

Maryland Bible College & Seminary

**2020 - 2021
CATALOG**

MARYLAND BIBLE COLLEGE & SEMINARY

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Letter from P. Schaller

The Word of God is where we find great spoil. It is the substance for our hearts and minds. It is the source of our great peace. Those who love the Bible, the Book of books, are people who are not easily offended.

Maryland Bible College & Seminary, with an experienced and learned faculty and staff, dedicates itself to leading students in the precious faith. Our desire is for hearts warmed in a deep love for the Word and for lives that are transformed by the Spirit's ministry of life. We expect men and women to hear the Lord speak to them through the pages, the lectures, the fellowship, the prayer meetings, the hallway gatherings, and the outreaches. Life-changing things happen here. The proposition that believers would study the Bible intensively is something rooted in the heritage and history of the saints of God. In Acts, we read of how the earliest disciples met to study and talk of the things of God. It is written that Paul reasoned daily with several in the city of Ephesus (see Ac. 19). Through Church history, we read of Luther, Calvin, Mueller, Moody and others teaching from the Word and establishing schools on the foundation of the Scriptures.

Welcome to MBC&S.

Relish the experience of learning that prepares you for a calling and a purpose.

In Christ,

Pastor Tom Schaller
Senior Pastor

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ABOUT MARYLAND BIBLE COLLEGE & SEMINARY

THE SETTING

MBC&S is located in the Baltimore-Washington area, known as “America in Miniature.” Maryland has diverse geography: forested mountains, rolling farm lands, marshes, and dramatic cliffs along the Chesapeake Bay. It is a beautiful back-drop for the home of this college and its parent ministry, Greater Grace World Outreach, both of which are dedicated to world-wide outreach.

Come visit Maryland Bible College & Seminary, a missionary Bible College, distinguished among Bible colleges for its high percentage of missionary graduates, and a warm supportive student body-life atmosphere. Here students have a close acquaintance with missionaries serving abroad. Our graduates' fruit is a result of disciplined study, prayer, weekly area outreaches, mentoring through the student practicum, and through the examples of its leadership, faculty, and staff.

HISTORY

MBC&S originates from the evangelical ministry of Pastor Carl H. Stevens, who founded MBC&S in 1988. Pastor Thomas Schaller continues to carry this worldwide vision forward today. As an indigenous ministry, MBC&S exists under the spiritual covering of Greater Grace World Outreach. This unique and dynamic relationship with the GGWO local church allows MBC&S students to correlate education in the classroom with training on the field. Graduates often co-labor with GGWO and other local churches in church planting, and assist hundreds of affiliated churches worldwide in missions, leadership training, evangelistic outreach, and Christian day schools. Please see ggwo.org to find out more about attending the local church.

RECOGNITION

On January 5, 1988, the State Board for Higher Education recognized that Maryland Bible College & Seminary satisfied all criteria for the status of a religious degree-granting institution as set forth in Section 12-203 of the Educational Article. As such, Maryland Bible College & Seminary may operate and grant degrees in religious disciplines without a certificate of approval. MBC&S is a non-accredited institution.

MISSION STATEMENT

Maryland Bible College & Seminary is a service to the Body of Christ by providing graduates with a biblical education which supplies the spiritual and educational resources to prepare and train others for their spiritual vocation and profession.

EDUCATIONAL PHILOSOPHY

We believe that the premise to truth, knowledge, and wisdom is found in and imparted through the inspired Word of God. The Word communicates the reason for the school's existence, its organization, direction, content of its curriculum, and its motivation for service.

The Word also communicates that man is made in the image of God for the expressed purpose of knowing and glorifying Him. Man cannot know or honor God because he is a sinner by nature and choice. But God graciously gave His Son, Jesus Christ, to save a lost humanity. Those who respond to His saving grace receive the Holy Spirit who fills, blesses, and illuminates truth to the believer.

One cannot have wisdom apart from knowing God. The inspired Word of God declares Him to be the truth and depository of all wisdom and knowledge. He is our provision for life and conduct, and He is our Master Teacher. He has gifted and trained teachers to communicate divine viewpoint and its relationship to the natural sciences and one's self-image. An individual's success in life is dependent upon a healthy respect for God, receipt of the revelation of His grace, and obedience to His Word. The College and the ministry from which it springs are distinctive in their teaching of the revelation and application of grace.

The choice of curriculum, methods, and materials is based upon biblical principles with the purpose of doing the work of the church. These choices bring appropriate subjects, along with the maturity and readiness of learners. Instructors teach and test to prepare for the actual demands and decisions encountered in one's life and ministry.

