



## **2024-2025 Catalog**

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**Volume 33**

**April 2024**

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### **Southeastern Free Will Baptist Bible College\***

P.O. Box 1960 Wendell, NC 27591

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**\*D.B.A. Southeastern Free Will Baptist College**



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This catalog does not constitute a contract between Southeastern Free Will Baptist College and its students on either a collective or individual basis. It represents the school's best academic, financial, and social planning at the time of its publication. After the catalog has been printed, modifications sometimes occur in areas such as course offerings, curriculum descriptions, student life, and financial obligations (i.e., tuition and fees); therefore, Southeastern Free Will Baptist College does not assume a contractual obligation with students for the contents of this catalog.

## A PERSONAL WORD FROM THE PRESIDENT

I'm glad you are looking at Southeastern's *Catalog*. Perhaps you are just like I was in 1983: I had surrendered my life to our Lord and was looking at where I could be trained to serve Him. I was a freshman entering Bible college, and Southeastern was opening its doors for the very first time. By faith, I walked right through those doors, and the trajectory of my life changed forever. Southeastern was the perfect place for me. Although I had opportunities to go to larger colleges, it was here that I immediately felt like I was part of a family!

Southeastern began with a heart for ministry in and through the local church. It is a wonderful place to find and complete the will of God for your life. We have trained countless pastors, missionaries, and Christian school teachers all around this globe. As the chairman of North American Ministries, I know that over half of our missionaries in North America are graduates of Southeastern. We are a small college doing big things for Christ!

If we can help you, whether it's answering questions or starting the application process, please reach out to us by phone or by email. I encourage you to come and find God's will for your life at Southeastern. Perhaps you will be just like me in realizing that it is one of the greatest decisions of your life!

A handwritten signature in black ink, appearing to read "Dr. Jeffrey B. Jones". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Dr. Jeffrey B. Jones  
President

# **BOARD OF DIRECTORS**

## **Indefinite Members**

### **Jeff Jones, President**

Pastor, Hilltop FWB  
10212 Fayetteville Rd.  
Fuquay-Varina, NC 27526

### **Nate Ange**

Pastor, Landmark FWB  
9011 Chapel Hill Rd.  
Cary, NC 27513

### **Gene Williams, Chairman**

Pastor, Parkers Chapel FWB  
3551 Greenville Blvd. NE  
Greenville, NC 27834

### **Scott Coghill**

Pastor, New Life FWB  
2911 Old Cherry Point Rd.  
New Bern, NC 28560

### **Christian Powell (Vice Chairman)**

Pastor, Faith FWB  
1200 West Grantham St.  
Goldsboro, NC 27530

### **Lee Patrick**

Pastor, First FWB  
2624 W. Palmetto St.  
Florence, SC 29501

### **Tim Rabon, Secretary**

Pastor, Beacon Baptist  
2110 Trawick Rd.  
Raleigh, NC 27604

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## **Rotating Members**

### **Terry Hinds (until 2026)**

Refresh & Rekindle Ministries  
851 N. Miami St.  
Wabash, IN 46992

### **Jim McComas (until 2025)**

Executive Director, FWB  
Family Ministries  
90 Stanley Lane  
Greeneville, TN 37743

### **Jimmy Lawson (until 2025)**

Pastor, Community FWB  
P.O. Box 851349  
Westland, MI 48186

### **Joey McCreight (until 2027)**

Pastor, Sardis FWB  
P.O. Box 507  
Eufaula, AL 36072

### **Curtis Linton (until 2027)**

Pastor, First FWB  
919 Gum Branch Road  
Jacksonville, NC 28546

## **LOCATION OF PRINCIPAL OFFICE OF THE CORPORATION**

Principal Office Location: 532 Eagle Rock Rd, Wendell, NC 27591

Registered Agent: Daniel Osborne

Telephone: (919) 365-7711

Electronic Mail: dosborne@sfwbc.edu

Web address: www.sfwbc.edu

We are a Non-Profit Corporation incorporated in the State of North Carolina on 12/15/2009 with SOSID: 1127973. This information is available on the NC Secretary of State website under the Business Registration section.

## **MISSION STATEMENT**

The purpose of Southeastern Free Will Baptist College (SFWBC) is to train men and women for church-related ministries.

## **MISSION RATIONALE**

Southeastern exists to train men and women for church-related ministries which are distinctively Free Will Baptist in doctrine and fundamental in practice.

