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## **General Information**

### **The College Mission**

The mission of Roanoke Bible College is to educate men and women for career and volunteer Christian service.

### **The College Passion**

Educating extraordinary leaders.

### **Characteristics of the College**

Roanoke Bible College is a private, coeducational college founded in 1948 and supported by independent Churches of Christ and Christian Churches. These congregations are part of the Restoration Movement, which seeks to restore the church to its New Testament model and promote Christian unity solely on the basis of the Bible. Following the pattern of the New Testament church, the Churches of Christ and Christian Churches are united only by ties of fellowship, not by any denominational structure, each congregation being under the authority of its own elders.

To achieve its mission, Roanoke focuses on preparing graduates to serve effectively in a Christian service career. The College recognizes the primacy of the preaching ministry in the New Testament. Since its inception, therefore, Roanoke has emphasized educating preachers for the cause of Christ. The College also realizes the need for leaders and servants in other types of ministry and thus educates graduates for a number of additional Christian service careers.

The College also welcomes students who intend to engage in Christian service on a volunteer basis while earning their livelihood in a secular field. Roanoke provides such students a foundation in Biblical and theological studies before they continue their studies at another college or enter the workforce.

### **Accreditation and Recognition**

Roanoke Bible College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, associate, and baccalaureate 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 Roanoke Bible College.

Roanoke Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE, 5575 S. Semoran Blvd. Suite 26, Orlando, FL 32822-1781, Web site <http://www.abhe.org>, phone 407-207-0808), to award certificates, associate, and baccalaureate degrees. The ABHE is an institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA) and the United States Department of Education (USDE).

Inquiries to the accrediting associations should relate to accreditation status. All other inquiries should be directed to the RBC Admissions Department at 1-800-RBC-8980.

Accreditation assures parents, students, and employers that Roanoke Bible College has been evaluated and meets the standards of quality determined by the higher education community. Roanoke Bible College is also approved by the State of North Carolina to train veterans and dependents.

Degree program(s) of study offered by Roanoke Bible College have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education...Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

## **Philosophy of Education**

The educational philosophy of Roanoke Bible College rests upon the conviction that all truth comes from God. Only the Bible, God's Word, enables us to integrate all fields of knowledge into a meaningful unity; it alone answers the deep questions of the human mind and spirit. Hence, all courses at Roanoke are taught from the perspective of the Christian worldview. Roanoke provides a Christian education based on a threefold program of undergraduate instruction: Biblical and theological studies, general studies, and professional studies.

Roanoke believes that a Bible college program should cultivate development in all areas of a student's life. The College seeks to accomplish this through its academic curriculum, its service-learning program, and its extracurricular activities. Academic work is designed to provide intellectual growth and maturity. The service-learning program is designed to integrate instruction with practical experience in Christian service. Extracurricular activities are designed to promote spiritual, physical, and social growth.

## **Statement of Faith**

The basic doctrinal position that underlies the educational program of Roanoke Bible College, stated when the school was founded in 1948 and unchanged today, is that:

1. Jesus Christ is the uniquely divine and only begotten Son of God, conceived without human father.
2. The Holy Scriptures are the inspired Word of God, infallibly recorded by men who were supernaturally guided by the Holy Spirit, inerrant in the originals in all the facts they attest and in all communications concerning salvation.
3. Every miracle recorded in the Bible happened truly and literally by the power of Almighty God.
4. There is salvation only in the blood of Jesus Christ, shed by grace upon the cross of Calvary, and applied to the heart of the sinner by his own faith and obedience to the terms of the Gospel.
5. There is an imperative necessity to restore the church of Christ, described in the New Testament, in order to remove division and to attain the unity of all believers, for which Christ prayed as the means of winning the world to Him.

Every officer, administrator, teacher, and staff member at Roanoke is required to reaffirm annually his belief, without mental reservation, in the above stated position.

## Graduate Objectives

The following objectives describe the kind of graduate Roanoke Bible College intends to produce in order to accomplish its mission. These student-centered objectives are intended to be the result of a graduate's total experience while at Roanoke, not just his or her academic experiences.

It is the goal of Roanoke Bible College that a graduate will:

1. Exhibit Christian character and conduct.
2. Be equipped with a general knowledge of the Old and New Testaments and biblical doctrine appropriate to his or her program of study.
3. Be equipped with the general knowledge and skills from traditional academic disciplines that form an essential foundation for Christian service.
4. Be equipped to serve competently in the field of Christian service for which he or she has studied.
5. Be equipped with the skills necessary to utilize information technology in the field of Christian service for which he or she has studied.
6. Express the desire for continued learning, either formal or informal.
7. Express the desire to support worldwide evangelism through prayer, stewardship, and other appropriate means.
8. Express the desire to recruit others for Christian service.
9. Express the desire to assist Roanoke Bible College in achieving its mission.
10. Put his or her education into action by engaging in career or volunteer Christian service in the United States or abroad.

## History of the College

Churches of Christ in Eastern North Carolina in 1948 were so short of ministers that most had preaching only one or two Lord's days each month. It was not unusual for one minister to serve four or even six churches, preaching for each church once per month, whether on the Lord's Day morning, afternoon, or evening, or on Saturday night. A sizable proportion of the men, although dedicated, had no Bible college preparation. Few lived on the fields served.

This shortage was caused when a once-loyal ministerial school serving the area began teaching German rationalism or "modernism," as it was called. Without the challenge of a divine Christ, few ministerial students entered and fewer graduated from this college. Furthermore, once the churches realized what was being taught, they refused to use student ministers or graduates from the school.

Congregations had died, and others were weak spiritually, numerically, and financially. Meeting places consisted generally of small frame structures with plain auditoriums for worship and few Bible school rooms.

To answer this need, Roanoke Bible College was conceived during early 1948. The motto chosen was "A New Testament School—Set for the Defense of the Gospel" (Phil. 1:16 ASV). Leading this effort was George W. BonDurant, employed as evangelist of the Roanoke District Churches of Christ. Mr. BonDurant and his wife, the former Sarah Presley, had been instrumental in 1937 in organizing Atlanta Christian College in Georgia, where he had served as president and she as dietician and both had taught until moving to North Carolina. Mr. BonDurant became the president of Roanoke.

A Certificate of Incorporation was received on September 10, 1948. Classes began September 13 in a rented residence providing a dining room and women's dormitory, with the men in a nearby rooming house.

The name "Roanoke" was chosen because nearby is Roanoke Island, on which Sir Walter Raleigh established in 1587 his famous "Lost Colony," the first English-speaking settlement in North America.

During the first year a stately residence in the 700 block of Poindexter Street on the present West Campus was purchased and named in honor of Pattie A. Wilkinson, a generous patron. The second year opened in these larger facilities. By the third year it was necessary to begin construction of a dormitory, Faith Hall. Additional residences have been purchased by the college and have served various functions through the years. A number of faculty and staff have purchased or rented residences in the immediate vicinity as well.

In 1965 and 1969, Heritage Hall was constructed on West Campus, providing classrooms, offices, chapel, library, and cafeteria.

During the Silver Anniversary year of 1972-73, Roanoke raised funds to pay in full for an 18.2-acre East Campus, providing playing fields, picnic area, and baptismal spots, adjacent to West Campus. Here a three-story dormitory to house 138 women plus house parents and five single staff women was begun in 1975. Named in honor of Pearl A. Presley, who taught at Roanoke from 1948 through 1993, the first floor of the building was occupied in 1976, the second in 1978, and the third in 1981. In 1979, Roanoke was accredited by the Accrediting Association of Bible Colleges (now renamed the Association of Biblical Higher Education).

Ground was broken for a three-story dormitory to house 108 men and house parents in 1984. Named in memory of Harold C. Turner, Sr., one of Roanoke's founders, the first floor was occupied in the fall of 1985, the second floor public areas the following January, the second floor rooms in the fall of 1990, and the third floor rooms in the fall of 2000.

President BonDurant retired in April 1986, and William A. Griffin was appointed the second president.

The Heritage Campaign, launched in 1995, sought 1.7 million dollars for a threefold capital gifts effort as the school neared its Golden Anniversary Year (1997-98) and a new millennium. This campaign enabled the building of the Albert Blanton III Campus Life Center and added over \$250,000 to endowments in the RBC Foundation and \$150,000 for bulk heading and other campus improvements. In 1999, Roanoke was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

The Men for Ministry Campaign was launched in 2000 with a goal of \$675,000 to a) complete the third floor of Harold C. Turner Hall, b) retire a large portion of the indebtedness on Albert Blanton III Campus Life Center, c) build the first married student quadruplex, d) remodel the lobbies of Harold C. Turner Hall for a student center, and e) begin an endowment for special projects for the preaching program. The campaign reached its goals by November 2002.

In 2005 Eastern Christian College in Bel Air, Maryland, closed. RBC received some funds, students, trustees, staff, library holdings, and equipment from ECC. RBC holds the academic transcripts of ECC students, and they are invited to participate in the activities of the College.

President Griffin concluded 20 years as Roanoke's president on June 30, 2006, and D. Clay Perkins, Ph.D., became the third president on July 1, 2006.

Roanoke Bible College is proud of its heritage of educating men and women and sending them forth to serve the cause of Christ. During Roanoke's 60 years, alumni and students have served

Christ in 47 states and 21 countries. Over 3,000 students have received training, including 1,098 graduates through 2008. The College's most recent four-year graduation rate was 43.9%. Sixty percent of the College's graduates from 1993-2002 are known to be in some form of career Christian service; however, if one were to add the volunteer workers, the percentage would rise to 94%. Sixty-one percent of the graduates are employed in the fields for which they were trained. The College family has founded more than 430 churches.

## Location

Roanoke Bible College is located in historic Elizabeth City, North Carolina. The twenty-acre campus is on the banks of the Pasquotank River, five blocks from the US 17/158 bypass and three blocks from the downtown business district and waterfront (see map in Directory section of this catalog). The city of 17,000 provides opportunities for employment, recreation, and shopping. The College is less than two miles from Albemarle Hospital, College of the Albemarle, Elizabeth City State University, and The Museum of the Albemarle. In addition, Roanoke is within an hour's drive of Virginia Beach, Virginia, and the beaches of North Carolina's Outer Banks.

The College is located in perhaps the thickest concentration of Churches of Christ on the Atlantic coast, from the metropolitan area of Norfolk, Virginia, 50 miles northward, to the rural counties of North Carolina, 100 miles southward. This strategic location affords many opportunities for involvement in church activities, student ministries, youth ministries, supply preaching, field education, and other Christian service.



# Student Life

## Philosophy of Student Life

Roanoke Bible College models its student life philosophy after the life of Jesus Christ (Luke 2:52). Just as Christ grew in wisdom, in stature, and in favor with God and men, the Student Life staff strives to create and maintain a living and learning environment to enhance our students' spiritual, social, and intellectual development. Student Life is a team effort of administrators, faculty, staff, and student leaders who provide numerous activities, programs, and events to encourage students in their spiritual development.

## Campus Life

Every family or community has guidelines that members are expected to live by, guidelines that help maintain a safe and orderly environment. The Roanoke Bible College Student Handbook sets forth the principles and rules for our community. Some of the guidelines are based directly on Biblical teaching; others, on Scriptural principles. Some are simply preferences for our college community. We acknowledge that it is difficult to judge motives that produce behavior; however, the college administration accepts the responsibility to establish standards of conduct to enhance the quality of student life and to insure that the college will not be embarrassed or compromised in its mission as a Christian institution of higher learning. The Student Handbook also contains policies on issues that impact student life, such as student records, crime prevention, discrimination, athletics, and safety. The Student Handbook is distributed each summer to students planning to enroll in the fall. A copy may also be obtained by contacting the Student Life Office.

Students at Roanoke Bible College are expected to behave in a manner consistent with their Christian testimony, giving full respect to the Biblical principles as expressed in the Student Handbook. Any student who fails to do so forfeits his or her right to remain at the College.

Each full-time student or student in a degree program is required to pledge that he or she will refrain from the use of tobacco, alcohol, and drugs, as well as abide by all rules in the Student Handbook. The College reserves the right to discipline and dismiss any student for unsatisfactory conduct as defined by the Student Handbook.

**Campus security.** Student safety is a primary concern at RBC. The administration is committed to protecting our students and has developed an Emergency Response Plan in the event of a crisis situation. Students at Roanoke reside in residence halls protected by fire alarm systems and locked entry doors. Students and parents desiring more information may request the "Crime Prevention" brochure from the Student Life Office.

**Class associations.** Every student is encouraged to participate in the meetings and activities of his or her class. Class officers lead each class and, with the guidance of college staff members who serve as sponsors, numerous projects and activities are planned that build unity and raise funds for a senior gift to the school.

**Student Life Committee.** The Student Life Committee is composed of four representatives from each class and a president and vice president who are elected by the student body. The committee plans numerous activities that enhance and improve college life.

**Social life.** Roanoke students have access to a well-rounded social life through functions sponsored by the College, class organizations, residence halls, and nearby churches. A coffeehouse near campus is a popular gathering place. A movie theater, a bowling alley, restaurants, and shopping are available in Elizabeth City. Numerous shopping malls, the beach, and other attractions are located in the South Hampton Roads area or the Outer Banks, an hour's drive away.

## Christian Development

**Spiritual life.** At Roanoke, students have the opportunity not only to train their minds but also to nurture their spiritual lives in order to become maturing servants of God.

Devotions in each residence hall provide opportunities to deepen relationships with fellow students and with God. Weekly discipleship groups provide prayer, fellowship, and Bible study in small groups. Resident students gather in student-led worship events on a regular basis.

A campus minister is available for specific spiritual and personal needs. Our campus ministry program considers the specific needs of men, women, traditional and adult learners.

Each fall, a Missions Emphasis Week brings a guest missionary speaker to campus. The College Alumni Association sponsors a Gospel Rally and Homecoming in the spring. Spiritual Emphasis Week is planned for each spring with various guest speakers.

**Chapel.** Roanoke students, faculty, and staff gather twice a week for chapel services. The College believes that participation in chapel is a vital part of the educational experience at Roanoke. Student led chapels provide students with the opportunity to develop and demonstrate some of the educational outcomes expected of the College's graduates. Students plan one of the weekly chapel programs, serving as speakers, song leaders, instrumentalists, and singers. At other times, a faculty member or a missionary, alumnus, or other guest speaks in chapel. Chapel attendance is required of all students unless the Vice President for Student Life grants them an exemption. All seniors and juniors in degree programs are required to participate in planning student-led chapel services. Two units of leadership participation are required for the baccalaureate degree, one for an associate. See the Student Handbook for more information.

**Church attendance.** Roanoke Bible College believes it is imperative that each student be involved in a local congregation. Thus, students, faculty, and staff are required to attend Sunday morning worship and one other service at the congregation where they worship each week.

**Dismissal.** Roanoke Bible College reserves the right to require the withdrawal of, or refuse re-admission to, any student at any time it deems necessary to safeguard its ideals of scholarship and Christian character and to secure compliance with its standards. Dishonesty in any phase of college work, failure to give truthful testimony to a college official, disregard for the safety and rights of others, and any behavior which reflects discredit upon Christ and the College are serious offenses which may lead to dismissal. A student receives a W for each course in the term and a notation of suspension will be entered by the Registrar on the student's permanent record.

**Honor Code.** If students knowingly, or inadvertently, violate any RBC rule or regulation published in the Student Handbook, they are on their honor to report themselves to a Resident Assistant, a Residence Hall Director, or the Dean of Students. If violations by other students are known, students are expected to report those violations to a Residence Hall Director or the Dean of Students. The College believes that Christians share the responsibility of assisting fellow Christians in personal spiritual growth. Any honor code the College has is intended as a redemptive device. All violations of the honor code are viewed with the utmost seriousness.

**Service-learning.** Roanoke Bible College believes that each student should be involved in Christian service. A program of curriculum-based service-learning called LENS (Learning Enhanced by Nonclassroom Service) provides hands-on experience through the completion of certain courses required in each student's program of study.

**Student progress.** Roanoke believes that a Bible college education should help the student develop in all areas of his or her life. In order to graduate from Roanoke Bible College, a student must not only meet academic requirements but also demonstrate Christian character and conduct. The Student Life Office desires to encourage healthy progress in Christian character, social behavior, and involvement in Christian service. Each semester, the Student Life staff collects data from faculty, staff, and resident assistants to assess each student's progress in the above areas. The Student Life Office then commends exemplary progress or seeks to encourage improvement where progress is needed (see the Student Handbook for more information).

## Student Activities

**Recreation.** Roanoke's riverfront campus is equipped with a gymnasium, Student Center, athletic fields, tennis courts, and picnic areas. Students can be involved in such recreational and intramural sports activities as basketball, volleyball, softball, tennis, golf, boating, and flag football. The Student Center offers ping-pong, pool, pinball, foosball, and air hockey tables. Weightlifting and exercise equipment are available in the residence halls. A public par-three golf course is located less than a mile from campus. Students can also join the YMCA or local health club and have use of a swimming pool, racquetball courts, sauna, and weight and exercise equipment. Surfers, swimmers, and fishermen can enjoy the beaches of Nags Head, North Carolina, and Virginia Beach, Virginia, which are within an hour's drive of the campus.

**Athletics.** The College is a member of the Shenandoah and Chesapeake Athletic Conference and fields teams in basketball (men's and women's) and volleyball (women). Team members must be in good academic standing as stated in the Academic Policies section of the catalog.

**Commencement activities.** Each May, Roanoke students, faculty, and staff enjoy a series of events designed to celebrate the end of the academic year and honor those who are graduating. To express respect and support to those graduating, on-campus students and all off-campus students who live in or near Elizabeth City are expected to attend the College Picnic, Baccalaureate, and Commencement.

**Choral tours.** The College sponsors choral groups. One such group is The Master's Twelve, a select ensemble, which tours in the spring relating the story of the resurrection of Christ.

**Drama club.** Dramas are presented each school year. Each production involves acting, singing, lighting, sound, props, and costuming. Cast members are selected through auditions.

**Recruitment teams.** The Admissions Department fields College recruitment teams: Doxology and Commissioned, who travel during the summer, and New Creation, who travels during the school year. Each team, typically composed of four or five students, represents the College through drama, music, and preaching in churches, camps, and conventions. Membership is by audition. Contact the Admissions Office for more information.

## Student Services

**Automobiles and parking.** Students are permitted to have cars on campus. Resident students will find ample parking near the residence halls on East Campus. Certain parking areas are reserved for visitors, staff, commuting students, and married-housing residents (see the Student Handbook for more information).

**Counseling.** Students having problems with studies, finances, Christian service, personal life, or any other issue, are encouraged to seek counsel from Residence Hall Directors, teachers, class advisors, academic advisors, the counseling center, or the professionally trained College counselor. Each student is assigned to a faculty advisor to help the student adjust to college life and plan his or her academic career.

**Student Health.** The College does not provide medical, hospital, or surgical services, nor does the College assume responsibility for injuries incurred by students when taking part in sports, class, or student activities. Professional medical services are available at the Albemarle Hospital, less than two miles from campus. Walk-in, non-emergency medical centers and numerous physicians' offices are located nearby. The College certifies and promotes a drug-free workplace. Smoking, alcohol, and drugs are prohibited.

**Student housing.** Since learning how to live with others is an important part of the Christian life, single, full-time students under age 23 are required to reside in College residence halls, unless living with parents or other approved relatives. Roanoke provides two riverfront residence halls, one for men and one for women. A Residence Hall Director, who lives in the building, supervises each residence hall. A student resident assistant resides on each hall of the building.

Each residence hall room is equipped with built-in beds, closets, bookshelves, desks, mirrors, individual heat and air conditioning controls, and a sink. A telephone is provided, with voice mail for each resident; wireless internet access is also provided. Students in full agreement with the policies and spirit of Roanoke may be permitted to reside in the College residence halls while enrolled at the local community college or state university.

**Computer lab.** A computer lab with Internet access is located on the second floor of Heritage Hall. This computer lab, together with the computing center in the library (see below), ensures that all students have ready access to computers on campus. Each student is given a personal e-mail account and access to the campus computer network.

**Learning Center.** The Learning Center helps students develop the academic skills they need in order to succeed in college. Students may receive help in study techniques, time management, test-taking strategies, English composition, completing projects and assignments, and basic computer knowledge. Located in the Watson-Griffith Library, the Learning Center is supervised by a faculty member and is staffed by upperclassmen. Students are encouraged to use the Learning Center and are welcome by appointment or as walk-ins.

**Library.** Watson-Griffith Library, with its beautiful riverfront views and modern architecture, provides a welcome place for research and study. The three-story facility houses the College's book collection, periodicals, computer resources, audiovisuals, and video and compact disc collections. Internet access and a computing center are provided in the library. The computerized card catalog is available on the campus computer network and the World Wide Web. See the Library Handbook for all the policies and procedures related to the library.

## Grievances

The College encourages students to communicate grievances by speaking to the proper personnel as listed in the Student Handbook. A complainant may, however, choose to write a letter. The letter must specify the nature of the grievance and must be dated and signed.

If a student believes that his grievance has not been properly addressed, he may appeal to the vice president of the administrative division involved in the grievance. If the grievance involves a vice president, the student should consult another vice president or the president. A final appeal, if necessary, may be made to the president, whose decision will be final. If the grievance involves the president, the student should consult one of the four vice presidents.



# Admissions

Roanoke Bible College seeks to enroll Christian students who are earnestly seeking God's will for their lives and are sincerely interested in being educated for career or volunteer Christian service.

Many prospective students desire to enter a career in a church or church-related ministry. Others intend to serve Christ in a volunteer capacity in a local church while earning their livelihood in a secular field. Some, having no certain career goal in mind, want to begin their undergraduate studies in a regionally accredited Christian college while they seek God's direction for their life's work. Roanoke encourages all such students to apply for admission to the College.

## Application Process

### Degree or Certificate Seeking Students

To apply for admission to Roanoke Bible College, prospective students should submit the following materials:

#### 1. Application for admission

Students may obtain an application form from the Office of Admissions or may apply online: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions).

#### 2. Application fee (fee is not refundable)

#### 3. Church reference form

A church reference form provides evidence of good Christian character. Students may obtain a church reference form from the Office of Admissions or may download one online at: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions). A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form. Membership in a Church of Christ or Christian Church is not a prerequisite to admission.

#### 4. High school transcript

Students must submit documentation showing completion of high school or the equivalent. Students must submit an official copy of their final high school transcript or home school records that verify successful completion of secondary education. Home schooled students must submit an official copy of their transcript, showing all course work taken and grades received, and a copy of their home school registration with the state division of non-public education. Transcripts should reflect class rank and cumulative GPA. Minimum guidelines for acceptance are a ranking in the top half of the graduating class or a GPA of 2.0 on 4.0 scale.\*

Students who completed the GED should submit all partial high school transcripts and a copy of a General Education Development (GED) Certificate. Minimum guidelines for acceptance of the GED are a score of 2250; the average of the five test scores must be 450 and there must be a minimum score of 410 on each of the five tests. GED scores prior to January 1, 2002 must have a score of 225; the average of the five test scores must be 45 and there must be a minimum score of 41 on each of the five tests.

#### 5. SAT or ACT results

Students are to submit scores for the Scholastic Aptitude Test (SAT) or the Academic Competency Test (ACT). The minimum guidelines for acceptance are a combined Critical Reading and Math score of 860 on the SAT I or an ACT composite score of 18.\* Roanoke does

not use the SAT Writing section, added in March 2005, to determine acceptance to the college. A student unable to take the SAT at a national testing date may apply to take an Institutional SAT (ISAT) at one of RBC's scheduled testing dates. The ISAT scores cannot be reported to any other college; they are for RBC use only.

## **6. College transcripts**

Students who have attended college prior to their application to Roanoke are to submit an official copy of their transcript from each institution previously attended. A statement concerning their progress and conduct may be requested from these institutions.

Transfer students must have a cumulative grade point average of 2.0 or above.\* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Roanoke will be considered on a case by case basis.

## **7. Other**

The Application Review Committee may request additional educational or character references or an interview to give additional information during the consideration of an application for admission.

## **Non-Degree Credit Seeking Students**

A student may earn a total of 12 credit hours as a non-degree seeking student. These hours can be taken through the college's distance learning opportunities, off-site course locations, or on campus.

Individuals who have earned 12 credit hours must meet application/admission requirements for degree seeking status to be eligible to enroll in additional hours.

### **1. Application for admission**

Students may obtain an application form from the Office of Admissions or may apply online: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions).

### **2. Application fee (fee is not refundable)**

### **3. Church reference form**

A church reference form provides evidence of good Christian character. Students may obtain a church reference form from the Office of Admissions or may download one online at: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions). A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form. Membership in a Church of Christ or Christian Church is not a prerequisite to admission.

## **Returning Students**

Students who previously attended Roanoke Bible College and withdrew from a semester or have not attended RBC for at least one semester must reapply for admission. If the student has attended any other college since leaving RBC they must also submit those college transcript(s).

Students dismissed from RBC for disciplinary reasons must receive written permission from the Dean of Students and submit this letter with their application for admission. Students dismissed

for academic reasons must receive written permission from the Vice President for Academic Affairs and submit this letter with their application for admission.

#### **1. Application for admission**

Students may obtain an application form from the Office of Admissions or may apply online: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions).

#### **2. Application fee (fee is not refundable)**

#### **3. Church reference form**

A church reference form provides evidence of good Christian character. Students may obtain a church reference form from the Office of Admissions or may download one online at: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions). A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form. Membership in a Church of Christ or Christian Church is not a prerequisite to admission.

#### **4. College transcripts**

Students who have attended college prior to their application to Roanoke are to submit an official copy of their transcript from each institution previously attended. A statement concerning their progress and conduct may be requested from these institutions.

Transfer students must have a cumulative grade point average of 2.0 or above.\* A transfer student previously on academic or disciplinary probation or suspension may be admitted on probation with stipulations at the discretion of the Application Review Committee. Applicants who were on probation or suspension more than five years prior to application to Roanoke will be considered on a case by case basis.

### **Audit Only Students**

Students may take courses for no college credit for a number of reasons. Costs are considerably lower for audit hours. Audit students are not required to do assignments or take tests. If all courses will be taken for audit only, the following requirements for admission apply.

#### **1. Application for admission**

Students may obtain an application form from the Office of Admissions or may apply online: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions).

#### **2. Church reference form**

A church reference form provides evidence of good Christian character. Students may obtain a church reference form from the Office of Admissions or may download one online at: [www.roanokebible.edu/admissions](http://www.roanokebible.edu/admissions). A minister or leader in the prospective student's congregation who knows the student well and is not a relative should complete the form. Membership in a Church of Christ or Christian Church is not a prerequisite to admission.

*\* The College may grant provisional or probational acceptance to students whose records do not conform to these guidelines but who do exhibit potential for success. (Provisional status for first-time freshmen and students with fewer than 16 transferable college credits, academic probation status for students having at least 16 transferable college credits. See Academic Policies section of this catalog.)*

**Submit application materials to:**

**Office of Admissions and Financial Aid  
Roanoke Bible College  
715 N. Poindexter Street  
Elizabeth City, NC 27909-4054**

Students are encouraged to complete the admission, registration, and financial aid processes in a timely manner. (See Calendar of Events in the Directory for semester registration dates.)

All applications are reviewed on a rolling acceptance basis—as soon as all the required materials are received, the Application Review Committee reviews the application file and makes an acceptance decision. Interviews may be requested at the discretion of the Application Review Committee. Once an acceptance decision has been made, the applicant will be notified promptly and will receive further enrollment information.

Admission to Roanoke does not guarantee successful completion of any particular program of study. Roanoke Bible College does not discriminate on the basis of race, sex, color, or national or ethnic origin in the recruitment and admission of students or in the operation of any of its programs and activities.

**Dual-enrollment.** A state university and a state community college are located within two miles of the Roanoke campus. This provides the opportunity for students to live and study in Roanoke's Christian atmosphere, while pursuing studies at a secular college or university.