GENERAL GOALS OF MBC&S

- To cultivate Christian living through a variety of learning experiences and personal interaction.
- To instill a comprehensive knowledge of the Bible resulting in a thorough understanding of Christian doctrine and its appropriation in the Christian life.
- To develop skills for applying biblical principles to practical situations in life.
- To develop leadership qualities—initiative, organization, direction, and supervision.
- To instill a missionary vision that promotes worldwide Christian service.
- To involve students in evangelism, providing them with opportunities to employ a variety of evangelistic methods.
- To train students to serve effectively within Christian outreach.

DOCTRINAL STATEMENT

The Scriptures of the Old and New Testaments have been given by the verbal plenary inspiration of God and therefore are inerrant (Ps. 19:7-13; 119:89,105). They are designed to lead us to salvation through faith in Jesus Christ. They are fully inspired by God and, therefore, serve as the authoritative guide for Christian understanding, life, and ministry (2 Ti. 3:15-17). The Scriptures are not to be added to, superseded, or changed by tradition or any supposed later revelation (Is. 8:20; Ga. 1:8-9). Every doctrinal formulation, whether of creed, confession, or theology, must be put to the test of the full counsel of God in the Holy Scriptures (Mt. 22:29-33; Ep. 2:20; Ac. 28:23). All redemptive understanding of the Scriptures depends upon the illumination of the Holy Spirit; therefore, the most accurate factual knowledge attained through exegesis, exposition, and interpretation does not bring about conversion or spiritual comprehension without the Holy Spirit creating an understanding through the Word and applying the message to the heart (1 Co. 2:7-16).

God is triune. There is but one God, infinite, eternal, almighty, and perfect in holiness, truth, and love (De. 6:4; 1 Co. 8:4,6; Is. 44:6-8; 57:15; 1 Jn. 4:8; Ge. 17:1; Ps. 145:3). In the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, who are co-existent, co-equal, and co-eternal (Mt. 3:16-17; 28:19; 1 Co. 12:4-6; 2 Co. 13:14). The Father is not the Son, and the Son is not the Holy Spirit, yet each is true Deity. One God - the Father, Son, and Holy Spirit - is the foundation of Christian faith and life (Jn. 14:23, 25; 15:26; 16:13-15).

God is the Creator of heaven and earth (Ge. 1:1; He. 11:3; Ps. 33:9). By His Word, all things were made. And through the same Word, He daily sustains all of His creation (Jn. 1:3, 10; Col.1:15-17; He. 1:2-3; Ps. 147:13; Ro. 8:28; Jn. 3:16). He made man for fellowship with Himself and intended that all creation should live to the praise of His glory (Ro. 11:36; Re. 4:11). As Creator, this Triune God created the universe apart from any pre-existing materials and without any evolutionary process. We believe in the historicity of the first 11 chapters of Genesis.

Man was created male and female, in the image and likeness of God (Ge. 1:26-27). Through the original sin of man (by Adam and Eve), mankind has fallen from God and has become corrupt in his whole nature. By himself, man is totally incapable of returning to God (Ro. 5:12, 16-17; Je. 17:9; Ep. 2:1-3; Jn. 6:44). Fallen, sinful humanity, whatever its character or attainments, is eternally lost and without hope apart from salvation in Christ (Jn. 3:3-7; Ac. 4:12).

Jesus Christ the Son is fully God and fully man; the only Savior from the sins of the world (Jn. 1:1, 20:28; Col. 1:19; 1 Ti. 2:5-6; He. 2:14-18). He was the Word made flesh; supernaturally conceived by the Holy Spirit; born of the Virgin Mary; and was perfect in nature, teaching, and obedience (Jn. 1:14; Mt. 1:18, 22-23; Lu. 1:35; Jn. 8:29; He. 5:8). He shed His Blood on the Cross as the vicarious atonement for the sins of all mankind. He rose from the dead in His own glorified body, ascended into heaven, and will return in glory (Jn. 19:33-37; Ro. 4:24-25; 1 Co. 15:1-3; 2 Co. 5:21; 1 Pe. 2:24; 1 Jn. 2:2; Ac. 1:9-11; 1 Th. 4:16-17). He is the Head of His body the Church,

and Victor over all the powers of darkness. He reigns at the right hand of God the Father (Col. 1:8, 2:15; He. 1:3-4).