Students choosing to attend SFWBC do so, we hope, because our program is more "ministry-oriented" than "career-oriented." It is our intention to prepare our students for a variety of church-related ministries such as the following:

- Pastors
- Associate pastors
- Evangelists
- Missionaries
- Christian school teachers
- Youth pastors
- Church musicians
- Office personnel

In the process of offering this specialized training, we desire to emphasize the following:

- Strong local churches
- Biblical pastoral authority

- Soulwinning
- Revival
- Christian schools
- Home and foreign missions
- High academic standards with an emphasis on practical application

## **INSTITUTIONAL LEARNING OUTCOMES** **(ILOS)**

(The ILOs support the Mission Statement of the College.)

1. Demonstrate knowledge in the areas of Bible doctrines and teachings, as well as biblical philosophy.
2. Apply knowledge in practical ways in their field of study.
3. Engage in thinking critically, biblically, and with a Christian worldview as exhibited in research, writing, and speaking.
4. Effectively communicate the gospel for the purpose of carrying out the Great Commission of Jesus Christ.
5. Demonstrate knowledge of human culture from the perspective of a Christian worldview.

## **PHILOSOPHY OF EDUCATION**

SFWBC is dedicated to preparing Christian men and women for Christian living and the ministry. The College operates under a biblical philosophy of education which is Christ-centered, founded in the truth of a triune personal God, revealed through creation, the person and work of His Son, Jesus Christ, and the inspired, infallible, inerrant Word of God. As a Christian educational institution, SFWBC is committed to providing an educational opportunity where the Christian worldview is emphasized as both a basis for thinking and a pattern for living. The College is committed to developing believers to maturity in Christ.

SFWBC holds to the principle that the teaching/learning process involves the whole person. This includes developing the students' knowledge, values, and skills that will enable them to fulfill God's will for their lives. Considering this, SFWBC recognizes the necessity of a faculty consisting of regenerated individuals who are in close communion with God and a student body intent on a devotion to the Lord.

# **ETHICAL VALUES AND STANDARDS**

These things we hold dear:

- We value an atmosphere of biblical preaching and instruction that helps the students in their passion to live for and be like the Lord Jesus Christ.
- We value a Christian worldview that permeates all our disciplines.
- We value a theological education that is orthodox in doctrine, fundamental in application, and true to our Free Will Baptist doctrine.
- We value a thorough preparation for our students for a lifetime of ministry.
- We value academic excellence and scholastic integrity among our students and our faculty.
- We value an education philosophy that teaches not only the theoretical but also the practical.
- We value an environment that promotes spiritual growth and transformation (Eph. 3:16-19).
- We value globally-accessible theological education (Matt. 28:19-20).
- We value ongoing institutional quality and improvement (Col. 3:23-24).
- We value personal soulwinning and global evangelization.
- We value self-discipline in our students and faculty.
- We value the Christian school as an extension of the home and are committed to training quality teachers for this ministry.
- We value the local church ministry model as taught in the New Testament and teach it diligently to our students.
- We value a conservative philosophy of dress, music, and entertainment.

## **STATEMENT OF FAITH**

- I. ***Trinity:*** We believe there is but one true and living God whose essence is spirit and who exists in a Trinity of equal persons—the Father, the Son, and the Holy Spirit—and that they are each equal and infinite in their being, power, glory, and attributes.



- II. ***The Father:*** We believe that God the Father is the First Person of the divine Trinity who is absolute in His deity, possessing all the attributes of deity, and equal with the Son and the Holy Spirit.
- III. ***Jesus Christ:*** We believe in the absolute deity of Jesus Christ our Lord and that He shares equally in all the attributes of deity with the Father and the Holy Spirit. We believe in His virgin birth, in His perfect and sinless humanity, in His miracles and in their literalness, in His substitutionary, satisfactory, propitiatory, atoning death on Calvary, in His bodily resurrection, in His ascension to the right hand of the Father, in His present intercessory ministry, and in His personal return for the Church.
- IV. ***Holy Spirit:*** We believe in the absolute and full deity of the Holy Spirit, the Third Member of the blessed Trinity, who is equal with the Father and the Son. It was the Father who gave His Son, the Son who gave His life, and it is the Holy Spirit who today gives spiritual life to those who believe in Christ. He indwells the believer and empowers him and Christ's Church for service, giving the various gifts to the members of the body of Christ to aid the Church in accomplishing the Great Commission.
- V. ***Scriptures:*** We believe that holy men of old wrote the Bible as they were moved (literally "being borne along") by the Holy Spirit (II Pet. 1:21), which harmonizes with II Timothy 3:16, which teaches that all Scripture is inspired (literally "God breathed" or "breathed out by God"). This means that the Holy Spirit so superintended the writers of the Holy Scripture that, although they utilized their own vocabularies and experiences, they wrote the very exact message God intended without any omission, addition, or error which means that the Bible is theologically, historically, scientifically, and geographically correct since the Holy Spirit is incapable of erring. Being plenary verbally inspired by the Holy Spirit guarantees the infallibility and inerrancy of the Bible in every area in which it speaks and makes it the highest authority and guide for the believer.
- VI. ***Salvation:*** We believe in salvation by grace totally apart from any human merit. Salvation is bestowed by a gracious God upon unworthy man conditioned solely

upon his faith in Jesus Christ and His finished work on Calvary (Eph. 2:8-10; Jn. 3:16).