This arrangement has certain requirements (See Programs of Study). Students must meet the necessary application and enrollment requirements of each institution they attend. Students wishing to take courses at a local institution should contact the appropriate institution for application and enrollment information:

Office of Admissions  
College of the Albemarle  
1208 North Road Street  
P.O. Box 2327  
Elizabeth City, NC 27909-2327  
(252) 335-0821  
<http://www.albemarle.cc.nc.us/>

Office of Admissions  
Elizabeth City State University  
1704 Weeksville Road  
Elizabeth City, NC 27909  
(252) 335-3400  
<http://www.ecsu.edu/>

**International applicants.** Roanoke is approved under federal law for the education of non-immigrant alien students. To assure a profitable experience for the student and overall benefit for the Lord's church; the College has adopted prerequisites for admission. Students who are sincerely interested in preparing for Christian service should contact the Office of Admissions for a listing of prerequisites and further admissions information.

International applicants interested in enrolling at Roanoke Bible College must have satisfactorily submitted all materials required in the application process at least 90 days prior to the beginning of the semester of desired enrollment.

**Transfer students.** Roanoke Bible College will grant transfer credit for comparable coursework completed at another college if: (1) that college is accredited by a body recognized by the Council for Higher Education Accreditation (CHEA), (2) the student is in good standing at that college, and (3) the coursework is relevant to the program of study the student wishes to enter at Roanoke. If the institution is not accredited, courses may be transferred if it can be documented that they are relevant, represent collegiate coursework, and are taught by qualified faculty. For more information contact the College Registrar.

Only coursework with a grade of “C” or better is eligible for transfer credit. A student’s grade point average for graduation will be computed on all college work used in fulfilling program requirements.

Students wishing to transfer credits must submit official transcripts of all work done at other colleges. A student who has earned fewer than 16 semester hours must also submit a final high school transcript and SAT/ACT scores. College Level Examination Program (CLEP) and Advanced Placement (AP) scores must be reported by the testing service. A student desiring to have his or her transcripts evaluated before enrolling at Roanoke should send a written request to the College Registrar.

A transfer student eligible to receive Department of Veterans Affairs (DVA) benefits must have on file in the Office of the Registrar an official final high school (or equivalent) transcript and official college transcripts showing at least 16 earned credit hours. Official transcripts for all previous college work must be on file. All college transcripts must be evaluated and any appropriate transfer credit granted before the student’s enrollment will be certified for DVA benefits.

If a student was on academic probation or suspension at the last college attended prior to enrolling at Roanoke, and if this attendance was within the last five years, the student may be admitted on probation at the discretion of the Application Review Committee. If admitted, such students must earn a minimum GPA of 2.00 the first semester in order to remain enrolled (see the Academic Policies section of this catalog).

**Veterans and dependents.** Roanoke offers programs that are approved by the State of North Carolina to enroll veterans, participants, military, and dependent persons. Such persons should complete the Application for Benefits (Form 22-1990) and send it to their local Department of Veterans Affairs (DVA) office.

Prospects should complete the application process for admission to Roanoke Bible College. At the time of registration the Registrar will certify enrollment for those who are eligible for DVA benefits. Individuals entitled to DVA benefits cannot be certified for benefits until their successful completion of high school or the equivalent is documented by an official final high school transcript (or equivalent) and official college transcripts from each college attended.

Applicants eligible for DVA benefits who have prior collegiate experience must also have all college transcripts on file at Roanoke Bible College. All transcripts must be official, be evaluated, and any appropriate credit granted before the student’s enrollment will be certified for DVA benefits. Assistance may be available for DVA-eligible individuals who must enroll in Basic Studies to strengthen language, mathematical, and computer skills.

# Enrollment Process

The Office of Admissions will assist applicants as they complete their application file and provide the items necessary to enroll. Those items include:

## 1. Confirmation Deposit

Accepted applicants will be requested to submit a deposit and state their intentions to enroll. This deposit will be applied towards housing (for dormitory students) or tuition charges (for non-dormitory students) and will be credited on registration day. This deposit is non-refundable after May 1 for fall applicants and after January 1 for spring applicants.

## 2. Financial Aid

Applicants are encouraged to initiate the financial aid process as soon as possible after January 1 of the year of entry into college to receive priority financial aid consideration. Applicants will be sent the necessary information. Applicants should submit the Free Application for Federal Student Aid (FAFSA)—no later than March 1 for priority consideration. For a complete listing and descriptions of available financial aid, grants, loans, scholarships, and employment opportunities, see the Finances section of this catalog or contact the Financial Aid Office.

## 3. Health Information

North Carolina law requires each student \* attending a college or university to submit proof of immunization prior to enrollment. These records should be filed with the College prior to the first day of classes. If this is not filed by that date, the student has 30 days in which to obtain the required immunization and certificate. Failure to provide proper documentation and complete immunization history will result in dismissal from the College. Exceptions to this state law may be made only for bona fide medical and religious reasons.

Applicants will also be asked to submit a statement of health and medical emergency information before their enrollment.

The College offers a medical insurance plan for students. Participation in this plan is mandatory for full-time students. Part-time students not having medical insurance are encouraged to enroll in this plan. The annual premium is added to the student's account. Students who are otherwise covered by health insurance may apply to have their participation in this coverage waived.

\* Students taking 5 or more credit hours on campus must meet North Carolina immunization requirements.

## 4. Housing Information

Applicants will be asked to complete and submit a Housing Preference Form to the Student Life office. Inquiries about off-campus or student married housing may be directed to the Student Life office.

**Orientation.** Roanoke provides an orientation program to prepare new students for a successful college experience. The program introduces students to the campus, staff, and college traditions. It provides time to discuss study and work, Christian living and service, programs of study, registration for classes, and other topics. Attendance is required of all new, degree seeking, on-campus and commuter students.

Students should submit the orientation fee to the Office of Enrollment Management prior to enrollment. This fee may be refunded if requested by August 1 for the fall semester or January 1 for the spring semester.

**Competency and placement testing.** All credit students must show competence in basic writing, mathematics, and computer skills. Competence in these areas contributes to the student's potential for success in college. Competence in any of the above areas may be shown through transfer of college credit, CLEP scores, AP credits, SAT/ACT scores or competency testing.

The Office of Admissions will notify applicants concerning testing dates. Testing results and course requirements will be mailed to applicants.

Competency Testing and Basic Studies Courses. Roanoke Bible College offers college readiness courses to ensure that each student enrolled in the College has the maximum opportunity for success. Students scoring below the required achievement level in one of the above areas are required to take the corresponding Basic Studies course as a prerequisite to entering the college-level course.

Basic Studies carry institutional credit, which counts for such purposes as determining eligibility for housing and financial aid, but not as semester-hour credit toward graduation. They are not counted in the student's grade point average (GPA).

Re-testing Policy. New students who do not achieve the required scores for competency on the math or writing sub-tests may re-test during orientation each semester. Other students desiring to re-test should contact the Testing Coordinator. A re-testing fee of \$25.00 per test is payable at the time of the test. Students may retake a test only once. The testing fee is non-refundable.

Computer and Music Placement Tests. Students take placement tests in computer and music fundamentals to ensure that they enroll in courses at the appropriate level.

**Registration.** After declaring a program of study accepted applicants are provided a course schedule and registration information so that they may register for courses. See the section of this catalog "Academic Information" for fuller details.

## More Information

Individuals interested in learning more about the educational opportunities at Roanoke Bible College are encouraged to write, call, or plan a campus visit. Direct all inquiries to:

**Office of Admissions  
Roanoke Bible College  
715 N. Poindexter Street  
Elizabeth City, NC 27909-4054  
(252) 334-2028 or (800) RBC-8980  
FAX (252) 334-2064  
Internet: <http://www.roanokebible.edu>  
Email: [admissions@roanokebible.edu](mailto:admissions@roanokebible.edu)**

## Academic Information

Roanoke Bible College exists to educate men and women for career and volunteer Christian service. The College's academic program is the primary means used to accomplish this mission. This is in keeping with the Biblical principle that followers of Christ are to grow in knowledge (2 Peter 1:5-6) and prepare their minds for action (1 Peter 1:13).

### Academic Advising and Registration

**Student responsibility.** Although the academic advisor will provide counsel, each student is responsible for the proper completion of his or her academic program. Each student is therefore responsible for knowing the academic policies of the College, for maintaining good academic standing, and for meeting all graduation requirements. RBC reserves the right to amend, delete, or modify any requirements with notice. It is the student's responsibility to be current with degree requirements. Students are encouraged to register for courses each semester according to the suggested course sequence for their chosen program of study. The following list outlines student responsibilities in the advising process.

1. Read the College catalog and the Student Handbook and comply with all policies, procedures, and requirements.
2. Obtain a class schedule each semester and review possible course options prior to appointments with advisors.
3. Contact advisors in a timely fashion for pre-registration advising or other necessary appointments.
4. Know and follow all College requirements for obtaining a degree. Some of these are placement testing, general studies, major/minor, departmental, Bible, and Christian Service.
5. Obtain, complete (including obtaining required signatures), and submit all forms needed for registration, course changes, graduation, and related matters, according to the deadlines set by the Registrar's Office.
6. Contact advisors immediately with concerns about academic progress in particular classes or progress toward degree.
7. Be actively responsible for their college experience.

**Early registration.** Each semester, during a designated period, continuing students are expected to register for the following semester. Each student must meet with his or her academic advisor before registering. The advisor will counsel the student and sign the form to approve the proposed schedule. Students in more than one professional program must meet with the advisor of each program.

New students, after being notified of acceptance to RBC, will officially declare a program of study. After the declaration has been made the student will be assigned to an advisor to work with them during the course of his or her academic career at RBC. Prior to registering for courses the new student should complete all competency and placement testing. The test results will be forwarded to the advisor and the advisor will initiate contact with the new student to set a course schedule for the first semester.

**Final registration.** At the beginning of each semester students either confirm the course schedule that they submitted earlier or they register for the courses they wish to take. At this time, students will also complete transactions with the Finance and Student Life offices (see Finances).

**Audit.** Those wishing to take a course for personal enrichment but not for credit may enroll as audit students. Audit students attend classes but are not required to complete assignments or take tests. An auditor will receive transcript recognition if he or she attends 70% of the class sessions; otherwise the transcript will record a withdrawn notation (WD).

The grade for an audit course is AU. The audit hours do not count toward full-time status and are not added in the total credit hours completed for graduation.

Students may not change a course from audit to credit after the first two weeks of the semester. Students may not change a course from credit to audit after the first two weeks of the semester.

**Changing program of study.** After a student has declared a program of study, he or she may change to another program by completing the Change of Program of Study Request Form. This form can be obtained from the Academic Affairs office. Students are granted one Change of Program of Study Request Form at not cost; subsequent changes will result in a fee (see current Schedule of Tuition and Fees).

Students making such a change will be responsible for meeting the degree and other requirements shown in the catalog in effect at the time of the change. This may result in a change of anticipated graduation.

**Second degrees.** A person who has earned the bachelor of science degree from Roanoke Bible College may convert the degree to the bachelor of arts degree by successfully completing an additional 12 hours of a biblical or modern language. Persons who do this will surrender their bachelor of science degree and be awarded the bachelor of arts.

A person who has earned a four-year baccalaureate degree from RBC and then works toward completing requirements for a second degree or second professional program must earn at least thirty-two additional hours above the initial degree requirements.

As a rule, the College will not grant a second associate degree to a student because of the similarities in requirements for these degrees. A student may complete a second area of professional studies but will receive only one associate degree and will participate in one Commencement service. Each professional area will be listed on the student's transcript. The College will not grant an associate degree to a student who either already has a baccalaureate degree in the same field of study.

**Service-learning.** Service-learning is one of many academic tools. It is a curriculum-based, experiential approach to creating learning opportunities for students through service provided at a network of community locations. A balance between service and learning provides concrete opportunities for students to develop critical thinking skills and self-efficacy while making positive contributions to the community through meaningful service. Real community needs are identified through partnerships with community organizations, which in turn actively participate in the education process.

These service-learning experiences inform, clarify, illustrate, and stimulate additional thought about academic topics covered in the classroom. They also encourage students to value service and social responsibility to the community. Structured time for students to reflect on service experiences is provided through journaling or reflection papers, along with regular discussions with field supervisors and peers in class. This service-learning program will therefore be the ribbon running through RBC's entire curriculum assuring that she meets the institutional mission of "educating men and women for career and volunteer Christian service."

Since the college has long identified with the Cape Hatteras lighthouse as a symbol for the college, the service-learning program is referred to as LENS (Learning Enhanced by Non-

classroom Service). Just as the thousand prisms and magnifying glasses of the six-foot tall Fresnel lens installed in the lighthouse in 1852 magnified an oil wick flame into a beacon projecting twenty miles out to sea, so these service-learning experiences will assist students to “shine like stars in the universe” (Philippians 2.15).

The following courses currently have a SL component:

CO 423	Marriage & Family Counseling
CO 426	Counseling Practicum II
ED 221	Classroom Management
ED 222	Foundations of Education
ED 422P	Teaching Reading & Language Arts Practicum
EN 101	English Composition I
GM 271	Personal Evangelism
PM 371	Introduction to Church Growth
LE 402	Strategic Management
NT 150	Life and Teaching of Jesus
WM 157	Praise Team

**Recording.** Students enrolled in a course have the freedom to record lectures to enhance their study of the material. Students may not record class sessions as a substitute for class attendance without permission. A student who wishes to record sessions of a course in which he or she is not enrolled must pay the audit fee.

## Schedule Change and Withdrawal

**Schedule change and Course Withdrawal.** A student may change his schedule during the first two weeks of the regular semester (first day of class for a week intensive) by submitting a Student Transaction Form to the Registrar. The form must be signed by the student’s academic advisor(s) and course instructor in order to add or drop a course even if the student never attended a meeting of the course. Tuition for courses dropped within the first two weeks (or first day for intensive courses) is refundable; fees are not refundable. There is a \$15.00 change fee assessed per transaction form submitted.

No course may be added after the second week of the semester.

To withdraw from a course after the second week of the regular semester (or after the first day for an intensive course), a student may submit a Student Transaction Form to the Registrar. The form must be signed by the student’s academic advisor(s) and course instructor. A grade of W will be entered on the student’s academic record. There is a \$15.00 change fee assessed per transaction form submitted. There is no tuition refund.

**Students may not withdraw from any course after the tenth week of the semester (or after the third day for an intensive course), except for medical reasons, serious family emergency, or other extenuating circumstances as determined by the Vice President for Academic Affairs.**

If a student continues in school but stops attending a course without completing the formal withdrawal process listed above at the time of withdrawal or receiving permission from the VPAA, he or she will receive a grade of F. There is no tuition refund.

**Withdrawal from college.** To officially withdraw from college, a student must complete the following:

- (1) Registrar’s College Withdrawal Form,
- (2) Exit interview and Room Vacating Form (for resident students) with the Vice President for Student Life,

- (3) Exit interview with the Financial Aid administrator (for students having received federal funds), and
- (4) Exit interview with the Finance Office. (See additional information in the Finances section.)

Students who fail to formally withdraw from college by completing the above process are not eligible for refunds of tuition, deposits, or room and board. The student’s transcript will also reflect a grade of F for each course, rather than a grade of W.

**Course and program cancellation.** If fewer than five students register for an elective course, the course may be canceled. If fewer than four students register for a required course and none are in the final year of their program, the course may be canceled. Roanoke Bible College reserves the right to make changes in the roster of courses offered each semester, programs of study and disclaims liability for errors in this catalog and related materials.

**Military leave policy.** The College will make exceptions to the stated refund and course completion policies for students who are called to active military duty during a semester. Students should contact the Registrar’s Office immediately upon receiving notice to report for military duty.

## Academic Standing and Progress

**Semester hours.** A semester hour of credit represents one hour of classroom instruction per week for one semester. Courses that include student practice during classroom hours will meet more than one hour per week for each semester hour of credit; courses that include field experience hours may meet less than one hour per week for each semester hour of credit. Courses of private instruction meet one half hour per week and carry a private instruction fee.

**Academic load.** A student is classified as full-time if he or she is enrolled for 12 or more semester hours for credit. A student is classified as half-time if enrolled in 6 to 8 hours for credit, three-quarter time if enrolled in 9 to 11 hours. A student in good academic standing may enroll for up to 18 semester hours. A student in good academic standing may enroll for more than 18 hours only with permission from his or her academic advisor, the Registrar, and/or the VPAA.

Students admitted provisionally and those on probation may not enroll for more than 13 and 15 hours, respectively (see the information under those headings elsewhere in this section).

**Classification.** Students are grouped in classes at the beginning of each semester and maintain this classification throughout the semester as shown below.

Classification	Semester hours completed
Freshman	0 to 27 semester hours
Sophomore	28 to 59 semester hours
Junior	60 to 91 semester hours
Senior	92 or more semester hours

**Institutional credit hours.** Institutional credit hours are counted for such purposes as determining eligibility for housing and financial aid, but not as credit toward graduation. They are not counted in the student’s grade point average.

**Good standing.** Students whose cumulative grade point average (GPA) is 2.00 or above are in good standing academically. No degree or certificate will be awarded to a student whose cumulative GPA is below 2.00.

**Academic Warning.** Students whose cumulative GPA is between 1.75 and 2.00 at the end of their first semester are placed on Academic Warning. Students on Academic Warning may not enroll for more than 15 hours and are required to enroll in the Study Skills Seminar. (Students admitted provisionally, however, must earn a 1.75 GPA at the end of their first semester or be placed on Academic Suspension.)

**Academic Probation.** Students with 1-29 hours must have a cumulative GPA of 1.75 or they will be placed on academic probation. Students with 30 or more hours must reach and maintain a 2.0 cumulative grade point average. Failure to do so will result in academic probation. When a student who is on probation achieves a semester GPA of 2.0, he or she may register for another semester of course work. A student will remain on Academic Probation until his or her cumulative GPA is 2.0 or better.

Notice of Academic Probation will be indicated on the student's transcript. Students on Academic Probation may not:

- Enroll for more than 15 hours
- Participate in intercollegiate athletics
- Serve on a College recruitment team (may be waived by VPAA on a case-by-case basis)

(Student admitted provisionally, however, must earn a cumulative GPA of 2.00 at the end of their second semester or be placed on Academic Suspension.)

Transferring students who were on academic probation or suspension at the previous college last attended, or who had a cumulative GPA below 2.00, will be admitted on Academic Probation. Those students whose last prior attendance was more than five years ago will be considered by the Application Review Committee on a case by case basis.

- Students on Academic Probation will automatically be placed on Financial Aid probation.
- To determine satisfactory progress, all hours will be used those transferred and those taken at Roanoke.

For more information on transfer students, see the Admissions and the Finances sections of the catalog.

**Academic Suspension.** Students on Academic Probation who fail to achieve a semester GPA of 2.0 are placed on Academic Suspension. Notice of Academic Suspension will be indicated on the student's transcript. Students who are academically suspended must take courses at another institution and earn a 2.0 GPA before they can apply for readmission. Students on Academic Suspension may apply for readmission after one semester. Students who are placed on Academic Suspension for a second time may be considered for readmission only after three years from the date of the second suspension.

**Provisional Admission.** First-time freshmen whose records do not conform to admissions guidelines may be admitted provisionally if the Application Review Committee is satisfied they exhibit potential for success. Provisional students:

- May enroll for up to 13 hours, and must include:
  - Study Skills Seminar
  - Any additional Basic Studies called for by the student's competency testing scores
- Whose GPA at the end of their first semester is 1.75 or above will be permitted to enroll for a second provisional semester. If their GPA is below 1.75, however, they will be suspended.
- Whose GPA at the end of their second semester is cumulative 2.00 will be in good standing. If their cumulative GPA is below 2.00, however, they will be suspended.

For information on transfer students, see the Admissions and the Finances sections of the catalog.

### **Academic Standing and Finances.**

- Federal Financial Aid eligibility is contingent upon satisfactory academic progress (see the section on Finances in this catalog).
- Certain scholarships awarded by the College or the Roanoke Bible College Foundation have academic stipulations (contact the Financial Aid Office for details).
- Department of Veterans Affairs (DVA) benefits are contingent upon satisfactory academic progress toward completion of the program of study and upon maintaining good academic standing.
  - The College will not retain any person receiving DVA benefits if:
    - After being placed on academic probation, the student does not earn a 2.0 in the subsequent semester.
    - After being admitted provisionally, the student does not have a GPA of 1.75 for the first semester and cumulative 2.00 for the second.
  - Either of the above circumstances results in interruption of DVA benefits for unsatisfactory progress. And the end of each semester, the College Registrar decertifies any suspended student who is receiving benefits. A student may be recertified for DVA benefits if he or she regains good standing after one semester.
  - The total hours transferred into a student's program of study the College are used to measure satisfactory progress for degree completion and to determine good academic standing.

**Dismissal.** The Student Handbook describes several situations that might lead to the discipline or dismissal of a student for a variety of reasons. While such situations are typically addressed by the Vice President for Student Life and/or the Disciplinary Committee, situations involving primarily an academic concern may be addressed instead by the Vice President for Academic Affairs and/or others he may delegate.

Situations of a primarily academic nature that might lead to discipline or dismissal include, but are not limited to, plagiarism, violating College attendance policies, violating academic probation, disrupting classroom decorum, etc. Discipline may be invoked by a faculty member or by the Vice President for Academic Affairs and may involve any of the following: apology and change of behavior, redoing of an assignment, compensatory work, reduced grade, failure of assignment or course, dismissal from class, or other appropriate action. The VPAA may also dismiss a student from the College for academic reasons. A student may appeal a faculty disciplinary action to the VPAA or appeal directly to the President a disciplinary or dismissal action by the VPAA.

## Grades and Examinations

Grades are only symbolic of that which lies behind them—knowledge gained and retained in a usable form. They are tools for measuring whether the amount of knowledge is adequate for successful completion of a course and for achievement of a college degree. Grades at Roanoke Bible College are recorded using the following scale.

Letter Grade	Scale	Description	Quality Points
A+	99-100		4.000
A	96-98	Excellent	4.000
A-	94-95		3.667
B+	91-93		3.333
B	88-91	Good	3.000
B-	86-87		2.667
C+	84-85		2.333
C	80-83	Satisfactory	2.000
C-	78-79		1.667
D+	76-77		1.333
D	72-75	Inferior but passing	1.000
D-	70-71		0.667
F	Below 70	Failing	0.000

Au	Audit; no credit
*I	Work Incomplete
NP	Not Passing (Basic Studies)
P	Passing (Basic Studies)
R	Course repeated
S	Satisfactory (counts toward earned hours)
U	Unsatisfactory (counts toward earned hours)
W	Withdrawal

\*See "Deadline for submission of work" below.

**Recording of grades.** The College maintains records of progress on all students. Mid-semester grades are reported to students on the basis of work completed by Friday of mid-semester week. Mid-semester grades are indications of progress; they are not recorded on the student's official transcript. Semester grade reports are issued to students at the end of each semester. Semester grade reports are also sent to the parents or guardians of unmarried students under the age of 23; each academic year students complete a grade-release form. Semester grades are recorded on permanent transcripts and are furnished to students on request.

Disputes about grades must be resolved by the end of the next semester. Grades that are not contested before that time are final. Disputes concerning a course grade are resolved through conferences between the student and the faculty member who assigned the grade. If still dissatisfied, students may appeal in writing to the chairperson of the department, who will conduct an investigation. If the instructor of the course also is the department chairperson, the Vice President for Academic Affairs will handle grade appeals.

Grades for credit transferred from recognized collegiate institutions are considered part of the student's grade point average.

**Grade forgiveness.** If a student receives a grade of D or F in a course at Roanoke, he or she may repeat the course for credit. The highest grade earned will be used in any grade point computation. The both grades earned in the course will appear on the transcript, with an indication that the course has been repeated. There is no limit to the number of times a student

may repeat a course. Veterans should consult with the Registrar or their D.V.A. representative regarding the latest regulation relative to repeating a course.

**Computing a GPA.** A student's grade point average (GPA) for a semester may be computed by:

1. Multiplying the semester hours for each course by the grade point equivalent for the letter grade earned in that course to determine the grade points and
2. Dividing the grade points for the semester by the hours attempted.

For example:

Life and Teachings of Jesus	3 semester hours x B+	3.333	= 9.999
English Composition I	3 semester hours x C	2.000	= 6.000
Personal Evangelism	+ 2 semester hours x A-	3.667	= 7.334
	8 semester hours		23.333

23.333 grade points / 8 semester hours = **2.917 Semester GPA**

A student's cumulative GPA may be computed by dividing the total grade points for all semesters by the total semester hours attempted.

**Deadline for submission of work.** No work may be made up or turned in for any course after the Friday preceding final examinations. Exceptions may be granted for a major illness or emergency during the week preceding examinations. See the Registrar's office or the instructor of the course for an Incomplete Form. In that event, the teacher submits a grade of "I" and an alternate grade based on the work completed. This alternate grade will be recorded if the work is not made up within two weeks after examination week.

**Exemption from examinations.** Students graduating with a four-year baccalaureate degree (B.A. and B.S.) are not required to take examinations at the end of their final semester.

**Unpaid accounts and examinations.** Students who have an unpaid College account or outstanding library charges may not take final examinations, or have final grades posted to their official transcript. Such students must receive clearance from the Finance Office before taking examinations. A student's failure to clear his or her account will result in the student receiving Incompletes (I) for all courses (see Deadline for submission of work).

**Basic Studies.** Some students are required to take Basic Studies courses to improve their academic skills in certain areas (see the Admissions section of this catalog). Basic Studies courses carry institutional credit, which counts for such purposes as determining eligibility for housing and financial aid, but not as semester-hour credit toward graduation. They are not counted in the student's grade point average (GPA).

A student may retake any or all of the competency tests one time. See Admissions section for more information.

**Dishonesty.** Dishonesty is both a sin and a violation of the rules of Roanoke Bible College. A student suspected or accused of academic dishonesty will be approached by his or her teacher; if a student is judged guilty of dishonesty, he or she will be warned that a second offense will result in suspension or dismissal from the College. Any work on which it is judged that the student was dishonest will be nullified; this may result in failure of the course. The teacher will inform the Vice President for Academic Affairs; the VPAA will notify the College faculty.

Dishonesty includes misrepresenting the truth about completion of assignments, cheating on any form of assignment, plagiarism, or in any way passing off the work of others as your own or permitting another student to pass off your work as his own.

A student judged guilty of academic dishonesty is not, in that same academic year, eligible for the honor of marshal, valedictorian, or salutatorian.

## Graduation Requirements

A student who meets the following criteria is qualified for graduation:

### Moral

1. The Office of Student Life must certify that the student's Christian character and conduct have been maintained at a high level.

### Academic

2. The student must satisfactorily complete the prescribed studies in his or her chosen curricular program.
3. The student must have a cumulative GPA of at least 2.00 (2.50 for B.Th. degree).
4. The student must document an adequate final grade in all correspondence or distance courses by April 1 of the semester of graduation and pay the correspondence fee by the published deadline.
5. The student must take at least 25% of the degree or certificate coursework at Roanoke Bible College.
6. The student must file an "Intent to Graduate" for degree or certificate and pay the required graduation fee by the published deadline.
7. The student graduating in May will participate in the Baccalaureate and Commencement Services.
8. The student must submit a satisfactory Service-learning portfolio.
9. The student must complete, during the semester of his or her graduation, the Bible content test of the Commission on Accreditation of the Association for Biblical Higher Education.
10. All baccalaureate students must complete, during their senior year, the Collegiate Assessment of Academic Proficiency (CAAP) published by the American College Testing (ACT) Program.

### Chapel

11. The student must successfully complete two units of leadership participation in chapel.

### Financial

12. The student must meet all financial obligations with the Finance Office and library.
13. If he or she has received federal financial aid, the student must complete an exit interview with the Financial Aid Office.
14. Failure to graduate due to incomplete degree requirements or for missing a deadline for completing degree requirements will not entitle the student to a refund of fees.

Prospective graduates who are not enrolled at RBC during their final semester but have outstanding coursework must receive approval from the Vice President for Academic Affairs to take courses at another institution to complete their degree requirements and provide in writing their plan for completing the outstanding coursework.

**Graduating in absentia.** All students graduating in May are expected to participate in the baccalaureate and commencement service unless a prior request to graduate *in absentia* has been approved. Students desiring to graduate *in absentia* must apply in writing to the Registrar no later than January 31. Requests submitted after January 31 will be charged a \$25 late fee (if

granted). Students who fail to attend either service without permission will be charged the \$25 late *in absentia* fee and have their diploma withheld until paid.

