Sophomore standing. Three semester hours credit.

**EV 305. JESUS AND PERSONAL EVANGELISM.**

An analysis of the life and ministry of Jesus Christ from the perspective of personal evangelism. Along with the overall disciple-making strategy of Jesus, case studies from the ministry of Jesus are examined to determine needed application for personal witness and disciple-making. Prerequisite: Sophomore standing. Three semester hours credit.

**EV 306. CONTEMPORARY EVANGELISM EQUIPPING METHODOLOGIES.**

A study of the current evangelism equipping methodologies available from the Southern Baptist Convention agencies and other evangelical groups. Provided through the classroom setting or a seminar/workshop setting, the course will assist students in understanding and implementing the equipping methodologies in their own personal evangelism and in the local church. Personal witnessing activity will be a part of the course. Prerequisites: EV 201 and Sophomore standing. Three semester hours credit.

**EV 310-318. EVANGELIZING ADHERENTS OF NON-EVANGELICAL RELIGIOUS GROUPS.**

Courses in personal evangelism to assist Christian leaders in witnessing to adherents of specific non-evangelical groups. The origin, history, 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. Three 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 401. CHURCH GROWTH PRINCIPLES AND PROCEDURES.**

An advanced study of evangelistic church growth theory and practice. Major emphases are the discovery of biblical principles and theory for church growth, study and evaluation of the classic Church Growth Movement and various forms of contemporary church growth including Southern Baptist models, and the practical implementation of evangelistic church growth in local churches. Prerequisites: EV 302 and Junior standing. Three semester hours credit.

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**FIRST-YEAR INITIATIVE**

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**FYI 101. STUDENT SUCCESS COURSE.**

A course designed to assist students in making a successful transition to The Baptist College of Florida personally, academically, and spiritually. Special

emphasis will be placed on developing critical thinking skills, professional communication skills, and spiritual growth. Three semester hours credit.

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**GREEK**

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**GRK 201. NEW TESTAMENT GREEK I.**

An introduction to the Greek language with a view to its use in understanding the New Testament. Basic grammar and vocabulary building are emphasized, along with some translation from the Greek New Testament. Prerequisites: BF 101 and BF 103, and Sophomore standing. Three semester hours credit.

**GRK 202. NEW TESTAMENT GREEK II.**

A continuation of GRK 201. Additional attention is given to basic grammar and vocabulary building but with increased emphasis upon translation from the Greek New Testament. Prerequisite: GRK 201. Three semester hours credit.

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**HEBREW**

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**HEB 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: BF 101 and BF 103, and Sophomore standing. Three semester hours credit.

**HEB 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.

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**HISTORY**

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**HI 200. HISTORY OF ECONOMIC THOUGHT.**

Examines 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 211. 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.

**HI 212. WESTERN CIVILIZATION: 1700 TO PRESENT.**

A continuation of the story of man's development 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 economic, political, cultural, and diplomatic history of the United States since the Civil War. Three semester hours credit.
- HI 225. UNITED STATES GOVERNMENT.**  
An introductory course on the political process in America with a focus on national political institutions. Three semester hours credit.
- HI 226. HISTORY OF AMERICAN SOCIAL DEVELOPMENT.**  
An interdisciplinary survey of development in the interrelationships of American social systems, including churches, families, 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. Prerequisite: HI 211, HI 224, or Sophomore standing. Three semester hours credit.
- HI 302. ROMAN HISTORY.**  
A study of Roman civilization from the rise of the republic to the fall of the empire. Emphasis is given to political and cultural developments. Prerequisite: HI 211, or Sophomore standing. Three semester hours credit.
- HI 303. ENGLISH HISTORY.**  
A survey of English history from the Romans to the present. This study traces the development of English government, society and culture from the Roman period to the present. Prerequisite: HI 211 or Sophomore standing. Three semester hours credit.
- HI 304. CHRISTIAN HISTORY.**  
A survey of Christianity from the time of Christ to the present. Special consideration is given to important events, notable persons, the development of the Roman Catholic Church, the Reformation, and missionary expansion. Prerequisite: Sophomore standing. Three semester hours credit.
- HI 306. GEOGRAPHY.**  
A study of basic geography. The course will include a study of Earth-space relations, latitude and longitude, season, time, weather, climate, vegetation, landforms, water resources, soils, and mapping the physical environment. Emphasis will be given to the study of earth-surface processes, with consideration of human interaction with the physical environment. Three semester hours credit.
- HI 405. 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. Prerequisite: Junior standing. Three semester hours credit.
- HI 410. HISTORY OF THE MIDDLE EAST.**  
A survey of the history of the Middle East with a concentration on developments since 1900. Both Israel and the Arab states are studied, and their relations with one another explored as they emerge into the family of

nations. The course will focus on current events and the historical background of those events. Prerequisites: HI 211, HI 226 and Junior standing. Three semester hours credit.

- HI 415. FLORIDA HISTORY.**  
A study of the development of Florida from pre-history to its beginnings as a Spanish settlement through its role in the Space Age. An examination of significant sites and persons will be included. Prerequisites: HI 223 or HI 224 or Junior standing. Three semester hours credit.
- HI 420. ARCHIVES MANAGEMENT.**  
A course in archives management theory and methodology, including an understanding of records and information management. Topics to be covered include: the types and functions of archives; archival appraisal; arrangement and description of records; management and administration of archives and archival records. An emphasis will be placed on archival techniques, principles, and methods. Three semester hours credit.
- HI 450. SEMESTER ARCHIVAL INTERNSHIP.**  
A one-semester on-campus internship directed by the college archivist for archives administration experience. Students will gain experience applying the principles of evaluation of primary source documents, cataloging and preserving documents, and special collections, as well as assisting researchers in obtaining resources for study. Prerequisites: Junior standing and completion of HI 420. Six 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 also focus on elements of art and principles of design such as color, shape, texture, balance, etc., with an emphasis on developmentally appropriate use of techniques, materials, and tools. Three semester hours credit.
- HUM 102. APPLIED HUMANITIES.**  
An introduction to creative and artistic disciplines used in church and school settings. This course will include an introduction to theatrical arts, an introduction to music appreciation, and an introduction to visual communication arts. Three semester hours credit.
- HUM 103. THE HUMANITIES: ANCIENT TO MEDIEVAL.**  
An introduction to the art, architecture, and literature that has shaped western culture from ancient civilization through the medieval times. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.
- HUM 104. THE HUMANITIES: RENAISSANCE TO TWENTIETH CENTURY.**  
An introduction to the art, architecture, music, and literature of the renaissance, baroque, neoclassical, and modern heritages. Students will develop an understanding of how events, thought, and technology shaped the arts. Three semester hours credit.

**HUM 220. INTEGRATING ART AND MUSIC.**

A study of integrating art and music in the elementary curriculum. Emphasis will be placed on the basic history and theory of art and music. Students will have an opportunity to effectively integrate lesson planning and modeling techniques to art and music in the elementary classroom. Three semester hours credit.

**HUM 300. 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.

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**INFORMATION TECHNOLOGY**

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**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. Microsoft Office is used to create word processing, spreadsheet, database, presentation, and desktop publishing projects. Three semester hours credit.

**IT 310N. ORIENTATION TO ONLINE LEARNING.**

A course designed to orient students to the basics of the college learning management system (MyBCF/Jenzabar) and to equip students for successful participation in the online learning environment. The professor and students will participate in practical application of online study. An Online Orientation Fee will be assessed. Required for all students enrolling in their first BCF online course. Zero semester hours credit.

**IT 440. ADVANCED INFORMATION TECHNOLOGY.**

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

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**LEADERSHIP**

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**LA 102. BIBLICAL FOUNDATIONS OF LEADERSHIP.**

A study of biblical foundations of leadership. The student will 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 200. THE MINISTRY OF LEADERSHIP.**

A study of the nature of Christian leadership in the

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

**LA 201. LEADERSHIP FOR CHURCH GROWTH.**

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

**LA 202. CHURCH STAFF RELATIONS.**

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

**LA 301. THE MINISTER AS LEADER.**

A study of the minister as leader. The biblical role of the minister's call, character, and competence will be examined. Students will study such issues as fellowship and leadership, ethics and integrity in ministry, and effects of ministry upon the minister's family. Various models of leadership will be explored. Prerequisite: Sophomore standing. Three 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. Three semester hours credit.

**LA 320. CHURCH BUSINESS ADMINISTRATION.**

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

**LA 325. STRATEGIC LEADERSHIP.**

A study in the principles and discipline of strategic leadership through vision development and strategic implementation. The emphasis will be on exerting influence through strategy, organizational design, organizational culture and leading change efforts and managing the conflict that accompanies change. Three semester hours credit.

**LA 401. LEADERSHIP INTERNSHIP.**

An internship directed by the college providing on-site Leadership ministry experience. The student is required to submit to the Leadership program director for approval



of an appropriate Leadership ministry work assignment. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating ministry agency. The emphasis of this internship will be practical experience through supervised, on-site ministry work. The student will meet with the LA/CE program coordinator for the purpose of evaluating the 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. Prerequisite: Junior standing. Three semester hours credit.

**LA 410. LEADERSHIP INTEGRATION.**

A senior integration course for Leadership majors. Students will review foundational skills learned from core studies and will conduct a major research paper demonstrating the skills of research, writing, and familiarity with contemporary leadership issues. Prerequisite: Senior standing. Three semester hours credit.

**LA 450. LEADERSHIP DYNAMICS OF ORGANIZATIONS.**

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

## MATHEMATICS

**MA 110. PRE ALGEBRA.**

A mathematics course that will introduce students to fundamental concepts in algebra. Topics include basic operations on whole numbers, fractions, and decimals as well as a study of percent, real numbers, variables, and an introduction to equations. This course does not satisfy Mathematics curriculum requirements. Three semester hours credit.

**MA 120. ELEMENTARY ALGEBRA.**

A remedial algebra course. Topics include basic operations on real numbers, exponential notation and order of operations, problem solving using equations and inequalities, graphing linear equations, basic operation on polynomials and factoring polynomials. This course does not meet the general education requirements for any degree. Three semester hours credit.