- A. ***God's Offer of Salvation:*** We believe that the atonement of our Lord was unlimited, that Jesus died for the sins of the whole world and therefore offers salvation to the whole world (Jn. 3:16; I Jn. 2:2; I Tim. 2:4; II Pet. 3:9). We believe that the atonement of Jesus was sufficient for all but efficient only for those who believe. We believe that the atonement is limited only by man's unbelief and not by an arbitrary decision on God's part to save some and to reprobate the rest of mankind to Hell.
- B. ***God's Choice of Who Will Be Saved:*** We believe in conditional election, that, according to I Peter 1:1-2, God chose from the masses of mankind those who would be saved on the basis of His foreknowledge of their faith. We believe that God's foreknowledge was based on His omniscience and that in His omniscience He knew who would believe and those He elected or chose to save. (We recognize that there are some who try to distort election on the basis of a foreknowledge of faith into election by merit. If election on the condition of faith is election by merit, then salvation on the condition of faith is also salvation by merit or works.)
- C. ***Man's Response to God's Gracious Offer:*** We believe in resistible grace, that an individual can say no to the convicting power of the Holy Spirit and be forever lost. We believe that when God extends a call to salvation, it is a legitimate call both to the elect and to the non-elect, and that the non-elect refuse because of their own personal unbelief or rebellion and not because God refuses to enable them to believe because they were not ones whom He chose to be saved. We believe that every individual who receives the call of the gospel also receives a divine enablement to believe.
- D. ***Depravity:*** We believe in total depravity, that a man is born dead in trespasses and sin, and that apart from the divine enablement of the Holy Spirit, man, left to his own, will never and can never repent and believe. We believe that all men born since Adam

are born with a natural inclination toward sin and not toward God and righteousness, that as Adam fled in the Garden from God, unregenerate man still flees a loving and pursuing God. We believe that although man is born dead in trespasses and sin and that the image of God in man is marred, he is still in the image of God, mentally, volitionally, and emotionally. The image of God in man is marred, but not destroyed.

- VII. *Security of the Believer:*** We believe that the Word of God teaches the security of the believer, that God will keep securely in His hand (Jn. 10:25-30) those who are trusting in Jesus but offers absolutely no hope for that person who is not trusting in Christ (I Pet. 1:5). The link that unites God and man is faith (Jn. 3:16). The security of the believer is based upon a continuous faith in Jesus Christ (Col. 1:21-23; Jn. 3:16; Heb. 3:12-13). We believe that the Scriptures present the possibility of an authentic believer ceasing to believe (I Jn. 2:24; Heb. 3:12-13) but not the probability (Heb. 6:9). We believe that apostasy is committed by willful unbelief and is without remedy (Heb. 6:4).
- VIII. *New Birth:*** We believe that all men are born with a depraved nature and are sinful by nature and by choice and as such are alienated from God, born dead in trespasses and sin. We believe that this condition can be reconciled only by the new birth, which is a work of regeneration wrought by the Holy Spirit (Jn. 3:5-6; Titus 3:5), conditioned upon a man's personal faith in the atoning work of Jesus on Calvary as sufficient payment for his sins (Eph. 2:8-10).
- IX. *Resurrection:*** We believe in the future bodily resurrection of the believer, at which time he will receive a resurrected glorified body, and that the new body will be joined with the soul so that the child of God will spend eternity to come as a body/soul being. We likewise believe that the unbeliever will be resurrected with a body and soul which will forever suffer in the torments of Hell.
- X. *Judgment:*** We believe in the future Judgment Seat of Christ at which time the believer will stand before Christ and be judged and rewarded for the deeds done in the body whether they be good or bad (II Cor. 5:10). We also

believe in the Great White Throne Judgment for the unsaved, where their lives will be reviewed and judged according to their works which will determine the degree of their punishment in the eternal flames of Hell (Rev. 20:11-15).