## Academic Honors

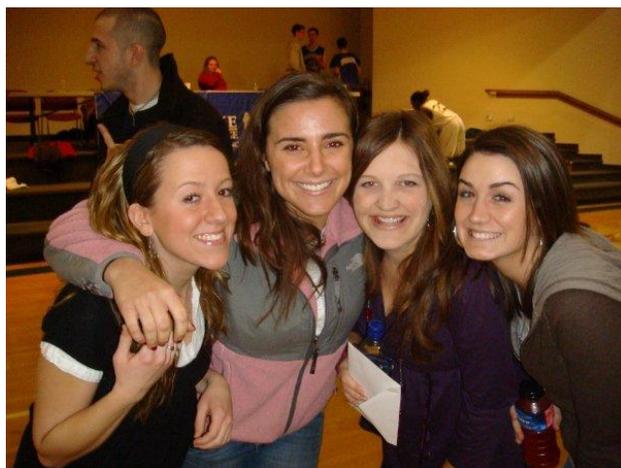
**Dean’s List.** All full-time students (12 or more credit hours) whose semester GPA is 3.50 or above are included on the Dean’s List, issued each semester.

**Marshals.** The two eligible juniors with the highest and second-highest cumulative GPA at midterm in the spring will be the head and second marshals for the Baccalaureate and Commencement services. A student must have completed at least 60 hours at Roanoke and have a reasonable hope of graduating the following year to be eligible. Averages will be figured on all of the student’s hours, both Roanoke and transfer, which are being counted toward graduation.

**Graduation honors.** Academic honors for baccalaureate and associate graduates are based on a student’s cumulative GPA as shown below. Averages will include all work that is counted toward graduation. Students who already have a baccalaureate degree and complete only the TESOL program will not be eligible for graduation honors.

Degree	Honor	Grade Point Average
Baccalaureate	<i>Cum Laude</i>	3.500 – 3.699
Baccalaureate	<i>Magna Cum Laude</i>	3.700 – 3.899
Baccalaureate	<i>Summa Cum Laude</i>	3.900 – 4.000
Associate	<i>Honors</i>	3.500 – 4.000

**Class honors: valedictorian and salutatorian.** The valedictorian and salutatorian of the graduating class will be the baccalaureate graduates (B.A. or B.S. only) with the highest and second-highest cumulative GPA at the end of their final semester, regardless of when they began their program or what class they have identified with socially. Averages include all work counted for graduation and at least 64 hours must be taken at Roanoke. These candidates will be notified of the honor immediately after midterm during the spring, although final confirmation cannot be given until semester grades are assigned. Students who already have a baccalaureate degree and complete only the TESOL program will not be eligible for these honors.



### **Delta Epsilon Chi Honor Society.**

The faculty may elect one or more graduating seniors each year to Delta Epsilon Chi, the honor society open to graduates of member colleges of the ABHE. No more than seven percent of a graduating class may be elected. Nominees are chosen from those candidates in the graduating class who have maintained a cumulative GPA of at least 3.30 and have demonstrated approved Christian character and leadership ability. An equal number of alumni who have been graduated at least 10 years may be elected to honorary membership.

## Class Attendance

**Attendance.** Students are expected to attend every class session of the courses in which they are enrolled unless hindered by sickness, a family emergency, a school-sponsored activity, or some other extenuating circumstance. In such cases, it is the responsibility of the student to notify the instructor as soon as possible of the reason for the absence. If the absence is due to a school sponsored activity, the student must consult with the instructor before the absence to determine what arrangements for make up need to be made.

It is the responsibility of the instructor to make clear in the course syllabus, which is distributed at the beginning of the semester, the exact attendance requirements for that course. It is general institutional policy to allow no more than one absence for any personal reason per course credit hour (e.g. two absences in a two-hour course). Tardiness, arriving late or leaving early, may be factored into the counting of absences. Students who exceed this limit or violate any other attendance requirements outlined in the syllabus are subject to any of the following: failure of the course, lowering of the final grade in the course, or compensatory work in the course as assigned by the instructor. The final decision as to what, if any, action will be taken is up to the instructor, who may consult with the Vice President for Academic Affairs if so desired. Students or instructors who encounter difficulties implementing this attendance policy may make appeal to the Vice President for Academic Affairs for resolution.

**School cuts.** A student may have, in addition to personal absences, an equal number of school cuts.

A school cut is one necessitated by participation in one of the following:

- A service by request of the College
- An official field trip taken in connection with a course or program of study
- A trip as a member of a College athletic team
- Some major role in a church-related function

No absence will be considered a school cut unless the student files a completed request form 10 days in advance. (A teacher sponsoring an activity that necessitates a school cut is expected to give a list of involved students to all teachers, which relieves the student of his or her responsibility to notify each teacher.)

**Excessive absences.** A student who misses more than 25% of any course, regardless of the reason, will receive a grade of F in the course. (3 credit hour course = 12 hours; 2 credit hour course = 8 hours; 1 credit hour course = 4 hours)

If the excessive absences are the result of special circumstances the student may write a letter to the Academic Cabinet requesting that the grade of F be changed to W. All requests for special consideration are to be made before final exam week begins.

If the Academic Cabinet grants the request for a W and such action causes a change in status for anyone who is DVA certified, the Registrar will notify the DVA immediately.

**Tests.** Except for extenuating circumstances, a student who attends class may not be excused from a test even if he or she was absent the previous meeting.

A student who is absent one class day and misses a test may have until class time the next day the class meets to complete a makeup test. A student who is absent two class days may have until the second time the class meets. A student who is absent three to five days may have one week from the day he or she returns to class. For absences of over a week, the student may have a period as long as the absence itself. The student is responsible for contacting the instructor to arrange a makeup test.

**Teacher tardiness.** If a teacher is late for a class session, students need wait only 15 minutes for him or her to arrive.

## Other Policies

**Academic grievances.** When students have a question or problem concerning a course, they are encouraged to go to the teacher of the course. If the student does not believe the teacher has responded adequately, or if there are matters the student believes he or she cannot discuss with the teacher, the student is encouraged to speak to the Vice President for Academic Affairs.

If a grievance concerns the Vice President for Academic Affairs, or if the student feels that the vice president does not adequately address the concern, he may appeal to the president. The decision of the president is final.

Although the College believes the best policy is to discuss a grievance with the teacher involved, the student may write a letter stating the grievance. The letter must state the specific grievance, date, and time, and the letter must be signed. The addressee will respond to the student within five days of receiving the letter.

**Conversion of non-degree work.** A student admitted as a non-degree or special student who later wishes to change to certificate- or degree-seeking status must complete all admission and competency requirements required for that status. A student may convert into a certificate program up to six hours of appropriate credit earned at Roanoke or at another accredited college while in non-degree, non-certificate status. A student may convert into an associate degree program up to 12 hours, into a baccalaureate program up to 60 hours of appropriate credits earned while in a non-degree, non-certificate status.

**Proficiency Exams.** The College makes proficiency exams available for an increasing number of courses. Those exams are two types: 1) exams offered externally through The College Board's CLEP (College Level Examination Program), and 2) courses offered externally through The College Board's AP (Advanced Placement) program. Both of these options are described below.

The college will award credit for up to 30 semester hours of College Level Examination Program (CLEP) and Advanced Placement (AP) toward baccalaureate degrees and 15 semester hours toward an associate degree. Students with exceptional CLEP and/or AP scores may petition the Vice President for Academic Affairs to exceed the 30/15 hour limit.

### **Credit Awarded for CLEP Examinations:**

1. Credit from the tests may be used to fulfill specific courses, as part of a distribution/area/general requirement, or as free electives (without further specification) in the student's degree program.
2. The student must test at the end of the semester before he enrolls in courses for which the CLEP test (or equivalent course) is a pre-requisite.
3. 1-12 semester hours of credit will be awarded per accepted score, as noted below.
4. A grade of P (pass) will be assigned and the hours will not be used to calculate the student's grade point average (GPA). The minimum accepted score for all examinations is 50, except as noted in the listing below.
5. The work may not duplicate previous college work that has been successfully completed.
6. The student pays no transfer fee to the College, but does pay applicable testing and grading fees.

7. Students wishing to test out of a course through CLEP must do so before the end of the first semester of their senior year.

Examinations accepted for specific courses. All others may be used for electives, where relevant to the student's program of study.

<b><u>CLEP Test</u></b>	<b><u>RBC Equivalent</u></b>	<b><u>Credit hours</u></b>
<b><u>Composition and Literature</u></b>		
American Literature	EN 332	3 hrs
[Analyzing and Interpreting Literature	EN 332	3 hrs]
English Literature	EN 332	3 hrs
[English Composition (w/ or w/o essay	EN 101	3 hrs]
Freshman College Composition (with essay)	EN 101	3 hrs
	(score 55 & acceptable essay)	
Freshman College Composition	EN 102	3 hrs
	(score 64)	
<b><u>Science and Mathematics</u></b>		
College Algebra	MA 161	3 hrs
Calculus	MA 161	3 hrs
College Mathematics	MA 161	3 hrs
Precalculus	MA 161	3 hrs
Biology	SI 211	4 hrs
Chemistry	SI 211	4 hrs
Natural Sciences	SI 211	4 hrs
<b><u>History and Social Sciences</u></b>		
Educational Psychology, Intro.	ED 324	3 hrs
[History of the United States II	HS 242	3 hrs]
Human Growth and Development	PS 227	3 hrs
Psychology, Intro.	PS 101	3 hrs
Sociology, Intro	SO112	3 hrs
Western Civilization I	HS 241	3 hrs
Western Civilization II	HS 242	3 hrs
<b><u>Business</u></b>		
Accounting, Principles of	LE 302	3 hrs
Information Systems and Computer Applications	CS 131	1 hr
<b><u>Foreign Language</u></b>		
French Language, Level 2	Language Component (score 59)	12 hrs
Spanish Language, Level 2	Language Component (score 66)	12 hrs
German Language, Level 2	Language Component (score 63)	12 hrs

### **Credit Awarded for AP Examinations:**

The college will accept AP scores of 3, 4, and 5 as follows:

1. Scores may be accepted in fulfillment of specific courses, as part of a distribution/area/general requirement, or as free electives in the student's degree program.
2. The recommended number of semester hours will be awarded per accepted score if the student uses it as a free elective; if he uses it in lieu of a specific course, he will be awarded no more than the hours of the Roanoke course. In no instance may credit hours for one examination be divided between a specific course and elective hours.
3. There are no additional requirements for receiving credit.
4. A grade of P (pass) will be assigned; the hours will not count in the student's GPA.
5. The student pays no fee to Roanoke.

In 2008-09 the AP Examinations accepted by RBC included:

<u>AP Test</u>	<u>RBC Equivalent</u>	<u>Credit hours</u>
Art History	MU 157	(3 hrs)
Biology	SI211	(4 hrs)
Calculus AB	MA 161	(3 hrs)
Calculus BC	MA 161	(3 hrs)
Chemistry	SI211	(4 hrs)
English: Language and Composition	EN101/EN102	(6 hrs)
English: Literature and Composition	EN101/EN102	(6 hrs)
Environmental Science	SI 211	(4 hrs)
European History	HS 241/242	(6 hrs)
History: United States	HS 241/242	(6 hrs)
Music Theory	MU157	(3 hrs)
Psychology	PS101	(3 hrs)

Credit hours represent credit hours of the equivalent course(s) at Roanoke.

## **Correspondence/Distance Education.**

### Courses completed through RBC:

No more than 49% of a degree or certificate program may be earned through RBC correspondence and distance education courses.

While a primary purpose of correspondence and distance education courses is to provide educational experience for non-resident students, resident students may need to enroll in such courses because of scheduling difficulties, program acceleration, or credits lost in transferring.

### Courses completed through other institutions:

Relevant distance learning credit from a college accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA) will be accepted toward degree and certificate programs.

For the student completing a self-paced correspondence or distance education course from another institution the student should consult with the Registrar about the academic validity of the particular courses and of the institution offering it. For candidates for graduation, certainty must be made that the final grade can be recorded in the Registrar's office 1 month prior to the anticipated graduation date.



Students completing correspondence and distance education courses through another accredited institution must earn a grade of "C" or better for the course to transfer and the grade earned will be used in computing the student's grade point average.

**Credit for Military Experience.** No Credit will be given for GED proficiency. Military technical training will be evaluated on a case-by-case basis through the Registrar's office. Students who have taken exams through the DANTES examination program may have those exams evaluated through a similar process as the CLEP exams listed above.

**Learning disabilities.** The Office of Learning Enhancement Services helps students with specific learning disabilities achieve their highest possible level of performance while attending Roanoke Bible College. These disabilities, whether physical or learning, are real disabilities that both the student and the College must take seriously. The College is committed to helping students with disabilities who can handle college-level work with or without the reasonable accommodations the College can provide.

In order to receive reasonable accommodations for a learning disability, the student must submit official documentation of the specific learning disability. The documentation must be recent (within the last three years) and should include transitional testing during the student's senior year of high school. The documentation must contain the evaluator's name, the name of the test (Wechsler Adult Intelligence Scale or its equivalent, including IQ and other subtests), specific diagnosis, test scores, recommended accommodations, and a clinical summary. Students wishing more information or to request reasonable accommodations should contact the Director of Disability Services.

**Student records.** Roanoke Bible College recognizes the importance of maintaining secure student records. The Family Educational Rights and Privacy Act of 1974 provides students, and, in some cases, parents, the right to review, inspect, and challenge the accuracy of information kept in their official records. Further information on this act and the College student records policy may be obtained by contacting the College Registrar.

**Cellular phones.** The College prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off and cannot be taken out during class.

**Transcripts.** The College Registrar will provide a transcript upon written request from the student. All enrolled students are entitled to one transcript per academic year without charge. Beyond that, there is a charge of \$5.00 for each transcript issued with a \$2.00 charge for each additional transcript per request. Ten working days should be allowed for processing.

Official transcripts have the College seal and signature of the Registrar. Official transcripts will be mailed directly to the employer, educational institution, or other designated organization. No transcripts will be issued if the student has an outstanding debt at the College. All semester grades, probation and suspension actions, degrees or certificates received, and academic honors are included on the transcript.

RBC holds the official academic records of the now closed Eastern Christian College, Bel Air, Maryland. Former students of Eastern Christian College should contact the RBC Registrar for official ECC Transcripts.

## **Programs of Study**

In keeping with its mission, Roanoke Bible College offers academic programs designed to educate men and women for career or volunteer work in Christian service. Some programs are designed to enable a graduate to enter a career in Christian service directly after graduation. Other programs are designed primarily for those who want to do volunteer work in Christian service. Some programs prepare students for further studies in graduate school or seminary.

## **Catalog Requirements**

Students must graduate under the program requirements published in the catalog in effect at the time of their initial enrollment, if that enrollment is continuous. If a student withdraws for two or more consecutive semesters and then returns, the catalog requirements current at the time of his or her return will be in effect. The student may need to take additional coursework to meet these requirements.

Each student is responsible for the proper completion of his or her academic program. Thus, each student is responsible for knowing the academic policies of the College, for maintaining good academic standing, and for meeting all graduation requirements. The Registrar and academic advisor will provide counsel, but the final responsibility rests with the student.

## **Overview of Programs**

Roanoke Bible College offers the following degrees and certificates: (1) three baccalaureate degree programs: the Bachelor of Arts (B.A.), the Bachelor of Science (B.S.), and the Bachelor of Theology (B.Th.); (2) two associate degree programs: the Associate in Applied Science (A.A.S.) and the Associate of Arts in Biblical Studies (A.A.); and (3) three certificate programs: the Biblical Studies Certificate, the Church Leadership Certificate for the Adult Learner, and the TESOL (Teaching English to Speakers of Other Languages) Certificate. These programs are described in detail below.

The four-year degree programs, the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.), require a minimum of 130 semester hours of credit. The Bachelor of Arts and Bachelor Science degrees differ in that the Bachelor of Arts requires the completion of two years of study in a biblical language or in an approved modern language other than English.

For any degree or certificate program at least twenty-five percent (25%) of the required semester hours must be taken at RBC.

## **Academic Departments**

RBC's academic program is organized in five departments – Biblical Studies, Arts and Science, Christian Ministry, Education & Human Services; Leadership & Business. Each department section lists the professors whose primary teaching assignments are in that department's curriculum.

## **Core Curriculum**

One distinction of Roanoke Bible College is that all students completing a baccalaureate or associate degree program will complete a general studies requirement and a biblical studies requirement.

The general studies requirement is presented in the "Department of Arts and Sciences" section. In a few limited cases a specific degree program may modify or specify certain course requirements in the general studies curriculum. In no case will the general studies requirement be less than 36 semester credit hours.

The biblical studies requirement for four-year programs of study require all students to complete either a 49-hour Biblical Exposition major or a 30-hour Biblical Studies major. Generally speaking, the course of study a student will follow is pre-determined by one's major and/or minors.

## **Degree Programs**

Bachelor of Arts

Bachelor of Science

Majors:

- Applied Linguistics and Biblical Studies (B.A. only)
- Biblical Exposition with Minor
  - Counseling
  - Worship and Music Ministry
- Biblical Studies (w/ A.A.S. Nursing in cooperation with COA)
- Biblical Studies with Minor (B.S. only)
  - Elementary Education
  - Professional Education (in cooperation with ECSU)
    - Special Education or
    - Secondary Education
- Cross-Cultural Ministry and Biblical Exposition
- Leadership & Administration and Biblical Studies
- Preaching and Biblical Exposition
- Youth and Family Ministry and Biblical Exposition

Minors (these may be added to any of the programs above):

- Counseling
- Cross-Cultural Ministry
- Family Studies
- Nonprofit Administration
- Preaching
- Worship and Music Ministry

Bachelor of Theology

Associate of Arts: Biblical Studies

Associate of Applied Science: Early Childhood Education

Biblical Studies Certificate

Church Leadership Certificate for the Adult Learner

TESOL Certificate

# Department of Biblical Studies

(est. 1948)

Faculty: Lee M. Fields, Chair;  
Frank E. Dicken; L. Frank Dodson; Kelvin N. Jones; Kevin W. Larsen; Robert W. Smith; Ronnie J. Woolard

The mission of the Department of Biblical Studies is to provide the student with a general knowledge of the Old and New Testaments and biblical doctrine and to equip the student with the resources for more in-depth study and lifelong learning. The focus of these studies will be on content, interpretation, and application. The goal of these studies will be personal spiritual growth, preparation for leadership roles in church ministry, and effective evangelism both locally and globally.

The Department offers two different majors for B.A. and B.S. degrees. Dependent upon which professional studies major and/or minor the student wishes to pursue will determine which Bible major the student has to complete.

Courses offered by the Department of Biblical Studies are listed in the "Course Descriptions" section under the following curricular areas: Biblical Languages (BL); General Bible (GB); New Testament (NT); Old Testament (OT); Theology (TH).

**Major in Biblical Exposition.** The Biblical Exposition Major is comprised of 49 semester credit hours.

Students successfully completing Biblical Exposition major should:

## Content

1. Be able to state and defend the inerrancy and infallibility of Scripture.
2. Know the flow of biblical history, including major persons and events.
3. Understand and explain major doctrines of Scripture.
4. Understand and evaluate various Christian and non-Christian belief systems in light of Scripture.

## Interpretation

5. Develop skills to use and evaluate tools for Bible study.
6. Demonstrate the ability to study independently an entire book of the Bible using proper methods and tools.

## Application

7. Be able to use proper means to make appropriate applications from Scripture for personal devotion to the Lord as well as teaching and preaching.
8. Grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service.
9. Express a desire for continued life-long learning in biblical and theological studies.

## Course of study:

General Bible	8/10 sem. Hrs.
GB 102 Biblical Backgrounds	3
GB 104 Biblical Language Tools	2 (B.S. Only)

GB 201 Interpreting Biblical Literature	3	
GB 402 Senior Seminar	2	
Old Testament		12 sem. Hrs
OT 210 Early Hebrew History	3	
OT 321 Hebrew History Lit 1	3	
OT 322 Hebrew History Lit 2	3	
Select 1 from the following:		
OT 423 David Narrative Lit.	3	
OT 431 Psalms	3	
OT 441 Isaiah	3	
OT 442 Daniel and Zechariah	3	
New Testament		18/20 sem. Hrs
NT 150 Life & Teachings of Jesus	3	
NT 261 Acts	3	
NT 270 Life and Teachings of Paul	3	
Select 1 from the following:		
NT 452 Matthew	3	
NT 453 Mark	3	
NT 454 Luke	3	
NT 455 John	3	
Select 8 hours from the following (B.S. select 6):		
NT 371 Romans	3	
NT 372 I & II Corinthians	3	
NT 373 Galatians	1	
NT 374 Prison Epistles	3	
NT 375 I & II Thessalonians	2	
NT 376 Pastoral Epistles	2	
NT 381 Hebrews	3	
NT 382 James	1	
NT 383 Epistles of Peter & John	2	
NT 384 Book of Revelation	3	
Theology		9 sem. Hrs.
TH 201 Biblical Doctrines	3	
Select 6 hours of Theology Electives		

**Major in Biblical Studies.** The Biblical Studies Major is comprised of 30 semester credit hours.

Students successfully completing Biblical Studies major should:

#### Content

1. Be able to defend Christianity's assertion that the Bible is God's infallible (inerrant) Word and thus our only rule of faith and practice.
2. Know the flow of biblical history, including all the major persons and events of the Old and New Testaments.
3. Understand and explain all major doctrines of Scripture.
4. Understand and evaluate prominent Christian and non-Christian belief systems in light of Scripture.

#### Interpretation

5. Develop intermediate skills to use and evaluate tools for Bible study.

6. Demonstrate the ability to study independently a passage of the Bible using proper methods and tools.

Application

7. Be able to use proper means to make appropriate applications from Scripture for personal devotion, for opportunities to proclaim Christ in the settings of their chosen professions, and in volunteer roles in the church.
8. Grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service.
9. Reveal an understanding of the need for further learning in biblical and theological studies.

Course of Study:

General Bible		3 sem. Hrs.
GB 201 Interpreting Biblical Literature	3	
Old Testament		9 sem. Hrs.
OT 210 Early Hebrew History	3	
OT 321 Hebrew History & Lit I	3	
OT 322 Hebrew History & Lit II	3	
New Testament		9 sem. Hrs.
NT 150 Life & Teachings of Jesus	3	
NT 261 Acts	3	
NT 270 Life and Teachings of Paul	3	
Theology		9 sem. Hrs.
TH 201 Biblical Doctrines	3	
Select 6 hours from Theology Electives		

**Programs Offered:**

**Bachelor of Theology**

The Bachelor of Theology program is an undergraduate program designed for a student who already holds a baccalaureate degree in a Christian based field of study or who already holds a baccalaureate degree and desires to extend his education into the field of scripture and ministry. It is not a graduate degree, but a five year undergraduate program.

Advisor: Robert W. Smith

*Prerequisites:*

Enrollment in this program presupposes a completed bachelor's degree (with special permission a student may begin during the senior year.)

Degree Requirements:

- Courses used in earning the initial bachelor's degree may not count toward the B.Th.
- The student must attain a cumulative GPA of 2.50 for all courses used in earning the degree.

*Track A – 32 credit hours*

This plan is designed for a student with a Bachelor's degree in a Christian based, ministry focused field of study to pursue further specialization in the Biblical and Ministry areas. This plan's objective is to enhance the objectives outlined for Bachelor of Arts (B.A.) programs and is built upon the B.A. degree requirements. In consultation with their advisor, students select a second ministry concentration and biblical studies electives.

Students successfully completing the Bachelor of Theology (Track A) will:

- 1) be better equipped to properly interpret the Scriptures;
- 2) have a greater understanding of biblical theology and its application to the lives to the lives of church members;
- 3) be able to demonstrate a great understanding of the basic principles of grammar and syntax of the original biblical languages;
- 4) have a greater competency to begin vocational ministry.

Course of Study:

- Biblical and Theological Studies 12 sem. hrs.
- Biblical Language 6 sem. hrs.
- Professional Studies Electives 12 sem. hrs.
- GB 490 BTh Essay 2 sem. hrs.

\*\* Track "A" of the B.Th. degree requires at a minimum 18 hours of biblical languages (12 hours in a B.A. program and 6 additional in the B.Th. program). For students who lack biblical language credit prior to beginning this program then the total hours of the program will be increased.

*Track B – 65 credit hours*

This plan is designed to allow a student with a non-Bible Bachelor's degree from a College or University to pursue a special course of study for two years. The degree is especially designed for the student who desires to fulfill undergraduate requirements before entering seminary or to extend his or her education into the study of the Christian scriptures and ministry.

Students successfully completing the Bachelor of Theology (Track B) will:

- 1) be able to place their secular education into a biblical perspective for ministry;
- 2) be able to systematically state the great doctrines of the Bible;
- 3) be equipped to defend the biblical revelation against rival claims and hostile attacks;
- 4) demonstrate competence in a vocational specialization;
- 5) be able to use grammatical principles to translate and interpret the Word of God;
- 6) have practical abilities to lead the Church in preaching/teaching and administration.

Course of Study:

- General Bible 8 sem. hrs.
  - GB 102 Biblical Backgrounds 3
  - GB 201 Interpretation of Biblical Literature 3
  - GB 490 BTh Essay 2
- Old Testament Electives 6 sem. hrs.
- New Testament Electives 6 sem. hrs.
- Theology 6 sem. hrs.
  - TH 201 Biblical Doctrines 3
  - TH Elective 3

- Biblical Languages 12 sem. hrs.
- History 3 sem. hrs.  
     HS 144 History of the Restoration Movement 3
- Ministry Track 24 sem. hrs.  
     Hours chosen with consultation of advisor. Students must complete GM 480-482.

### **Associate of Arts in Biblical Studies**

The Associate of Arts in Biblical Studies is designed for students who want a foundation in general studies, a substantial core of Biblical and Theological studies, and studies in a Christian service or ministry area. The degree prepares students to be more effective servants and leaders in the local church, Christian school, or other Christian organization. A student may complete professional studies for this degree from a subject area offered at Roanoke or from an approved subject area at another accredited college.

Students successfully completing the Associate of Arts in Biblical Studies will:

- 1) know the flow of biblical history including major persons and events;
- 2) understand and explain key doctrines of Scripture such as inspiration;
- 3) develop basic skills to use and evaluate tools for Bible study;
- 4) demonstrate the ability to study independently a passage of the Bible using proper methods and tools;
- 5) be able to use proper means to make appropriate applications from Scripture for personal devotion, for opportunities to proclaim Christ in settings of their chosen professions, and in volunteer roles in the church;
- 6) grow in love for God, for the church, and for the lost as evidenced by the testimony of consistent Christian character and service;
- 7) reveal an understanding of the need for further learning in biblical and theological studies.

Advisor: Lee M. Fields

Course of Study: 64 Hours

General Studies		25 sem. Hrs.
CS 131	Introduction to Computers	1
EN 101	English Composition I	3
EN 102	English Composition II	3
HS 144	History of the Restoration Movement	3
HS 244	Western Civilization I	3
SC 171	Fundamentals of Oral Communication	3
	<i>Choose one of the following:</i>	3
PS 101	General Psychology	
SO 112	The Family	
	<i>Choose one of the following:</i>	3 or 4
MA 213	College Mathematics (3)	
SI 211	Physical Science (4)	
	General Studies Electives	3 or 2

Biblical and Theological Studies		23 sem. Hrs.
GB 102	Biblical Backgrounds	3
GB 104	Biblical Language Tools	2
GB 201	Interpreting Biblical Literature	3
NT 150	Life & Teachings of Jesus	3
NT 261	Acts	3
NT 270	Life & Teachings of Paul	3
OT 210	Early Hebrew History	3
TH 201	Biblical Doctrines	3
Professional Studies		14 sem. Hrs.
CC 181	Perspectives on the World Christian Movement	3
GM 171	Ministry Formation	2
	Professional Studies electives	9
Open Electives		2 sem. Hrs.

### **Biblical Studies Certificate**

This certificate is for persons who wish to take some college work but who do not desire to complete an entire degree program. It is especially designed for those who want to focus upon Biblical studies courses. Courses may be taken on campus during the day, in the evening; or may be taken off campus through the College's distance learning opportunities.