Salvation, the gift of God, is provided solely by His grace through faith in Jesus Christ (Ep. 2:8-9; Ro. 5:1; Ac. 16:31) and His literal, shed Blood (Ro. 3:25; He. 9:12 and 10:19; Re. 1:5). Recognizing his need for a Savior and looking to Christ and His vicarious atonement for sin, man is born anew unto eternal life by the Holy Spirit (Ac. 2:38; Tit. 3:4-7; Ac. 3:19-21). There is no other name except Jesus Christ by which man may be saved (Ac. 4:12). Through His great redemptive act, there is forgiveness of sin, liberation from bondage to the world, and freedom in His Spirit (Ep. 1:17; Ga. 6:14-15).

The Holy Spirit, the Lord and Giver of life, convicts the world of sin, righteousness, and judgment; unites man to Jesus Christ in faith; brings about the New Birth; and dwells within the regenerate, producing in them the fruit of the Holy Spirit, thus enabling them to grow in the experience of sanctification (Jn. 15:8-10; 1 Co. 12:13; Jn. 3:5; 1 Co. 6:19; Ro. 8:9-11; Ga. 5:22-23; 2 Co. 3:17-18). The Holy Spirit inspired prophets, judges, and kings in ancient times; anointed Jesus Christ for His ministry, filled the church with power on the Day of Pentecost, and will transform the mortal bodies of believers into one like Jesus in the glory of the resurrection (1 Pe. 1:2, 10:12; 2 Pe. 1:20-21; Lu. 4:1, 18-21; Ac. 2:4, 4:31; Ro. 8:11; Ph. 3:21; 1 Co. 15:51-52; 1 Jn. 3:2). The Holy Spirit is imparted to all who believe in the Lord Jesus Christ and receive Him as Savior (Ac. 2:38-39; Lu. 11:13). The promise of the Father that the Holy Spirit would be sent in power was not only made to the early disciples, but continues through generations to come. The gift of the Holy Spirit is God's sovereign action for edifying the Body of Christ (1 Co. 12:7-11, 28-31; 14:1, 13; Ro. 12:6-8; 1 Pe. 5:10-11). The gifts of apostles, prophets, evangelists, and pastor/teachers were given by the Lord Jesus Christ for the perfecting of the saints, for the work of the ministry, and for the edifying of the Body of Christ. The Holy Spirit directed gifts to the Body of Christ. They are the direct results of the Lord Jesus Christ's promise of the Holy Spirit to guide all believers into the truth (Ep. 4:7-16; Lu. 11:28; Jn. 14:26; 15:26; 16:13).

The Church, which is the Body and future Bride of Christ, is dedicated to the worship and service of God, the observance of the sacraments/ordinances of Baptism and the Lord's Supper, as well as the practice of good works (Ro. 12:4-5; 1 Co. 12:27; Ep. 2:22; 5:23, 26,27; 1 Pe. 2:5, 9-10; Ep. 2:10; Tit. 2:14). The primary task of the Church in all ages is to teach all nations and to make disciples, bringing the Gospel into every aspect of life and thought. The ultimate mission of the Church is the redemption of souls, through the obedience to the Great Commission (Mt. 28:19-20; 2 Co. 10:4-5).

Satan, we believe, was created a perfect angelic being (Eze. 28:15). He rebelled against God (Eze. 28:15-18; Is. 14:12-17). As a result, he became depraved, the Devil, the leader of the host of angels who fell with him, and the adversary of God and God's people (Re. 12:4, 10-17; Re. 13:7; 2 Co. 11:13-15). Satan has been defeated and judged at the Cross. He now awaits his ultimate doom at the Second Advent of Jesus Christ (Jn. 16:11; Re. 20:1-2, 7-10).

The consummation of all things includes the Rapture of the Church, followed by a literal seven-year period of tribulation on the Earth, the Second Advent of Jesus with His literal 1,000-year reign on the Earth from Jerusalem, and the final, White Throne judgment of the unsaved (1 Th. 4:13-17; 1 Co. 15:50-54; 2 Co. 5:10; 1 Co. 3: 11-15; Mt. 24:30; Ac. 1:11; Re. 1:7; Zec. 12:10 and 14:3-11; Re. 20:11-15). Satan with his hosts, and all humanity outside of Christ will be separated eternally from the presence of God, enduring eternal punishment in a literal hell (Mt. 25:41; Mk. 9:47-48; 2 Th. 1:7-10). All who have been redeemed by Christ from the kingdom of darkness to the kingdom of light will be secure with Christ in the New Jerusalem with the New Heaven and New Earth forever (Re. 21:1-4).