- XI. *Devil:*** We believe in the existence of a literal, personal, evil, and malicious being called Satan or the Devil who led a rebellion against God at some point before creation and was cast out of heaven along with the angels (demons) who followed him. He and his demonic hordes seek to tempt men to sin and thereby doom them to eternity in the fires of Hell. His doom and that of mankind who follow him has been pronounced as the lake of fire where he will one day be banished and shut up forever.
- XII. *Church:*** We believe in the local church as God's autonomous, self-governing, divinely-ordained institution for this age, whose head is Christ (Eph. 5:22-23; Col. 1:18) and whose life and vitality are produced by the regenerating indwelling presence and power of the Holy Spirit. We believe that the Great Commission (to evangelize and edify) is still the great task of the Church today (Matt. 28:18-20). We believe that the individual local church is the highest spiritual authority on earth outside the Christian home and that all other para-church organizations or institutions exist by the authority granted by the local church or cooperating local churches, and that their only right of existence is as they ultimately aid the Church in fulfilling the Great Commission.
- XIII. *Pastor:*** We believe that the pastor, as the under-shepherd, is to lead his flock as he is led by Christ through His Word (Acts 20:28). He is not to lord over God's heritage but to lead by example (1 Pet. 5:2-3) and as a servant (Matt. 23:11). The sheep (as a whole or in part) are never told to lead themselves: that is the under-shepherd's task. We believe that the pastor is to work in cooperation with his church board but is never to be subservient to the board while recognizing that "in the multitude of counselors there is safety" (Prov. 11:14).
- XIV. *Creation:*** We believe in the literal historicity of the Genesis account of God's creating this earth and man in seven literal twenty-four hour days, of man's early home in the Garden paradise, of his fall by eating the forbidden

fruit, of his spiritual death and depraved nature resulting from this rebellion, and of his expulsion from the Garden.

**XV. *Human Sexuality:*** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any forms of sexual immorality—including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography—are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance (Gen. 2:24; Gen. 19:5; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; I Cor. 6:9; I Thess. 4:1-8; Heb. 13:4).

We believe that the only Scriptural marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

## **NON-DISCRIMINATORY POLICY**

Southeastern Free Will Baptist College admits students of any race, color, national or ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to the students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, and sex in administration of its education policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs. Because of religious beliefs, Southeastern Free Will Baptist College reserves the right to maintain student educational and behavioral employment requirements consistent with its Christian mission and Christian philosophy of education.

## **ACCREDITATION**

Southeastern Free Will Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434-525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2020; this status is effective for a period of five years. TRACS is recognized by the

United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## **STATE AUTHORIZATION**

Degree programs of study in Ministry, Bible, and Christian Education offered by Southeastern Free Will Baptist College have been declared exempt from the requirement of 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. The Associate and Bachelor Degrees in Business Administration are licensed by the Board of Governors of The University of North Carolina (BOG), which is authorized to grant licenses to conduct degree-granting postsecondary activity in North Carolina pursuant to N.C. Gen. Stat. § 116-15.

## **EXCEPTIONS TO POLICIES**

Any proposed exception to the policies in this Catalog must be addressed to the proper administrator: student services issues to the Dean of Students, financial issues to the Business Manager, and academic issues to the Academic Dean.

## **ADMISSIONS**

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### **GENERAL REQUIREMENTS**

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***Planning Suggestions for High School Students:*** High school students are encouraged to take the ACT (act.org; school code 4327) or SAT (collegeboard.com; school code 3776) in the Spring of their junior year and then apply to Southeastern early in their senior year. (See “Procedures” on p. 15) In October of the high school senior year, it is recommended that students file the Free Application for Federal Student Aid (FAFSA) form (fafsa.ed.gov; school code 042740). Receipt of financial aid is dependent on acceptance for admission.

**High School Graduation:** Applicants for degree programs must have graduated from high school or have an equivalent General Education Certificate (GED) offered by the State Department of Education. Southeastern recognizes that some students graduate from a nontraditional high school program. These students must submit a transcript of completed coursework to be evaluated on an individual basis by the Admission Officers. A high school transcript is required to be submitted before the first day of class.

**Academic Entrance Requirements:** It is recommended that all incoming freshmen submit ACT or SAT scores to the Office of the Registrar. Although there is no set minimum score for admission, an applicant's score must indicate an ability to perform satisfactorily on the college level. Students who either have a high school GPA lower than a 2.00 or have an ACT composite score lower than an 18 will be admitted on academic monitoring. SAT scores will be converted to an ACT-equivalent score.