Persons in this program are able to select any courses they desire, within the guidelines listed below. They must maintain the usual minimum grade point average of 2.0 (on a 4.0 scale) to complete the certificate program. At least 9 hours must be completed through RBC.

Advisor: Lee M. Fields

Course of Study: 30 Hours

General Studies		3 sem. Hrs.
HS 144	Restoration History	3
Biblical and Theological Studies		21 sem. Hrs.
GB 201	Interpreting Biblical Literature	3
	New Testament Electives	9
	Old Testament Electives	6
	Theology Electives	3
Professional Studies		6 sem. Hrs.
	Approved electives	6

# Department of Arts and Sciences

(est. 1948)

Faculty: Robert W. Smith, Chair

S. Elizabeth BonDurant; Mary-Lynn Chambers; Wendy S. Guthrie; Melissa I. Lewis; Rondal S. Smith; Robin W. Underhill

The mission of the Department of Arts and Sciences is to instill within students the basic skills of mathematics, reading, writing, and oral communication required for successful Christian leadership and service in the church. The department will provide students with a foundation of knowledge considered essential for any educated person in professions throughout the world.

Courses offered by the Department of Arts and Sciences are listed in the "Course Descriptions" section under the following curricular areas: English (EN); History (HS); Linguistics (LI); Mathematics (MA); Music (MU); Physical Education (PE); Science (SI); Sociology (SO); Speech Communication (SC).

## **General Studies Core**

Every student completing a baccalaureate degree completes the general studies curriculum which is comprised of 36 semester credit hours. The General Studies Core is designed to expose students to a breadth of knowledge that is considered essential for any educated person.

Students successfully completing the general studies curriculum will:

- 1) think critically;
- 2) communicate effectively;
- 3) be computer literate.

Course of Study:

CS 131	Introduction to Computers	1 hr
EN 101	English Composition I	3 hrs
EN 102	English Composition II	3 hrs
EN 332	American Literature	
	<i>or</i>	
EN 334	Christian Literature	3 hrs
HS 144	History of Restoration Movement	3 hrs
HS 241	Western Civilization I	3 hrs
HS 242	Western Civilization II	3 hrs
MA 213	College Mathematics	
	<i>or</i>	
SI 211	Physical Science	3 or 4 hrs
MU 157	Music Appreciation	3 hrs
PS 101	General Psychology	3 hrs
SC 171	Fundamentals of Oral Communication	3 hrs
SO 112	The Family	3 hrs
	General Studies Elective	2 or 1

Students who "test out" of the course "Introduction to Computers" must increase their general studies elective by 1 hour.

Bachelor of Arts students also complete 12 hours of biblical or modern languages. All 12 hours must be in the same language.

**Programs Offered:**

**B.A. – Major in Applied Linguistics and Major in Biblical Studies**

This dual major program combines the best of RBC’s Biblical Studies Major and the Graduate Institute of Applied Linguistics’ Certificate in Applied Linguistics so that students completing this program will receive the fundamentals for beginning a cross-cultural career in Bible translation work. The advanced student will spend 7 semesters at RBC and one semester at GIAL in Dallas, TX. The program at GIAL is a modularized, integrated learning experience for committed students interested in the study of little known languages around the world, interacting with speakers of minority languages, and translating and developing written works in applied linguistics. Students are introduced to sociolinguistics, to phonetics, and to phonological, grammatical, and ethnographic analysis. Building on these fields, the student learns about acquisition of a second language and culture, as well as guidelines for collecting and managing field data.

Students who complete this program will graduate from RBC with a Bachelor of Arts degree with a double major (Applied Linguistics and Biblical Studies), and they will graduate from GIAL with a Certificate in Applied Linguistics. Graduates of the program will be considered by Pioneer Bible Translators (PBT) and SIL International to have met the minimum pre-field academic requirements for field service with these organizations.

*Special Enrollment Notification:* Before course work may begin at GIAL, GIAL requires that a prospective student has completed at least 60 hours of undergraduate study and maintained a cumulative GPA of 2.8.

Students successfully completing the Applied Linguistics major will:

- 1) learn to mimic and phonetically transcribe utterances in an unfamiliar language;
- 2) learn to do a basic phonemic analysis for a previously unwritten language;
- 3) learn to analyze and describe the grammatical structure of words, clauses, and sentences in a previously undescribed language;
- 4) learn to work with mother-tongue speakers to elicit data relevant for linguistic analysis and organize that data in appropriate ways;
- 5) learn to develop and implement a plan for self-directed language learning in any language, written or unwritten;
- 6) learn to observe and describe cultural patterns in an unfamiliar cultural setting; and
- 7) learn to describe sociolinguistic factors that affect language policy, language use, and language maintenance or shift.

Advisor: Lee M. Fields

Required Courses	137 Hours
Biblical Studies Major	30 sem. hrs.
General Studies	36 sem. hrs.
Language	18 sem. hrs.
	Biblical or Modern 12
	Biblical 6
Applied Linguistics Major	37 sem. hrs.
CC 181	Perspectives on the World Christian Movement 3

CC 286	Cultural Anthropology	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
LI 317	Introduction to Linguistics.	3
LI 401	Principles of Articulatory and Acoustic Phonetics	3
LI 402	Principles of Phonological Analysis	3
LI 403a	Principles of Grammatical Analysis (a)	2
LI 403b	Principles of Grammatical Analysis (b)	2
LI 404	Language and Society	3
LI 405	Second Language and Culture Acquisition	5
LI 406	Field Methods and Linguistic Analysis	4
LI 407	Field Data Management	2

Open Electives 11 sem. hrs.  
(Pioneer Bible Translators recommends that a student complete 1 NT and 1 OT exegesis course.)

# Department of Christian Ministry

(est. 1948)

Faculty: A. Eugene Andrews, Chair  
William C. Bravard; Kendall S. Greene; Larry R. Jones; Christopher M. McCarthy; Curt W. Nordhielm; Robert B. Reese; John T. Sarno; Daniel T. Wallace

The mission of the Department of Christian Ministry is to equip students with practical skills and resources for effective Christian service in the local church and church related organizations through classroom instruction and field internships in the students' chosen area of ministry.

Courses offered by the Department of Christian Ministry are listed in the "Course Descriptions" section under the following curricular areas: Cross-Cultural Ministry (CC); Family Ministry (FM); General Ministry (GM); Preaching Ministry (PM); Worship Ministry (WM).

## Programs Offered:

### B.A. and B.S. – Major in Cross-Cultural Ministry and Major in Biblical Exposition

The purpose of the cross-cultural ministry major is to prepare students to serve the Lord Jesus Christ effectively in cross-cultural settings worldwide. The major is designed to build disciples of Jesus who will participate in God's global mission, whether through fulltime Christian ministry or through other vocations. The courses of the major are integrated so that students can develop practical skills of discipleship and leadership in order both to share the gospel and to disciple new leaders in other cultures through effective cross-cultural communication, Christian love, and sensitivity to local customs, combined with careful handling of biblical concepts. This major also lays a solid foundation for students wishing to pursue further formal training in missiology.

Students successfully completing the Cross-Cultural Ministry major will:

- 1) know the biblical basis, historical trends, and current situation in world missions;
- 2) learn another language and culture;
- 3) analyze the worldviews of major world religions and folk religions;
- 4) demonstrate practical skills of cross-cultural communication and sensitivity to other cultures;
- 5) communicate the gospel effectively in other cultures;
- 6) exhibit godly character and Christian leadership.

Advisor: Robert B. Reese

B.A. - Required Courses	134 Hours
Biblical Exposition Major	49 sem. hrs.
Students are required to take TH 253 for one of their theology electives.	
General Studies	36 sem. hrs.
Language	12 sem. hrs.
Cross-Cultural Ministry Major	37 sem. hrs.
CC 181	Perspectives on the World

	Christian Movement	3
CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 384	World Religions	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
CC 481	Strategies for World Evangelization	3
CO 323	Introduction to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 480-1-2	Internship	6
<i>Electives totaling 3 hours from the following:</i>		
CC 485	Introduction to Islam	3
CC 499	Directed Readings	1-3
CO 329	Cross-Cultural Counseling	3
LE 105	Business as Mission	3
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

**B.S. - Required Courses** 130 Hours

Biblical Exposition Major 49 sem. hrs.  
 Students are required to take TH 253 for one of their theology electives.

General Studies 36 sem. hrs.

Cross-Cultural Ministry Major 37 sem. hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 384	World Religions	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
CC 481	Strategies for World Evangelization	3
CO 323	Introduction to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 480-482	Internship	6
<i>Electives totaling 3 hours from the following:</i>		
CC 485	Introduction to Islam	3
CC 499	Directed Readings	1-3
CO 329	Cross-Cultural Counseling	3
LE 105	Business as Mission	3
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

Open Electives 8 sem. hrs.

## B.A. and B.S. – Major in Preaching and Major in Biblical Exposition

Local congregations need preaching ministers with communication skills, practical knowledge, and the administrative leadership to guide them in fulfilling their mission. The Preaching Ministry program prepares students for preaching, associate, and church-planting ministries. Graduates may also pursue graduate studies in the field. Students interested in this option should consult with their advisor and plan to meet the admissions criteria for the seminary or graduate school they plan to attend.

Based on the doctrinal position of the College, the Preaching Ministry major and minor, and the preaching courses (PM 271-278, PM 372) are open to male students only.

Students successfully completing the Preaching major will:

- 1) prepare and deliver homiletically sound sermons;
- 2) develop skills necessary for effective pastoral and evangelistic visitation;
- 3) develop basic skills for conducting counseling;
- 4) demonstrate a knowledge of skills necessary to provide effective Christian leadership;
- 5) develop and implement outreach program for a local church or ministry;
- 6) develop and apply ministry skills necessary to fulfill their calling;
- 7) value the role of career Christian ministry and see their individual contribution to this work.

Advisor: A. Eugene Andrews

B.A. - Required Courses	137 Hours	
Biblical Exposition Major	49 sem. hrs.	
General Studies	36 sem. hrs.	
Language	12 sem. hrs.	
Preaching Ministry Major	40 sem. hrs.	
CC 181	Perspectives on the World Christian Movement	3
CO 323	Introduction to Counseling	3
CO 423	Marriage & Family Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 471	Ministry Seminar	2
GM 480-482	Internship	6
LE 304	Servant Leadership	3
PM 271	Introduction to Preaching	3
PM 371	Introduction to Church Growth	2
PM 372	Expository Preaching	3
<i>One of the following:</i>		1
PM 373	Church Planting	
PM 374	Small Group Ministry	
PM 375	Intro to Urban Ministry	
PM 376	Church Growth in the Smaller Church	
<i>Two of the following:</i>		2
PM 273	Narrative Preaching	
PM 274	Preaching on Sensitive Issues	
PM 275	Preaching for Special Occasions	

PM 276	Thematic and Series Preaching	
PM 277	Connecting With Your Audience	
PM 278	Use of Media in Preaching	
	Leadership & Admin. Electives	2
	Professional Electives	3

B.S. - Required Courses 130 Hours

Biblical Exposition Major 49 sem. hrs.

General Studies 36 sem. hrs.

Preaching Ministry Major 40 sem. hrs.

CC 181	Perspectives on the World	
	Christian Movement	3
CO 323	Introduction to Counseling	3
CO 423	Marriage & Family Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 471	Ministry Seminar	2
GM 480-482	Internship	6
LE 304	Servant Leadership	3
PM 271	Introduction to Preaching	3
PM 371	Introduction to Church Growth	2
PM 372	Expository Preaching	3
	<i>One of the following:</i>	1
PM 373	Church Planting	
PM 374	Small Group Ministry	
PM 375	Intro to Urban Ministry	
PM 376	Church Growth in the Smaller Church	
	<i>Two of the following:</i>	2
PM 273	Narrative Preaching	
PM 274	Preaching on Sensitive Issues	
PM 275	Preaching for Special Occasions	
PM 276	Thematic and Series Preaching	
PM 277	Connecting With Your Audience	
PM 278	Use of Media in Preaching	
	Leadership & Admin. Electives	2
	Professional Electives	3

Open Electives 5 sem. hrs.

### **B.A. and B.S. – Major in Youth and Family Ministry and Major in Biblical Exposition**

The Roanoke Bible College degree in Youth and Family Ministry will prepare the student for leadership in the local church, para-church or family education ministries and professions. There is an incredible need for individuals trained to work with students and their families through the life cycle. The program offers areas of emphasis within Youth and Family with four tracks for specialization: Children's track, Student Track, Adult Track and Campus Ministry Track. The Youth & Family Ministry Major enables graduates to develop the skill set to assist youth and families with the social, spiritual and developmental challenges facing the family today.

Students successfully completing the Youth and Family Ministry major will:

- 1) demonstrate the ability to plan programming and regular training in family life skills;
- 2) demonstrate awareness of, and adaptability to, the distinct requirements of ethnic groups and special needs students;
- 3) assess global and local needs of today's youth and their families;
- 4) know the cultural and legal trends that are redefining family life and altering the mindset of today's young people;
- 5) develop programs that are sensitive to needs of the family, and include family programming;
- 6) develop professional skills useful for dealing with people;
- 7) develop skills to recruit and train volunteers;
- 8) refine interpersonal skills for positive relationships with volunteers and paid staff;
- 9) demonstrate godly character and professionalism;
- 10) demonstrate the ability to serve in a variety of leadership roles.

Advisor: Kendall S. Greene

B.A. Required Courses	135 Hours
Biblical Exposition Major	49 sem. hrs.
* Students cannot use TH421 as a theology elective because it is required below in the YFM Major.	
General Studies	36 sem. hrs.
Language	12 sem. hrs.
Youth and Family Ministry Major	38 sem. hrs.
CO 323 Intro to Counseling	3
ED 324 Educational Psychology	3
FM 201 Introduction to Family Ministry	3
FM 211 Parenting Models	2
FM 401 Legal and Administrative Issues in FM	3
GM 171 Ministry Formation	2
GM 271 Personal Evangelism	2
GM 480-482 Internship	6
LE 212 Leadership	3
PS 227 Developmental Psychology	3
TH 421 Ethics	3

Students choose one of the following tracks for specialization:

Children's Ministry Track

FM 225 Children's Ministry Resources & Methods	2
ED 121 Early Childhood Curriculum	3

Student Ministry Track

FM 231 Student Ministry Resources and Methods	2
FM 235 Contemporary Youth Problems	3

Adult Track

FM 251 Teaching Adults	2
PS 355 Adult Lifespan & Diversity	3

Campus Ministry Track	
FM 247 Seminar in Campus Ministry	2
FM 241 Introduction to Campus Ministry	3
B.S. Required Courses	130 Hours
Biblical Exposition Major	49 sem. hrs.
* Students cannot use TH421 as a theology elective because it is required below in the YFM Major.	
General Studies	36 sem. hrs.
Youth and Family Ministry Major	38 sem. hrs.
CO 323 Intro to Counseling	3
ED 324 Educational Psychology	3
FM 201 Introduction to Family Ministry	3
FM 211 Parenting Models	2
FM 401 Legal and Administrative Issues in FM	3
GM 171 Ministry Formation	2
GM 271 Personal Evangelism	2
GM 480-482 Internship	6
LE 212 Leadership	3
PS 227 Developmental Psychology	3
TH 421 Ethics	3
<u>Students choose one of the following tracks for specialization:</u>	
Children's Ministry Track	
FM 225 Children's Ministry Resources & Methods	2
ED 121 Early Childhood Curriculum	3
Student Ministry Track	
FM 231 Student Ministry Resources and Methods	2
FM 235 Contemporary Youth Problems	3
Adult Track	
FM 251 Teaching Adults	2
PS 355 Adult Lifespan & Diversity	3
Campus Ministry Track	
FM 247 Seminar in Campus Ministry	2
FM 241 Introduction to Campus Ministry	3
Open Electives	7 sem. hrs.

### **B.A. and B.S. – Major in Biblical Exposition and Minor in Worship and Music Ministry**

God desires that his people worship Him. It is imperative that worship be more than a Sunday performance and more than music. The worship and music ministry course of study will teach students to go beyond planning services and leading music, to developing a 'culture of worship' in the congregation they serve.

Students will learn the tools and techniques to guide the church's worship in ways from the most traditional to tomorrow's cutting edge. They will develop the skills and sensitivity needed to direct teams of volunteers in worship leadership. They will also understand that they must model for the church how, no matter what happens on Sunday morning, true worship is found in the day-to-day living of a life surrendered to God.

Students successfully completing the Worship and Music minor will:

- 1) demonstrate understanding of the nature and history of worship, both individual and corporate, and will be able to give Scriptural and historical support for that understanding;
- 2) demonstrate a deepening understanding of, and commitment to the growth of, their own spiritual life;
- 3) demonstrate the ability to plan, and to locate and prepare resources for, corporate worship;
- 4) demonstrate a basic understanding of music theory, and will be able to use that knowledge to produce musical arrangements appropriate for worship teams' use;
- 5) demonstrate knowledge of and hands-on experience with software, hardware and technologies used to enhance corporate worship -- such as sound systems, music notation, recording, visual projection, etc.;
- 6) demonstrate the ability to prepare and lead others in different kinds of musical expressions of worship in the church;
- 7) develop their own musical abilities and talents, and will demonstrate a strong sense of self efficacy related to real-world experience in worship and music ministry.

Advisor: S. Elizabeth BonDurant

B.A. - Required Courses	129 Hours	
Biblical Exposition Major	49 sem. hrs.	
General Studies	36 sem. hrs.	
Language	12 sem. hrs.	
Worship & Music Minor	32 sem. hrs.	
CC 181	Perspectives on the World Christian Movement	3
CO 323	Introduction to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
WM 152	Worship Software/Technology	2
WM 251	What is Worship?	3
WM 351	Creating Paths to Worship	3
WM 353	Practical Music Theory & Composition for Worship	2
WM 354	Guiding Praise Teams, Choirs, and Congregations Musically	2
WM 451	Guiding Instrumentalists Musically	2
WM 454	Worship Ministry Practicum	2
	Performance Music options	4
	Applied Music options	2

B.S. - Required Courses	128 Hours
Biblical Exposition Major	49 sem. hrs.
General Studies	36 sem. hrs.
Worship & Music Minor	32 sem. hrs.
CC 181	Perspectives on the World Christian Movement 3
CO 323	Introduction to Counseling 3
GM 171	Ministry Formation 2
GM 271	Personal Evangelism 2
WM 152	Worship Software/Technology 2
WM 251	What is Worship? 3
WM 351	Creating Paths to Worship 3
WM 353	Practical Music Theory & Composition for Worship 2
WM 354	Guiding Praise Teams, Choirs, & Congregations Musically 2
WM 451	Guiding Instrumentalists Musically 2
WM 454	Worship Ministry Practicum 2
	Performance Music options 4
	Applied Music options 2
Open Electives	11 sem. hrs.

### **Church Leadership Certificate for the Adult Learner**

The Church Leadership Certificate is designed for men who have experience in church leadership and a general working knowledge of the Bible. It helps students develop the communication skills necessary for preaching, teaching, and administrative oversight, as well as the practical knowledge to implement strategies within the church for pastoring, evangelism, church planting, and cross-cultural responsibilities.

With its strong Biblical base and its emphasis on practical ministry, this program assists the student who wishes to prepare himself for pastoral (eldership) roles or the role of the preaching ministry.

There are entrance requirements specific to this program. A prospective student must:

1. Be a man 30 years of age or older.
2. Be a high school graduate or the equivalent.
3. Complete an interview with the program advisor.
4. Have experience in evangelism, teaching, and leadership in the local church.
5. Have on file with the program advisor a letter of recommendation from the student's home congregation or the congregation he currently attends, detailing his experience in church leadership.
6. Have the full support of his spouse.
7. Have a working knowledge of the Bible.

During the interview between the applicant and the program advisor, the applicant's strengths and weaknesses will be considered. Professional elective courses will then be selected which address weaknesses and build on strengths.

Students successfully completing the Church Leadership Certificate will:

- 1) demonstrate knowledge of legitimate procedures to study and interpret the Bible accurately;
- 2) demonstrate ability to carry out an effective ministry in a local church.

Advisor: A. Eugene Andrews

Certificate - Required Courses		48 Hours
General Studies		6 sem. hrs.
HS 144	History of the Restoration Movement	3
	General Studies Electives	3
Biblical and Theological Studies		30 sem. hrs.
GB 201	Interpreting Biblical Literature	3
	General Bible Electives	3
	New Testament Electives	12
	Old Testament Electives	6
	Theology Electives	6
Professional Studies (Selected in consultation with the program advisor)		12 sem. hrs.

### **TESOL Certificate**

The TESOL (Teaching English to Speakers of Other Languages) Certificate is designed to prepare students to teach English to speakers of other languages. To be admitted to the program, a student must have already completed, or be currently enrolled in, a baccalaureate degree program.

Students successfully completing the TESOL Certificate will:

- 1) develop a high level of competence as an English language model and demonstrate an understanding of language as a system (*NC Standard 1*);
- 2) develop the skills to help limited English proficient students acquire and use English for social and academic purposes (*NC Standard 1*);
- 3) develop an understanding of the major theories and research related to the nature of culture and cultural groups that affect and support language development, academic achievement, and individual identities (*NC Standard 3*);
- 4) apply effective methods, practices, and strategies based on second language acquisition theories and research to plan, implement, and manage ESL and content instruction (*NC Standard 5*);
- 5) develop a wide repertoire of materials, resources, and technologies in ESL and content instruction (*NC Standard 6*);
- 6) develop a respect for the diversity in the languages and cultures of limited English proficient students and develop relationships that will affirm and motivate LEP students to learn English (*NC Standards 10 & 11*).

## Cross-Cultural Track

Advisor: Robert B. Reese

Required Courses 22 Hours

CC 181	Perspectives on the World Christian Movement	3
CC 286	Cultural Anthropology	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
ED 422	Teaching Reading & Language Arts	3
ED 422P	Teaching Reading & Language Arts Practicum	1
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

## Minors

Cross-Cultural Ministry 18 hours

CC 181	Perspectives on the World Christian Movement	3
CC 283	Historical Models of Christian Missions	3
CC 286	Cultural Anthropology	3
CC 387	Cross-Cultural Communication	3
CC 388	Missionary Life and Work	3
Choose One:		
CC 384	World Religions	3
CC 481	Strategies for World Evangelization	3
LE 105	Business as Mission	3
TH 253	Theology of Missions	3

Family Studies 18 hours

CO 323	Introduction to Counseling	3
ED 307	Human Sexuality and Ethnicity	3
FM 201	Intro to Family Ministry	3
FM 211	Parenting Models	2
FM 401	Legal and Administrative Issues in Family Ministry	3
LE 205	Managing Personal Finance I	1
PS 227	Developmental Psychology	3

Preaching 18 hours

CO 423	Marriage & Family Counseling	3
GM 471	Ministry Seminar	2
PM 271	Introduction to Preaching	3
PM 372	Expository Preaching	3
PM 371	Introduction to Church Growth	2

Preaching Seminar Elective	1
Church Growth Elective	1
Leadership & Admin. Elective	3

A three hour preaching ministry internship is available for preaching minor students subject to approval by the preaching ministry advisor.

# Department of Education and Human Services

(est. 1993)

Faculty: Donald W. McKinney, Chair  
Ivy I. Brothers; Wendy S. Guthrie; Reneé P. Lease

The mission of the Department of Education and Human Services: Roanoke's mission is to *educate men and women for career and volunteer Christian service*. Since careers within the education and human services department are service-oriented, students completing a program of study in these areas will graduate with not only the knowledge and skills necessary to become leaders and innovators; but also with a heart's desire to serve the students, families, and communities where they work.

Courses offered by the Department of Education and Human Services are listed in the "Course Descriptions" section under the following curricular areas: American Sign Language (AS); Counseling (CO); Education (ED); Psychology (PS).

## **Programs Offered:**

### **B.S. – Major in Biblical Studies and Minor in Professional Education**

This program of study is intended for the student who desires to be an educator. Most graduates of this program will desire to teach in a public school system on the secondary education level or in special education. With this goal in mind this program is limited to students who wish to pursue state licensure for teaching in public schools.

The minor in professional education allows qualified Roanoke students to dual-enroll at Elizabeth City State University (ECSU) as transient students. Completing the licensure requirements enables students to have their names and records submitted to the North Carolina State Department of Public Instruction in order to receive state licensure for teaching in public schools.

State licensure enables the graduate to teach in the State of North Carolina in 7-12 education or special education. In addition, North Carolina has reciprocal teaching agreements with most other states, enabling graduates to teach in public schools outside of North Carolina.

Students successfully completing the Professional Education minor will:

- 1) demonstrate a broad knowledge of the concepts and skills related to the discipline they teach;
- 2) demonstrate an understanding of developmental practices and methodology that is both engaging and appropriate in teaching a diverse student population;
- 3) exhibit leadership skills needed to organize and manage the complex and dynamic environment of a secondary school classroom;
- 4) display the reflective and assessment skills needed to evaluate and plan for the progress of each student;
- 5) establish caring relationships that demonstrate respect and maintain the dignity of each student in all situations;
- 6) demonstrate an understanding of the laws that shape school policies and procedures.

Advisor: Wendy S. Guthrie

B.S. – Required Courses

128 Hours

Biblical Studies Major

30 sem. hrs.

General Studies 36 sem. hrs.

Professional Education Minor 22 sem. hrs.

CC 181	Perspectives on the World Christian Movement	3
CO 323	Introduction to Counseling	3
ED 222	Foundations of Education	3
ED 307	Human Sexuality & Ethnicity	3
ED 324	Educational Psychology	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
PS 227	Developmental Psychology	3

Open Electives 40 sem. hrs.

State Licensure Option: Secondary Education

Students preparing to teach in secondary schools (9-12) will complete a major in one or more of the basic academic disciplines offered at ECSU.

- Between 42 and 50 hours in the major discipline
- The following education courses from ECSU:

READ 320	Teaching Reading in Content Areas	3 hrs
EDUC 400	Senior Seminar in Education Majors	P/F
EDUC 430	Secondary Instructional Methods	3 hrs
EDUC	Observation and Supervised Teaching in the Academic Discipline	6 hrs
SPED 346	Intro to Special Education	3 hrs
EDUC 478	Seminar in Contemporary Ed. Issues	P/F

State Licensure Option: Special Education

This program leads to initial North Carolina Licensure in Special Education: General Curriculum.

- The following Specialty Area Course Requirements

SPED 334	Assessment	3 hrs
SPED 346	Introduction to Special Education	3 hrs
SPED 347	Practicum I	2 hrs
SPED 349	Practicum II	2 hrs
SPED 370	Implementing Positive Support Systems	3 hrs
SPED 380	Assessing & Teaching Reading	3 hrs
SPED 402	Learning Strategies for Math and Writing	3 hrs
SPED 449	Practicum III	2 hrs
- The following education courses from ECSU:

EDUC 400	Senior Seminar in Education Majors	P/F
EDUC 468	Teaching Methods for Students in Inclusive	4 hrs
EDUC 473	Student Teaching	12 hrs
EDUC 478	Seminar in Contemporary Ed. Issues	P/F

## **B.A. and B.S. – Major in Biblical Exposition and Minor in Counseling**

Christian counselors provide helping relationships for many individuals and families. The Counseling course of study is designed to prepare students to enter graduate studies following their Roanoke education in order to prepare for a career as a school counselor, mental health professional, marriage and family counselor, clinical psychologist, or other type of professional counselor or psychologist. Generally, a graduate degree is required in order to obtain state licensure. Students interested in graduate study should consult with their advisor and plan to meet the admissions criteria for the graduate school they plan to attend. Students may, however, choose not to pursue graduate study and licensure but to use the knowledge and skills they learn in some career or volunteer Christian service.

Students successfully completing the Counseling minor will:

- 1) master the terminology used in the field of psychology;
- 2) demonstrate familiarity with the major theories of psychology and counseling, and how these theories can be applied to specific situations;
- 3) develop and express their own eclectic theory of counseling;
- 4) know and express the differences between Christian and secular counseling;
- 5) demonstrate proficiency at using active listening responses;
- 6) have a working knowledge of various counseling techniques and when they are appropriate.