STUDENT LIFE

GUIDANCE AND COUNSEL

MBC&S has a strong program of personal investment and counseling. New students may make appointments with the administrators and are assigned a faculty advisor who can help prepare an academic program. In addition, the Dean of Students and his assistants are available for spiritual and personal counseling. Staff members and church pastors are available to disciple and counsel students.

DEVOTIONAL LIFE

MBC&S was founded on prayer and desires that the entire College life proceed through this right and foundational responsibility. Classes are opened with prayer. There are daily GGWO prayer events, household prayer groups, missionary prayer meetings, prayer breakfasts, and monthly prayer and fasting times for those who are led. Regular church services at Greater Grace World Outreach are held each Sunday morning and Sunday evening and a midweek service is held Wednesday evenings. Daily luncheons at the GGWO Café feature food, fellowship and refreshing speakers. All students and church members are encouraged to attend these services or the church of their choice.

GUIDE TO STUDENT LIFE

Students are encouraged and expected to conduct themselves in a manner which exemplifies the teachings of the Bible at all times. Each student receives a Student Handbook at registration that contains important information regarding student life. All students are expected to honor and embrace the wisdom detailed there.

STUDENT MINISTRY PARTICIPATION

One of the requirements of the Foundations class is for students to actively participate in outreach as an integral part of their MBC&S experience. Occasionally, classes are suspended so that students may participate in an evangelism day. Many varied outreaches from which to choose are street evangelism, local Bible studies, door-knocking, prison ministry, youth ministry, hospital and nursing home visitation, mime, and street theater.

ATHLETICS

On a weekly basis, students may use the gymnasium facility provided by Greater Grace World Outreach. This gathering is affectionately named after a previous Men's Dean as "Perkins' Night".

CHAPEL MEETINGS

Chapel meetings are held on Wednesday evenings prior to the Greater Grace church service in the chapel. These meetings are an important platform of communication for students and administration alike. Testimonies, worship, guest speakers and lively interaction are all part of

the agenda. Students receive a credit on their transcript for full attendance throughout the academic year. The administration guarantees the meeting ending no later than 6.45pm. Reasons for non-attendance must be communicated to the Dean of Students but are limited to Greater Grace Church not being their home church, work schedule and family commitments.

STUDENT COUNCIL ACTIVITIES

Student Council

The Administration appoints a Student Council for each academic year. The council is encouraged to plan and organize student activities with the covering of the administration. The Student Council produces a yearbook each academic year.

Music

Many students come to MBC&S with vocal and instrumental ministry in mind. While various local outreaches, such as the youth ministry, and nursing home ministry offer some opportunity to express one's musical gifts; the College has other avenues available that focus on the exercise of such gifts. For more information, contact the GGWO Music Director.

Evangelism, Prayer & Community Service Days

Students are encouraged to participate in outreach and student organized prayer meetings. In addition, the College, together with Greater Grace World Outreach, participates in responsible public service.

ADMISSIONS

THE ADMISSIONS PROCESS

Domestic applicants should complete and sign the following and then submit to MBC&S:

- Application form (a minimum education standard of a High School Diploma is required).
- Doctrinal statement.
- Application fee and two small pictures.
- A handwritten, 1-page essay of factors that led you to MBC&S.
- A handwritten, 1-page essay of how you will utilize your MBC&S experience.

The following should be requested and submitted, in order to have a complete application on file:

- Pastoral reference form.
- Leader reference form, (a second church leader, school official, a community leader or a businessman who knows you well).
- Transcript request to previous college(s) or high school.

INTERNATIONAL APPLICATIONS

International applicants can apply online only through www.MBCS.edu. International applications must complete the form along with the following minimum requirements:

- 12 credits minimum transferable from an MBC&S extension school or GGWO affiliate (some applicants who have just completed high school may be exempt from this requirement).
- Capability of taking classes taught entirely in English
- Initial funding towards initial expenses, variable from year to year.

International applications, due to ICE restrictions are strictly adhered to policy and are only accepted to MBC&S by International Student Committee approval.

ACCEPTANCE PROCEDURES

All the above must be on file at the MBC&S Admissions Office before the application can be processed for any semester. For certain applicants, an interview with the Director or Dean of Students may be required. Provided all information is on file and the minimum education standard has been met, (high school diploma), applicants will be granted acceptance to MBC&S. In some instances, the committee may recommend a student remain a part-time student based on academic capacity.