**MA 130. BUSINESS MATHEMATICS.**

A practical business mathematics course. Topics include a review of basic mathematical operations; simple and compound interest; annuities, stocks, and bonds; business and consumer loans; taxes and insurance. A scientific calculator is required. This course does not meet the general education requirements in mathematics for teacher education programs. Three semester hours credit.

**MA 210. GEOMETRY.**

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

**MA 220. FINITE MATHEMATICS.**

A survey of mathematics course. Topics include numeration and operations, algebra, geometry, measurement, probability, and statistics. Prerequisites: Two years of high school algebra or passage of the algebra placement test (minimum grade of 75%) or passage of MA 120. Three semester hours credit.

**MA 230. COLLEGE ALGEBRA.**

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

## MISSIONS

**MI 202. INTRODUCTION TO CHRISTIAN MISSIONS.**

A basic course in missions that explores the theological and biblical foundations of Christian missions, provides an historical overview of mission endeavors around the world, and introduces students to current missions theory and practice. Prerequisite: Sophomore standing. Three semester hours credit.

**MI 204. INTRODUCTION TO MISSIONS AVIATION.**

An introduction to the history and development of flight and its integration with Christian ministry. Special attention will be given to notable individuals and agencies in the field of Missions Aviation and their endeavors to deliver such things as humanitarian aid, cargo, materials and missionary personnel by air. Three semester hours credit.

**MI 205. HISTORY OF CHRISTIAN MISSIONS.**

A survey of the development and history of intentional missionary activity from Acts to the present. Special attention will be given to the influential persons and events that helped shape the modern mission movement in general, and the work of Southern Baptists in particular. Prerequisite: Sophomore standing. Three semester hours credit.

**MI 311. CHURCH PLANTING.**

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.

**MI 315. CROSS-CULTURAL MISSIONS.**

A course designed to equip students for the challenges of cross-cultural life and ministry. An understanding of

cultures and worldviews, principles of communicating in diverse settings, and development of incarnational ministry strategies will be complimented with practical skills in field research, language and culture acquisition, and effective transitioning to life on the mission field. Three semester hours credit.

**MI 318. INTRODUCTION TO DISASTER RELIEF MINISTRY.**

A study in response to human need through Disaster Relief Ministries. The course introduces students to the work of Southern Baptist and Florida Baptist Disaster Relief Ministries. The course includes class instruction, field instruction, and hands on training. The course is designed to lead to credentialing in Disaster Relief Ministry through the Florida Baptist Convention to serve as part of a disaster relief unit as a credentialed volunteer. The course requires an additional fee for credentials and a background check through the Florida Baptist Convention. The student must be willing to submit to a background check in order to receive credentials as a disaster relief volunteer. Three semester hours credit.

**MI 321. FLORIDA CHURCH STARTING PRACTICUM.**

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

**MI 322/323. 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 application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Three semester hours credit.

**MI 324/325. INTERNATIONAL MISSIONS PRACTICUM I AND II.**

An internship directed by the college providing on-site international missions experience in cooperation with the International 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 application of missions of the proposed mission field and an on-site missions project. Prerequisite: Sophomore standing. Three semester hours credit.

**MI 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 coordinating mission projects and events from inception to completion. Prerequisite: Junior standing. Three semester hours credit.

**MI 404. WORLD RELIGIONS.**

A study of the major non-Christian religions of the world. The primary focus is upon those religions originated and/

or based outside of the United States. The origin, history, characteristics, leaders, theology, and evangelization of each group are considered. Prerequisite: Junior standing. Three semester hours credit.

**MI 405. AMERICAN CULTS AND SECTARIAN GROUPS.**

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

**MI 410. CONTEMPORARY STRATEGIES IN MISSIONS.**

A comprehensive course designed to help students practice target-group research skills, critically evaluate current mission strategies, and produce an integrated strategic plan suitable for engaging an unreached people group. Prerequisite: Junior standing. Three semester hours credit.

**MI 419. SHORT-TERM MISSIONS INTERNSHIP.**

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

**MI 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 entity. Supervision will include an on-campus director and an appropriate field supervisor under the commission of the cooperating missions agency. The internship will require some study and/or research about missions, the mission field, and the targeted people, but the emphasis will be practical experience through supervised, on-site missions work. Prerequisites: Junior standing and approval by Missions professor. Six semester hours credit.

**MI 421. SEMESTER MISSIONS INTERNSHIP.**

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

standing and approval by Missions professor. Nine semester hours credit.

### MUSIC: CONDUCTING

- 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. Course content 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: ENSEMBLE

- ME 101. COLLEGE CHOIR.**  
A choir of mixed voices. Open to all students. Zero to one semester hour credit.
- ME 209. ORCHESTRA.**  
An ensemble of orchestral instruments. The ensemble is designed to provide training in experiences in instrumental music. Open to all students by audition. Zero to one semester hour credit.
- ME 303. CHORALE.**  
A male choral ensemble. The ensemble is intended for male students. Open by audition only, this ensemble travels extensively. Zero to one semester hour credit.
- ME 307. COLLEGE SINGERS.**  
An auditioned mixed ensemble designed to perform various genres of music. This is a traveling group, representing the college in churches, schools, and other venues. Open to all students by audition or permission of the instructor. Zero to 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. Zero to one semester hour credit.
- ME 313. JAZZ ENSEMBLE.**  
An auditioned ensemble for instrumentalists. This course is designed to provide experiences in jazz literature appropriate for church, school, and public performances. Zero to one semester hour credit.
- ME 314. GUITAR ENSEMBLE.**  
An ensemble comprised of guitars. This ensemble is designed to provide training and experiences in playing

a variety of guitar instruments and guitar literature both original and arranged for guitar. Open to all students by audition. Zero to one semester hour credit.

**ME 320.**

### WORSHIP ENSEMBLE.

A mixed vocal ensemble and rhythm section. The purpose of this ensemble is to lead worship and to perform Christian music, primarily in a contemporary style. This is a traveling group, representing the college at churches, schools, and other venues. The group is open to all students by audition or by permission of the instructor. Zero to one semester hour credit.

### MUSIC: GUITAR

**MG 115.**

### BEGINNING CLASS GUITAR.

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

**MG 203G.**

### FRETBOARD THEORY.

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

**MG 215.**

### GUITAR FOR CONTEMPORARY WORSHIP.

A survey of techniques appropriate for acoustic and electric guitar players in contemporary worship. Emphasis will be given to concepts and skills including open chord concepts, finger picking techniques, right and left hand damping, alternate chord voicings, etc. Prerequisite: MG 115. Two semester hours credit.

**MG 306.**

### GUITAR PEDAGOGY.

A study and evaluation of guitar methods and techniques for the prospective teacher. The student is given supervised experiences in teaching guitar supplemented by demonstration and discussion in class. Prerequisite: MUS250I (guitar) or equivalent. Two semester hours credit.

**MG 403.**

### JAZZ GUITAR.

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

### MUSIC: HISTORY 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, K, I, G.**

### APPLIED MUSIC LITERATURE.

An intense 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 musics of a variety of cultures including South America, Brazil, Indonesia, Africa, Asia, Australia, and the Indian continent. Two semester hours credit.
- MH 303I. ADVANCED INSTRUMENTAL LITERATURE.**  
An advanced study of instrumental literature covering significant works of different genres and periods. Prerequisite: MH 203I. One semester hour credit.
- MH 403. MUSIC HISTORY AND LITERATURE: ANTIQUITY TO BAROQUE.**  
A survey of music and composers from antiquity through the Baroque period. The course includes non-western music studies, Part I. Prerequisite: MT 202. Three semester hours credit.
- MH 404. MUSIC HISTORY AND LITERATURE: CLASSICAL TO TWENTIETH CENTURY.**  
A survey of music and composers from 18th century Classicism to the present. The course includes non-Western music studies, Part II. Prerequisite: MH 403. Three semester hours credit.

### **MUSIC: PIANO**

- MP 100. BEGINNING PIANO.**  
Group instruction for beginning piano students. This course emphasizes the development of skill in reading and piano playing. Appropriate exercises and repertoire are assigned to insure a good foundation for musical progress. One 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 hours credit.
- MP 206. PIANO ENSEMBLE.**  
The study and performance of literature for two or more pianos. Prerequisite: Permission from instructor. Two semester hours credit.
- MP 305. SERVICE PLAYING.**  
A study of techniques and repertoire. Emphasis will be given to accompanying soloists and ensembles, creativity in hymn-playing, and selection and preparation of service music such as preludes, offertories, and postludes. Prerequisite: MUS 250K or permission from instructor. Two semester hours credit.
- MP 306. PIANO PEDAGOGY.**  
A study and evaluation of piano methods and teaching techniques for the prospective teacher. The student is given supervised experiences in teaching piano supplemented by demonstrations and discussions in class. Prerequisite: MUS 250K or equivalent. Two semester hours credit.

### **MUSIC: THEORY**

- MT 100. MUSIC FUNDAMENTALS.**  
A study of music fundamentals. Emphasis is given to nomenclature, music notation, key signatures, major and minor scales, learning to count simple and 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 hours credit.
- MT 102. INTERMEDIATE HARMONY.**  
A continuation of MT 101. The course includes study of harmonization of melodies, non-chord tones, and seventh chords. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 101. Three semester hours credit.
- MT 103. SIGHT SINGING AND EAR TRAINING I.**  
A beginning course designed to develop sight singing and aural skills necessary for basic musicianship. To be taken concurrently with MT 101. One semester hour credit.
- MT 104. SIGHT SINGING AND EAR TRAINING II.**  
A continuation of MT 103. To be taken concurrently with MT 102. Prerequisite: MT 103 or equivalent. One semester hour credit.
- MT 201. ADVANCED HARMONY I.**  
Advanced studies of harmony in the common practice period. This course includes study of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 102. Three semester hours credit.
- MT 202. ADVANCED HARMONY II.**  
A continuation of MT 201. The course includes the completion of the chromatic vocabulary. Emphasis is placed on learning through composition, analysis, and development of improvisational techniques. Prerequisite: MT 201. Three semester hours credit.
- MT 203. SIGHT SINGING AND EAR TRAINING III.**  
Advanced studies in sight singing, ear training, and dictation. Prerequisite: MT 104 or equivalent. One semester hour credit.
- MT 204. SIGHT SINGING AND EAR TRAINING IV.**  
A continuation of MT 203. Prerequisite: MT 203 or equivalent. One semester hour credit.
- MT 301. FORM AND ANALYSIS.**  
A study of music form and techniques of analysis. Prerequisite: MT 202. Two semester hours credit.
- MT 305. CHORAL ARRANGING.**  
A practical course in arranging music for various choral groups. Prerequisite: MT 202. Three semester hours credit.