**Character and Testimony:** Southeastern Free Will Baptist College is a distinctively Christian college, established for the purpose of training Christians for the service of their Lord. Thus, each applicant must submit a written statement affirming a personal faith in Jesus Christ. Three references are required, including one from the student's pastor who can testify to the student's faith and Christian character. Relatives of the student are disqualified as a person of reference.

**Procedures:** Submit applications online through the College website.

1. Go to [www.sfwbc.edu/application](http://www.sfwbc.edu/application) to begin the application process.
2. Complete the remainder of the application process by logging into Populi, our student management system.
3. In Populi, submit the following:
  - Academic Information\*
  - Background Information\*
  - Emergency Information Statement\*
  - Pastor Reference Form\*
  - Spiritual Information\*
  - Statement of Agreement\*
  - Current Photo
  - Two References

4. Also, submit the following to the College Office:

- Immunization record\*
- High School Transcript or GED\*\*
- Medical Form\*\*\*

\*These items must be received by the College Office before an applicant can be accepted as a student and admitted to class. All other items must be submitted in an expedient manner and are required for continued enrollment.

\*\*If this requirement is not met, a student may be allowed to enroll as a Special Student. Students who either have a high school GPA lower than a 2.00 or have an ACT composite score lower than an 18 will be admitted on academic monitoring.

\*\*\*If a medical form is not received, the student will be required to submit the form before the second semester of enrollment.

***Dormitory Students:*** Dorm students are required to take a minimum of 9 credit hours.

***Residency Requirements:*** To be in residence academically means to take courses for credit at Southeastern. Note the following requirements:

- 1) If a student transfers hours into a major, the student must complete 12 semester hours in the major field at Southeastern. The department chair or program coordinator will determine which of these 12 semester hours are required.
- 2) At least the final 25% of the credit hours of a baccalaureate degree program, or the final 25% of the hours of an associate degree program, must be completed in residence in order to receive a degree from the College. In special situations, a limited number of these credit hours can be earned through transfer as determined by the department chair or program coordinator and must be expressed in writing to the Registrar.

***Off-Campus Students:*** All students are expected to be dormitory students except those students who meet one of the following situations:

- Married students
- Single students who are at least 23 years old (Exceptions to this criterion may be granted for students who are 22 years old and in their fifth year of college.)
- Single students under 23 years of age who live with their immediate families or legal guardians.



**Transfer Students:** Students wishing to transfer from other colleges must have all transcripts from each college or university sent directly to Southeastern. Only when the official transcript is received will the awarded transfer credit(s) be given. It is expected that transfer students be in good standing with the institution they last attended. The transfer of credits is subject to the following limitations:

- 1) Credits from other institutions may be transferred, provided they originate from an institution that is accredited either regionally or nationally by an agency recognized by the Council for Higher Education Accreditation (CHEA).
- 2) The Office of the Registrar will inspect transcripts and award credit where appropriate.
- 3) Appeals of transfer credit must be submitted in writing to the Registrar. Upon receipt, the Registrar, the chair of the major department, and the Academic Dean may award the requested credit.
- 4) Courses need to be fundamentally equivalent in content and level to Southeastern's courses.
- 5) No credit will be given for transfer courses in which a grade lower than a C was earned.
- 6) All students who wish to transfer an English course equivalent to EN 101 or EN 102 must demonstrate competence on an English Proficiency Exam.
- 7) Any courses from an unaccredited college must be verified by examination or by probationary residence. The student must complete the first 24 credit hours of coursework with at least a 2.00 GPA to satisfy the requirements for probationary residence. No more than 30 hours of unaccredited college credit will be allowed to transfer. Any appeals to this policy must be submitted in writing to the Registrar. Upon receipt, the Registrar, the chair of the major department, and the Academic Dean may award the requested credit.
- 8) Academic credits will not be transferred from a known degree mill as defined by CHEA ([chea.org](http://chea.org)).
- 9) An enrolled student must acquire approval by the department chair or program coordinator for any course taken at another institution and intended to fulfill the requirements of a degree from Southeastern. For the appropriate forms, students may contact the Office of the Registrar. If no prior permission has been given to take a

course at another institution, the course in question may not be allowed to be transferred in for credit.

- 10) At least the final 25% of the credit hours of a baccalaureate degree program or the final 25% of the credit hours of an associate degree program must be completed in residence to receive a degree from the College. In special situations, a limited number of these credit hours can be earned through transfer as determined by the department chair or program coordinator expressed in writing to the Registrar.
- 11) Transfer students in any classification may apply for admission, but it is rare for a student to transfer and complete degree requirements in one year.

**Credit by Examination:** High school students may receive up to 15 semester hours of credit through the College Level Examination Program (CLEP) and the Advanced Placement Examination (provided the grade is 3 or better). Interested students should contact their high school principal or the Office of the Registrar for details.