Exceptions to full acceptance to MBC&S:

- Applicants currently attending high school, over 16 years of age, can enroll up to a maximum of 6 credits.
- Applicants without a high school diploma can enroll to a maximum 3 credits, provided that if they eventually continue towards an MBC&S Diploma they also obtain a GED or similar diploma.

STUDENT HOUSING APPLICATION

Applicants who indicate a need for the Student Housing Program will need to apply separately. Acceptance to MBC&S does not necessarily mean acceptance to the SHP. Students qualify for Student Housing by being part of a GG Church for a minimum of six months, agree to a possible credit and background check, and be non-smokers.

NON-DISCRIMINATORY POLICY

Maryland Bible College & Seminary does not discriminate on the basis of any race, color, age, national or ethnic origin in the administration of its educational policies, admissions policies, or college administered programs.

RE-ADMISSION PROCEDURE

Students who are within a program of study but are non-attending for more than four semesters, are required to reapply.

TRANSFER CREDITS

It is the policy of the College that for degreed graduation purposes, a minimum of 25 percent of credits should be direct resident study through MBC&S. Thus, four year degree program students transferring from another school or college to Maryland Bible College & Seminary will be permitted to transfer up to a maximum of 90 credits in the degree programs (up to within the last 30 classroom credits or the last 25 percent of required credits of any degree program, whichever is greater).

Units of credit may be acceptable based upon the following criteria:

- 1.) Transferable courses must be of a 2.0 or "C" grade level and be in kind with the courses offered at MBC&S.
- 2.) Questionable credits (non-college or non-accredited sources) may require submission with a copy of the transferring institution's course description publications (catalog or other), or other documentary evidence of meeting the standards of transferability.
- 3.) Relevant life experience credits, field work, practicums, relevant credits completed at military service schools, documentable in-service training, or questionable source credits may be submitted for transfer consideration up to six credits.
- 4.) An official transcript must be sent directly from the transferring institution. Student copies may not be accepted without an official stamp of the institution. It is the responsibility of the student to have the official transcript mailed to the College.

FINANCIAL INFORMATION

APPLICATION FEES

Domestic	\$20
International (non-refundable)	\$50

COST PER ACADEMIC CREDIT HOUR

Credit hour	\$ 120
12-16 hours	\$ 1,490 per semester

FEES (non-refundable)

Registration Fee	\$ 50 per semester
Late Registration Fee	\$ 100 per semester
Practicum Fee	\$ 50 in the US and \$100 abroad
Add/Drop, Status Change	\$ 25 per semester
Transcript Request Fee	\$ 10 per request (\$25 express)
Graduation Fee	\$ 100

WITHDRAWAL TUITION ADJUSTMENT

Withdrawal Policy applied if student seeks refund of monies paid:

- Before the beginning of classes: 100% (except registration fees).
- After classes start: the 25% minimum which was paid, is non refundable.
- If you paid in full, only tuition paid beyond the month of withdrawal is refundable.

FINANCIAL POLICY

Monthly Payment Schedule:

	FALL	SPRING
2 nd payment due, end of 1st month of classes:	Sept.	Feb.
3 rd payment due, end of 2nd month of classes:	Oct.	Mar.
4 th payment due, end of 3rd month of classes:	Nov.	Apr.

A \$25 Finance Charge is added to end of semester balance, if not paid in full.

End of 1st month of classes:

Credit Students, who have not made the 2nd payment will be offered the following two options:

1. Voluntary Withdrawal and/or Conversion to Audit.

- No cash refund. Student can convert courses to audit or drop the courses in any combination
- Drop fees are added if appropriate.
- Audit tuition applies if audit classes are elected. Credit tuition removed from student account.

Any payments already made will be applied to any and all tuition and fees. In the case of dropped

courses, any residual payment amount above and beyond revised tuition and fees can be applied toward tuition of the subsequent semester.

2. Request an extension to the end of the 2nd month of classes which may or may not be granted. Without approval, option 1 is the only option.

End of 2nd month of classes:

Students who cannot make their 3rd payment will be offered the following three options:

1. Apply for financial assistance to continue as a credit student. Applications will be considered in light of genuine financial difficulty which occurred since semester start.
2. Request an extension of time to pay which may or may not be granted.
3. Drop voluntarily to Audit.

Students who are not successful at either option 1 or 2, will be converted to Audit status. This is necessary for the student and the school not to incur further debt. The student can continue under the Word and save money for the following semester.