Advisor: Donald W. McKinney

B.A. - Required Courses	128 Hours	
Biblical Exposition Major	49 sem. hrs.	
General Studies	36 sem. hrs.	
Language	12 sem. hrs.	
Counseling Minor	28 sem. hrs.	
CC 181	Perspectives on the World Christian Movement	3
CO 323	Introduction to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
CO 324	Counseling Theories	3
CO 423	Marriage and Family Counseling	3
CO 425	Counseling Practicum I	1
CO 426	Counseling Practicum II	2
PS 227	Developmental Psychology	3
PS 428	Abnormal Psychology	3
	Professional elective	3
Open Electives		3 sem. hrs.
B.S. - Required Courses	128 Hours	
Biblical Exposition Major	49 sem. hrs.	

General Studies 36 sem. hrs.

Counseling Minor 28 sem. hrs.

CC 181	Perspectives on the World Christian Movement	3
CO 323	Introduction to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
CO 324	Counseling Theories	3
CO 423	Marriage and Family Counseling	3
CO 425	Counseling Practicum I	1
CO 426	Counseling Practicum II	2
PS 227	Developmental Psychology	3
PS 428	Abnormal Psychology	3
	Professional elective	3

Open Electives 15 sem. hrs.

### **B.S. – Major in Biblical Studies and Minor in Elementary Education**

Roanoke's mission is to educate men and women for career and volunteer Christian service. Since teaching is a service-oriented career, teachers completing the elementary education program at RBC will graduate with not only the knowledge and skills necessary to lead the educational world of the 21<sup>st</sup> century, but also with a heart's desire to serve the students, families, and communities where they teach. Students who enter this program of study will engage in a rigorous course load that combines classroom study with practical application in the local school system. Students who complete the licensure track at Elizabeth City State University will also be eligible for K-5 licensure through the state of North Carolina. Graduates may also pursue graduate studies in the field. Students interested in this option should consult with their advisor and plan to meet the admissions criteria for the graduate school they plan to attend.

Students successfully completing the Elementary Education minor will:

- 1) demonstrate broad knowledge of the concepts and skills related to the content they teach and understand the social and cultural relevance of this content;
- 2) demonstrate understanding of developmental practices and methodology that is both engaging and appropriate in teaching a diverse population of children;
- 3) exhibit leadership skills needed to organize and manage the complex and dynamic environment of an elementary school classroom;
- 4) display the reflective and assessment skills needed to evaluate and plan for the progress of each student;
- 5) establish caring relationships with children that demonstrate respect and maintain the dignity of each child in all situations;
- 6) express the value of diversity that exist in the classroom and utilize this diversity as an educational strength and asset to children's development;
- 7) demonstrate an understanding of the laws that shape school policies and procedures; teachers' and students' rights; and safety/liability issues all related to teachers and students in school settings.

Advisor: Wendy S. Guthrie

B.S. - Required Courses

130 Hours

Biblical Studies Major 30 sem. hrs.

General Studies 37 sem. hrs.

CS 131	Introduction to Computers	1
EN 101	English Composition I	3
EN 102	English Composition II	3
EN 332	American Literature	3
HS 144	History of the Restoration Mov.	3
HS 241	Western Civilization I	3
HS 243	NC History	3
HS 251	US Government and Society	3
MA 213	College Algebra	3
MU 157	Music Appreciation	3
PS 101	General Psychology	3
SC 171	Fundamentals of Oral Comm.	3
SO 112	The Family	3

Elementary Education Minor 37 sem. hrs.

CO 323	Introduction to Counseling	3
ED 123	Child Health, Safety, & Nutri.	2
ED 221	Classroom Management	3
ED 222	Foundations of Education	3
ED 225	Group Games and Rhythms	1
ED 237	Children's Literature	3
ED 307	Human Sexuality & Ethnicity	3
ED 324	Educational Psychology	3
ED 422	Teaching Reading and Language Arts	3
ED 422P	Teaching Reading and Language Arts Practicum	1
ED 428	Teaching Elementary Science and Social Studies	3
ED 429	Math Methods	3
LI 317	Introduction to Linguistics	3
PS 227	Developmental Psychology	3

Open Electives 26 sem. hrs.

State Licensure Option: Elementary Education

Students may choose to pursue state licensure for teaching in public schools. The state licensure option allows qualified Roanoke students to dual-enroll at Elizabeth City State University (ECSU) as transient students. Completing the licensure requirements enables students to have their names and records submitted to the North Carolina State Department of Public Instruction in order to receive state licensure for teaching in public schools.

State licensure enables the graduate to teach in the State of North Carolina in K-6 education. In addition, North Carolina has reciprocal teaching agreements with most other states, enabling graduates to teach in public schools outside of North Carolina.

EDUC 200	Sophomore Seminar	1
EDUC 202	Music/Art in the Classroom	2
EDUC 203	Introduction to Instructional Computer Techniques	3

SPED 346	Introduction to Special Ed Laws	3
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Following courses must pass PRAXIS I before enrollment

EDUC 400	Senior Seminar	1 (exempt if pass PRAXIS II)
EDUC 413	Inst. Meth EI Curriculum K-6	3
EDUC 433	Obser/Supp Elem Ed K-6	12
EDUC 478	Seminar in Cont. Ed. Issues	2

#### Non-Licensure Option

Bible and Theology Electives	19
Open Electives	7

### **B.S. – Major in Biblical Studies (and A.A.S. Nursing)**

Roanoke Bible College has a cooperative agreement with the College of the Albemarle, so that interested students may receive training in both nursing and Bible. In a four-year program, students can earn an associate degree in nursing from College of the Albemarle, which can lead to a registered nurse license, and a Bachelor of Science degree in Biblical Studies from Roanoke Bible College.

The Associate Degree in Nursing (ADN) program at College of the Albemarle is accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York, New York 10006, Telephone Number 1-800-669-1656, Fax 212-812-0393).

#### *Purpose and Objectives*

Roanoke Bible College's cooperative agreement with College of the Albemarle's nursing program seeks to engage in professional nursing education that promotes lifelong Christian service.

The purpose of the nursing program, as articulated by the College of the Albemarle, is to prepare students to be licensed as registered nurses. Upon completion of the program, students are eligible to take the National Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory scores on the NCLEX-RN will enable a student to become a registered nurse (RN).

In addition to the mission statements, general objectives, and requirements of both colleges, the objectives of the nursing program are to enable the student to do the following:

- Perform nursing functions in meeting the common health needs of patients in a variety of health care settings such as hospitals, nursing homes, clinics and doctors' offices.
- Understand basic biological and social science concepts and skills necessary for practice in beginning nursing positions.
- Develop nursing skills within a variety of clinical settings.

Due to RBC's specialized mission, this nursing education takes place in a context in which students are challenged to consider how they might use their training in cross-cultural ministry settings.

### Criteria for Admission

Enrollment in the nursing program at the College of the Albemarle is limited. Therefore, admission to RBC does not guarantee entrance into the nursing program. Students must apply for admission to the ADN program at College of the Albemarle in addition to their application for admission to Roanoke Bible College. Normally students will apply for the nursing program during the fall semester of their sophomore year.

A criminal background check and / or drug testing may be required prior to participation in the clinical component of this program by the clinical site. Progress toward graduation might be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.

Advisor: Debra D. Dodson

Course of Study		128 Hours
Biblical Studies Major		30 sem. hrs.
General Studies		43 sem. hrs
BIO 168	Anatomy & Physiology I	4*
BIO 169	Anatomy & Physiology II	4*
CS 135	Basic Computer Literacy	2
EN 101	English Composition I	3
EN 102	English Composition II	3
HS 144	History of the Restoration Movement	3
HS 241	Western Civilization I	3
HS 242	Western Civilization II	3
MU 157	Music Appreciation	3
PS 101	General Psychology	3
PS 227	Developmental Psychology	3
SC 171	Fundamentals of Oral Communication	3
SO 112	Family	3
<i>Select 3 hours from the following:</i>		
EN 332	American Literature	3
EN 334	Christian Literature	3
Professional Studies		10 sem. hrs
CC 181	Perspectives on the World Christian Movement	3
CO 323	Intro to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
Nursing Courses at COA		43 sem. hrs.
NUR 115	Fundamentals of Nursing	5
NUR 125	Maternal-Child Nursing	8
NUR 133	Nursing Assessment	3
NUR 135	Adult Nursing I	9
NUR 185	Mental Health Nursing	5
NUR 255	Professional Issues	3
NUR 235	Adult Nursing II	10
Open Electives		2 sem. hrs.

## Associate in Applied Science – Early Childhood Studies

There is an increasing need for trained early childhood professionals to work in daycare centers, preschools, and community centers. The associate program in Early Childhood Studies is designed to prepare students to serve as a lead teacher in a facility entrusted with the care and development of young children. This degree enables students to meet requirements for the North Carolina Early Childhood Credential.

Students successfully completing the Early Childhood Associate degree will:

- 1) demonstrate a broad knowledge of the concepts and skills related to the content they teach and understand the social and cultural relevance of this content for early childhood children;
- 2) understand developmental practices and methodology that is both engaging and appropriate in teaching a diverse population of early childhood children;
- 3) demonstrate the leadership skills needed to organize and manage the complex and dynamic environment of an early childhood classroom;
- 4) display the reflective and assessment skills needed to evaluate and plan for the progress of each student;
- 5) show their appreciation for the collaborative work of parents/caretakers, school colleagues, community members and agencies and will develop professional relationships that enhance the educational experience of each child;

Advisor: Reneé P. Lease

A.A.S. - Required Courses 64 Hours

General Studies			25 sem. hrs.
CS 131	Introduction to Computers	1	
EN 101	English Composition I	3	
EN 102	English Composition II	3	
HS 144	History of the Restoration Movement	3	
HS 244	Western Civilization I	3	
SC 171	Fundamentals of Oral Communication	3	
<i>Choose one of the following:</i>		3	
PS 101	General Psychology		
SO 112	The Family		
<i>Choose one of the following:</i>		3 or 4	
MA 213	College Mathematics (3)		
SI 211	Physical Science (4)		
	General Studies Electives	3 or 2	
Biblical and Theological Studies			14 sem. hrs.
GB 201	Interpreting Biblical Literature	3	
NT 150	Life & Teachings of Jesus	3	
NT 261	Acts	3	
	Bible & Theology electives	5	
Professional Studies			20 sem. hrs.
ED 121	Early Childhood Curriculum	3	
ED 123	Child Health, Safety, & Nutrition	2	

ED 221	Classroom Management	3
ED 222	Foundations of Education	3
ED 225	Group Games and Rhythms	1
ED 237	Children's Literature	3
GM 171	Ministry Formation	2
PS 227	Developmental Psychology	3

Open Electives

5 sem. hrs.

### **TESOL Certificate**

The TESOL (Teaching English to Speakers of Other Languages) Certificate is designed to prepare students to teach English to speakers of other languages. To be admitted to the program, a student must have already completed, or be currently enrolled in, a baccalaureate degree program.

Students successfully completing the TESOL Certificate will:

- 1) develop a high level of competence as an English language model and demonstrate an understanding of language as a system (*NC Standard 1*);
- 2) develop the skills to help limited English proficient students acquire and use English for social and academic purposes (*NC Standard 1*);
- 3) develop an understanding of the major theories and research related to the nature of culture and cultural groups that affect and support language development, academic achievement, and individual identities (*NC Standard 3*);
- 4) apply effective methods, practices, and strategies based on second language acquisition theories and research to plan, implement, and manage ESL and content instruction (*NC Standard 5*);
- 5) develop a wide repertoire of materials, resources, and technologies in ESL and content instruction (*NC Standard 6*);
- 6) develop a respect for the diversity in the languages and cultures of limited English proficient students and develop relationships that will affirm and motivate LEP students to learn English (*NC Standards 10 & 11*).

#### Education Track

Advisor: Renée P. Lease

Certificate - Required Courses

13 Hours

CC 286	Cultural Anthropology	3
ED 422	Teaching Reading & Language Arts	3
ED 422P	Teaching Reading & Language Arts Practicum	1
LI 317	Introduction to Linguistics	3
LI 321	TESOL Materials and Methods	3

# Department of Leadership & Business

(est. 2001)

Faculty: E. David Sayers, Chair

Keith C. Jones; Kurtis L. Kight; D. Clay Perkins; Carol M. Stuart

The mission of the Department of Leadership & Business is to provide students with an educational experience that integrates faith, Biblical knowledge, and principles of leadership and business that will allow them to become servant leaders in faith-based institutions and marketplace environments throughout the world.

Courses offered by the Department of Leadership and Business are listed in the "Course Descriptions" section under the following curricular areas: Computer Science (CS); Leadership and Administration (LE).

## **Programs Offered:**

### **B.A. and B.S. – Major in Leadership and Administration and Major in Biblical Studies**

The Roanoke Bible College degree in Leadership and Administration will prepare you for leadership in organizations and institutions. The need for committed Christian leaders working in for-profit and not-for-profit organizations has never been greater. Excelling in leadership and administration requires the ability to think strategically and to make tough decisions. This requires confidence in one's ability and wise counsel. You will build that confidence with a Leadership and Administration degree from RBC.

In the Leadership and Administration program, students will learn management and leadership principles; gain confidence in strategic planning, systems development, research methods, managerial accounting, ethics, spiritual development, best practices, and communication skills. Students will also grow in their understanding of God's Word, and its daily application in the area of leadership, as the student matures as a Christian leader. Since RBC is a faith-based college, students are challenged to consider using Business as a Mission.

Students completing the Leadership and Administration major will:

- 1) integrate and apply a biblical worldview into leadership and management;
- 2) apply an integrated approach to leadership and management;
- 3) demonstrate a proficiency in the knowledge of organizational and management theory and behavior;
- 4) discover and apply strong ethical and moral behavior, rich spiritual development, and learning as a life long process;
- 5) know and apply best practices in leadership and management;
- 6) demonstrate an understanding of the financial skills needed to manage an organization.

Advisors: David Sayers and D. Clay Perkins

B.A. - Required Courses

130 Hours

Biblical Studies Major

30 sem. hrs.

\* Students cannot use TH421 as a theology elective because it is required below in the LAM Major.

General Studies 36 sem. hrs.

Language 12 sem. hrs.

Leadership and Administration Major 43 sem. hrs.

CC 181	Perspectives on the World Christian Movement	3
CO 323	Intro to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 480-482	Internship	6
LE 105	Business as Mission	3
LE 211	Management	3
LE 212	Leadership	3
LE 214	Organizational Communication	3
LE 302	Organizational Finance	3
LE 301	Organizational Behavior	3
LE 401	Leadership Development	3
LE 402	Strategic Management	3
TH 421	Ethics	3

Open Electives 9 sem. hrs.

Students who complete the following 6 credit hours as a part of their open electives may receive a nonprofit administration endorsement.

LE 221	Nonprofit Management	3
LE 451	Nonprofit Seminar	3

B.S. - Required Courses 130 Hours

Biblical Studies Major 30 sem hrs.

\* Students cannot use TH421 as a theology elective because it is required below in the LAM Major.

General Studies 36 sem hrs.

Leadership and Administration Major 43 sem hrs.

CC 181	Perspectives on the World Christian Movement	3
CO 323	Intro to Counseling	3
GM 171	Ministry Formation	2
GM 271	Personal Evangelism	2
GM 480-482	Internship	6
LE 105	Business as Mission	3
LE 211	Management	3
LE 212	Leadership	3
LE 214	Organizational Communication	3
LE 302	Organizational Finance	3
LE 301	Organizational Behavior	3
LE 401	Leadership Development	3
LE 402	Strategic Management	3
TH 421	Ethics	3

Open Electives

21 sem. hrs.

Students who complete the following 6 credit hours as a part of their open electives may receive a nonprofit administration endorsement.

LE 221	Nonprofit Management	3
LE 451	Nonprofit Seminar	3

### **Minors**

Nonprofit Administration

18 hours

LE 211	Management	3
LE 212	Leadership	3
LE 221	Nonprofit Management	3
LE 301	Organizational Behavior	3
LE 302	Organizational Finance	3
LE 402	Strategic Management	3

## Programs at Local Colleges

Many Christians volunteer for Christian service while earning a livelihood in a secular career. Roanoke Bible College helps to educate such workers by providing opportunities for students to live and study on the Roanoke campus, while at the same time completing a program of study at a secular college or university. This allows students to receive the benefits of a Bible college education while simultaneously preparing for another career.

Roanoke enjoys a close working relationship with the other institutions of higher learning in Elizabeth City, both of which are conveniently located less than two miles from the Roanoke campus. College of the Albemarle (COA) is a North Carolina State Community College offering over 40 two-year technical, vocational, and college-transfer programs of study. Elizabeth City State University (ECSU), a member of the University of North Carolina system, offers four-year degrees in over 40 majors. Students who pursue this option are responsible for applying and enrolling at the other institution and are subject to that college's admission requirements.

If a student would like to pursue a program or degree at College of the Albemarle or Elizabeth City State University, but would still like to take advantage of the Christian atmosphere on the Roanoke campus, he or she should contact the office of Student Life at RBC for housing options and guidelines.



# Course Descriptions

In support of its mission, Roanoke Bible College offers the following courses of instruction.

The alphabetical prefix before each course indicates the subject area to which the course belongs (for example, EN=English). Courses numbered in the 100's are generally for freshmen; 200-level courses for sophomores; 300-400 level for upperclassmen. Courses numbered less than 100 are developmental and carry institutional credit only. In these courses credits are not transferable and they do not apply toward graduation but do count toward enrollment status for such purposes as determining eligibility for housing and financial aid. Some courses list prerequisites that must be taken before a student can enroll in the course.

## American Sign Language

**AS 161. Introduction to ASL and Deaf Culture I. 3 hours**  
Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. Focuses on communicative competence. Develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community.

**AS 162. Introduction to ASL and Deaf Culture II. 3 hours**  
Builds upon AS 161 and provides active development of skills gained, including vocabulary, syntax, finger spelling, and grammatical non-manual signals.

**AS 261. Intermediate ASL and Deaf Culture III. 3 hours**  
Develops vocabulary, conversational competence, and grammatical knowledge with a total immersion approach. Introduces increasingly complex grammatical aspects including those unique to ASL. Discusses culture and literature. Encourages contact with the Deaf community to enhance linguistic and cultural knowledge.  
Prerequisite: AS 162 or permission of instructor.

**AS 262. Intermediate ASL and Deaf Culture IV. 3 hours**  
Builds upon AS 261.  
Prerequisite: AS 261 or permission of instructor.

## Biblical Language

### Biblical Hebrew

**BL 201. Hebrew I. 3 hours**  
Introduction to the grammar of Biblical Hebrew. Emphasis on vocabulary, forms, and basic syntax; includes reading of Hebrew text aloud. No knowledge of foreign languages is assumed.  
Prerequisite: Grade of C or above in EN 101 or GB 104, or permission of instructor.

**BL 202. Hebrew II. 3 hours**  
Continuation of the study of Hebrew grammar; completion of the strong verb and overview of weak verbs. Reading selected Hebrew prose texts.  
Prerequisite: BL 201 or equivalent approved by instructor.

**BL 301. Hebrew III. 3 hours**

Equipping students to move from Hebrew text to sermon or lesson outline by beginning study of syntax, vocabulary building and emphasis on reading skills.

Prerequisite: BL 202 or equivalent.

**BL 302. Hebrew IV. 3 hours**

Continued development of skills from BL 301 with added skills of lexical analysis (word study), elementary procedures of textual criticism, and literary analysis of prose Hebrew texts; poetic texts studied as time permits.

Prerequisite: BL 301 or equivalent.

### **Biblical Greek**

**BL 231. Greek I. 3 hours**

Study of the forms and elementary grammar of nominal parts of speech (nouns, adjectives, pronouns); introduction to the verb; elementary vocabulary. Students will translate New Testament Greek, beginning early in the term with simple texts. Lab.

Prerequisite: EN 101 or GB 104, or permission of instructor.

**BL 232. Greek II. 3 hours**

Study of the forms and elementary grammar of verbals (finite verb, participles, infinitives); elementary vocabulary. Students will translate New Testament Greek throughout the course. Lab.

Prerequisite: BL 231 or equivalent approved by instructor.

**BL 331. Greek III. 3 hours**

Equipping students to move from original text to sermon or lesson outline by study of syntax, translation of variety of New Testament texts, and building vocabulary.

Prerequisite: BL 232 or equivalent.

**BL 332. Greek IV. 3 hours**

Continued development of skills learned in BL 331; elementary textual criticism and word studies as the final tools needed for competent exegesis.

Prerequisite: BL 331 or equivalent.

## **Computer Science**

**CS 031. Basic Keyboarding. 1 hour**

Introduction to the personal computer with emphasis on keyboarding skills, introduction to Windows, and elementary word processing. (Pass/fail. 1 institutional credit hour.) Credit students only.

**CS 131. Introduction to Computers. 1 hour**

Overview of computer concepts with intermediate word processing and an introduction to the spreadsheet. Lab.

**CS 132. Advanced Microsoft Word. 1 hour**

Advanced projects in Word 2003, including creating calendars, tables, graphic designs, online invoice forms, and brochure layout. Lab.

**CS 133. Microsoft Excel. 1 hour**

Introduction to building worksheets, creating formulas, amortization schedules, workbook linking, charting, data analysis, and sales predictions. Lab.

**CS 134. PowerPoint.** **1 hour**  
PowerPoint 2003 terminology, procedures necessary to create a presentation document, slide presentation. Insertion of charts, graphs, and multimedia effects will be explored. Lab.

**CS 135. Basic Computer Literacy.** **2 hours**  
An introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Lab.

**CS 136. Microsoft Access.** **1 hour**  
Introduction to the relational database with emphasis on linking tables, creating queries, and producing custom reports. Lab.

**CS 137. Microsoft Publisher.** **1 hour**  
Covers the basics of Microsoft Publisher, a program for people who want to create professional-looking publications without having to know design. Use of templates, flyers, brochures, postcards, invitations, and pamphlets. Lab.  
Prerequisite: CS 131 or competence.

## Counseling

**CO 323. Introduction to Counseling.** **3 hours**  
Study of basic counseling techniques and applications with an emphasis on active listen skills and counselor characteristics such as those described by Carl Rogers, including genuineness, accurate empathy, and unconditional positive regard.  
Prerequisite: PS 101.

**CO 324. Counseling Theories.** **3 hours**  
Study of a wide range of current practices with emphasis upon effective strategies.  
Prerequisite: CO 323.

**CO 328. Crisis Counseling.** **2 hours**  
An examination of paradigms of crisis counseling that can be used in either Christian or secular settings. Emphasizes practical techniques that can be used by ministers and other professional counselors.

**CO 329. Cross-Cultural Counseling.** **3 hours**  
Designed to help students develop cross-cultural counseling skills by becoming aware of cultural differences. An emphasis is placed on self-awareness.

**CO 423. Marriage and Family Counseling.** **3 hours**  
Theory and practice of marriage and family counseling, including a systemic approach to family therapy.  
Prerequisite: CO 323.

**CO 425. Counseling Practicum I.** **1 hour**  
Application of counseling techniques and principles in supervised counseling situations, as described in course syllabus, accompanied by regular seminar sessions. Possible field experiences include prison settings, schools, and churches. Counseling minors only.  
Prerequisite: CO 323.

**CO 426. Counseling Practicum II.** **2 hours**  
A continuation of CO 425. Counseling minors only.  
Prerequisite: CO 425.

**CO 499. Directed Readings & Research.**

**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## **Cross-Cultural Ministry**

**CC 181. Perspectives on the World Christian Movement.**

**3 hours**

This introduction to world missions includes five topics in survey form: the biblical basis of missions, the historical development of missions, the cultural aspect of world missions, strategy for fulfilling the Great Commission, and the current situation and future trends of world missions.

**CC 283. Historical Models of Christian Missions.**

**3 hours**

For over two millennia, Christians have been preaching the gospel in diverse cultures through diverse methods. This course analyzes the main methods used in world missions and the results that each method has produced. Models of mission used through the centuries are critiqued biblically with a goal of discovering models that are appropriate for today's missionaries.

**CC 286. Cultural Anthropology.**

**3 hours**

This course allows students to understand the diverse cultures of the world through participant observation of the culture's life cycle and subsystems. With a goal of being able to learn another language and culture in order to translate the Bible, share the gospel in local languages, and plant churches with indigenous leaders, the student will learn tools of analysis for cultures developed from anthropology.

**CC 384. World Religions.**

**3 hours**

Through a study of worldviews, the student is introduced to major world religions and folk religions. Comparison is made between the worldviews of Islam, Buddhism, Hinduism, Chinese religion, Shintoism, Spiritism, Secularism, and Christianity. The goal is to find ways that the gospel can be shared with maximum communication in each context.

**CC 385. Foundations of World Religions.**

**3 hours**

An introduction to the theories, origin, and function of religion. A survey of primitive and basic religions and a study of the major religions of the world, classified by their geographical area of origin: those tracing their beginnings to India, China and Japan, and the Middle East. Finally, a study of the response of Christianity to these world religions. Distance.

**CC 387. Cross-Cultural Communication.**

**3 hours**

Tools of cultural anthropology are used to understand how to communicate with a person of another language and culture for the purpose of Christian witness. Through cultural analysis, the use of appropriate media is discussed.

**CC 388. Missionary Life and Work.**

**3 hours**

Practical aspects of becoming a missionary and living and working in another culture are covered in this course. Beginning with choosing a field, support-raising, motivating local churches to form partnerships with the missionary, and selecting a mission agency, the course walks the missionary candidate through the steps necessary to maintain a healthy life and relationships in mission fields. Group and family dynamics are discussed as well as relations with indigenous people. Finally, reentry to life in the United States is covered.

**CC 481. Strategies for World Evangelization.****3 hours**

Using the Book of Acts as a template, strategies for fulfilling the Great Commission are examined. Emphasis is placed on the apostolic strategy of church planting and formation of disciples who can train others.

**CC 485. Introduction to Islam.****3 hours**

Study of major non-Christian religions that shape the thinking and lives of people in contemporary society. Considering the historic development, the characteristic beliefs and practices, and the impact of these faiths in America and around the world with a view to promoting appreciation for Christianity and effective inter-religious communication. Distance.

**CC 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest. Prerequisite: permission of instructor.

## Education

**ED 121. Early Childhood Curriculum.****3 hours**

This course serves as an introduction to the foundations of early childhood education and the content of the curriculum areas of most concern for young children, birth to 5. An emphasis is placed on developing age appropriate activities that promote growth of the whole child in areas of cognitive, affective, and physical development. A practicum (service learning) component that will provide practical experience in an early childhood setting may be taken along with this course.

**ED 123. Child Health, Safety, and Nutrition.****2 hours**

Study of environmental and hereditary factors influencing children's health today with an emphasis on safety precautions and emergency procedures needed when working with children in groups. Also, a focus on nutritional concepts and recommended nutritional guidelines established for children. Nutrition and health related activities will be developed for teaching health concepts to children.

**ED 221. Classroom Management.****3 hours**

Presentation of concepts and strategies based on research that will enable the teacher to create a positive classroom and school climate, organize and manage the classroom, improve instruction, deal with classroom discipline problems, and develop individualized plans for students experiencing serious behavioral problems. Focus will be on the broad issues and specific skills involved in effective classroom management, and working collegially in responding to unproductive student behavior. 20 hours of volunteer work in an elementary school classrooms required.

**ED 222. Foundations of Education.****3 hours**

This course is a comprehensive overview of the foundations of education in the United States. It is an interdisciplinary attempt (incorporating the historical, political, economic, legal, social, philosophical, and curricular foundations) to provide students with a clear understanding of the teaching profession and the issues and controversies confronting American education today. The topics covered will provide students with a broad picture of education and schooling in the United States and the basis for informed decision making about the complicated educational environment they will enter. The primary focus is to prepare reflective teachers who will be able to make informed decisions to improve and enhance the learning environment for children. 25 hours of volunteer work in elementary school classrooms required.

**ED 225. Group Games and Rhythms.** **1 hour**

Appropriate physical activities for children pre-school through 6<sup>th</sup> grade will be examined. Emphasis placed on helping children develop fundamental skills, knowledge of rules, and sportsmanship by using developmentally based activities and games. Students learn how to plan a well rounded physical education program for children that allows for healthy competition, development of social skills, and respect for all players no matter their ability levels.