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

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

### MUSIC: CHURCH

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

**MU 202. BASIC TECHNOLOGY FOR WORSHIP MINISTRY.**  
A study of the current technological applications used in church worship ministries with emphasis on both the conceptual framework and the required technical skills for various technologies. Three semester hours credit.

**MU 203. WORSHIP MINISTRY PRACTICUM I.**  
This course is designed to assist the student in gaining experience in a local church or ministry setting, under the mentorship of an approved supervisor. One semester hour credit.

**MU 204. WORSHIP MINISTRY PRACTICUM II.**  
This course is designed to assist the student in gaining experience in a local church or ministry setting, under the mentorship of an approved supervisor. Prerequisite MU 203. One semester hour credit.

**MU 207. WORSHIP MINISTRY FIELD STUDY.**  
A music and worship course embedded in a worship-focused conference, retreat, or camp event. The course will include attendance at an approved event, as well as related research and reporting. Two semester hours credit.

**MU 208. WORSHIP TEAM AND RHYTHM SECTION LEADERSHIP.**  
A course designed to teach skills in leading a worship team and rhythm section. Topics include vocal and microphone techniques, platform management, song choices, rehearsal leadership, rhythm section training, service planning, service leadership, and spiritual preparation for team members. Students will receive hands-on basic training in playing keyboard, bass, guitar, drums, and auxiliary percussion. Three semester hours credit.

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

**MU 330. MUSICAL DRAMA.**  
Performing and directing large musical genres for church and community. The course is intended for singers and will include stage movement, set design, and construction, make-up, theatrical lighting, acting, and character development. Admission to the class by audition only. Two semester hours credit.

**MU 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 gain skill in utilizing art forms as a part of the worship experience. Two semester hours credit.

**MU 402. ADVANCED TECHNOLOGY FOR WORSHIP MINISTRY.**  
An advanced study of current worship technology, with emphasis on application of skills, and ability to lead others in worship technology practice. Prerequisite MU 202. Three semester hours credit.

**MU 404. WORSHIP LEADERSHIP PRACTICE.**  
An application-based course surveying leadership/organizational principles and pastoral care skills, especially those related to worship ministry. Prerequisite MU 300. Three semester hours credit.

**MU 409. SONG WRITING AND CHORAL ARRANGING.**  
A course designed to give students experience in writing congregational songs and in arranging for choral ensembles. Prerequisite: MT 202 or instructor approval. Two semester hours credit.

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

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

**MU 420. SENIOR RECITAL 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.

## MUSIC: EDUCATION

### MUE 211. INTRODUCTION TO MUSIC EDUCATION.

A survey of the major philosophies and trends in music education. The sequencing of music concepts and skills will be explored. The course will provide students with opportunities to observe choral and instrumental music classrooms at both the elementary and secondary levels. Students will be introduced to the Music K-12 competencies of the state of Florida Department of Education. Three semester hours credit.

### MUE 350. MATERIALS AND METHODS FOR THE ELEMENTARY MUSIC CLASSROOM.

A review of elementary music curricula to discover how the methodologies of Orff, Kodaly, and Dalcroze are utilized, and to further explore appropriate sequencing of music concepts and skills. This class will include a thorough study of the child's voice, choral literature, conducting techniques, organization of the music classroom, Curwen hand signs, classroom instruments, recorder, and ukulele. Prerequisite: MUE 211. Three semester hours credit.

### MUE 351. MATERIALS AND METHODS FOR THE SECONDARY CHORAL MUSIC CLASSROOM.

A study of the development and training of adolescents in the organization of various choral ensembles, verbal and non-verbal teaching techniques, and a study of age appropriate choral literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

### MUE 352. MATERIALS AND METHODS FOR THE SECONDARY INSTRUMENTAL MUSIC CLASSROOM.

A study of the development and training of adolescents in the organization of various instrumental ensembles, verbal and non-verbal techniques, and a study of age appropriate instrumental literature will be included in this class. Prerequisite: MUE 211. Three semester hours credit.

### MUE 353. TEACHING BRASS AND WOODWIND INSTRUMENTS.

To prepare students for the art of teaching music by developing students' musicianship, pedagogy, and scholarship. Primarily for music education majors with an instrumental emphasis and others desiring knowledge of the basic fundamentals of brass and woodwind technique. This course will include performance fundamentals on at least three brass instruments and three woodwind instruments, and materials and methods for their instruction. Prerequisite: MUE 211. Two semester hours credit.

### MUE 354. TEACHING STRINGS AND PERCUSSION INSTRUMENTS.

To prepare students for the art of teaching music by developing students' musicianship, pedagogy, and scholarship. Primarily for music education majors with an instrumental emphasis and others desiring knowledge

of the basic fundamentals for violin, viola, cello and basic instruction for the general percussion section. Prerequisite: MUE 211. Two semester hours credit.

### MUE 355. MARCHING BAND TECHNIQUES.

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

### MUE 360. TECHNOLOGY FOR THE MUSIC CLASSROOM: K-12.

A study of the current technological applications used in the music classroom with emphasis on both the conceptual framework and the required technical skills for various technologies as they relate to the Florida Educator Accomplished Practices and Music K-12 competencies. Three semester hours credit.

### MUE 490. INTERNSHIP IN MUSIC EDUCATION.

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

## MUSIC: APPLIED

### MUS 101. RECITAL LAB.

A listening 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 150I-451I, 150K-451K, 150V-451V.

#### APPLIED MUSIC (1-2 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.

150I, 151I, 250I, 251I, 350I, 351I, 450I, 451I

- brass, woodwind, strings, percussion, guitar

150K, 151K, 250K, 251K, 350K, 351K, 450K, 451K

- piano, organ

150V, 151V, 250V, 251V, 350V, 351V, 450V, 451V

- voice

### MUS 201I. APPLIED INSTRUMENTAL JAZZ I.

An introduction to jazz studies and improvisation on an applied instrument. One semester hour credit.

### MUS 206I. 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: MH 201. Two semester hours credit.

**MUS 301I. APPLIED INSTRUMENTAL JAZZ II.**

An advanced continuation of applied jazz studies. Prerequisite: MUS 201I. One semester hour credit.

**MUS 306I. 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 250I. One semester hour credit.

**MUS 460. SENIOR RECITAL.**

A culminating performance project demonstrating competence in the student's chosen principal instrument area. Must be taken concurrently with an applied course in the principal area. Zero credit hours.

### MUSIC: TECHNOLOGY

**MUT 301. ADVANCED FINALE.**

A study of the advanced applications in Finale notation software. Topics will include Midi files, hyperscribe, Midi scan, and printing for music ministry and music education applications. Prerequisite: MU 202 or IT 202 or MUE 360 or permission from instructor. Two semester hours credit.

**MUT 302. VISUAL MEDIA.**

A study of visual media in the church. Topics include recording and production of video projects related to church ministry and presentation techniques in worship. Prerequisites: MU 202, IT 202 or permission from instructor. Three semester hours credit.

**MUT 303. SEQUENCING AND RECORDING.**

A study of the processes of sequencing and live recording. Applications will include producing sequenced recordings for use as accompaniments and recording, mixing, and mastering various vocal and instrumental combinations. Prerequisites: MU 202, MUE 360, IT 202, 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: MU 202, MUE 360, IT 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.

### MUSIC: VOICE

**MV 101. ITALIAN DICTION FOR SINGERS.**

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

**MV 115,116. CLASS VOICE.**

Group voice instruction for music majors who have selected voice as a secondary instrument, music minors, and non-music majors. One semester hour credit.

**MV 120,121. GROUP VOCAL INSTRUCTION FOR PUBLIC SPEAKING.**

A study of correct pronunciation, vocal health and hygiene, and communication/presentation skills for public speakers. One semester hour credit.

**MV 201. GERMAN DICTION FOR SINGERS.**

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

**MV 301. FRENCH DICTION FOR SINGERS.**

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

**MV 304. SACRED SOLO LITERATURE.**

A survey of song literature especially suitable for church use. The course is designed to expand the student's knowledge of sacred solo repertoire for the voice. Open to all students. One semester hour credit.

**MV 411. VOCAL PEDAGOGY.**

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

**MV 415. VOCAL PERFORMANCE WORKSHOP.**

A practical study and application of performance skills across various vocal genre. The course will include performance experiences including (but not 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 335. NEW TESTAMENT THEOLOGY.**

A study of the theology of the Gospels, Acts, epistles of Paul, General Epistles, and Revelation. Special attention will be given to Christology, the Kingdom of God, missions, ecclesiology, pneumatology, and eschatology. Prerequisite: Junior standing. Three semester hours credit.

**NT 441-465. 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 205 (Biblical Studies majors) and BI 212 (all students). Three semester hours credit.

- NT 441. Matthew
- NT 442. The Sermon on the Mount
- NT 443. Mark
- NT 444. Luke
- NT 445. John
- NT 446. Acts
- NT 447. Romans
- NT 448. I Corinthians
- NT 449. II Corinthians
- NT 451. Prison Epistles
- NT 452. Pastoral Epistles
- NT 461. Galatians, I and II Thessalonians
- NT 462. Hebrews
- NT 463. James, I and II Peter, and Jude
- NT 464. I, II, and III John
- NT 465. Revelation

**OLD TESTAMENT**

**OT 301. THE DOCTRINE OF CREATION.**

A survey of the major theories of creation and an examination of how each theory attempts to reconcile science and Scripture. Prerequisites: BF 101 and Sophomore standing. Three semester hours credit.