End of 3rd month of classes:

Students who cannot make their 4th payment are allowed to continue on a credit basis, complete their coursework, and take all exams. However, no credit for those courses will appear on the transcript, no transcript will be issued, and no student will graduate until all amounts due MBC&S are paid.

- No adjustment of fees – entire account balance to be paid before future registration is possible.
- \$25 Finance Charge added to end of semester balance if not paid in full.

ACADEMIC INFORMATION

REGISTRATION

Students must register on designated registration days. Only students accepted through the application process and currently enrolled may register. Students previously enrolled must meet with their advisors during the registration period to select their courses for the following semester. International students must ask for SEVIS Guidelines. Students who have been absent more than four semesters are required to reapply.

ADD/DROP POLICY

During the first two weeks of the semester, a student may add and/or drop courses. It is the student's responsibility to submit an add/drop form. (This is particularly important as it may affect a report card and have financial implications). The completed form requires the signature of the instructor/advisor, and the business office indicating that the transaction fee is paid. No course may be added or dropped after the first two weeks of classes unless the administration consents to change a student's status to "audit" or the administration discontinues a class due to insufficient enrollment. The school reserves the right to add or cancel courses, depending on student demand or other circumstances requiring such action.

ADMINISTRATIVE COURSE CHANGES

The school reserves the right to add or cancel courses with consideration to student course needs, depending on student demand or other circumstances requiring such action. Students will not be liable for add/drop fees and will be refunded the dropped course's tuition as a result.

COURSES NEEDED BUT NOT OFFERED

A resident student may take a maximum of six credits only per semester through recorded media other than live instruction, unless special authorization is given by the College Director. Students who wish to register for more than this allowance will be encouraged to consider becoming a correspondent student who can register for as many courses as they would like through recorded material. All recorded courses are treated as regular College courses and must be completed by the end of the semester in which they were taken.

AUDITING

Audit courses are non-credit. Students must be registered and have paid tuition in order to attend a class. Students auditing classes are not required to complete assignments or take examinations. They may not claim credit for a course at a later date. Changes from audit to credit or credit to audit must be made through an academic advisor, and must be communicated properly through the use of forms obtained from the office. They are complete when permission is indicated by the adviser's approval, and the signature of finance office personnel, indicating the transaction fee and tuition are "paid-in-full".

CLASS WITHDRAWAL

Withdrawal from any course is effective only via an Add/Drop Form with signed permission of an Academic Advisor, and the payment of the \$25 form fee. If the cause for withdrawal is deemed unavoidable by the administration, the student may be granted a (WP) grade. A student leaving a course in any other manner is ineligible for refunds and will receive a grade of "WF." International students must see the International Student Advisor for special rules. A "WF" negatively affects a student's GPA. While a (WP) grade in no way affects a student's GPA, the College reviews the overall academic performance of those students who have more than one (W) in a semester or more than two (Ws) in an academic year.

ATTENDANCE

In order to benefit from classes, students should attend all sessions of the courses for which they are registered. Students are granted up to **two hours of absence per credit** hour. For every one credit course, a student can be absent for two hours of class. For every two credit course, a student can be absent for four hours of class. For every three credit course, a student can be absent for six hours of class. Students who are absent from class for more than the above allowance, will not be eligible to receive credit for the course.

The discretion of the instructor will be applied to Students who arrive late for class or who are absent for part of a class hour. Late arrival may be counted as absent the first hour of class. Leaving early may be counted as absent for the last hour of class.

STUDENT CLASSIFICATIONS

Full-time - 15 or more hours per semester
Part-time - 14 hours or less per semester

The following classifications apply to enrolled students who have completed the appropriate number of semester hours of study:

Freshman - 30 semester hours or less
Sophomore - 31 to 60 hours
Junior - 61 to 90 hours
Senior - 91 to 120 hours

GRADING INFORMATION

According to the following letter grades, instructors evaluate a student's work for all courses:

A+ 98.0 - 100	A 95.0 – 97.99	A- 93.0 – 94.99
B+ 91.0 – 92.99	B 87.0 – 90.99	B- 85.0 – 86.99
C+ 83.0 – 84.99	C 80.0 – 82.99	C- 78.0 – 79.99
D+ 76.0 – 77.99	D 73.0 – 75.99	D- 70.0 – 72.99
F 69.99 or below		

W/P (Withdraw/Passing) - Student withdrew from the course. Credit is not earned.

W/F (Withdraw/Failing) - Student withdrew from the course.