**Credit for Life Experience:** A limited number of courses are now available through "Credit for Life Experience" which is done in compliance with the guidelines of the Council on Adult and Experiential Learning (CAEL). Requirements for completion include a documented portfolio. The granting of such credit hours is predicated upon the matriculation and full enrollment of the student and the completion of residency requirements.

**Recruiting Compliance:** The Director of Development is responsible for assuring compliance with institutional policies which apply to all employees and agents who do any recruiting activities.

## **FINANCIAL INFORMATION**

### **Academic Fees**

Registration.....	\$150.00 per semester*
Summer/Online Registration .....	\$50.00
Late Registration (additional).....	\$20.00
Tuition	
12-18 hours.....	\$5382.00 per semester
1-11 hours.....	\$452.00 per semester hour

Each hour above 18.....	\$333.00 per semester hour
Audited courses .....	\$227.00 per semester per hour
Summer/Online .....	\$333.00 per semester hour
Applied Music (per private applied music class) .....	\$225.00
Drop/Add (per class change) .....	\$5.00
Directed Teaching (senior education majors) .....	\$150.00
Teaching Art & Music Class .....	\$40.00
Credit by Examination (applied to tuition if test is passed) ..	\$50.00
Graduation Application.....	\$125.00
Late Graduation Application (additional).....	\$20.00

### Student Fees

Administration & Technology Fee (per semester).....	\$350.00
Society Fee (per year) .....	\$50.00

#### For Students Taking Less Than Six Hours

Administration & Technology Fee (per semester).....	\$125.00
Yearbook (per year and optional) .....	\$90.00
Society (per year and optional) .....	\$50.00

#### For Students Taking Online or Summer Classes

Administration & Technology Fee (per semester).....	\$50.00
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### Dormitory Fees

Room (per semester).....	\$1385.00**
Board (per semester).....	\$1170.00**
Room Deposit .....	\$200.00

### Miscellaneous Fees

Key Replacement.....	\$15.00
Returned Check .....	\$20.00
Transcript .....	\$5.00
Late Payment (Payments due on the 1 <sup>st</sup> , late after the 5 <sup>th</sup> )..	\$25.00
ACT Testing Fee (optional) .....	\$55.00
Alumni Dues (optional in senior year) .....	\$30.00

\*\$75 for returning students who register during pre-registration

\*\*Dorm students are required to take 9 hours. Students permitted to live off campus must meet the criteria provided in the Off-Campus Students section of this catalog (see General Requirements).

**NOTE 1:** Students with accounts 45 days in arrears may not be allowed to attend classes.

**NOTE 2:** Married couples are eligible for a scholarship equal to ½ of the tuition cost for the one who is registered for the lowest number of hours if the other spouse is full time.

**NOTE 3:** A 5% tuition discount is applied for those who pay the entire semester's estimate of total cost before the semester begins.

**NOTE 4:** This is not an exhaustive list of fees and may change as needed.

**Terms:** The College offers credit hours for three separate terms during the year: Fall semester, Spring semester, and Summer semester. Refer to the calendar at the back of this catalog for specific semester dates. Southeastern requires that payment or payment arrangements be made for any and all services provided prior to the beginning of each semester in which a student is enrolled. Payments may be accomplished through use of cash, check, credit card, student aid (grants and loans), scholarships, our 4-payment plan, or any combination of these. Payments can also be made directly in Populi, the school management program. Each student has a username and password to access account information in Populi. Failure to honor financial obligations to the College may result in collection efforts and/or dismissal.

**Books:** Students are required to obtain the textbooks needed for their courses. Textbooks may be purchased in the College Bookstore. Library copies are for library reference and do not serve as textbooks for the course. Textbook payments will not be included in the down payment amount. Textbook charges must be paid in full at the time of purchase from the College Bookstore and can be added to a student's account.

**Jobs:** A limited number of students are employed for college-related work. Students desiring work should contact the College Office.

**Guaranty Bond:** Southeastern Free Will Baptist College has a \$10,000.00 Tuition Guaranty Bond with Western Surety Company serving as the Surety that was filed with the Wake County Clerk of Superior Court on October 31, 2022.

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## **STUDENT REFUNDS AND RETURN OF FUNDS FOR COMPLETE WITHDRAWALS FROM THE COLLEGE**

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The refund policies listed below describe the financial obligations of students who withdraw from classes after the official beginning of a semester. Students are advised to read these refund policies carefully to determine which apply to their specific circumstances. **NOTE:** Refunds for student aid or scholarships will not be distributed to the student unless his/her account balance is zero. Forms for withdrawal from the College are available in the Office of the Registrar.