**OT 331. OLD TESTAMENT THEOLOGY.**

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

**OT 332. OLD TESTAMENT PROPHECY.**

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

**OT 441-471. OLD TESTAMENT BOOK STUDIES.**

Exegetical and analytical studies of specific Old Testament books. Attention will be given to each book's background, literary structure, present-day relevance, and to exercising the student's hermeneutical skills. Prerequisite: BI 212 strongly advised. Three semester hours credit.

- OT 441. Genesis
- OT 442. Exodus
- OT 445. Deuteronomy
- OT 450. Job
- OT 451. Psalms

- OT 456. Isaiah
- OT 457. Jeremiah
- OT 458. Ezekiel
- OT 459. Daniel
- OT 470. Hosea to Micah
- OT 471. Nahum to Malachi

**PASTORAL MINISTRY**

**PM 200. MINISTERIAL ETHICS.**

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

**PM 210. INTRODUCTION TO PASTORAL MINISTRY PHILOSOPHY.**

A study of the pastor's call to ministry, his role in the church, and pastoral leadership principles. Attention is also given to ministerial ethics, ministerial priorities, parliamentary procedure, and supervision of staff and volunteers. Three semester hours credit.

**PM 211. INTRODUCTION TO PASTORAL MINISTRY PRACTICE.**

A further study of the pastor's role in the church, pastoral leadership principles, and pastoral leadership practices. Attention is also given to the administration of The Lord's Supper and baptism, as well as officiating at weddings and funerals. 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 CHAPLAINCY.**

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, restorative 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 setting. The student is to consult with the professor in regard to approval of an appropriate pastoral ministry work assignment. Supervision will include the oversight of the professor as well as an appropriate field supervisor. The emphasis of the internship will be practical pastoral ministry experience through supervised local church ministry. Prerequisites: Junior standing, PM 210, PM 211, PR 220, and PR 230. Three semester hours credit.

**PM 421. PASTORAL MINISTRY INTERNSHIP.**

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

**PM 490. MINISTRY INTEGRATION.**

Senior integration course for students majoring in Ministry, Ministry Studies, or Christian Studies. Students will review fundamental knowledge and skills learned from core studies and will complete significant vocational preparation assignments related to Bible preaching and teaching, Christian doctrine and the defense of Christianity in the contemporary world, and pastoral ministry functions and leadership. Prerequisite: Senior standing. Three semester hours credit.

## PHILOSOPHY

**PHI 201. INTRODUCTION TO CHRISTIAN WORLDVIEW.**

An introduction to the nature, definition, and importance of the Christian worldview as contrasted to alternate worldviews. This course will examine the process of evaluating contemporary issues by means of a biblical worldview. Three semester hours credit.

**PHI 301. PROBLEMS IN PHILOSOPHY.**

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

**PHI 402. CONTEMPORARY ETHICAL ISSUES.**

A study of contemporary ethical issues from a Christian perspective. After a brief analysis of biblical ethics and ethical theory, the course deals with ethical issues important to the individual, church, and society. Particular focus will be given to the topic of bio-medical issues. Three semester hours credit.

## PORTUGUESE

**POR 151. INTRODUCTION TO PORTUGUESE.**

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

## PREACHING

**PR 220. PREPARING EXPOSITORY SERMONS.**

Sermon foundations and construction. Attention is given to the preparation of expository sermons with emphasis given to textual exegesis, sermon plans, and varied types of sermon presentations. Prerequisites: BI 212 and COM 200. Three semester hours credit.

**PR 230. PREACHING PRACTICUM.**

Art and practice of sermon delivery. Methods of sermon delivery are studied, and practice of sermon delivery is undertaken with analytical evaluation of student preaching. Prerequisites: COM 200, BI 212, and PR 220. Three semester hours credit.

**PR 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 planning and leadership. Two semester hours credit.

**PR 321. PREACHING FROM THE GOSPELS.**

A study of preaching approaches to the various themes and emphases of the gospels. Attention is given to the development of sermons related to the life of Jesus, His teachings, miracle passages, and parables. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

**PR 322. PREACHING FROM HISTORICAL-NARRATIVE LITERATURE.**

A study of preaching approaches to the historical and narrative books of the Bible. Emphasis is given to the development of sermons that reflect the structure of narrative literature and the development of biographical sermons. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

**PR 323. PREACHING FROM POETIC-WISDOM LITERATURE.**

A study of preaching approaches to the poetic and wisdom portions of the Bible. The course focuses upon the development of sermons that reflect the nuances of poetic and wisdom literature. Attention is given to the interpretative task as well as the homiletical approach to the genres. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

**PR 324. PREACHING FROM THE PROPHETS.**

A study of preaching approaches to the Old Testament books of prophecy. The course focuses upon the accurate interpretation and application of prophetic



literature. Attention is given to the development of sermons from selected passages containing prophetic material. Prerequisites: COM 200, BI 212, PR 220, and PR 230. Two semester hours credit.

**PR 399. ADVANCED HOMILETICAL THEORY AND PRACTICE.**  
A study of advanced homiletical theory and practice. The course focuses upon the study of various aspects of advanced homiletical theory and practice in a national preaching conference setting. Students participate in conference plenary and break-out sessions led by prominent homiletics and practitioners. The course has limited participation, beginning with graduating seniors. Two semester hours credit.

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

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

## PSYCHOLOGY AND COUNSELING

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

**PSY 305. STATISTICS FOR THE SOCIAL SCIENCES.**  
An introductory study of descriptive statistics and statistical methodology with applications in psychology and the other social sciences, including probability, probability distributions, estimation, tests of hypotheses, visual displays of data, interpretation of data and evaluation of results, psychological measurement, and the development of investigative research studies. Prerequisite: PSY 201. Three semester hours credit.

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

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

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

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

**PSY 330. MARRIAGE AND FAMILY.**  
A broad overview of the structure, systemic dynamics, and healthy functioning of marriage and family relationships. This course emphasizes the principles of attachment theory in cultivating relationships that balance love and discipline, and traces the intergenerational cycle of families, including the coupling process, the marital relationship, the parenting of young children, the parenting of older children, and the launching of new families. Prerequisites: PSY 201 and Sophomore standing. Three semester hours credit.

**PSY 335. PERSONALITY THEORY.**  
A systematic investigation of the origins, development and expressions of the human personality, facilitated by a study of the major theories and theorists in the field, both historical and contemporary. The role of personality dynamics is emphasized through the study of how individual characteristics operate and interact to influence behavior. Prerequisites: PSY 201, PSY 307 and Sophomore standing. Three semester hours credit.

**PSY 340. THEORIES OF COUNSELING.**  
A study of traditional and contemporary paradigms of psychotherapy for individuals and families. An eclectic approach to theory is emphasized, with an evaluation of each major paradigm from a Christian worldview perspective. Prerequisites: PSY 201, PSY 335, and Sophomore standing. Three semester hours credit.

**PSY 350. CRISIS INTERVENTION AND TRAUMA COUNSELING.**  
A study of the impact of acute stress resulting from trauma. This course emphasizes crisis intervention strategies in response to man-made terror and accidents, natural disasters, societal violence, and personal crises such as death of a family member or loss of a job. Particular attention is given to effective counseling strategies, including techniques for initiating an immediate response, supporting the grief process, addressing unresolved trauma, and promoting

sensitivity to cultural differences, while fostering resiliency and coping skills to help individuals return to prior levels of functioning. Prerequisites: PSY 201 and Sophomore standing. Three semester hours credit.

**PSY 360. HOSPICE AND GRIEF COUNSELING.**

A study of conceptual frameworks related to death, dying, and grief. This course provides an increased understanding of the impact of loss, as well as knowledge related to therapeutic interventions for the bereaved within a variety of professional contexts, including hospice, chaplaincy, and psychotherapy. Course topics include coping with loss and bereavement, providing support for dealing with loss, finding meaning and personal growth through encounters with loss, and gaining awareness and sensitivity through a personal exploration of assumptions, attitudes, and reactions to death, dying, and grief. Prerequisites: PSY 201 and Sophomore standing. Three semester hours credit.

**PSY 370. ABNORMAL PSYCHOLOGY.**

A study of abnormal mental, emotional and behavioral symptomology. A basic understanding of the classification of disorders as proposed by the Diagnostic and Statistical Manual of Mental Disorders, 5th edition (DSM-5) is emphasized. Prerequisites: PSY 201, PSY 307, and Junior standing. Three semester hours credit.

**PSY 380. PSYCHOLOGICAL TESTS AND MEASUREMENT.**

An introductory study of the design and clinical application of psychometric measures. A focus on initial skills in administration, scoring, and analysis of major psychological tests is included. Prerequisites: PSY 305 and Junior standing. Three semester hours credit.

**PSY 390. TECHNIQUES IN COUNSELING AND PSYCHOTHERAPY.**

An introductory study of the processes and skills of individual and group counseling. An eclectic approach to theory and technique is emphasized. Prerequisites: PSY 340 and Junior standing. Three semester hours credit.

**PSY 400. RESEARCH DESIGN AND METHODOLOGY.**

A study of the various designs, methods and skills required for psychological research through the development of a research project proposal utilizing the appropriate research methods and statistical analyses. The experimental method and research article analysis are emphasized. Prerequisites: PSY 305 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 410. SOCIAL PSYCHOLOGY.**

A study of the impact of social environments on human personality and behavior in relationship to other persons, singularly and in groups. This introduction to social psychology will provide an overview of topics that include social influence; attitude formation and change in social contexts; the influence of attraction, friendship, and altruism; the nature of authority, interdependence,

and conformity; and the impact of prejudice and aggression. Prerequisites: PSY 307, PSY 310, and Junior standing. Three semester hours credit.