This mark is calculated into the student's grade point average.

ABS (Absences) - Student has missed more classes than allowed, the credits cannot be earned. The grade will be considered a "0" in the GPA calculation.

FIN - Student was dropped from Credit to Audit due to financial difficulty. Student has until the commencement of the following semester to pay in full. The finance office will report when and if this occurs.

APPLICATION TO FINISH INCOMPLETE COURSE WORK

As noted above, the normal grade for incomplete work is [F] or whatever the actual assessment determines. It is the student's responsibility to communicate health issues prohibiting completion of coursework in writing. One should have a doctor documenting his or her inability to complete course work. In which case, he/she has six weeks at the end of the semester to complete missing work. Students may apply to have the six weeks extended. Approval is not automatic.

GRADE POINT AVERAGE

To provide a basis for determining grade point averages, each letter grade is assigned a numerical grade equivalent as follows:

Letter Grade Numerical Equivalent

A =	4	F =	0
B =	3	WF =	0
C =	2	WP =	not averaged in
D =	1		

The GPA (grade point average) is determined by:

- 1) multiplying credit for each course by the grade points associated with the grade earned,
- 2) totaling the points earned for all courses, and
- 3) dividing the total points by the total number of graded credits attempted, as defined by the College.

All courses in which a student is enrolled on a credit basis are included in the grade point average of the student.

ACADEMIC ADJUSTMENT

Any student not maintaining a 2.0 GPA will be appropriately advised the following semester. Students with too many courses will be advised against overloading their capacity.

WITHDRAWAL FROM COLLEGE

A student desiring to leave the school for any reason, at any time other than at the completion of the academic semester and without permission, must interview with the Registrar, complete a School Withdrawal Form, and file it with the Registrar. Failure to follow this procedure may result in the student receiving Withdrawal Failure (W/F) grades in all courses because of absenteeism, and is liable for academic probation status or other restrictions upon return.

MAKE-UP GRADES

A grade of (F) may be made up by repeating the course. If a student subsequently passes the course, the better grade stands.

CONFIDENTIALITY OF STUDENT RECORDS

MBC&S practices fully comply with the Family Rights and Privacy Act of 1974 as amended. For details concerning the handling of student files and policies concerning student record review, please consult the Registrar. Student information that is a matter of public record includes: name, address, phone, class status, gender, email address, and birthday. All other information is private, and while available to College office personnel who have a genuine educational need to know it, it is protected from the public, available only by signed permission of the student. Students who declare in writing that they do not wish to be listed publicly may sign a non-disclosure request form from the Administrative Office.

RELATIONSHIP TO THE FORMER STEVENS SCHOOL OF THE BIBLE

MBC&S is related to SSB in that MBC&S was once an extension school of SSB, and is of the same evangelical movement, having the same founder and significantly similar College courses and academic programs of study. MBC&S became the sole custodian of SSB records, treating those records as automatically transferable to MBC&S. In 2009, the State of Maryland recognized that SSB records were of such a similar nature and content to MBC&S that they could become part of the direct record of MBC&S, to include GPA computation.

GRADUATION REQUIREMENTS

To graduate, eligible students must successfully complete the courses prescribed by their major's program of study, take no fewer than 25 percent of their courses through the College, maintain a 2.0 GPA or better, and apply to graduate in a timely manner with the graduation fee paid.

Graduation exercises are held annually at the close of the spring semester.

Thus, in order to graduate, students must:

- Apply to graduate
- Fulfill the specified course requirements

Associate's Degrees require 60 or more credits.

Bachelor's Degrees require 120 or more credits.

- Maintain a cumulative grade point average of 2.0 or better.
- Satisfy all financial obligations to the college at least two (2) weeks preceding graduation.
- Complete requirements of the Student Ministry and Practicum Programs.
- Attend their graduation ceremony unless excused by the administration.

GRADUATION APPLICATIONS

Graduation applications for seniors can be obtained at the College office. The application must be submitted to the Registrar before the seventh week of the final semester. Fees apply. Diplomas

and transcripts will not be issued to any student or institution until all bills are paid in full. This policy includes all back tuition, fees, library fees, and other costs incurred while attending MBC&S.

GRADUATION HONORS

Every year at graduation, awards are given for outstanding Christian leadership and Christian service. Seniors graduating with a grade point average of 3.75 or better, graduate with high honors. Seniors graduating with grade point averages of 3.5 to 3.74 graduate with honors.