**ED 237. Children's Literature.** **3 hours**

This course is a study of children's literature including an overview of the history, genres, and topics appropriate for children in preschool through sixth grade. Traditional and modern works are read and critiqued. Emphasis is placed on evaluation and presentation of literature for children across the curriculum so as to instill not only an appreciation of knowledge and values gained from literature but also the aesthetic pleasure gained from reading and sharing literature.

**ED 307. Human Sexuality & Ethnicity.** **3 hours**

This course offers a Christian perspective regarding the physical, emotional and spiritual ramifications of the diversity that exists in society. Appreciation and respect for diversity in sexuality and among ethnic cultures is developed. Consequently, diversity is viewed as strength. The course explores the positive, negative, and precautionary measures that enable rational and moral decisions while discovering God's gift of sexuality and individuality of each person.

**ED 324. Educational Psychology.** **3 hours**

Study of how students learn; harmonizes teaching as an art with teaching as a science. Approaches that dichotomy through various psychological theories, concepts, and principles, coupled with the latest research in cognitive development.

Prerequisite: PS 101.

**ED 422. Teaching Reading and Language Arts.** **3 hours**

This course will provide students with an overview of the important aspects of elementary reading instruction. Practical information about the process and content of teaching reading as well as the theoretical background and research base for best practices are explored. The content of this course will prepare you to help elementary age children develop phonemic awareness, phonics, fluency, vocabulary, and comprehension skills that will enable them to be successful in the classroom and enjoy reading for personal pleasure. Application of knowledge will be provided through co-requisite ED 422P.

Co-requisite: ED 422P. Prerequisite for Education-TESOL students: ED 222. Prerequisites for Cross-Cultural-TESOL students: LI 317, LI 321.

**ED 422P. Teaching Reading and Language Arts Practicum.** **1 hour**

This course allows the student to develop confidence in his/her ability to teach children the skills needed for reading and experience first hand the many social, and personal factors that affect each child's ability to learn to read. Students will learn the value Christian service as an important part of living out their faith. Application of knowledge gained in ED 422 through working with an elementary age student or with an ESL (English as a Second Language) adult.

Co-requisite: ED 422.

**ED 428. Teaching Elementary School Science and Social Studies.** **3 hours**

Overview of content materials and methods appropriate for teaching science and social studies. Professional and state standards are explored and incorporated into practical experiences in lesson planning and unit development. Emphasis placed on using science and social studies concepts to develop critical thinking skills.

Prerequisite: ED 222.

**ED 429. Math Methods.** **3 hours**

An overview of the concepts, skills, and strategies used to teach basic operations to preschool through sixth-grade students. Emphasis placed on developmentally appropriate materials and

methods that develop inquiry and problem-solving strategies. Hands-on experience in planning and evaluating instruction through lesson development activities.  
Prerequisites: ED 222 and MA 161.

## English

### **EN 035. Study Skills Seminar.**

**1 hour**

The primary focus of the course is to facilitate each student's academic and personal growth by presenting needed study and self-management skills. Required for all students admitted provisionally and recommended for students whose competency test scores, SAT/ACT scores, high school GPA, and class ranking suggest they may be at risk for failure. Credit students only. (Pass/Fail. 1 institutional credit hour.)

### **EN 036. Basic English.**

**3 hours**

Preparatory course for those needing to develop reading, writing, and thinking skills necessary for college success. Required for all students whose competency test scores indicate developmental work is needed. A passing grade is prerequisite to EN 233. Credit students only. (Pass/Fail. 3 institutional credit hours.)

### **EN 101. English Composition I.**

**3 hours**

First of a two-semester course designed to assist students in the writing of proficient prose. This section of the course emphasizes analysis of such components of rhetorical essays as audience, organization of evidence, purpose, voice, thesis development, and tone. Focus is on the following rhetorical patterns: process analysis, division and classification, comparison and contrast, cause and effect, and definition.

Prerequisite: EN 036 or competence.

### **EN 102. English Composition II.**

**3 hours**

Second semester of a course designed to assist students in the writing of proficient prose. Students may be divided into and taught in two sections on the basis of writing ability. Introduces the rhetorical pattern of argumentation and persuasion and implements the skills mastered in EN 101 through comprehensive research.

Prerequisite: EN 101 or competence.

### **EN 332. American Literature.**

**3 hours**

Overview of American literature from the Colonial to the Contemporary periods. Various genres of literature are analyzed within each period including essays, short stories, poetry, novels, slave narratives, and plays.

Prerequisites: EN 101, EN 102.

### **EN 334. Christian Literature.**

**3 hours**

Overview of selected authors and works from the early church fathers to present-day fiction. Various genres of literature are analyzed, including letters, short stories, allegory, poetry, and novels.

Prerequisite: EN 102.

## Family Ministry

### **FM 201. Introduction to Family Ministry.**

**3 hours**

Examination of foundational issues in youth and family ministry, including developing a philosophy of family ministry, components of a balanced family ministry program, and how to begin a new youth or family ministry.

**FM 211. Parenting Models.** **2 hours**

Strategies and techniques for parenting are numerous in our society. This course offers students insight to assist parents in the challenge of raising children in a culture that is consistently changing. The challenge of parenting throughout the lifecycle requires flexibility, adaptation, responsibility and managing changing roles to assure effectiveness. Offered alternate years: Fall 2008, 2010

**FM 225. Children's Ministry Resources and Methods.** **2 hours**

A study of the learning dynamics, approaches, and practical applications of children's ministry. Offered alternate years: Spring 2009, 2011

**FM 229. Creative Bible Teaching.** **3 hours**

Practical methods for teaching the Bible, including principles for teaching, learning, and for lesson construction. Students are guided in the step-by-step development of lesson plans. Various teaching techniques are researched, discussed, and presented in field experiences by the student. Distance.

**FM 231. Student Ministry Resources and Methods.** **2 hours**

A hands-on approach to exploring various resources and methods used to present a dynamic and uplifting youth program grounded in evangelism, discipleship, fellowship, worship, and service. Specific areas of exploration include professional journals; interactive teaching techniques; and resources for counseling, technology, Bible teaching, and program planning for youth and family. Offered alternate Years: Spring 2009, 2011

**FM 235. Contemporary Youth Problems.** **3 hours**

This course is designed to acquaint the student with problems young people face. The student will do individual research and report on certain problems. Outside speakers may share insights concerning youth problems. Offered alternate years: Spring 2010, 2012

**FM 241. Introduction to Campus Ministry.** **3 hours**

This introductory course in campus ministry will introduce the student to the Biblical and philosophical bases for campus ministry. Attention will be given to the history of campus ministry and to the study of contemporary university culture. Special attention will be given to the preparation, role and work of the campus minister. Basic strategies of ministry as well as organizational concerns will be addressed. Offered alternate years: Spring 2010, 2012

**FM 247. Seminar in Campus Ministry.** **2 hours**

This course is designed to help students learn how to develop a strategic ministry to collegians. Attention will be given to various aspects of campus ministry including: establishment, promotion, resources, methods, planning, administration, growth, regeneration and training student leaders. An observation trip may be required. Offered alternate years: Spring 2009, 2011

**FM 251. Teaching Adults.** **2 hours**

This course offers insights into the distinct needs of adult learners, to offer methods and techniques for adult learners life-cycle needs, and to offer initial experiences teaching adults in various settings. Offered alternate years: Spring 2009, 2011

**FM 379. Youth Ministry Dynamics.** **3 hours**

Organization and administration of an effective youth program for the local church. Includes a history of youth ministry, developing a personal philosophy, goals, qualifications, socials, staff relations, retreats, discipleship programs, and other administrative duties required to develop a balanced youth program. Characteristics and needs of today's youth will be examined in order to meet those needs through the Gospel. Distance.

**FM 401. Legal and Administrative Issues in Family Ministry. 3 hours**

The family is the basic social unit of society. Some of our earliest laws were enforced in an attempt to protect and preserve families. This course explores the interwoven connection of families with public policy and laws. Basic Administrative theory and practice that protects the church and its families are explained in detail. Offered alternate years: Fall 2009, 2011

**FM 419. Children's Ministry. 3 hours**

A course examining the principles and methods for effective ministry to children, birth through fifth grade. Special attention will be given to discipline, teaching, worship, and evangelism. Distance.

**FM 499. Directed Readings & Research. 1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest. Prerequisite: permission of instructor.

## **General Bible**

**GB 102. Biblical Backgrounds. 3 hours**

A study of the geographical, political, social, and cultural setting of the world of the Old and New Testament. This course seeks to provide students with background that will enhance their understanding of biblical texts and affirm their historical reliability.

**GB 103. Bible Lands and Lifeways. 3 hours**

Multimedia exploration of the geography and cultures of the Bible, incorporating on-site videos, interactive maps, and a variety of learning tools to help students learn their way around the Holy Land. Distance. May be taken in lieu of GB 102.

**GB 104. Biblical Language Tools. 2 hours**

Equips students of the English Bible to study more effectively by using new tools that begin to bridge the language gap between the original languages and the English Bible without learning the biblical languages. Elements of biblical languages, use of print and computer tools linking English Bible readers to the original languages, and application of these. (Required for BS Degree only)

**GB 201. Interpreting Biblical Literature. 3 hours**

A practical study of the tools, principles, and methods of literary interpretation necessary for proper application of Scripture and for the production of exegetical papers, sermons, and lessons. Prerequisite: GB 104 or Corequisite: EN 101.

**GB 402. Senior Seminar in Bible. 2 hours**

A senior course designed to draw together the various courses and experiences that students have had which relate to Bible study and preparation to communicate the Biblical truth.

**GB 490. Bachelor of Theology Essay. 2 hours**

BTh Essay is an independent study course serving as a capstone for the BTh degree, in which the student demonstrates the ability to do advanced work in Bible Theology. The student, guided by a professor, will complete a project mutually agreed upon.

**GB 499. Directed Readings & Research. 1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest. Prerequisite: permission of instructor.

## General Ministry

### **GM 171. Ministry Formation.**

**2 hours**

An overview of life dynamics involved in successful Christian ministry. Included is a study of spiritual disciplines, growth and development, and spiritual gifts.

### **GM 251. Conflict Management.**

**2 hours**

Students explore the dynamics of conflict throughout the lifecycle. The course focuses on the causes, reasons and types of conflict resolution that are needed in the family and ministry environments. Special consideration is used for family and multicultural situations.

### **GM 271. Personal Evangelism.**

**2 hours**

An examination of New Testament principles of evangelism as well as various methods of evangelistic outreach. Focus on strategies and techniques for reaching prospects who have varied theological and cultural backgrounds.

Prerequisite/corequisite: TH 201.

### **GM 272. Personal Evangelism in a Post Christian World.**

**3 hours**

Examination of evangelism as it takes place in Scripture; study of different approaches to evangelism used successfully in American churches today. Emphasis on encouraging the desire and ambition to win others to Christ, as well as preparing each student to be faithful to the Biblical witness. May be taken in lieu of GM 271. Distance.

### **GM 279. Ministry and Technology.**

**2 hours**

Introduces the emerging role of technology in ministry by analyzing philosophical issues and providing a hands-on introduction to ministry-related productivity software and audio-visual equipment. Specific areas of concentration include copyright law, ministry-related internet use, using PowerPoint in worship, utilizing membership databases/spreadsheets, and budgeting for technology.

Prerequisite: CS 131 or competence.

### **GM 471. Ministry Seminar.**

**2 hours**

This course provides essential information for the student preparing to enter into Christian ministry. Topics included are family life, applying and interviewing for ministry, communication in ministry, conflict management, as well as finances and taxes for the minister. Also covered are practical aspects of ministry such as hospital visitation, calling, and time management.

Prerequisite: GM 171 and senior standing

### **GM 480-482. Internship in Christian Ministries: Orientation, Experience, Evaluation.**

On the job training under the direction of a field mentor in the student's chosen area of ministry.

Prerequisite: approval of program advisor (0, 0, 6 credits)

### **GM 499. Directed Readings & Research.**

**1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## History

### **HS 147. Introduction to Archaeology: Quest for the Past.**

**1 hour**

Traces the development of the quest for the past from its pursuit by pilgrims and treasure hunters through its development as a scientific enterprise. Highlights individuals, sites, and discoveries that have helped to inform our understanding of the Biblical past in the Holy Land.

**HS 148. Archaeological Techniques: Hands-On History.** **1 hour**  
Introductory study of archaeological field excavation and laboratory methods. Students will be expected to record, draw, and photograph "recovered artifacts" from an excavation and materials from the land of the Bible.

**HS 211. History of the Restoration Movement.** **3 hours**  
Origin, history, present trends, and prospects of the Restoration Movement that began in the nineteenth century.

**HS 212. Restoration History.** **3 hours**  
Origin, history, present trends, and prospects of the Restoration Movement that began in the nineteenth century. Distance. May be taken in lieu of HS 211.

**HS 241. Western Civilization I.** **3 hours**  
A survey of the political, religious, and social history of the Western world from the Roman Republic to the Renaissance, c. AD 1500.

**HS 242. Western Civilization II.** **3 hours**  
A survey of the political, religious, and social history of Western civilization from the Northern Renaissance, c. AD 1500 to the present.

**HS 243. North Carolina History.** **3 hours**  
A survey of the social, political, and economic development of North Carolina from the pre-Columbian era to the present that forms a basis for local research, teaching, and enhanced interaction in the state.

**HS 247. Origins and Advancement of Islam.** **1 hour**  
An overview of the origins, beliefs, and advancement of the world's second fastest growing religion. This course aims to help students understand the worldview and practices of Muslims with a view to facilitating appropriate Christian interaction.

**HS 251. United States Government and Society.** **3 hours**  
This course is designed to present students with an overview of US government and society by (1) tracing the development of government within the United States, and (2) showing how that government has shaped American society. Included within this study is the role the United States government has played in shaping the "global worldview."

**HS 344. Church History.** **3 hours**  
A survey of the political, economic, social, religious, and aesthetic activities of Western civilization since the Protestant Reformation. Distance.

**HS 499. Directed Readings & Research.** **1 to 3 hours**  
An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.  
Prerequisite: permission of instructor.

## **Leadership and Administration**

**LE 105. Business as Missions.** **3 hours**  
"BAM," as it is often called today, is the concept of using a business as a cross-cultural outreach tool. It is entrepreneurship in a cross-cultural setting with the purpose of building a profitable business as a platform for missions. Students will review contemporary case studies of BAM.

Students will consider the unique opportunity afforded when business is considered as a mission, as well as the challenges of globalization, business planning, and strategic management.  
Prerequisites: CC 181.

**LE 205. Managing Personal Finances I. 1 hour**

This course is designed to give the student a basic understanding of how to manage personal finances from a Biblical perspective. Major topics include: implementing a financial plan, budgeting for consumption and savings, stewardship issues, and debt planning. 8-week course, 1st half of semester.

**LE 206. Managing Personal Finances II. 1 hour**

This course is designed to give the student a basic understanding of how to manage personal finances from a Biblical perspective. Major topics include: investments bonds, mutual funds, taxes, and more. 8-week course, 2nd half of semester.

**LE 211. Management. 3 hours**

Develops the student's own Biblical worldview of what management is through examination of current theories. Managers learn to do things correctly. In this course, there is heavy application of experiences through cases and experiential exercises. Course includes a major segment on Christian management in business and other organizations, with an opportunity to analyze one's own management style.

**LE 212. Leadership. 3 hours**

Leadership is influence. Spiritual leadership is influencing an organization to pursue a spiritual vision. Servant leadership allows for appropriate and effective leadership in all organizations. This course will review multiple Biblical case studies and review the current best practices in leadership. Students will have the opportunity to create a strategic map for the development of spiritual leadership in a faith-based organization or servant leadership in a non-faith-based organization.

**LE 214. Organizational Communication. 3 hours**

Students examine how the leader's behaviors and decisions send messages to people throughout their organization. They analyze the concept of organizational culture, how it develops, and the effect it has on the leader and people in the organization. Students learn the best practices in organizational communication and they learn how leaders can bring about change in organizations with care and responsibility for the people being led.

**LE 221. Nonprofit Management. 3 hours**

This course is designed to give the student a basic understanding of how to start, manage and lead a nonprofit organization. Major topics include the major principles of management, understanding the nonprofit, board development, working with and managing people, how to start-up, marketing, financial management, understanding financial statements, fundraising.  
Prerequisites: LE 211

**LE 302. Organizational Finance. 3 hours**

Provides the student with the basic skills and principles related to understanding the financial reports of a nonprofit organization. Topics include budgeting, reporting, and assessing the financial performance for the organization.  
Prerequisites: LE 211.

**LE 303. Organizational Behavior. 3 hours**

Equips the student to evaluate group culture within an organization. This course will show how and why organizations behave in certain manners. The student will also learn how to effectively introduce change into an organization system and how to develop appropriate infrastructure to allow for the best organizational achievement possible.  
Prerequisites: PS 101.

**LE 401. Leadership Development.****3 hours**

This course will cover how to develop leaders in organizations. The development of future leaders is paramount to the long-term success of any organization. Students will learn how to recruit, develop, and maintain appropriate leadership for organizations.

Prerequisites: LE 212.

**LE 402. Strategic Management.****3 hours**

The capstone course for the Leadership and Administration major. Students integrate knowledge and skills learned in previous courses to demonstrate the ability to lead an organization. The student will conduct a management audit of an organization and develop a report with recommendations for improving that organization.

Prerequisites: LE 301, LE 302, LE 401.

**LE 451. Nonprofit Seminar.****3 hours**

Under the direction of the instructor students will deal with specific topics related to Nonprofit administration. Topics will be decided based upon the needs and desires of the students in the course.

Prerequisites: Senior standing in Leadership and Administration major or permission of the instructor.

**LE 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## Linguistics

**LI 317. Introduction to Linguistics.****3 hours**

This course is an Introduction to linguistics as a tool for describing the English language including the psychological system of language and the internalized, unconscious knowledge that enables a speaker to produce and understand utterances. Content will cover the study of the major concepts involving pragmatics, phonemic transcription, semantic and syntax structures, morphological analysis, and first-language acquisition theory. Alternate fall semesters.

Prerequisites: EN 101, EN 102.

**LI 321. TESOL Materials and Methods.****3 hours**

Introduction to methods for teaching English to speakers of other languages. Historical perspective and current trends are presented. Specific language skills are addressed, along with assessment methods and selection of teaching materials. Observation of ESL classroom activities is required. Alternate fall semesters.

Prerequisites: EN 101, EN 102.

**LI 401. Principles of Articulatory and Acoustic Phonetics.****3 hours**

Using an augmented subset of the International Phonetic Alphabet (IPA), students will be able to identify, mimic, and transcribe sounds and prosodies in normal human speech and to describe the mechanisms by which a speaker produces these sounds. Students will also be introduced to basic techniques of acoustic analysis. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

**LI 402. Principles of Phonological Analysis.****3 hours**

By the end of this course, students will be able to recognize the difference between phonetic (etic) and phonological (emic) data and identify phonological hierarchy and intonation in data. They will be able to recognize the use of distinctive features, natural classes and phonetic

plausibility; identify phones in complementary distribution, free variation and contrast in identical / analogous environment; recognize major phonological processes and common conditioning environments, including adjacent segments, syllables and larger prosodic units; and apply concepts of tone analysis, and morphophonemics to data. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

Prerequisite: LI 401 Principles of Articulatory and Acoustic Phonetics

**LI 403a. Principles of Grammatical Analysis (a). 2 hours**

By the end of Principles of Grammatical Analysis (a), students will be able to write a brief description of a grammatical topic; identify constituent structure, syntactic categories and grammatical relations within a sentence; analyze data in terms of a set of phrase structure rules and a lexicon; distinguish between indicative, imperative and interrogative sentences; distinguish between types of objects and obliques; and analyze the structure of noun phrases and verb phrases. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

**LI 403b. Principles of Grammatical Analysis (b). 2 hours**

By the end of Principles of Grammatical Analysis (b), students will be able to write a brief description of a grammatical topic; divide words into constituent morphemes; distinguish between inflectional and derivational morphemes; analyze case and agreement systems; and identify passive and recursive structures. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

Prerequisite: LI 403a Principles of Grammatical Analysis (a)

**LI 404. Language and Society. 3 hours**

This course considers the relationship between language and society. After successfully completing the course, students will be able to articulate the multilingual nature of the world's societies, the function(s) of language(s) in nations, and how different languages are used alongside one another, including the idea of diglossia. They will also be able to identify the factors influencing the choice among language varieties for national and educational use. In addition, students will be able to explain how language attitudes and domains of language use influence the long-term maintenance and/or shift of language(s) in society. They will be able to discuss how all the aforementioned may possibly affect a language development program for a given linguistic community. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

**LI 405. Second Language and Culture Acquisition. 5 hours**

Students will learn to identify and apply their own language and culture learning styles; manage language learning; use appropriate techniques and activities to develop second language competence at the novice level while working with a native speaker in language learning sessions. They will be able to describe techniques and activities suitable for language learning at more advanced levels. Building on awareness of their own cultural values, they will be able to describe and will begin to implement strategies for dealing appropriately with differences in cultural values. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

Prerequisites: LI 401 Principles of Articulatory and Acoustic Phonetics (may be taken concurrently) and LI 403a Principles of Grammatical Analysis (a)

**LI 406. Field Methods and Linguistic Analysis. 4 hours**

By the end of Field Methods and Linguistic Analysis, students will be able to elicit, record and transcribe linguistic data by working with a speaker of a nonwestern language; use external sources plus the elicited data to formulate explanatory hypotheses; test those hypotheses against available data and refine them. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

Prerequisites: LI 401 Principles of Articulatory and Acoustic Phonetics, LI 402 Principles of Phonological Analysis, LI 403b Principles of Grammatical Analysis (b), LI 405 Second Language and Culture Acquisition

Co-requisite: LI 407 Field Data Management

**LI 407. Field Data Management.****2 hours**

After completing this course, students will be able to use computational tools for managing and presenting phonological, textual and lexical data collected in linguistic field research. Offered in Dallas, Texas at Graduate Institute of Applied Linguistics.

Prerequisites: LI 401 Principles of Articulatory and Acoustic Phonetics, LI 402 Principles of Phonological Analysis, LI 403b Principles of Grammatical Analysis (b), LI 405 Second Language and Culture Acquisition

Co-requisite: LI 406 Field Methods and Linguistic Analysis

## Mathematics

**MA 012. Basic Mathematics.****3 hours**

A study of numerical function and operations. Basic algebraic operations. Credit students only. (Pass/fail. 3 institutional credit hours)

**MA 161. College Algebra.****3 hours**

Algebraic and geometric functions, systems of equations, use of problem-solving technology. Prerequisite: MA 012 or competence.

## Music

### Academic

**MU 157. Music Appreciation.****3 hours**

A survey of historical periods of music and musical forms, with emphasis on sacred music. Weekly listening required. Students will be divided into and taught in three sections on the basis of their placement test scores.

The Basic section includes an introduction to musical sound, instruments, and melodic and rhythmic notation for the student with little or no previous training in the fundamentals of music. Concert attendance required.

The Advanced section includes a review of melodic and rhythmic notation as individual testing indicates need. Prerequisite: scores indicating an understanding of the fundamentals of music notation. (Meets with Honors section)

The Honors section includes a research presentation. Prerequisite: scores indicating competence in music notation. (Meets with Advanced section)

### Applied

**MU 151. Voice.****1 hour**

Individual instruction; objectives set according to student's desire and performance level. Credit students only. May be repeated for credit.

**MU 152. Voice Diction.****1 hour**

Discussion and practice in fundamentals of correct pronunciation and enunciation for singing utilizing the International Phonetic Alphabet. In-class performance of selected literature is required.

**MU 153. Piano.****1 hour**

Individual instruction; objectives set according to student's desire and performance level. Credit students only. May be repeated for credit.

**MU 454. Piano Accompanying.** **1 hour**

Techniques in the art of piano accompanying. Practical experiences in sight-reading and transposition along with accompanying soloists and various combinations of voices and instruments.

Prerequisite: Permission of Instructor

**MU 159. Guitar.** **1 hour**

Individual instruction; objective set according to student's desire and performance level. Credit students only. May be repeated for credit.

### **Performance**

**MU 152. Praise Bells and Bows.** **1 hour**

A performance-oriented course open to all who play strings, woodwind, brass instruments, or who want to learn to play hand bells. The ensemble will rehearse literature appropriate to the abilities of the players and will perform as a group or smaller ensembles in various campus and community settings. Meets 2 hours. May be repeated for credit.

Prerequisite: Satisfactory completion of MU 157 or permission of instructor.

**MU 155. Choral Club.** **1 hour**

A group of non-auditioned mixed voices; open to all students. Appointments throughout the semester; tour in December. Individual sessions required for students exhibiting pitch difficulty; section rehearsals required for students needing additional time to master the selections. Meets 3 hours. May be repeated for credit. Offered on demand.

**MU 156. The Master's Twelve.** **1 hour**

A select group of mixed voices. Appointments throughout the semester; tour in spring. Meets 2 hours. Credit students only. May be repeated for credit.

**MU 158. Handbell Choir.** **1 hour**

Beginners accepted. Appointments throughout the semester; tour. Meets 3 hours. May be repeated for credit. Offered on demand.

## **New Testament**

**NT 150. Life and Teaching of Jesus.** **3 hours**

A study of the person, work, and ideas that Jesus taught His followers as recorded in the Gospels. This course seeks to challenge students to be disciples of Jesus through focusing on His example and teaching about love and interacting with the socially marginalized.

**NT 255. Life of Christ I.** **3 hours**

First in a four-semester harmonized study of the Christ of the four Gospels. Covers the beginnings of the Gospel through the first year of ministry. Distance.

**NT 256. Life of Christ II.** **3 hours**

Second in a four-semester harmonized study of the Christ of the four Gospels. Covers the later Galilean ministry, including the feeding of the 5,000 and the transfiguration. Distance.

**NT 257. Life of Christ III.** **3 hours**

Third in a four-semester harmonized study of the Christ of the four Gospels. Covers the later Judean and Perea ministries up to the final week of Jesus' life. Distance.

**NT 258. Life of Christ IV.** **3 hours**  
Last in a four-semester harmonized study of the Christ of the four Gospels. Covers the passion through the ascension. Distance.

**NT 261. Acts of the Apostles.** **3 hours**  
The founding and early history of the church, with emphasis upon model conversions and other doctrinal passages.

**NT 270. Life and Teaching of Paul.** **3 hours**  
An introduction to the letters of the Apostle Paul focusing on the background and key teachings with attention to their theological relevance for the church.

**NT 371. Romans.** **3 hours**  
An exegetical study of the Apostle Paul's letter to the Church at Rome, noting the problems of introduction, the origins of the Roman church, and the epistle's relationship to the gospel proclaimed by Paul.  
Prerequisite: GB 201.

**NT 372. 1 & 2 Corinthians.** **3 hours**  
An exegetical study of Paul's letters to Corinth, applying the Corinthian church problems to the present day.  
Prerequisite: GB 201

**NT 373. Galatians.** **1 hour**  
An introduction to and exegesis of Paul's letter to the Galatians focusing on Paul's apostolic identity, the relationship between Jews and Gentiles, and Paul's view of the Law.  
Prerequisite: GB 201

**NT 374. Prison Epistles.** **3 hours**  
An introduction to and exegesis of Ephesians, Philippians, Colossians, and Philemon, stressing the relationship of these letters to broad themes in Paul's teaching.  
Prerequisite: GB 201.

**NT 375. 1 & 2 Thessalonians.** **2 hours**  
Exegesis following background lectures with special attention given to related scriptures on the second coming of Christ.  
Prerequisite: GB 201.

**NT 376. Pastoral Epistles.** **2 hours**  
An introduction to and exegesis of 1 Timothy, 2 Timothy, and Titus, focusing on church polity, roles in the church, and Paul's philosophy of ministry.  
Prerequisite: GB 201.

**NT 381. Epistle to the Hebrews.** **3 hours**  
An exegetical study of the contents and meaning of the epistle in relation to the student's own personal Christian experience.  
Prerequisite: GB 104 or BL 231, and GB 201.

**NT 382. James.** **1 hour**  
A careful study of the problems of introduction and the exegesis of the epistle featuring a practical focus.  
Prerequisite: GB 104 or BL 231, and GB 201.

**NT 383. Epistles of Peter & John.** **2 hours**

Exegesis of the epistles emphasizing practical application and examining useful preaching and teaching themes in these letters.