**PSY 415. PHYSIOLOGICAL PSYCHOLOGY.**

An introductory study of psychophysiology, with an emphasis on the impact of neurological processes on cognition, emotion, and behavior. Major objectives include developing appreciation for the complex functioning of the human body, acquiring an understanding of the primary mechanisms of behavior, and investigating medical advances in the field of neuroscience and psychopharmacology. Prerequisites: PSY 307, PSY 310, and Junior standing. Three semester hours credit.

**PSY 418. FAMILY AND COUPLES COUNSELING.**

A study of the structure, systemic dynamics, and healthy functioning of marriage and family relationships. This course broadens the content of PSY 330. Marriage and Family, incorporating psychotherapeutic techniques and interventions for helping individuals establish and maintain healthy relational attachments throughout the intergenerational family lifecycle. Prerequisites: PSY 330 and Junior standing. Three semester hours credit.

**PSY 425. CHEMICAL AND PSYCHOLOGICAL DEPENDENCY.**

An introductory presentation of the theory and treatment of substance abuse and addiction. Major objectives of the course include an understanding of the theoretical basis of addiction, a knowledge of assessment measures and diagnostic criteria of substance related problems, an introduction to the neurobiology of addiction, and an understanding of various treatment options. Prerequisites: PSY 415 and Junior standing. Three semester hours credit.

**PSY 430. CASE MANAGEMENT.**

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

**PSY 440. COUNSELING PRACTICUM.**

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

**PSY 450. HUMAN SEXUALITY.**

A study of biblical principles related to sexuality in the context of the Christian marriage. This course will help to identify and define healthy sexuality, using biblical guidance to explore the impact of marital communication and relational intimacy on healthy sexuality. Prerequisites: PSY 330 and Senior standing. Three semester hours credit.

**PSY 490. DIRECTED RESEARCH.**

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

## SOUTHERN BAPTIST CONVENTION

**SBC 101. SOUTHERN BAPTIST LIFE.**

An introductory survey of the Southern Baptist Convention. The student will be introduced to matters of history, organization, polity, and commitment to global missions as related to local churches, associations, state conventions and the Southern Baptist Convention. Special emphasis will be given to the work of Southern Baptists around the world, its various agencies and promotions, and to the Cooperative Program as the primary means of funding the work among Southern Baptists. Three semester hours credit.

## SCIENCE

**SCI 201. INTRODUCTION TO BIOLOGICAL SCIENCE.**

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

**SCI 202. INTRODUCTION TO EARTH SCIENCE.**

An elementary study of geology, physical geography, and meteorology. Demonstration and practical applications are emphasized. Three semester hours credit.

**SCI 203. PHYSICAL SCIENCE.**

A study of matter, energy, mechanics, heat, sound, light, magnetism, and electricity. Three semester hours credit.

## SIGN LANGUAGE

**SL 101. ELEMENTARY SIGN LANGUAGE.**

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

**SL 102. INTERMEDIATE SIGN LANGUAGE.**

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

## SOCIOLOGY

**SOC 201. INTRODUCTION TO SOCIOLOGY.**

An analysis of the origin, development, function, and interaction of social groups and institutions. Three semester hours credit.

**SOC 205. LITERACY WORKSHOP.**

A study designed to train individuals to teach non-

readers to read. Materials and format are those used by the North American Mission Board in its literacy work. The North American Mission Board presents a Literacy Missions Award to those attending all sessions of the workshop. One semester hour credit.

**SOC 206. TESL WORKSHOP.**

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

## SPANISH

**SPN 151. CONVERSATIONAL SPANISH.**

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

**SPN 152. ELEMENTARY SPANISH.**

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

## SPIRITUAL FORMATION

**SF 101. SPIRITUAL FORMATION.**

A study of personal discipleship and the spiritual formation needed for effective and lifelong Christian ministry. Emphasis is given to the understanding and practice of spiritual disciplines that lead to spiritual health and spiritual growth. Three semester hours credit.

## STATISTICS

**STA 300. STATISTICS.**

A course designed to provide the computational and theoretical math skills necessary in basic statistics. Topics include probability and its calculation as it applies to sample distributions, algebraic and function principles and skills as used in basic parametric techniques and measures of relationships, and tools for organizing and processing data. A scientific calculator is required. Prerequisites: MA 230 and IT 202 or equivalent or permission of the instructor. Three semester hours credit.

## STUDENT MINISTRY

**STM 310. BASIC MINISTRY TO STUDENTS.**

A study of the basic aspects of student ministry. Included are the characteristics, interests, and needs of students as well as the methods and techniques employed to meet those needs. Philosophies of ministry, programming alternatives, and methods of program delivery are also studied. Prerequisite: Sophomore standing. Three semester hours credit.



**STM 313. STUDENT MINISTER AS A LEADER.**

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

**STM 320. EVANGELISM AND DISCIPLESHIP IN TODAY'S STUDENT CULTURE.**

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

**STM 420. STUDENT MINISTRY INTERNSHIP.**

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

### SUPERVISED MINISTRIES

**SM 401. SUPERVISED MINISTRY: PRISON CHAPLAINCY INTERNSHIP.**

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

### 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.

**TH 301. CHRISTIAN DOCTRINE I.**

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

**TH 302. CHRISTIAN DOCTRINE II.**

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

**TH 305. THE DOCTRINE OF THE ATONEMENT.**

An analysis of the doctrine of the atonement. The course will examine the biblical teachings on the atonement of Christ, as well as the reflections of the church on the doctrine through history. A portion of the class will be given to the discussion of the topic in modern theological circles. Three semester hours credit.

**TH 307. THE DOCTRINE OF THE HOLY SPIRIT.**

An analysis of the doctrine of the Holy Spirit. The course will examine the biblical teachings on the Holy Spirit, as well as the reflections of the church on the doctrine through history. A portion of the class will be given to the discussion of the topic of the birth and influence of the modern Pentecostal/Charismatic movement. Three semester hours credit.

**TH 309. DOCTRINE OF ESCHATOLOGY.**

A study of the doctrine of end times through the analysis of biblical teachings and historical theology. A significant portion of the class involves comparing and contrasting the various eschatological systems. Three semester hours credit.

**TH 312. HISTORY AND THEOLOGY OF THE REFORMATION.**

A study of the historical background and theological distinctives of the sixteenth-century reformation movement. The course focuses on the major movements of the magisterial, radical and English reformations. The course emphasizes the study and analysis of selected primary sources. Three semester hours credit.

**TH 313. HISTORICAL THEOLOGY.**

A survey of the history of Christian doctrine. The course highlights key thinkers and movements in the patristic, medieval, Reformation and modern eras. The course emphasizes the study and analysis of selected primary sources. Three semester hours credit.

**TH 401. THE DOCTRINE OF GOD.**

A study of the existence, nature, and attributes of the triune God. Contains a study of such doctrines as the acts of God, the providence of God, the problem of the existence of good and evil, and the doctrine of the Trinity. Prerequisite: Junior standing. Three semester hours credit.

**TH 403. APOLOGETICS.**

A study of the rational defense of the Christian faith with the goal of examining objections against Christianity as well as developing a positive presentation for Christianity. Attention will be given to biblical principles, historical developments of apologetics, apologetic methods, and

contemporary issues. Occasionally, this course will be incorporated into an off-campus conference; in that case, an extra fee will be assessed to cover conference costs, travel, lodging, and meals. Prerequisite: Junior standing. Three semester hours credit.

## WORSHIP ARTS

### WA 101. VISUAL ART APPRECIATION.

A study of visual art from the Christian era and especially art from the Christian heritage. Major movements, artists, and works from various periods are studied. The biblical and theological foundations and backgrounds for worship arts are investigated. The course satisfies three hours of the Humanities requirement for the General Education Foundation. Three semester hours credit.

### WA 105. ARTS IN CULTURE AND MINISTRY.

A concentrated study of art and its connection with culture and ministry, especially worship ministry within the church and artistic witness within the community. Occasionally, this course will be incorporated into an off-campus experience; in that case, additional cost may be incurred by students for trip expenses to cover travel, lodging, meals, and conference fees, if applicable. Three semester hours credit.

### WA 150. DRAWING I.

A study of the basic fundamentals and language of art through drawing, designed to assist the student in the development of basic drawing skills for application to worship ministry. Art vocabulary will be emphasized. An introduction to the primary concepts of Chiaroscuro (the illusion of depth in realism) will be the central focus. Three semester hours credit.

### WA 250. DRAWING II.

A study of composition and design in drawing for visual art, designed to assist the student in the development of intermediate drawing skills for application to worship ministry. The course will explore the elements of design and combine them with the principles of Chiaroscuro (the illusion of depth) and put special emphasis on value using several drawing media. Prerequisite: WA 150 or instructor approval. Three semester hours credit.

### WA 350. COLOR THEORY.

A study of color theory in visual art. The student will learn about colors and value and their relationship in a given spatial format, developing painting skills, especially in the psychology of color, applicable to worship ministry. The color wheel will be the focal point of the theoretical understanding to the application in painting. Learning to master a palette with specific temperatures and nine values will be stressed as a learning outcome. Prerequisite: WA 250 or instructor approval. Three semester hours credit.

### WA 450. PAINTING I.

An introductory course in various types of painting. The course will explore the principles, elements, and attributes of sight through painting, assisting the student in the development of painting skills applicable to worship ministry. The students will be introduced to various media such as watercolor and acrylic with a special emphasis on

oil painting. The course will also be an introduction to the methods of classical painting techniques of the "Old Masters." Prerequisite: WA 350 or instructor approval. Three semester hours credit.

### WA 455.

### PAINTING II.

A study of still life, portrait, and landscape painting using the Venetian method of painting in oil, assisting the student in the development of advanced painting skills for application to worship ministry. The course will combine the knowledge from previous art courses. Prerequisite: WA 450 or instructor approval. Three semester hours credit.

# GRADUATE COURSES

## FIELDS OF INSTRUCTION

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

BS	BIBLICAL STUDIES
CM	CHRISTIAN MINISTRY
CO	COUNSELING
GR	GRADUATE RESEARCH
MS	MUSIC STUDIES
WL	WORSHIP LEADERSHIP

## BIBLICAL STUDIES

### BS 500.

### THE LITERATURE OF BIBLICAL STUDIES.

A survey of the scholarly literature related to the field of biblical studies. Students will read, categorize and evaluate classical and contemporary works in the field in order to produce an overview of the subject area and to understand the historical progress of formal thought in the field. Attention will also be given to analyzing research conclusions in order to identify significant implications for the development of further study in the subject area. Three semester hours credit.