COLLEGES THAT ACCEPT MBC&S CREDITS

While MBC&S is a non-accredited institution, certain Bible Colleges and Seminaries have accepted MBC&S credits and diplomas. A list of these institutions is available upon request. Secular institutions will most likely not accept MBC&S credits and completed programs of study for transfer. Students are encouraged nonetheless to emphasize the necessary discipline and academic requirements of MBC&S as being of a similar or higher standard as many secular institutions.

SPECIAL CONVENTION, SEMINARS, AND INTERIM PROGRAMS

Special intensive classes sponsored by the College are offered occasionally during conventions, at certain conferences or seminars worldwide, and during summer or winter breaks. These courses can be taken for credit. Many times these courses are offered free for audit.

DEGREE COMPLETION PROGRAM

Transferring students successfully completing the first 75 percent of the total requirements in an MBC&S program, having a similar Bible institute program, if accepted, may complete their fourth year of study through the Degree Completion Program.

DISTANCE LEARNING

Maybe you cannot be in a location where you can take classes for credit in the classroom, but you can be a student at MBC&S by correspondence. Viewing the classes gives you the sense of being right in the classroom itself! This method of study has proven to be more effective than the traditional textbook type of correspondence material most readily available today. Recorded in our recently renovated Classroom 2, right here on site at MBC&S, the quality of video and teaching is the highest we've produced in our 30-year history of distance learning. These classes along with the accompanying study guide and textbook provide a well-balanced, biblical educational experience. Studying at home has never been easier!

FREE ONLINE COURSES

At open.MBCS.edu, more than 900 MBC&S classes are archived and open for everyone to view online for FREE. If you view an archived course and would like to take it for credit, please see below to become a correspondence student.

CORRESPONDENCE STUDENTS

Correspondent students can use the link at open.MBCS.edu to register. They can view the materials any time at open.MBCS.edu. Course requirements are sent electronically.

Correspondent students need a mentor to assist them with the requirements of exam taking.

Correspondent students are allowed one academic year to complete course work.

EXTENSION SCHOOLS

In addition to the main campus of the college, MBC&S serves many affiliate Bible institutes throughout the world that have chosen to voluntarily relate with MBC&S. Often DVD classes or guest faculty are shared between MBC&S and the schools. Potentially transferable credits may be accepted provided that the school and courses are filed in evidence at the College, and they subscribe to MBC&S guidelines, assistance, and standards. For information on a school in your area or becoming an affiliate Bible institute, contact the MBC&S External Studies Program Director.

DISTANCE LEARNING LIMITS

Distance learning and online learning at MBC&S are viewed as a complement to resident study.

Correspondence students or those attending affiliate Bible institutes cannot qualify for diplomas or certificates without a minimum 25 percent resident study.

ACADEMIC PROGRAMS

ECCLESIASTICAL DEGREES

Associate Degree Program: Students successfully completing the 60 credits and satisfying all requirements may apply to graduate with the commendation of the CEO, Board of Directors, Director of Administration and Faculty.

The Associate of Biblical Studies Degree Curriculum focuses on two areas. First, it focuses on general education. Second, students receive some foundation in the Bible with fundamentals of the Christian faith. Upon completing the program, students may pursue a bachelor degree at MBC&S or transfer the credits to another similar Bible institution.

Objectives: Upon successful completion of this program, students should be able to:

- a) Demonstrate a knowledge of the basic introductory aspects of the Bible and biblical intentions in the life of the believer.
- b) Have a foundational understanding of constituent aspects of our culture, the importance of biblical values, and the role of ministering Christ in society.
- c) Have an orientation to lifestyle Christianity, discipleship and ministry.
- d) Understand the relationship of a Christian education to other post-secondary education.

Bachelor Four-Year Degree Program: Students successfully completing the prescribed credits and satisfying all requirements may apply to graduate with the commendation of the CEO, Board of Directors, Director of Administration and Faculty.

The Bachelor of Biblical Studies Degree Curriculum is a comprehensive and in-depth study of the Bible that prepares a student for an advanced level of applicable biblical knowledge and effective communication of the Word of God. The Word becomes engrafted and demonstrates personal effectiveness in the student's life.

Objectives: Upon successful completion of this program, students should be able to:

- a) Demonstrate an advanced knowledge of the Bible.
- b) Have an experiential knowledge of the Bible learned through street outreach, ministry and practical situations.
- c) Have an effective communication expression of the Word of God.
- d) Possess an in-depth apologetic of the Word, being able to defend its literacy, authenticity and sovereignty.

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