**A. REFUND POLICY FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE NOT DVA OR TITLE IV AID RECIPIENTS (See “B” below for DVA recipients and “C” for definition of Title IV Aid Recipients):**

**Room and Board:** Student will be charged through the school month of departure. Any payments beyond that will be refunded.

**Tuition:** All tuition fees beyond \$5 per class will be refunded up to the “drop class” deadline. No tuition will be refunded after the “drop class” deadline. No other refunds will be made.

No refunds will be made after the refund period except as stipulated for enrollment of DVA or Title IV recipients.

**B. REFUND POLICY FOR DVA STUDENTS:**

The following refund policy will be applicable to persons enrolled under the provisions of Title 38, U.S. Code as amended: The amount charged to the persons for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

**C. REFUND REGULATIONS FOR COMPLETE WITHDRAWAL FOR ALL STUDENTS WHO ARE TITLE IV AID RECIPIENTS:**

Any student receiving Federal Title IV funds will be subject to the following policy regarding return of Federal Title IV funds:

- The College and the student will be required to return to the federal aid programs the amount of aid received that was in excess of the aid “earned” for the time period the student remained enrolled.
- The percentage of the semester completed is the percentage of aid earned. This percentage is calculated by the number of days the student attended divided by the number of days in the payment period (i.e., semester). For example, if a student withdrew on the 20th day of a semester 107 days in length, the student would have only earned 19% of the aid he received ( $20/107=0.19$ ).
- Students who remain enrolled through at least 60% of the payment period (semester) are considered to have

earned 100% of the aid received and will not owe a repayment of Federal Title IV grant funds.

- If the College returns funds to the Title IV aid program, any student(s) involved may owe the College charges that were originally paid at the time of disbursement. Students may also be required to return funds released to them for personal expenses.
- Unearned Title IV funds will be returned within 45 days of the date the school determined the student withdrew. (Special rules apply to Post-Withdrawal Disbursements; see below.) Monies returned to the Title IV aid programs will be applied first to loans to reduce the loan debt of the student and/or parent borrower. (The calculations will be made using the R2T4 form provided by the U.S. Department of Education.) The school will also notify the student, by mailing a copy of the notice to the lender, that the funds have been returned on his or her behalf.
- Post-Withdrawal Disbursements are determined through the use of the R2T4 form and the Post-Withdrawal Disbursements Tracking Sheet provided by the U.S. Department of Education. Title IV grant funds must be distributed within 45 days of the date the school determined the student withdrew. The disbursement of any loan funds requires the notification of the student within 30 days and acceptance by the student within 180 days of the withdrawal date determined by the school.

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## **REFUND POLICY FOR DROPPING A PORTION OF YOUR SCHEDULE AFTER CLASSES BEGIN**

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Changes in schedules until the “last day to add classes” on the school calendar in any semester will result in full charges for courses added. Changes in schedules until the “last day to drop classes” on the school calendar in any semester will result in a full refund for courses dropped less \$5 per course. No refunds for dropped courses will be made after this time.

### **STUDENT REPAYMENTS OF THE OVERPAYMENT (UNEARNED) OF TITLE IV FUNDS**

- The student is obligated to return any Title IV overpayment in the same order that is required for schools. The institution will notify the student within 30

days of withdrawal when he or she has received an overpayment of Title IV funds.

- In the notification, the school will inform the student that
  - (1) The student owes an overpayment of Title IV funds.
  - (2) The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.
  - (3) There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
    - a. The student may repay the overpayment in full to the College.
    - b. The student may sign a repayment agreement with the College.  
**Note:** Two years is the maximum time a school may allow for repayment.
    - c. The student may sign a repayment agreement with the U.S. Department of Education.
- If the student fails to take positive action within the 45-day response period, the student's overpayment will be reported to the National Student Loan Data System (NSLDS) and referred to borrower services for collection.
- Overpayments of less than \$50 are not subject to repayment.

## **FINANCIAL ASSISTANCE**

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### **FEDERAL AID INFORMATION**

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Financial aid programs at Southeastern Free Will Baptist College offer a variety of ways for almost every student to secure funds to attend college. The basic objective of the financial aid programs is to provide assistance based on financial need. Financial aid consists of funds awarded to help meet the student's educational expenses. There are several types of aid offered at SFWBC under federal programs.