### BS 501.

### ADVANCED HERMENEUTICS AND TEXTUAL CRITICISM.

A further development of the tools and skills utilized in conducting biblical research for sermons, academic papers, and the writing of graduate theses. Emphasis will be placed upon advanced elements of exegetical methods for conducting research into the Scripture in relationship to its historical-sociological context and various genres. Students will become proficient in the use of technology and translation methodology to assist both students who have a working knowledge of the original languages, as well as those who are limited to previously translated works. Students will understand the nuances of transmitting the original language to the student's native tongue. Three semester hours credit.

- BS 502. ADVANCED STUDY OF THE PENTATEUCH.**  
An application of the skills and principles necessary for research and interpretation of selected passages from Genesis, Exodus, Leviticus, Numbers and Deuteronomy. Attention will be given to the integration of interpretation and the appropriate process for preparation of texts for teaching and preaching. Three semester hours credit.
- BS 503. ADVANCED STUDY OF THE OLD TESTAMENT PROPHETS.**  
An application of the skills and principles necessary for research and interpretation of selected passages from Isaiah, Jeremiah, Ezekiel, Daniel, and the Minor Prophets. Attention will be given to the integration of interpretation and the appropriate process for preparation of texts for teaching and preaching. Three semester hours credit.
- BS 504. ADVANCED STUDY OF THE OLD TESTAMENT WRITINGS.**  
An application of the skills and principles necessary for research and interpretation of selected passages from Job, Psalms, Proverbs, and Ecclesiastes. Attention will be given to the integration of interpretation and the appropriate process for preparation of texts for teaching and preaching. Three semester hours credit.
- BS 505. ADVANCED STUDY OF THE SYNOPTIC GOSPELS.**  
An application of the skills and principles necessary for research and interpretation of selected passages from Matthew, Mark, and Luke. Attention will be given to the integration of interpretation and the appropriate process for preparation of texts for teaching and preaching. Three semester hours credit.
- BS 506. ADVANCED NEW TESTAMENT EXEGESIS.**  
A thorough study of selected New Testament books or passages 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 preaching. Students may repeat this course if the individual biblical books or passages being studied are not duplicated. Three semester hours credit.
- BS 507. BIBLICAL BACKGROUNDS AND ARCHAEOLOGY.**  
A survey of the historical geography and the archaeology of ancient Israel within the larger context of the ancient Near East. Emphasis will be given to developing the historical-cultural context for biblical interpretation through an understanding of the development of archaeological reconstructions of history and culture in the light of Israel's adaptation to its geographical setting. Three semester hours credit.
- BS 601. ADVANCED STUDY IN HEBREW: AMOS & HOSEA.**  
Conduct research into the Old Testament books of Amos and Hosea, utilizing the student's skills in vocabulary recognition and grammatical and syntactical analysis and in the application of these skills in exegesis of selected texts. 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 602. ADVANCED STUDY IN HEBREW: ISAIAH & MICAH.**  
Conduct research into the Old Testament books of Isaiah and Micah, utilizing the student's skills in vocabulary recognition and grammatical and syntactical analysis and in the application of these skills in exegesis of 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 elementary Greek. Three semester hours credit.
- BS 604. GREEK NEW TESTAMENT EXEGESIS.**  
Conduct research into a New Testament book utilizing the student's skills in vocabulary recognition and grammatical and syntactical analysis and the application of these skills in exegesis of selected texts. Attention will be given to the integration of translation, interpretation, and the appropriate process for preparation of texts for teaching and preaching. Prerequisite: BS 603. Three semester hours credit.

## CHRISTIAN MINISTRY

- CM 500. THE LITERATURE OF CHRISTIAN MINISTRY.**  
A survey of the scholarly literature related to the field of Christian ministry. Students will read, categorize and evaluate classical and contemporary works in the field in order to produce an overview of the subject area and to understand the historical progress of formal thought in the field. Attention will also be given to analyzing research conclusions in order to identify significant implications for the development of further study in the subject area. Three semester hours credit.
- CM 501. EXPOSITORY PREACHING.**  
A study of essential homiletical principles and methods. Students will identify, study and respond to both morphological and substantive understandings of expository preaching in an effort to construct a working definition of and a homiletical method for effective preaching in the local church. Sermons by recognized preachers as well as sermons by members of the class will be evaluated with a view to making biblical exposition relevant to the needs of parishioners in the modern congregation. Three 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, each 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, understand, and integrate biblical and theological truths into their work of disciple-making as well as to research, analyze, and evaluate the writings of others in the field. Three semester hours credit.

**CM 505. CHRISTIAN APOLOGETICS.**

An examination of traditional and contemporary approaches in the field of apologetics in relation to classic 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.

**CM 603. EMERGING HOMILETICAL METHODS.**

A survey of contemporary homiletical thought as reflected in the recently published literature of the field. Research will be directed especially toward the concepts of narrative/inductive preaching and multi-sensory preaching. Students will review and evaluate their personal philosophies of preaching in relation to these concepts to determine the value of alternative forms of preaching in the local congregation. Prerequisite: CM 501. Three semester hours credit.

**CM 604. CONTEMPORARY THEOLOGICAL ISSUES FOR MINISTRY.**

A guided research seminar. Students will identify, analyze, and respond to current theological issues related to ministry and culture. Students will formulate their personal responses to these issues and will suggest mediating positions and strategies that have the potential to provide for more effective ministry in the context of the local church. Three semester hours credit.

**CM 605. CONTEMPORARY STUDIES OF SOUTHERN BAPTISTS.**

An in-depth analysis of events, key persons, and controversies among Southern Baptists from the time of the Conservative Resurgence until the present. Students will conduct research into recent trends and developments in the Southern Baptist Convention. Three semester hours credit.

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## COUNSELING

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**CO 500. ISSUES AND ETHICS IN COUNSELING.**

An introduction to the counseling profession that examines the basic counseling relationship for individual(s) seeking help for common life adjustment difficulties and mental illness. This course discusses the impact of role expectations and individual characteristics of the counselor and counselee, including personal worldviews and belief systems. This course further addresses legal, ethical, and liability issues, including the importance of professional collaboration and referral to increased levels of care. Three semester hours credit.

**CO 510. COUNSELING AND SPIRITUALITY INTEGRATION.**

An experiential approach to the traditions of spiritual direction and the classic Christian disciplines, with an emphasis on an appropriate integration of these disciplines into therapeutic processes to support increased holistic well-being. This course examines strategies for effective emotional and spiritual healing in the unique context of the church as an integrated part of the mentoring and disciple-making process. Three semester hours credit.

**CO 520. COUNSELING MODELS AND STRATEGIES.**

An introduction to basic counseling intervention models, strategies, and supportive care-giving activities. This course examines topics such as conflict resolution, negotiation and mediation, anger management, mentoring, life coaching, brief counseling, and solution-focused interventions. Three semester hours credit.

**CO 530. COUNSELING SKILLS AND TECHNIQUES.**

An experiential application of counseling strategies



through the practice of basic interpersonal helping skills. This course overviews the techniques and practices derived from the major psychotherapeutic systems, emphasizing the demonstration, modeling, practice, and evaluation of these core skills and techniques. Three semester hours credit.

**CO 540. GROUP DYNAMICS.**

An overview of group dynamics including the role of group leaders, group formation, and orientation of group members. This course emphasizes the various stages of the group process as well as applicable ethical issues. Active participation in a small group experience promotes experiential learning for increased self-awareness and the development of interpersonal and facilitator skills. Three semester hours credit.

**CO 550. MULTICULTURAL COUNSELING.**

An overview of personal and professional relationship competencies for working with people in our multicultural, contemporary society. This course addresses the assimilation of cross-cultural knowledge and the formation of attitudes that support the development of multicultural awareness and global understanding, including discussions on gender and racial issues, empowerment of marginalized groups, and interventions with ethnic and linguistic minorities. Three semester hours credit.

**CO 560. MARRIAGE AND FAMILY COUNSELING.**

A study of the structure, systemic dynamics, and healthy functioning of marriage and family relationships. This course offers an in-depth analysis of family of origin to facilitate a deeper understanding in the incorporation of psychotherapeutic techniques and interventions for establishing and maintaining healthy relational attachments throughout the intergenerational family lifecycle. Topics include premarital counseling, marriage enrichment, parenting, divorce, remarriage, and blended families. Three semester hours credit.

**CO 570. ADDICTION AND RECOVERY.**

An overview of the theory and treatment of substance abuse and addiction. Major objectives of the course include an understanding of the theoretical basis of addiction, a knowledge of assessment measures and diagnostic criteria of substance related problems, and an understanding of various treatment options. Three semester hours credit.

**CO 580. COMMUNITY AND CRISIS COUNSELING.**

A continuation of CO 520. Counseling Models and Strategies to overview advanced lay counseling intervention strategies, techniques and supportive care-giving activities. This course examines topics such as forgiveness, critical incidents and crisis counseling, community trauma and disaster, chaplaincy issues and stress/burnout issues. Three semester hours credit.

**CO 590. CASE MANAGEMENT.**

A study of the management of client care including the intake process, assessment strategies, case formulation, and treatment selection and planning. This capstone course includes the presentation of a completed client record that assesses proficiency in each program student learning outcome. Three semester hours credit.

## GRADUATE RESEARCH

**GR 501. INTRODUCTION TO GRADUATE RESEARCH.**

A course to develop skills in a variety of research methods including qualitative, quantitative, and historical research techniques. Students will investigate appropriate use of primary sources, books, peer-review journals, periodicals, electronic media, etc., for use in scholarly writing. Attention will be given to developing a thesis statement, subproblems, hypotheses, delimitations, definition of terms, assumptions, the importance of a study problem, using related literature for critical thinking and design of a study problem. Graduate students must enroll in GR 501 in their first semester of the graduate program and may take another graduate course concurrently. Three semester hours credit.