Prerequisite: GB 104 or BL 231, and GB 201.

**NT 384. Book of Revelation.** **3 hours**

An introduction to and exegesis of the Book of Revelation.

Prerequisite: GB 201.

**NT 452. Matthew.** **3 hours**

A survey of the background and distinct theological perspective of Matthew's Gospel followed by exegesis of selected texts.

Prerequisite: GB 201.

**NT 453. Mark.** **3 hours**

A survey of the background and distinct theological perspective of Mark's Gospel followed by exegesis of selected texts.

Prerequisite: GB 201.

**NT 454. Luke.** **3 hours**

A survey of the background and distinct theological perspective of Luke's Gospel followed by exegesis of selected texts.

Prerequisite: GB 201.

**NT 455. John.** **3 hours**

A survey of the background and distinct theological perspective of John's Gospel followed by exegesis of selected texts.

Prerequisite: GB 201.

## **Old Testament**

**OT 101. Old Testament Survey.** **3 hours**

An intermediary level survey of the background, contents, and theology of the 39 books of the Old Testament. Emphasis on understanding how the OT is understood in its own context and yet speaks to our contemporary situations as Christians. Distance.

**OT 210. Early Hebrew History.** **3 hours**

Examines the first five books of the Old Testament for their value as a record of man's beginning and the origin of the covenant people, Israel.

**OT 321. Hebrew History and Literature I.** **3 hours**

Traces the sequence and significance of Hebrew history from the conquest of Canaan to the division of the Israelite nation, including a survey of the wisdom and poetic literature of the Hebrew Bible.

**OT 322. Hebrew History and Literature II.** **3 hours**

Traces the sequence and significance of Hebrew history from the division of the Israelite nation to the return from Babylonian exile and restoration of the Judean state, including a survey of the historical context and content of each of the literary prophets of the Hebrew Bible.

**OT 423. David Narrative Literature.** **3 hours**

This course studies the life of David as treated in 1 Samuel 16:1-2 Samuel 5:5, with parallel biblical sources. In addition to historical concerns, this course applies the principles of studying

narrative to the David story, so that students can understand and proclaim the lessons the authors of Scripture intended.

Prerequisite: GB 104 or BL 201, and GB 201.

**OT 431. Psalms.**

**3 hours**

This course surveys the book of Psalms. Introductory matters such as authorship, date and canonicity are treated briefly. Study includes major themes and study of a selection of individual psalms. Emphasizes learning to interpret and apply properly in personal life and sermon/lesson preparation.

Prerequisite: GB 104 or BL 201, and GB 201. (3 hours)

**OT 441. Isaiah.**

**3 hours**

Introduction and content of Isaiah. Attention given to difficult or controversial passages, the place of Isaiah in the New Testament, the coming Messiah, and Isaiah's message to the church today.

Prerequisite: GB 104 or BL 201, and GB 201.

**OT 442. Daniel and Zechariah.**

**3 hours**

Introduction and content with emphasis on the apocalyptic sections of these nearly contemporary prophets; focus on developing skills in interpretation and application. Special attention given to critical issues regarding Daniel.

Prerequisite: GB 104 or BL 201, and GB 201.

## Physical Education

**PE 101. Lifetime Team and Individual Sports.**

**1 hour**

Instruction in rules, objectives, and skills of three sports, such as basketball, flag football, soccer, softball, volleyball, tennis, golf, horseshoes, and other appropriate activities. (1 hour credit; meets 3 hours)

**PE 102. Physical Conditioning.**

**1 hour**

Designed to encourage lifetime physical training. Includes instruction in the use of aerobic and anaerobic training and conditioning: free weights, fitness machines, and jogging/walking. (1 hour credit; meets 3 hours)

**PE 111. Intercollegiate Volleyball.**

**1 hour**

Participation as a member of the women's intercollegiate volleyball team during the fall semester. Maybe repeated for credit. Pass/Fail

**PE 113. Intercollegiate Men's Basketball.**

**½ hour**

Participation as a member of the men's intercollegiate basketball team during the fall semester. Maybe repeated for credit. Pass/Fail

**PE 114. Intercollegiate Men's Basketball.**

**½ hour**

Participation as a member of the men's intercollegiate basketball team during the spring semester. Maybe repeated for credit. Pass/Fail

**PE 115. Intercollegiate Women's Basketball.**

**½ hour**

Participation as a member of the women's intercollegiate basketball team during the fall semester. Maybe repeated for credit. Pass/Fail

**PE 116. Intercollegiate Women's Basketball.**

**½ hour**

Participation as a member of the women's intercollegiate basketball team during the spring semester. Maybe repeated for credit. Pass/Fail

## **Preaching Ministry**

### **PM 271. Introduction to Preaching.**

**3 hours**

Introduction to the theory and practice of the preparation and delivery of sermons, with emphasis on topical and textual messages.

### **PM 273. Narrative Preaching.**

**1 hour**

An overview of the history of 'story-telling' in preaching, principles for preaching from narrative material, and first person preaching.

Prerequisite: PM 271.

### **PM 274. Preaching on Sensitive Issues.**

**1 hour**

An examination of the unique or special components to be considered when speaking on sensitive issues such as sanctity of life, family and marriage issues, and in response to tragic events.

Prerequisite: PM 271.

### **PM 275. Preaching for Special Occasions.**

**1 hour**

An overview of principles for preparing and presenting messages for special speaking opportunities including ordination services, dedication services, special days of the year, and non-church speaking engagements.

Prerequisite: PM 271.

### **PM 276. Thematic and Series Preaching.**

**1 hour**

An exploration of principles and methods for planning sermon series based on topical themes or Bible books.

Prerequisite: PM 271.

### **PM 277. Connecting With Your Audience.**

**1 hour**

The importance of audience targeting and segmenting in the course of sermon preparation; the transparency of the preacher in preaching.

Prerequisite: PM 271.

### **PM 278. Use of Media in Preaching.**

**1 hour**

Basic principles for effective use of media in preaching, including but not limited to the use of Power-Point and video. Copyright requirements for use of media.

Prerequisite: PM 271.

### **PM 371. Introduction to Church Growth.**

**2 hours**

A study of the universal principles for church growth including a study of the biblical principles of church growth, obstacles to growth, and strategizing for growth.

### **PM 372. Expository Preaching.**

**3 hours**

Theory and practice of expository preaching through research, organization, delivery, and criticism of expository sermons.

Prerequisites: GB 201 and PM 271.

### **PM 373. Church Planting.**

**1 hour**

An overview of current trends and methods of church planting. Includes on-site visit to a new church and meetings with the church planting staff.

Prerequisite: PM 371.

**PM 374. Small Group Ministry.** **1 hour**

An examination of small group dynamics and how small group ministry supports the mission of the church in evangelism and edification.

Prerequisite: PM 371.

**PM 375. Intro to Urban Ministry.** **1 hour**

An introduction to the theology and need for urban church ministry. Emphasis on ministry across cultural, racial, and economic lines. Includes on-site visits to urban settings.

Prerequisite: PM 371.

**PM 376. Church Growth in the Smaller Church.** **1 hour**

Methods and strategies to energize smaller churches for implementing growth principles to build effective ministry.

Prerequisite: PM 371.

**PM 377. Outreach Strategies.** **1 hour**

Principles for planning an effective outreach strategy for the local church including advertising, marketing, and special events.

Prerequisite: PM 371.

**PM499. Directed Readings & Research.** **1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## Psychology

**PS 101. General Psychology.** **3 hours**

Considers scientific study of human behavior; facility in use of terminology and concepts; emphasis upon personal awareness.

**PS 227. Developmental Psychology.** **3 hours**

Study of psychological development from conception through adulthood.

Prerequisite: PS 101.

**PS 355. Adult Lifespan and Diversity.** **3 hours**

This course identifies the diverse responsibilities, opportunities, and challenges that adult's face through the lifecycle. Students explore the demographic trends and family systems that impact aging, families, marriage, and culture. Offered alternate years: Spring 2010, 2012

Prerequisite: PS 227.

**PS 428. Abnormal Psychology.** **3 hours**

Study of dysfunctional behaviors with emphasis upon preventive action.

Prerequisites: PS 101; or permission of instructor.

## Science

**SI 211. Physical Science.** **4 hours**

Fundamental principles of physics, chemistry, and astronomy. Three hours lecture, two hours lab.

Prerequisites: MA 012 or competence.

## Sociology

### **SO 112. The Family.**

**3 hours**

The family as a sociological institution; consideration of experiences looking toward marriage and the establishment of a Christian home or the enhancement of one already begun.

## Speech Communication

### **SC 171. Fundamentals of Oral Communication.**

**3 hours**

Basic theory and practice of oral communication, focusing on research, organization, and delivery.

## Theology

### **TH 201. Biblical Doctrines.**

**3 hours**

The basic teaching of Scripture regarding revelation, God, man, sin, angels, Christ, salvation, the Holy Spirit, and the second coming.

### **TH 253. Theology of Missions.**

**3 hours**

This course develops a biblical theology of world missions by considering what the Bible says about missions from Genesis to Revelation. The unifying theme of the kingdom of God will be used to integrate biblical ideas about God's mission in the world.

### **TH 311. Christian Evidences.**

**3 hours**

Equips the student to demonstrate the reasonableness of his or her faith through an examination of philosophical and historical objections to that faith.

### **TH 312. Science and the Bible.**

**3 hours**

Study of the conflict and harmony between science and Scripture; emphasis upon scientific and Biblical evidence for Creation and the Flood.

### **TH 331. American Denominations and Cults.**

**3 hours**

A study of the history, characteristic beliefs, and practices of the major American denominations and cults in the light of Biblical revelation.

### **TH 351. Theology and Culture.**

**3 hours**

This course will prepare students to understand a culture in terms of the underlying worldview that is expressed in its forms and activities. Students will become able to understand cultures, cultural activities (especially entertainment), and individuals through the worldviews they reflect. This understanding will find both points of criticism and "common ground" for redemptive friendship, evangelism, and edification.

Prerequisites: TH 201

### **TH 421. Ethics.**

**3 hours**

An examination of the Biblical basis for making ethical decisions. Building on the foundation of God's revelation to Moses, the prophets, Jesus, and the apostles, students will apply these teachings to issues ranging from personal moral responsibility; to major social issues facing the world today; and in business/organizational leadership context. Students explore the theological and Biblical foundations that determine the nature of ethical leadership by discerning the ethical foundations evident in the lives of great leaders. Through debates and writing, students learn how the person/leader's values and beliefs affect decision-making by identifying key factors involved in ethical decision-making. Finally, students assess and apply the concepts of organizational and social responsibility by looking at real world problems.

**TH 433. Calvinism.****1 hour**

This course will present the teachings of the theological system known as Calvinism, and will evaluate them in the light of Scripture. The main focus will be on the doctrine of divine sovereignty, and on the TULIP concept of sin and salvation.

**TH 441. Theology of the Holy Spirit****2 hours**

A study of the nature and work of the Holy Spirit, and how He interacts with the individual Christian and the church corporate.

Prerequisites: TH 201

**TH 499. Directed Readings & Research.****1 to 3 hours**

An individualized course that enables a student to study material not in the curriculum or to facilitate an in-depth academic exploration of a particular area of interest.

Prerequisite: permission of instructor.

## **Worship & Music Ministry**

**WM 054. Basic Musicianship.****1 to 3 hours**

Preparatory course for students in the Worship & Music Ministry minor without basic guitar skills, basic keyboarding skills, and/or knowledge of basic music theory. This three-part course enables a person planning and leading worship services to understand basic technical and stylistic issues facing those who accompany on the guitar or keyboard, as well as be able to produce basic rhythms and feels on the instrument. It also provides a sufficient understanding of music theory to be ready for other required courses. The course is divided into three consecutive sections - Theory/Piano/Guitar. Pre-testing or performance adequacy will excuse the student from any or all of the three sections. Credit students only. (Pass/fail. Credit does not count toward graduation and is not transferable; up to three institutional credit hours.)

**WM 152. Worship Software and Technology.****2 hours**

Introduction to the selection and use of various worship planning software: video productions, computer song shows, MIDI technology, presentation, musical notation.

Prerequisite: CS 131 or competence.

**WM 157. Praise Team.****1 hour**

A group of singers, instrumentalists, planners, and technicians who plan and lead services throughout the semester on- and off-campus. Meets 2 hours. May be repeated for credit.

**WM 251. What is Worship?****3 hours**

Examines corporate and private worship in the Bible, the essence of relationship in worship, overcoming barriers that hinder worship, and personally establishing worship as a lifestyle. Emphasis on developing the spiritual character of the leader and members of worship ministry teams; personal intimacy with God.

**WM 351. Creating Paths to Worship.****3 hours**

How to design and plan corporate worship services, relate songs musically and spiritually, discover art, music and other resources helpful to corporate worship; develop different venues to drive home a spiritual theme, practically produce the details of the service; how to evaluate worship services both before and after; how to balance needs of the long-time church member and the new person.

Prerequisite: WM 251.

**WM 353. Practical Music Theory and Composition for Worship. 2 hours**

Study of musical styles (both classical and non-classical) with application to effective compositions for worship; writing transitions for volunteers; re-writing difficult musical sections; use of musical notation software; use of chord charts; teaching improvisation.

Prerequisite: MU 157 or competence.

**WM 354. Guiding Praise Teams, Choirs, and Congregations Musically. 2 hours**

Traditional and non-traditional methods of leading vocal musicians; effective conducting and rehearsal technique; working with adults and children; matching style and technique to talent; finding and selecting appropriate music. One hour lecture, two hours lab.

Prerequisite: MU 157 or permission of instructor.

**WM 451. Guiding Instrumentalists Musically. 2 hours**

Rehearsal technique for instrumental groups; working with transposing instruments and software; choosing appropriate music; appropriate use of instrumental color.

Prerequisite: MU 157 or permission of instructor. (2 hours)

**WM 454. Worship Ministry Practicum. 2 hours**

Application of techniques and principles in worship and music ministry with a church or other organization within commuting distance of the campus, under the supervision of the instructor and/or a music/worship minister.

Prerequisite: completion of at least 14 hours of WM minor requirements.

**WM 456. Worship Ministry Internship. 2 hours**

May be taken in lieu of WM 454. Fulfilling music/worship duties with a church or other organization, under the supervision of an experienced worship/music minister or other approved professional at that site.

Prerequisite: completion of at least 14 hours of WM minor requirements.

## Finances

Roanoke Bible College strives to provide an affordable Christian education to those seeking to serve the Lord. Thanks to the generous gifts of individuals and churches the College is able to minimize the student's out-of-pocket costs for tuition.

### Tuition

#### 2008-2009 Basic Charges

	<b>Fall</b>	<b>Year</b>
Data/Technology Fee	\$ 150.00	\$ 300.00
Insurance	350.00	350.00
Room & Board (minimum)	2,945.00	5,890.00
Tuition for 16 hours @ \$295.00/hr.	<u>4,720.00</u>	<u>9,440.00</u>
	\$ 8,165.00	\$ 15,980.00

A one time non-refundable application fee of \$50 must be paid when applying for admission.

### Fees

A technology fee of \$150 per semester is assessed to every student to cover the cost of the computer lab, personal e-mail, and internet access. Students with personal computers may access the network from their dorm rooms at no additional cost if they have the necessary hardware and software.

All students are expected to use these services. The fee charge is non-refundable.

### Textbooks and Other Expenses

Textbooks should be purchased prior to the beginning of class. Books may be purchased through the online bookstore located on the Roanoke Bible College website. The cost of books and supplies varies with the number of hours and particular courses for which a student is registered.

Certain courses require extensive supplemental notes. Charges for supplemental notes will be placed on your student bill and distributed by the instructor during the first session of class.

Other expenses will include transportation, entertainment, laundry, clothing, cosmetics, medical and dental expenses, and personal needs.

### Medical Insurance

The College requires that any student enrolled for 9 or more credit hours must have medical insurance coverage. This coverage may be through their parent's plan, a private carrier, or the plan offered through the College for the convenience of the student. The policy covers a 12-month period, beginning with the opening day of school. Copies of the complete contract are available upon request.

The rates for 2008-09 are as follows:

Student .....	\$350.00
Spouse.....	\$1,150.00
Dependents (each) .....	\$525.00

Insurance premiums are determined by the carrier.

### Schedule of Tuition and Fees

The current schedule is also available online at: [www.roanokebible.edu](http://www.roanokebible.edu)

#### Course Charges

Tuition Fee, per hour .....	295.00
Audit Fee, per hour .....	95.00

#### Technology Fee

8 or more credit hours/Dual Enrolled.....	150.00
1 to 7 credit hours (per hour) .....	19.00

#### Health Insurance per year (New rate to be determined July 1)

Basic Health & Accident Insurance .....	350.00
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#### Room and Board, per semester<sup>a</sup>

	<b>Room</b>		<b>Board</b>		<b>Total</b>
double	1,725.00	16 meal plan	1,340.00		3,065.00
double	1,725.00	11 meal plan	1,220.00		2,945.00
single	2,585.00	16 meal plan	1,340.00		3,925.00
single	2,585.00	11 meal plan	1,220.00		3,805.00

#### Private Music Instruction Fees

Piano/Voice/Guitar Lesson ( <i>in addition to credit hour charge</i> ).....	160.00
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#### Deposits<sup>b</sup>

Confirmation/Room Deposit ( <i>new students only</i> ).....	100.00
<i>(Refundable for fall semester if requested by May 1)</i>	
<i>(Refundable for spring semester if requested by January 1)</i>	

#### New Student Fees

College Application ( <i>credit students only</i> ) .....	50.00
Orientation Charge	
Students entering fall semester.....	130.00
<i>(Refundable for fall semester if requested by August 1)</i>	
Students entering spring semester .....	25.00
<i>(Refundable for spring semester if requested by January 1)</i>	

#### Miscellaneous Fees

Drop/Add Fee ( <i>change of schedule – per slip</i> ).....	15.00
Change of Program Fee (first one free) .....	50.00
Financial Aid Application Fee .....	50.00
<i>(Waived for new students and those completing paperwork by deadlines)</i>	
Graduation Fee.....	75.00
Late/Deferred Payment .....	35.00

Late Registration Fee  
(continuing students, 8 or more hours) .....100.00

Transcript, per request  
(\$2.00 per additional copy at that time) .....5.00

**a-** The room charge covers only the official days the dorms are open. Any student granted permission to stay in the dorm during Christmas Break will be charged a daily rate.

The board charge offers two options: 17 meals per week or 12 meals per week (no breakfasts Monday through Friday.) Students who choose the 12-meal option may purchase tickets for occasional breakfasts. No Sunday meals are served, and the cafeteria is closed for vacation periods (see official days in previous paragraph). Refunds are not made for meals missed. All students living in the dorms are required to pay the board charge.

**b-** The Confirmation/Room Deposit will be converted to the Room Deposit when the student applies for Residence Hall housing. (If the student will not be residing in the dorm the deposit will be converted to a tuition payment.) The room deposit is refundable less any fines, or charges for damages, for cleaning, and for keys not returned. Such refund will be credited to the student's account within 30 days of completing the room vacating form. For students withdrawing, the withdrawal procedures must be followed before any deposit is refunded.

## Payment Options

Every student who completes the enrollment process enters into a contract and is indebted for the total semester costs. No student will be considered registered until a payment option has been selected and the required minimum payment has been made.

The College offers three payment options:

1. Full payment option. Payment for each semester is due in full on registration day of that semester. The College accepts payment by cash, check, and credit card. If the student has pre-registered, payment may be made in advance.
2. Deferred payment option. For students unable to make full payment on registration day, the College offers a Deferred Payment Plan. This payment plan carries a \$35.00 processing fee. The Deferred Payment Plan requires:
  - a. Signing of a Promissory Note
  - b. Down payment of 50% of your outstanding balance on registration day. (Outstanding balance equals total charges less verified grants, loans, church support, and scholarships.)
  - c. Payment of remaining balance per the following schedule:  
One third in 30 days; One third in 60 days; Balance in 90 days  
Students not meeting financial obligations under the above plan will be denied this payment option the following semester.
3. Monthly payment option (through Tuition Management). Tuition Management Systems offers families several Monthly Payment Options to help manage education expenses. The No Interest Monthly Payment Option enables families to spread all or part of annual expenses over 10 equal monthly payments at a cost of \$55.00 annually. There is no interest or other charges. Additionally, low interest unsecured and home equity monthly payment options, federally backed loans and life insurance coverage are available. For information, visit Tuition Management Systems at their web site, [www.afford.com](http://www.afford.com), or call 1-800-722-4867. Or, contact the Roanoke Bible College Financial Aid Office at 1-800-RBC-8980 (1-800-722-8980).

## Delinquent Accounts

Student accounts must be paid in full before final exam week of each semester.

The College reserves the right to withhold semester examinations, grade reports, and transcripts from any continuing student whose financial obligations have not been met. Grades for the semester in question will be reported as "I" (Incomplete) until their account is cleared.

Students who fail within two weeks of the end of Final Exams to pay the outstanding charges and take the exams will forfeit any examinations being withheld. Such students will be subject to collection and legal fees incurred by Roanoke Bible College, if such action is deemed necessary.

Likewise, the College will not confer a degree or certificate upon any student who has not paid all debts (including fines) in full.

If a student has pre-registered for the next semester and not met their financial obligations for the prior semester, he or she will be dropped from registration and all financial aid will be removed. The student will be able to re-register once their account is cleared; however, there is no guarantee that the same courses will be available.

## **Transcripts**

All enrolled students are entitled to one transcript per academic year without charge. Beyond that, there is a charge of \$5.00 for the first transcript and \$2.00 for each additional transcript ordered at the same time. (See the Academic Policies section for more information).

## **Schedule Change**

Schedule changes initiated by the student through the Office of the Registrar, during the two-week drop/add period, will be charged a change of schedule per form and will be charged or credited for the net change in enrolled hours. If the change results in an additional charge to the student's account, then payment arrangements must be made under the Payment Options listed above before the change in enrollment is effective. (See the Academic Policies section of this catalog for additional information.)

## **Withdrawal**

If students find it necessary to change their schedule after the first two weeks of a semester, or if they withdraw or are suspended from the College before the completion of a semester, several procedures must be followed to be eligible for a refund on tuition, room, and board.

**Official College withdrawal.** Procedures for official withdrawal from the College are detailed in the Academic Policies section of this catalog. The date of official withdrawal will be used to determine the amount of the refund. Refunds for students who are asked to withdraw will be completed using the same refund formula as students who withdraw voluntarily. Please refer to the following section on Refunds.

**Unofficial College withdrawal.** Failure to follow official withdrawal procedures will result in refund calculations based on the date the school becomes aware that the student has ceased to attend. This could be the last day of the semester unless there are extenuating circumstances.

**Course withdrawal.** There is no tuition or fee refund for withdrawal from courses after the first two weeks (drop/add period) of classes. No course may be dropped after the tenth week of the semester.

See additional information in the section titled "Schedule Changes" in the Academic Information section of this catalog.

Failure to complete any of the required procedure may result in forfeiture of applicable funds.

## Refund Policies

**Withdrawal refund and repayment policy.** “Refund” refers to money paid toward school charges that must be returned to the financial aid sources and/or the student. In accordance with Title IV regulations (668.22), Roanoke Bible College Refund and Repayment Policy is as follows:

Once a student’s withdrawal date is established according to federal regulations, the percentage of the semester completed is determined by dividing the number of calendar days completed by the total number of calendar days in the payment period. Scheduled breaks of at least five consecutive days and an approved leave of absence are excluded from this calculation.

If the student has received less Title IV aid than the amount earned, the school must make a disbursement of the earned aid that was not received. If the student has received more Title IV aid than the amount earned, the school, or the student, or both, must return the unearned funds in this order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Plus Loan
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Any Other Federal Aid

NOTE: When RBC is required to return Title IV funds, the student’s account will be adjusted and the student will be responsible for payment to RBC for any remaining balance.

Once the appropriate refund amount has been determined, the refund will be allocated in the federally required order. Roanoke Bible College will distribute or return the funds within the 30-day requirement.

If other charges and/or fines are applied to the student’s account after a refund is determined, the student will be responsible for those charges and/or fines.

The student may be required to repay a portion of Title IV funds to the Department of Education. If this is the case, the Business Office will notify the student of the amount and time restrictions mandated by the Department of Education.

**Institutional refund policy.** For all students, RBC Foundation Scholarships and Wallace-Eakes Scholarships will be refunded on the percentage basis used in Federal Aid withdrawal calculations.

**Refund recipients.** If a refund is due to a lender, the Office of Student Accounts will prepare a check to be returned to the lender for the full amount of the refund, indicating which loans should be credited.

If a refund is due to the student, the Office of Student Accounts will inform the student and prepare a check to be returned to the student for the full amount of the refund.

**Refunds for veterans.** For eligible individuals under Department of Veterans Affairs (DVA) subsidy, the school will conform to DVA regulations.

**Refunds for tuition and fees.** Tuition and the technology fee will be refunded on the percentage basis used in Federal Aid withdrawal calculations.

**Refunds for room and board.** Room and board will be refunded on the percentage basis used in Federal Aid Withdrawal calculations. Room deposits, less any expenses for damages, cleaning, etc., will be refunded upon completion of the Room Vacating Form with the Dean of Students and inspection of the room.

**Student account overpayment refund policy.** When a student's account has a credit balance the student may fill out a refund request at the Business Office. No refund will be processed until after the drop/add period in each semester is over.

If a credit balance is the result of a payment from a church, a refund request cannot be processed without an authorizing letter or phone call to the Business Office from the church.

## Financial Aid

The College is pleased to work with students and their parents in providing financial aid to supplement the financial resources of the family. All requests for assistance should be directed to the Financial Aid Office at the College.

Several different kinds of financial assistance are available through RBC:

- Grants – Awarded on the basis of need; not to be repaid
- Loans – Most are need-based; must be repaid, usually over a long period of time at a low rate of interest
- Employment – Available on and off campus
- Scholarships – Available to those students who meet the requirements

Additionally, students may use other types of financial assistance, such as the GI Bill or Vocational Rehabilitation.

### Steps in the Financial Aid Process

Roanoke Bible College (RBC) uses only one application and one essay for all financial aid offered at the College. Completing these two items and submitting them to the Financial Aid Office at RBC on or before the March 1 priority filing date will give the student consideration for all financial aid available at RBC.

1. All persons desiring financial aid must submit the Free Application For Federal Student Aid (FAFSA). This application is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after January 1 for the school year beginning in the fall of that year. Applicants and students should submit the FAFSA no later than March 15 for priority financial aid consideration. Roanoke Bible College's school code for use on the FAFSA is 014101. Paper forms are available from the Financial Aid Office upon request. Submit the paper FAFSA directly to the College's Financial Aid Office for immediate processing.
2. All students applying for admission to RBC will be asked to submit a short essay (one paragraph to one page in length) as a part of the admission application explaining their career and personal goals and how an education at RBC would help them meet those goals. This essay will be used by the scholarship committee as the RBC scholarship application. This essay must be submitted by March 1 for the fall semester and by November 1 for the spring semester for priority financial aid consideration.
3. In some cases, the Financial Aid Office is required by the federal government to verify information the student supplied on his FAFSA. If this is necessary, the Financial Aid

Office will contact the student to obtain the documents needed to complete the financial aid file.

4. Once all items have been received, the College's Financial Aid Office will design a financial aid package that best suits the student's needs. The personal financial aid package will be mailed to the student in the form of an award letter. To indicate acceptance of the award, the student must sign it and return it to the Roanoke Financial Aid Office.
5. All students applying for financial aid must have an official copy of their final high school transcript or its equivalent on file with the College (and college transcripts if applicable). The Financial Aid Office will review these transcripts before allowing financial aid to be applied to a student's account.

## Grants

(Gifts which do not have to be repaid)

**Academic Competitiveness Grant (ACG).** This federal grant program is for full-time students at degree-granting institutions who have completed a rigorous high school program of student and who are U.S. citizens, Federal Pell Grant recipients, and enrolled in the first or second year of their programs of study. Students can receive a maximum of \$750 for their first year and \$1,300 for their second.