**GR 680. COMPREHENSIVE EXAMINATION.**

A comprehensive assessment of graduate-level learning. During or after the final semester of coursework, students are required to take a comprehensive examination in order to prove competency in the specified fields of study. A fee for the comprehensive examination will be assessed. No credit hours are awarded for passing the comprehensive examination.

**GR 681. THESIS PREPARATION.**

A research project culminating in the submission of an acceptable prospectus for a graduate thesis. Students exercising the thesis option for completion of the Master of Arts in Christian Studies will take this course following their final semester of substantive coursework. This course may not be repeated. A fee will be assessed. No credit hours are awarded.

**GR 690. GRADUATE THESIS.**

An intensive evaluation of a student's learning in graduate studies. Through faculty supervised writing, this course initiates the student's major research project in an appropriate field of study. The thesis project culminates in the successful defense of the student's thesis before a graduate committee. Six semester hours credit.

**GR 691. THESIS CONTINUATION.**

A continuation of GR 690. Graduate Thesis. Students exercising the thesis option for completion of the Master of Arts in Christian Studies will take this course to maintain continuous enrollment in the program following GR 690. This course may not be repeated. A fee will be assessed. No credit hours awarded.

**GR 692. THESIS CONTINUATION.**

A continuation of GR 690. Graduate Thesis. Students exercising the thesis option for completion of the Master of Arts in Christian Studies will take this course to maintain continuous enrollment in the program following GR 690. This course may not be repeated. A fee will be assessed. No credit hours awarded.

**GR 693. THESIS CONTINUATION.**

A continuation of GR 690. Graduate Thesis. Students exercising the thesis option for completion of the Master of Arts in Christian Studies will take this course

to maintain continuous enrollment in the program following GR 690. This course may not be repeated. A fee will be assessed. No credit hours awarded.

**GR 694. THESIS CONTINUATION.**

A continuation of GR 690. Graduate Thesis. Students exercising the thesis option for completion of the Master of Arts in Christian Studies will take this course to maintain continuous enrollment in the program following GR 690. This course may not be repeated. A fee will be assessed. No credit hours awarded.

## MUSIC STUDIES

**MS 501. ADVANCED CONDUCTING.**

A skill-based course including a study of conducting patterns and techniques, a survey of sacred choral music of various periods and genres, and choral rehearsal techniques and planning. Three semester hours credit.

**MS 502. VOCAL PEDAGOGY FOR THE CHURCH.**

A study of the role of the worship leader as vocal instructor. Techniques for teaching students of various age groups and levels of experience will be discussed, as well as vocal health and hygiene. The course will equip students to teach voice in a private setting, as well as in a choral or group context. Three semester hours credit.

**MS 503. WORSHIP SERVICE LEADERSHIP.**

A study of worship leadership, including planning worship services, leading congregational music, leading choirs, ensembles and praise teams, and preparing personnel for worship leadership. Attention will be given to literature, resources, technologies, and current trends in worship leadership. Three semester hours credit.

**MS 604. SOUND AND RECORDING FOR WORSHIP.**

A study of sound reinforcement theory and practice, with hands-on experience in mixing live sound. The course will include hands-on experience in current sound technology, including digital mixing consoles. Students will also be introduced to current recording technologies and will participate in a recording project. Three semester hours credit.

**MS 605. THE LARGE-SCALE PRODUCTION.**

A study of the large-scale production, such as Christmas or Easter productions, oratorios, or musicals. The course will equip students to plan, organize, and execute major musical or musico-dramatic presentations. Students will organize, plan, provide administration, or produce a musical-drama presentation as appropriate to their context. Three semester hours credit.

**MS 606. THE FINE ARTS ACADEMY.**

A course designed to equip the student to establish and maintain a fine arts academy within the local church. Subjects addressed will include survey of need, establishment of policies and procedures, procurement of faculty, enlistment of students, and management of physical and fiscal resources. Three semester hours credit.

**MS 607. RECITAL PROJECT.**

A culminating project demonstrating competencies gained in the degree. The student will plan, conduct, and

provide leadership for a worship event, lecture-recital, worship series, large-scale event, or other music and worship presentation. The project will be supported by a significant scholarly research paper, outlining current literature of the field, rationale for project, application in context, and value to music and worship ministry. The project must be approved by the student's graduate committee prior to commencement. Prerequisite: GR 680. Three semester hours credit.

**MS 610. MUSIC INTERNSHIP.**

A core requirement component allowing the student to demonstrate synthesis in applying musical and professional skills and knowledge gained in the program. The course will involve practical field experience under the mentorship of an approved professional. Prerequisite: At least 21 hours completed in the program. Three semester hours credit.

**MS 690. MUSIC AND WORSHIP GRADUATE THESIS.**

An intensive evaluation of a student's learning in graduate studies. The course will consist of a major research project based on an area of music and worship. The course will culminate in the successful defense of the student's thesis before a graduate committee. Three semester hours credit.

## WORSHIP LEADERSHIP

**WL 501. BIBLICAL FOUNDATIONS OF WORSHIP.**

A study of worship practices in the Old and New Testaments, including pre-Mosaic worship, tabernacle and temple worship, emerging post-exilic synagogue worship, and first-century Christian worship. Students will learn to apply biblical principles to present-day worship ministries. Three semester hours credit.

**WL 502. HISTORY OF CHRISTIAN MUSIC AND WORSHIP.**

A survey of music, worship theology and practice in the Christian church. Students will examine the development of sacred music, including congregational song and performance genres, and worship theology and practices encompassing the early Christian period, the Middle Ages and Renaissance, the Reformation, the Revival-Camp Meeting movements in England and America, and the twentieth and twenty-first centuries. An introduction to the Christian Year will be included. Three semester hours credit.

**WL 604. THE ARTS IN WORSHIP.**

A study of the arts in worship, including drama, dance, dramatic Scripture reading, sculpture, and sign language. Students will learn skill and creativity in integrating expressions of art forms into worship experiences. Three semester hours credit.

**WL 605. VISUAL MEDIA IN WORSHIP.**

An interactive study of computer visual media and video production in the church. Students will learn related hardware and software and will produce visual media projects. Three semester hours credit.

**WL 606. LEADERSHIP IN WORSHIP MINISTRY.**

A study in leadership, and in relational and ministry skills, as applied in responsibilities of music and worship

leadership. Topics will include leadership and motivation, relational skills and conflict solving, and ministry skills in areas of spiritual formation, elementary counseling, and dealing with crisis situations. The course will also assist the student with skills in working with a senior pastor and fellow staff members. Three semester hours credit.

#### WL 607. MUSIC AND WORSHIP MINISTRY ADMINISTRATION.

A course designed to assist the student in becoming effective in planning, organizing, building and growing a music and worship ministry. Subjects discussed will include long-range planning, organization, calendaring, budgeting, maintenance of resources such as libraries, instruments and equipment, and coordinating with other ministries of the church. Three semester hours credit.

## ORGANIZATION

### BOARD OF TRUSTEES

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

### OFFICERS OF THE BOARD

Chairman: Dr. Tim Maynard ..... St. Johns, Florida  
Vice Chairman: Mr. Larry Taylor ..... Leesburg, Florida  
Recording Secretary: Shelly Chandler ..... Bonifay, Florida

### EX-OFFICIO MEMBERS

Dr. J. Thomas Green III ..... Executive Director-Treasurer  
Florida Baptist Convention  
Dr. Thomas A. Kinchen ..... President, The Baptist College of Florida  
Dr. Erik Cummings ..... President, Florida Baptist State Convention

### TERMS EXPIRING IN 2019

Dr. Fran Carlton ..... Orlando, Florida  
Dr. Sarah Clemmons ..... Marianna, Florida  
Mr. Al Guettler ..... Chipley, Florida  
Dr. Rich Kincl ..... Tallahassee, Florida  
Dr. Tim Maynard ..... St. Johns, Florida  
Mr. Doug Nellums ..... Cantonment, Florida  
Mr. Marvin Pittman ..... Bartow, Florida  
Dr. Ronny Raines ..... Tallahassee, Florida  
Mr. Larry Taylor ..... Leesburg, Florida

### TERMS EXPIRING IN 2020

Dr. Ron Burks ..... Bartow, Florida  
Dr. Calvin Carr ..... Gainesville, Florida  
Mr. Mark Johnson ..... Panama City, Florida  
Mr. Dan Mauldin ..... Alachua, Florida  
Mr. Mark Mercer ..... Panama City, Florida  
Mr. RC Mills ..... Ponte Vedra Beach, Florida  
Mr. Jeff Scott ..... Live Oak, Florida

Dr. Michael Tatem ..... Lake City, Florida  
Dr. Gary Yeldell ..... Keystone Heights, Florida

### TERMS EXPIRING IN 2021

Rev. Joe Butler ..... Wauchula, Florida  
Dr. Shelly Chandler ..... Bonifay, Florida  
Rev. Otto Fernandez ..... Miami, Florida  
Mr. Lee Gainey ..... Bryceville, Florida  
Mr. Dan Hewett ..... Marianna, Florida  
Rev. Michael Kennedy ..... Parrish, Florida  
Rev. Jeff Stading ..... Perry, Florida  
Rev. Heath Woolman ..... Kissimmee, Florida

## ADMINISTRATIVE OFFICERS AND STAFF ALL LOCATIONS

### PRESIDENT

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

### ADMINISTRATIVE OFFICER

Charles R. Parker ..... Vice President for Development  
Mercer University, B.A.; New Orleans Baptist Theological Seminary, M.Div.; Troy University, M.S.; Thomas University, M.B.A.; The Baptist College of Florida, D.C.L.

### ADMINISTRATIVE STAFF

Polly K. Floyd ..... Director of Business Affairs  
Robin Jumper ..... Academic Dean  
Mississippi College, B.A.; New Orleans Baptist Theological Seminary, M.Div., Ph.D.  
Christopher B. King ..... Director of Operations/Comptroller  
Troy University, B.S., M.B.A.  
Stephanie W. Orr ..... Registrar  
The Baptist College of Florida, B.A.  
Stephanie E. Powell ..... Director of Financial Aid  
Chipola College, A.A.; Troy University, B.S.  
Sandra K. Richards ..... Director of Student Life and Marketing  
Wayland Baptist University, B.S.; Troy University, M.S.; Michigan State University, M.S.

## FACULTY

Lance R. Beauchamp (2018) ..... Campus Minister;  
Assistant Professor of Christian Ministry  
Stetson University, B.B.A.; New Orleans Baptist Theological Seminary, M.Div.; Southeastern Baptist Theological Seminary, Ph.D.  
Ronald W. Branning (2001) ..... Associate Professor of Music  
Troy University, B.M.Ed., M.M.Ed.  
Cathy Bugg (2001) ..... Associate Professor of Information Technology  
Troy University, B.S.; University of Maryland University College, M.S.  
David Coggins (2002) ..... Professor of Leadership  
and Christian Education  
The Baptist College of Florida, Th.B.; New Orleans Baptist Theological Seminary, M.Div.; Southern Baptist Theological Seminary, Ed.D.  
Buford E. Cox (1992) ..... Professor of Music  
Shorter College, B.M.; Southern Baptist Theological Seminary, M.C.M.; Auburn University, Ph.D.  
William H. Davis (2010) ..... Chair of the Music and Worship Division;  
Professor of Music and Worship  
University of Mobile, B.A.; Southwestern Baptist Theological Seminary, M.C.M.; Robert E. Webber Institute for Worship Studies, D.W.S.  
Christian Dickinson (2018) ..... Assistant Professor of English  
University of North Florida, B.A.; Florida State University, M.A.; Baylor University, Ph.D.

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

Jonathan Erp (2007).....Assistant Professor of Guitar  
University of Southern Mississippi, B.M., M.M.

Kristy Ford (2013).....Chair of the General Education Division;  
Assistant Professor of Psychology  
and Counseling  
Bryan College, B.A.; Georgia State University, M.S.; Liberty University,  
Ph.D.

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

Tonya Gardner (2017) .....Instructor of Psychology;  
First-Year Student Liaison; QEP Director  
Chipola College, A.S.; Mississippi University for Women, B.S.; Troy  
University, M.S.

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

Todd Hardin (2018) .....Associate Professor of Psychology  
Carson-Newman College, B.S.; Liberty Baptist Theological Seminary,  
M.A.R., M.Div.; Westminster Theological Seminary, D.Min.;  
Southern Baptist Theological Seminary, Ph.D.

V. Kaye Johnson (2013) .....Chair of the Teacher Education Division;  
Assistant Professor of Education  
Troy State University, B.S., M.S.; University of West Florida, Ed.S.

Robin Jumper (1995).....Academic Dean;  
Professor of Evangelism and Missions  
Mississippi College, B.A.; New Orleans Baptist Theological Seminary,  
M.Div., Ph.D.

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

Richard Kincl (2018) .....Professor of Preaching and Pastoral Ministry  
University of Arkansas, B.A.; Southwestern Baptist Theological  
Seminary, M.Div., Midwestern Baptist Theological Seminary,  
D.Min., Florida State University, Ph.D.

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

Chantel Oney (2017) .....Chair of the Business Leadership Division;  
Instructor of Business  
The Baptist College of Florida, B.A.; St. Leo University, M.B.A.

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

Geoffrey Reiter (2010) .....Associate Professor of English  
Nyack College, B.A.; Gordon-Conwell Theological Seminary, M.A.;  
Baylor University, Ph.D.

Roger Richards (2007).....John Sullivan Chair of Baptist History;  
Curator, Florida Baptist Archives;  
Professor of History and Christian Studies  
Samford University, B.A.; New Orleans Baptist Theological Seminary,  
M.R.E., M.Div.; Reformed Theological Seminary, D.Min.; Florida  
State University, Ph.D.

Edwin E. Scott (2006) .....Director of Compliance and  
Institutional Effectiveness  
Baptist Bible College, B.A.; New Orleans Baptist Theological  
Seminary, M.Div., Ph.D.

Phillip Shutt (2010).....Associate Professor of Mathematics  
The Baptist College of Florida, B.A.; New Orleans Baptist Theological  
Seminary, M.Div.; Troy University, M.S.

Hannah Strickland (2018) .....Instructor of Teacher Education  
The Baptist College of Florida, B.A.; University of West Florida, M.Ed.

## ADJUNCT FACULTY-GRACEVILLE

Richard Allen ..... (Missions)  
The Baptist College of Florida, B.A.; Southwestern Baptist Theological  
Seminary, M. Div.; D.Min.

Phillip D. Burton ..... (Missions)  
European Theological Seminary, V.B.

Lisa Foltz ..... (Music)  
Jacksonville University, B.M.; Florida State University, M.M.

Leslie Heffner ..... (Voice)  
University of Nevada at Las Vegas, B.M.; Bowling Green State  
University, M.M.; Florida State University, D.M.

Nolan Helder ..... (Christian Education)  
Baylor University, B.A.; University of Arkansas Law School, J.D.;  
Lindenwood University, M.A.; New Orleans Baptist Theological  
Seminary, Th.M.

Christopher King ..... (Business)  
Chipola College, A.A.; Troy University, B.S.; Troy University M.B.A.

Charles Parker ..... (Business)  
Mercer University, B.A.; Troy State University, M.S.; New Orleans  
Baptist Theological Seminary, M.Div.; Thomas University, M.B.A.;  
The Baptist College of Florida, D.C.L.

Timothy Rhoads ..... (Student Ministry)  
Mississippi State University, B.S.; New Orleans Baptist Theological  
Seminary, MACE

Carol Saunders ..... (Speech)  
Auburn University, B.S.; Master of Speech Communication

John Stickles ..... (Philosophy)  
The Baptist College of Florida, B.A., Liberty Baptist Theological  
Seminary, M.A.T.S., Southeastern Baptist Theological Seminary,  
M.A.

Timothy Wanamaker ..... (History)  
Morehead State University, B.A.; Troy University, M.S.

## ADJUNCT FACULTY-ONLINE

Marvin J. Albin (2010) ..... (Business)  
Mississippi State University, B.S., M.B.A.; University of Houston,  
Ph.D.

Michael Baker ..... (Biblical Studies)  
Pensacola Christian College, B.A.; Mid-America Baptist Theological  
Seminary, M.Div., Ph.D.

Tiffany Basford ..... (History)  
Chipola Junior College, A.A.; Lamar University, B.S.; Liberty  
University, M.A.

Steve Baumgardner ..... (Business)  
Carson Newman College, B.S.; University of North Florida, M.B.A.  
Huntington University, M.A.

Joshua Boswell ..... (New Testament)  
The Baptist College of Florida, B.A.; Southern Baptist Theological  
Seminary, M.Div., M.Th., Ph.D.

Charles Boyd ..... (Student Ministry)  
Chipola College, A.A.; William Carey College, B.S.; New Orleans  
Baptist Theological Seminary, M.A.; Southeastern Baptist  
Theological Seminary, D.Min.

Shawn Buice ..... (Biblical Studies)  
University of Georgia, B.A.; Mid-America Baptist Theological  
Seminary, M.Div, Ph.D.

William Cannon ..... (Christian Education)  
Auburn University, B.A.; New Orleans Baptist Theological Seminary,  
M.Div.; Southern Baptist Theological Seminary, Ph.D.

Freddy Davis ..... (Missions)  
Florida State University, B.S.; Southwestern Baptist Theological  
Seminary, M.Div., D.Min.

Talmadge Davis ..... (Missions)  
Florida State University, B.A.; Southwestern Baptist Theological  
Seminary, M.Div.; New Orleans Baptist Theological Seminary, D.  
Min.

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



Robert Elkins ..... (Music)  
Virginia Polytechnic Institute and State University, B.S.; Berklee College of Music, B.M.; Southwestern Baptist Theological Seminary, M.M.

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

Scott Fleming ..... (Psychology)  
The Baptist College of Florida, B.S.; New Orleans Baptist Theological Seminary, M.Div.

Lisa Foltz ..... (Music)  
Jacksonville University, B.M.; Florida State University, M.M.

David Grier ..... (English)  
The Baptist College of Florida, B.A.; Troy State University, M.S.

Rachel Heffeld ..... (Psychology)  
Cedarville University, B.A.; Wright State University, M.S.; Regent University, Ph.D.

Leslie Heffner ..... (Music)  
University of Nevada at Las Vegas, B.M.; Bowling Green State University, M.M.; Florida State University, D.M.

Jonathan Henry ..... (Science)  
University of Alabama, B.S., M.S.; University of Kentucky, Ph.D.

Andrew Hynes ..... (Old Testament; History)  
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# GLOSSARY OF TERMS

**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 Southern Association of Colleges and Schools Commission on Colleges that BCF meets the 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 a BCF employee's supervisor review a decision adversely affecting that student.

**Associate Degree** - A program of 60 to 66 semester hours that supplies a basic foundation in Bible and other ministry preparation disciplines.

**Baccalaureate Degree** - A program of 120 to 133 semester hours preparing graduates for ministry in evangelical churches or graduate studies.

**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-week drop period.

**Drop/Add** - 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.

**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.

**Master's Degree** - A program of 30 semester hours of advanced study beyond the baccalaureate degree.

**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 applied 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.

**SACSCOC** - Southern Association of Colleges and Schools Commission on Colleges. A regional accrediting agency.

**Sectional Tests** - Unit, chapter, or mid-term exams given in each course during a semester.

**Semester** - A fifteen-week period of study scheduled in the fall or spring of the BCF calendar.

**Semester Hour** - A unit of measurement used to calculate college credits earned toward graduation. A credit hour is the equivalent of credit earned in a course which meets one hour per week for a semester.

**Semester Examination** - A final examination in any course taken for college credit.

**Senior** - A student who has earned at least 92 semester hours of college credit.

**Session** - A series of classes offered during the month of January or in the summer.

**Sophomore** - A student who has earned 28-60 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.



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