**CPEI State Grant (Grants to students attending Certain Private Education Institution).** A student must be a North Carolina state resident and complete a full academic year with at least 6 credit hours or more each semester to receive this state grant. Full-time students will be eligible for the full award, part-time students (at least 6 hours) will be awarded on a prorated basis. A CPEI State Grant application must be submitted to apply for this grant. The student's state residency will be verified by the RBC Financial Aid Office. The amount of the grant is determined yearly by the NC State government and awarded directly to the student via postal mail during the summer following the completed academic year. **Dual-enrollment with any other North Carolina college makes a student ineligible for this grant.**

**Federal Pell Grant.** The College participates in the Pell Grant Program. Applicants and students pursuing a degree or certificate are eligible to apply for this grant. A Free Application for Federal Student Aid (FAFSA) must be submitted to apply for this grant. The amount of the grant is determined by the student's need for such financial assistance as established by the U.S. Department of Education from the answers submitted on the FAFSA. The amount of award for students holding less than a full-time status will be prorated accordingly. Once Pell Grant monies have been received, the College credits the student's account.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** Another grant program Roanoke participates in is the FSEOG Program. Each year the Department of Education allots each approved school a set amount of money for this program. Awards are made based on the need of the individual. Individuals must complete a Free Application for Federal Student Aid (FAFSA) to be considered for this grant. Students with the greatest need are given first priority in receiving these funds. Once FSEOG monies have been received, the College credits the student's account.

**North Carolina Education Lottery Scholarship (ELS).** A student must be a NC state resident, be enrolled at least half-time (6 credit hours), complete and submit the Free Application for Federal Student Aid (FAFSA), and meet all eligibility requirements. The award amount for ELS is

determined by the payment schedule for the ELS program established by the NC government yearly. For more information contact the Financial Aid Office.

**RBC Need-Based Grants.** Each year the Board of Trustees of the College designates money from the general fund to be used as grants to students in need. Individuals must complete a Free Application for Federal Student Aid (FAFSA) to be considered for this grant. The amount of money awarded varies from year to year. The College credits the student's account each semester with one-half of the verified annual award.

## **Loans**

(Funds which must be repaid)

The College participates in the Federal Family Educational Loan Program (FFELP). The program offers the Stafford Loan to eligible students and the PLUS Loan to eligible parents.

**Stafford Loan.** Eligible students may apply for subsidized or unsubsidized Stafford Loans. These low-interest loans are guaranteed by the state or insured by the federal government. Students must first complete the Free Application for Federal Student Aid (FAFSA) to determine loan eligibility. While receiving the loan, students must be enrolled at half-time status or more (6 or more hours) and must remain in good standing. Once approved, the lending agency may deduct an origination fee from the loan amount and deliver one-half of the remaining amount to the College each semester. Upon receipt of these funds, the student's account will be credited. A first-time college freshman must complete thirty days of classes before loan funds are credited to his account. A loan application may be obtained through a local bank, credit union, or the College's Financial Aid Office.

**PLUS Loan.** The PLUS Loan is offered to the parents of students who may need additional funds to finance their child's education. While receiving the loan, students must be enrolled at half-time status or more (6 or more hours) and must remain in good standing. Once approved, the lending agency may deduct an origination fee from the loan amount and deliver one-half of the remaining amount to the College each semester. Upon receipt of these funds, the student's account will be credited. A loan application may be obtained through a local bank, credit union, or the College's Financial Aid Office.

## **Student Employment**

The Financial Aid Office together with the Business Office can advise students on several types of employment opportunities within the RBC community.

**Church employment.** Many churches within commuting distance use the services of college students in various kinds of ministry. Interested students should address their inquiries to the Dean of Students.

**On-campus employment.** Opportunity for on-campus employment exists, and every attempt is made to provide such jobs to students who desire to work. The students are paid an hourly wage.

Students must complete a FAFSA and an RBC Application for Student Employment to work on campus. Applications can be obtained from the Financial Aid Office and should be completed as early as possible.

RBC participates in the Federal Work-Study (FWS) program. In this program, RBC agrees to make employment reasonably available, to the extent of available funds, to all eligible students. In most cases, such employment will be on-campus; however, some off-campus employment positions may be included in the program.

**Off-campus employment.** While there is no substitute for personal job solicitation by the student, the Vice President for Student Life will assist Roanoke Bible College students in obtaining employment in the area. However, first-semester freshmen are discouraged from working off-campus.

## **Scholarships**

(Awards for recognition of achievement or need)

All applicants and students wishing to be considered for scholarships for the following school year must submit the Roanoke Bible College Admission Essay, the Scholarship Application, and a FAFSA no later than March 1. While funds may be available after this date, students are encouraged to observe the March 1 priority filing date. Funds are limited and will be distributed on a first come first served basis after March 1.

Some scholarships may not be used in conjunction with other scholarships and awards. Each scholarship has its own stipulations and restrictions. Failure to meet these conditions may result in forfeiture of the scholarship.

Disbursements are normally divided equally between the two semesters. For complete details, contact the Financial Aid Office at RBC.

*Alumni Dependent Scholarships.* Awarded to children of alumni (defined as anyone who has passed one or more courses for college credit) from RBC or Eastern Christian College.

*Barnabas Scholarships.* Awarded to students for the purpose of encouraging them to pursue Bible college training for Christian service.

*Bible Bowl Scholarships.* Awards for Bible Bowl participants and tournament winners.

*Christian Service Scholarships.* Awarded to students who demonstrate great potential to fulfill the mission of the College.

*International Scholarships.* Awards for students from other countries who meet specific criteria.

*Merit-Based Scholarships.* A limited number of awards for students who demonstrate academic excellence.

*Need-Based Scholarships.* Awards made on the basis of financial need, in varying scholarship amounts.

*Roanoke Bible College Foundation Scholarships.* Annual awards from Roanoke's scholarship endowment, with varying eligibility criteria.

*State/National Christian Convention Scholarships.* Awards for winners of state and national Christian convention contests in preaching, music, and public speaking.

*Senior Adult Scholarships.* All students 55 and older will receive a scholarship equivalent to 40% of total tuition costs when payment in full is made on registration day.

*Spouse Scholarships.* For students married prior to their first enrollment at RBC; one spouse is awarded free tuition up to the number of hours his/her full-time spouse is paying.

*Wallace-Eakes Scholarships.* Awarded to select students interested in pursuing training in the fields of ministry, missions, or counseling.

## Other Financial Assistance

**GI Bill.** Active duty military personnel, members of the reserve, members of the National Guard, veterans and children of deceased or disabled veterans may be eligible to receive monthly payments. Descriptions of these benefits may be found at the Department of Veteran Affairs website: [www.gibill.va.gov](http://www.gibill.va.gov). Application should be made at a local Veterans Administration office as soon as the student receives his letter of acceptance from the College. The RBC Registrar will send an Enrollment Certification to the VA office after the first day of classes.

If the student is eligible for VA benefits, it will be a minimum of six weeks before the arrival of the first check. The student is still responsible for the entire amount of his school bill.

**Vocational Rehabilitation.** Students with a physical disability may obtain grants-in-aid through the Division of Vocational Rehabilitation. Information must be obtained from the Director of Vocational Rehabilitation in the student's home area.

## Federal Financial Aid and Satisfactory Academic Progress

Federal regulations require the College to establish and apply reasonable Standards of Satisfactory Academic Progress for students receiving Title IV funds (Pell Grant, FSEOG Grant, Federal Work-Study, and all Federal loans). Roanoke Bible College students receiving Federal Financial Aid must make satisfactory academic progress toward a degree or certificate as set forth in this policy. Satisfactory academic progress includes both quantitative and qualitative standards.

**Quantitative standard.** The minimum number of hours a student must successfully complete (pass) each semester is 75% of the credit hours attempted each semester.

The following grades are used in computing the percentage of course work completed: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. A grade of I (Incomplete) will impact the quantitative standard of satisfactory academic progress and should be completed as soon as possible. Course repeats can affect the quantitative standard. Basic Studies work will not affect the quantitative standard.

**Qualitative standard.** Each full and part-time student must achieve the following minimum cumulative GPA:

At the end of the first semester	1.75
second semester	2.00

The following grades are used in computing a cumulative GPA: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. Course repeats could impact the GPA. Withdrawals during the Drop/Add period, grade of W, and Basic Studies work will not impact the cumulative GPA.

For transfer students, both hours transferred into the student's program of study at Roanoke Bible College and the hours taken at RBC will be used to determine satisfactory academic progress for financial aid purposes. Any transfer student admitted on academic probation will automatically be placed on Financial Aid Probation.

**Financial Aid probation and suspension.** Students who do not meet the quantitative and/or qualitative standard have one semester financial aid probation in which they may receive financial aid. Transfer students admitted on academic probation will automatically be placed on Financial Aid probation. During the semester of probation, they must regain the above standards to continue receiving financial aid. If, after a semester on financial aid probation a student does not regain these standards, financial aid will be suspended. (See Reinstatement Policy below.)

**Appeal process.** Satisfactory progress requirements outlined above may be waived based on extenuating circumstances that might affect the student's performance, such as illness, injury to student, or death in the family. Any student who feels there are extenuating circumstances prevailing in his case may file an appeal for an exception by making a written request to the Financial Aid Office. The Director of Admissions and Financial Aid will bring the appeal before the Appeals Committee to make a decision on the student's case. At the committee's discretion, a waiver may be granted to the student to maintain his or her financial aid eligibility.

**Reinstatement policy.** If a student in financial aid suspension completes a semester and is once again in compliance with the above qualitative and quantitative standards, he is eligible to apply for financial aid reinstatement. The student should submit a written request for reinstatement and a FAFSA to the Financial Aid Office.

**Completion limits.** Students must complete their certificate or degree programs within the following number of semesters:

	<i>Full-time</i>	<i>Part-time</i>
Bachelor of Theology	6 semesters	12 semesters
Bachelor of Arts or Science	12 semesters	24 semesters
Associate Degree	6 semesters	12 semesters
Church Leadership Certificate	5 semesters	10 semesters
Biblical Studies Certificate	3 semesters	6 semesters

When a student has received aid for the maximum number of semesters for his program, he will not receive federal financial aid for any subsequent semesters.

# Directory

## Board of Trustees

Benjamin H. Allen, 1985*, Chairman.....	Newport News, VA
Nuclear Engineering Information Systems/Project Engineer, Newport News Shipbuilding (ret.)	2009•
James A. Bennett, 1985* .....	Virginia Beach, VA
Minister, Avalon Church of Christ	2008•
Darrell M. Blackwell, 2000* .....	Charlotte, NC
Linehaul Operation Manager, Industrial Engineering, Yellow Freight System, Inc.	2009•
Wyett H. Colclasure II, 2005* .....	Jarrettsville, MD
Senior Associate, Booz Allen Hamilton	2010•
J. David Cuthbertson, 1993*, Vice Chair.....	Ridgeway, VA
Minister, Horsepasture Christian Church	2009•
Loren D. Deckard, 2005* .....	Joppatowne, MD
Minister & Professor (ret.); Director of Development, Polish Christian Ministries	2008•
Gregory D. Hand, 1997* .....	Gasburg, VA
Minister, Pleasant Hill Christian Church	2010•
Gene M. Langley, 1990* .....	Chesapeake, VA
LUTCF, Senior Account Agent, Allstate Insurance Company (ret.)	2008•
Jeffrey W. Marks, 1993* .....	Winston-Salem, NC
Minister of Music, Pinedale Christian Church	2009•
William C. McCracken, 1997* .....	Richmond, VA
Detective Sergeant, Richmond Police Department	2010•
Denise M. Moulden, 1999*, Asst. Secretary.....	Plymouth, NC
Clerk of Court, Washington County; Minister's Wife	2008•
Curt W. Nordheim, 2005* .....	Hooksett, NH
Director of Cross-Cultural Ministries, Restoration House Ministries	2008•
D. Clay Perkins, Ph. D., 2006.....	Elizabeth City, NC
President, Roanoke Bible College	
Gina D. Shaffer, J. D., 2005* .....	Abingdon, MD
Attorney, Shaffer Law Office LLC	2008•
M. Lusetta Slagle, 1999* .....	Jonesborough, TN
Branch Librarian, Washington County, TN, Gray Branch	2008•
W. Keith Tankard, 1992* .....	Bath, NC
Financial Consultant and Owner, Coastal Financial Services	2009•
Michael A. Tetterton, 2001* .....	Bailey, NC
Manufacturing Mechanic, GSK Pharmaceuticals	2009•
Rebecca T. West, 1989*, Secretary .....	Washington, NC
Teacher, Bath Elementary School (ret.); Minister's Wife	2009•
Alumni President, Vincent C. Rodkey .....	Selbyville, DE
Associate Minister, Ocean View Church of Christ, Ocean View, DE	

Alumni Representative Chairman, James A. Moore ..... Stockbridge, GA  
Professor/Minister, Georgia Perimeter College, Clarkston, GA

[\*Began as trustee, •Present term expires]

*Emeritus:*

John H. Hufton, 1982-1990      Fuquay-Varina, NC  
Postmaster, Fuquay-Varina (ret.)

Charles G. Presley, 1977-2005      Daytona Beach, FL  
Minister (ret.)

William A. Griffin, 1986-2006      Elizabeth City, NC  
Assistant to the President, Professor (ret.)

Marvin E. Rose, 1962-1999      Pantego, NC  
Welder and Millwright (ret.)

*Past Trustees (10 or more years of service):*

George W. BonDurant  
1948-1986

David E. Rhodes  
1959-1989

Alonzo C. Fodrey  
1948-1958

Hilton O. Chesson  
1962-1990

Herman C. Stewart  
1948-1958

C. Meredith Fisher  
1962-1979

Harold C. Turner, Sr.  
1948-1985

Roy L. Watson  
1962-1977

Harry W. Pritchett  
1950-1979

Guy Woolard  
1967-1992

Ernest Rose  
1950-1960

Ralph K. Bennett  
1977-2002

Redden H. Shavender  
1950-1976

W. Edwin Lipscombe  
1977-1994

Pattie A. Wilkinson  
1950-1960

Charles G. Presley  
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Edsel F. Bridgman  
1953-1965

Larry L. Davenport  
1979-1992

Loma H. Hassell  
1953-1961, 1979-1997

Emmett P. Murphy  
1995-2005

Henry C. Owey  
1958- 2004

William A. Griffin  
1986-2006

Kenneth C. Swain  
1958-1989

## Administration and Staff



### President's Office

D. Clay Perkins, Ph.D., President  
William A. Griffin, Assistant to the President  
Melissa I. Lewis, President's Secretary  
Sandra S. Perkins, Appointment Secretary



### Academic Affairs

Kevin W. Larsen, Ph.D., Vice President for Academic Affairs  
Joan U. Sawyer, Registrar  
Stephanie S. Stanley, Administrative Assistant to the VPAA  
Reneé P. Lease, Service-Learning Director  
Wendy S. Guthrie, Learning Enhancement Services Director



### Finance

E. David Sayers, Vice President for Finance  
Carol M. Stuart, Assistant Vice President for Finance & IT Director  
Cheryl D. Lindsley, Receptionist



### Development

W. Keith Wood, Vice President for Development  
Emmett P. Murphy, Assistant Vice President for Development  
Jenny E. Rowland, Secretary



### Student Life

Kendall S. Greene, Ed.D., Vice President for Student Life  
Donald W. McKinney, Counselor  
Nicole G. Jones, Student Life Assistant  
Corey R. Jones, Campus Minister  
Philip E. Jones, Residence Hall Director (Men)  
Wendy S. Guthrie, Residence Hall Director (Women)

## **Director of Admissions**

Garrett D. Lewis, Director of Admissions  
Lisa W. Pipkin, Financial Aid Administrator  
Julie A. Fields, Admissions Administrator  
Mark A. Beard, Admissions Counselor  
Jason M. Woolard, Admissions Counselor

## **Institutional Research and Effectiveness**

Kevin W. Larsen, Director

## **Library**

L. Frank Dodson, Library Director  
Alice K. Andrews, Library Director's Assistant; Technical Services and Acquisitions

## **Services**

### **Cafeteria**

, Manager

### **Housekeeping**

Lori A. Caswell, Housekeeping Supervisor  
Richard J. Lindsley, Housekeeper

### **Maintenance**

Phillip N. Alligood, Superintendent of Buildings and Grounds  
Paul H. Davis, Maintenance Mechanic

## Faculty

### *Full-Time Faculty*



**A. Eugene Andrews, Jr.**, Professor of Preaching Ministry and Chair of Christian Ministry (1989). B.A. in Bible, Roanoke Bible College; M.Min. in Preaching, M.Div. in Practical Studies, Cincinnati Christian University; D.Min., Liberty Baptist Theological Seminary.



**S. Elizabeth BonDurant**, Professor of Music (1963). B.A. in Bible, Roanoke Bible College; M.A. in Bible, Abilene Christian University; M.C.M. in Voice, Southern Baptist Theological Seminary.



**Lee M. Fields**, Professor of Bible and Chair of Biblical Studies (1997). B.S.E. (Secondary) Physical Science, Emporia State University; M. Div. in General Bible, Cincinnati Christian University; M.Ph. in Hebraic and Cognate Studies, Hebrew Union College-Jewish Institute of Religion; Ph.D. in Hebraic and Cognate Studies with concentration in Judaic Studies in the Greco-Roman Period, Hebrew Union College-Jewish Institute of Religion.



**Kendall S. Greene**, Professor of Family Ministry (2006). B.S. in Bible, Cincinnati Christian University; Teaching Certificate (English), College of Mount Saint Joseph; M. Ministry, Kentucky Christian University; M.Ed. Milligan College; Ed.D. in Leadership, Saint Mary's University.



**Wendy S. Guthrie**, Professor of English (1998). B.S. in Bible, Roanoke Bible College; M.S. in Education, Old Dominion University; graduate studies in English, Old Dominion University, University of Iowa; Ed.D. in Educational Psychology (in progress), Regent University.



**René P. Lease**, Professor of Elementary Education and Director of Service-Learning (1981). B.A. in Bible, Roanoke Bible College; B.S. in Music Education, Elizabeth City State University; M.A. in Elementary Education, East Carolina University; TESOL Certificate, Regent University.



**Donald W. McKinney**, Associate Professor of Counseling, College Counselor, and Chair of Education and Human Services (2000). B.S., Western Illinois University; M.A. in Counseling and Guidance, Wright State University; Ph.D. in Psychology (in progress), Northcentral University.



**Robert B. Reese**, Associate Professor of Cross-Cultural Ministry (2008). B.S. in Mathematics, Harding University; M.S. in Mathematics, Northwestern University; M.A. in Missiology, Fuller Theological Seminary; Ph.D. in Missions, Mid-America Baptist Theological Seminary.

**E. David Sayers**, Assistant Professor of Business (2007). B.B.A., Radford University; M.B.A., East Tennessee State University.



**Robert W. Smith**, Professor of Bible and History and Chair of Arts and Sciences (2003). B.A. in Bible and Missions, Cincinnati Christian University; M.A. in Ancient Near Eastern Studies and M.Div. in Theology and Apologetics, Cincinnati Christian University; M.A. in Ancient History, Miami University; Ph.D. in Ancient History with supplementary fields in Medieval European, Modern American and African History, Miami University.



**Ronnie J. Woolard**, Professor of Bible (1974). B.A. in Bible, Roanoke Bible College; M.A. in Old Testament, Lincoln Christian Seminary; M.Div. in Theology, Cincinnati Christian University.

### ***Adjunct Faculty***

**William C. Bravard**, Church Growth (2008). A.B., B.Th., M.Div., Cincinnati Christian University; M.A. and Ph.D. Indiana University.

**Ivy I. Brothers**, Deaf Studies (2006). M.Ed. (TESOL certificate), Regent University. Certification of Interpreting (CI) and of Transliteration (CT), Registry of Interpreters for the Deaf (RID); Qualified Certification, American Sign Language Teachers Association (ASLTA).

**Mary-Lynn Chambers**, English (2008). B.A. in Sociology, University of Western Ontario; M.A. in English (in progress), East Carolina University.

**Loren D. Deckard**, New Testament (2009). B.A. in Ministry, Lincoln Christian College; M.A. in New Testament, Lincoln Christian Seminary.

**Frank E. Dicken**, New Testament (2008). B.A. in Preaching, Lincoln Christian College; M.Div., Lincoln Christian Seminary.

**L. Frank Dodson**, New Testament and Theology. Library Director (2004). B.A. in Bible, Roanoke Bible College; M.Div., Cincinnati Christian University; M.L.S., North Carolina Central University.

**Mike S. Jeffress**, Pastoral Ministry (2009). B.A. in Bible and B.Min., Harding University; M.A. in Christian Doctrine, Harding University Graduate School of Religion; M.Div., Baptist Missionary Association Theological Seminary; Ph.D. (candidate), Regent University.

**Keith C. Jones**, Business (2008). B.S. in Business Administration, Northeast Missouri State University; M.B.A. Northwest Missouri State University; Ph.D. in Marketing, University of Memphis.

**Kelvin Jones**, Theology (2008). B.A., Boise Bible College; M.A. and M.Div, Cincinnati Christian University; Th.M, Trinity Evangelical Divinity School; Ph.D., Southern Baptist Theological Seminary.

**Larry R. Jones**, Preaching (2008). B.A. in Christian Ministries, M.A. in Theology, and M.Div., Cincinnati Christian University.

**Kurtis L. Kight**, Leadership and Administration (1991-98, 2004). B.S. in Adult Education, Old Dominion University, M.B.A., Regent University.

**Kevin W. Larsen**, New Testament. Vice President for Academic Affairs, and Director of Institutional Research and Effectiveness (2005). B.A. in Pastoral Ministry, Nebraska Christian College; M.A. in Biblical Studies and M.Div., Cincinnati Christian University; Ph.D. in Biblical Studies, The Catholic University of America.

**Melissa I. Lewis**, Oral Communication. President's Secretary (1972). B.A. in Bible, Roanoke Bible College; M.A. in Communications, Stephen F. Austin State University.

**Christopher M. McCarthy**, Oral Communication and Youth Ministry (2002). B.S. in Bible, Roanoke Bible College; M.A. in Practical Ministries, Cincinnati Christian University.

**Curt W. Nordhielm**, Ministry and New Testament (2008). B.A. in Christian Ministries, Lincoln Christian College; M.Div. in Theology and Philosophy, Lincoln Christian Seminary; graduate studies at Trinity Evangelical Divinity School.

**D. Clay Perkins**, Leadership. President of the College (2006). B.A. and B.Th., Atlanta Christian College; M.Min. and M.Div., Cincinnati Christian University; Certificate of Advanced Graduate Studies and Ph.D., Organizational Leadership, Regent University.

**John T. Sarno**, Worship (2008). B.S.M, Lincoln Christian College; M.A. in Music Education, Eastern Illinois University.

**Rondal B. Smith**, Applied Linguistics (2008). A.B. in New Testament Language and Literature, Lincoln Christian College; M.A. and Ph.D. in Linguistics and Cultural Anthropology, Indiana University.

**Carol M. Stuart**, Computer Science. Assistant Vice President for Finance (1988). B.S. in Bible, Roanoke Bible College; M.A. in Management, Regent University; graduate studies in computer science, Portland State University, Old Dominion University, Nova Southeastern University.

**Robin W. Underhill**, United States History and Government (2008). B. A. in Christian Ministries, M.A. in Theological Studies, Cincinnati Christian University; Ph.D. in History, Case Western Reserve University.

**Michael Van Patter**, Worship (2009). B.M. in Jazz Studies, University of North Carolina Greensboro.

**Daniel T. Wallace**, Worship (2008). B.S. in Business Administration, Old Dominion University; M.C.M., Southern Baptist Theological Seminary.

## Contact Information

Surface Mail: Roanoke Bible College  
715 N. Poindexter Street  
Elizabeth City, NC 27909

Web Site: [www.roanokebible.edu](http://www.roanokebible.edu)  
Switchboard: 252.334.2000  
Facsimile: 252.334.2071

Admissions  
Local: 252.334.2028  
Distant: 800.RBC.8980  
E-mail: [admissions@roanokebible.edu](mailto:admissions@roanokebible.edu)

For information concerning: Contact

Pulpit supply, alumni matters Assistant to the President  
252.334.2001, [wag@roanokebible.edu](mailto:wag@roanokebible.edu)

Faculty personnel, curriculum Vice President/Academic Affairs  
252.334.2009, [kwl@roanokebible.edu](mailto:kwl@roanokebible.edu)

Admissions Admissions Administrator  
252.334.2028, [admissions@roanokebible.edu](mailto:admissions@roanokebible.edu)

Testing Testing Coordinator  
252.334.2086, [sss@roanokebible.edu](mailto:sss@roanokebible.edu)

Transcripts Registrar  
252.334.2012, [jus@roanokebible.edu](mailto:jus@roanokebible.edu)

Financial aid Financial Aid Administrator  
252.334.2020, [lwp@roanokebible.edu](mailto:lwp@roanokebible.edu)

Student accounts, finances Assistant Vice President/Finance  
252.334.2010, [cms@roanokebible.edu](mailto:cms@roanokebible.edu)

Student welfare, residence matters Vice President/Student Life  
252.334.2019, [ksg@roanokebible.edu](mailto:ksg@roanokebible.edu)

Residence Hall Directors  
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## **Visitor Information**

Visitors are welcome at any time. Our chapel services are open to all at 9:30 a.m. on Tuesday and 10:00 a.m. on Wednesday while school is in session.

Office Hours. During the school year offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

## Elizabeth City Map

## Campus Map

## Academic Calendar (subject to change)

	2008-2009	2009-2010	2010-2011
Early Fall Intensives	Aug 11-15	Aug 10-14	Aug 16-20
Dorms Open: New Students	Aug 14	Aug 13	Aug 19
New Student Orientation	Aug 14-17	Aug 13-16	Aug 19-22
Intent to Graduate Application for January	Aug 15	Aug 15	Aug 15
Dorms Open: Continuing Students	Aug 16	Aug 15	Aug 21
Final Fall Registration	Aug 18	Aug 17	Aug 23
Classes Begin, (5 p.m.)	Aug 18	Aug 17	Aug 23
Last Day for Drop/Add	Sept 2	Sept 1	Sept 7
Fall Break (No Classes)	Oct 13-17	Oct 12-16	Oct 11-15
Final Grades Due for Fall Intensives (noon)	Oct 15	Oct 14	Oct 13
Pre-registration for Spring Semester	Oct 27 – Nov 7	Oct 26 – Nov 6	Oct 25 – Nov 5
Last Day to Withdraw from Courses (Grade W)	Oct 31	Oct 30	Nov 5
Thanksgiving Break (No Classes)	Nov 26-28	Nov 25-27	Nov 24-26
Final Exams	Dec 8-12	Dec 7-11	Dec 13-17
Dorms Close	Dec 13	Dec 12	Dec 18
Intent to Graduate Application for May	Dec 15	Dec 15	Dec 15
Final Grades Due (noon)	Dec 16	Dec 15	Dec 21
Early Spring Intensives	Jan 5-9	Jan 4-8	Jan 10-14
Dorms Open	Jan 10	Jan 9	Jan 15
New Student Orientation	Jan 10-11	Jan 9-10	Jan 15-16
Final Spring Registration	Jan 12	Jan 11	Jan 17
Classes Begin (5 p.m.)	Jan 12	Jan 11	Jan 17
Last Day for Drop/Add	Jan 27	Jan 26	Feb 1
Spring Break (No Classes)	March 2-6	March 1-5	March 7-11
Final Grades Due for Spring Intensives (noon)	March 4	March 3	March 9
Intent to Graduate Application for August	March 15	March 15	March 15
Gospel Rally (No Classes Thursday Afternoon or Friday)	March 19-20	March 18-19	March 17-18
Pre-registration for Summer and Fall Semester	March 30 – April 10	March 29 – April 9	March 28 – April 8
Last Day to Withdraw from Courses (Grade W)	March 27	March 26	April 1
Easter Break (No Classes)	April 13-14	April 5-6	April 25-26
Final Exams	May 4-8	May 3-7	May 9-13
Final Grades Due for Graduating Students (noon)	May 5	May 4	May 10
Baccalaureate	May 8	May 7	May 13
Commencement	May 9	May 8	May 14
Final Grades Due (noon)	May 12	May 11	May 17
Summer Session Intensives	May 11-15	May 10-14	May 16-20
Final Grades Due (noon)	Aug 7	Aug 6	Aug 5

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