Those who find financing their education a problem should seek information from the Financial Aid Office about student aid available through the following programs:

**GRANTS:**

- Federal Pell Grants

**SUBSIDIZED AND UNSUBSIDIZED DIRECT LOANS:**

- Federal Stafford Loan
- Federal Parental Loan for Undergraduate Students (PLUS)

**EMPLOYMENT:**

- Federal College Work Study

Application for each program is made by first completing the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [fafsa.ed.gov](http://fafsa.ed.gov). A student must do the following:

- Complete the form designating Southeastern Free Will Baptist College with Federal ID #042740 as the institution to receive the results.
- Access our Third Party Administrator for Federal Student Aid at [sefwbc.campusivy.com/apps/core/account/login](http://sefwbc.campusivy.com/apps/core/account/login) with your user ID you received from Campus Ivy. (Check your e-mail.) This is where you will complete Verification Issues, Documents, and Signatures on Documents.
- Apply for loans if desired by contacting the Financial Aid Office for details or [studentloans.gov](http://studentloans.gov).

SFWBC will receive the results and will make a final determination of financial aid available to the student after receiving all requested documents.

**NOTE:** Eligibility for most financial aid is dependent on cumulative GPA. Failing classes may cause a student to lose eligibility for financial aid.

**PREFERENCE DATES FOR APPLICATIONS:**

- March 1 for full academic year (or Fall semester only)
- October 15 for Spring semester

Because of the limited amount of funds in all aid programs, students applying by the above dates will be given first preference. Applicants submitting the required documents after these dates will be considered as funds are available. Federal Aid information and links can be found at [www.sfwbc.edu/cost-and-financial-aid](http://www.sfwbc.edu/cost-and-financial-aid).



## VERIFICATION

To ensure fair and accurate awarding of Title IV funds, federal financial aid regulations require that SFWBC complete the verification process on all selected applicants or up to 30% of its financial aid applicant pool. The verification process is required by the Department of Education. The College carries out the verification process as required by the Department of Education. Other applicants will be selected on a case-by-case basis if the College deems it necessary for accurate processing.

If a student is selected for verification, he will be notified by the Financial Aid Office with instructions outlining the forms and documents he needs to submit. Forms are also available in the Financial Aid office on campus.

Once a student is aware that he has been selected for verification, he will need to complete the forms as soon as possible and return them along with all other required documents to the Financial Aid Office. Failure to submit the forms in a timely manner may delay the processing of the application and therefore reduce the amount of aid that is available.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID

To be eligible to receive financial aid, a student must demonstrate satisfactory academic progress as presented in this policy. The student's entire academic record, whether receiving aid for each term of attendance or not, must be reviewed to determine if the student meets these Satisfactory Academic Progress policy standards. Therefore, final awards cannot be determined until final official transcripts are received by the Admissions Office for all transfer credits attempted. This policy is based on requirements set in place by the U.S. Department of Education, the North Carolina Board of Governors, and the academic standards of Southeastern Free Will Baptist College. Please note that the financial aid community defines *suspension* and *probation* in a manner different from that of the academic community. Financial aid awarded by the Southeastern Free Will Baptist College Financial Aid Office is affected by this SAP policy. To be best supported from the earliest stages of college life, any student with

an identified learning disability should notify the assigned academic advisor upon initial enrollment.

**Undergraduate GPA (Qualitative Measure) Requirements:**

- **First and Second Year:** Students must earn a minimum 1.50 cumulative GPA.
- **Third Year:** Students must earn a minimum 1.75 cumulative GPA.
- **Remaining Year(s):** Students must maintain a minimum 2.00 cumulative GPA.

**Undergraduate Credit Hour Requirements:**

- Students must enroll in at least 12 credit hours per semester (or 24 credit hours for the Fall/Spring academic year), if amount of aid received is based on full-time enrollment.
- Students must enroll in at least 9 credit hours per semester (or 18 hours for the Fall/Spring academic year), if amount of aid received is based on three-quarter-time enrollment.
- Students must enroll in at least 6 credit hours per semester (or 12 hours for the Fall/Spring academic year), if amount of aid received is based on half-time enrollment.
- Students must enroll in at least 3 credit hours per semester (or 6 hours for the Fall/Spring academic year), if amount of aid received is based on quarter-time enrollment. Enrollment at this level makes a student ineligible for student loans.

**Undergraduate Completion Rate (Quantitative Measure) and Maximum Time-Frame Requirements:**

- Students must earn no less than 68% of attempted credit hours.
- Students must complete their degree program within 150% of the credit hours normally required to complete the degree program as published in the catalog for all Associate and Bachelor programs.
- At the evaluation point in which it becomes apparent that it is mathematically impossible for the degree to be completed within the maximum time frame, the student is no longer eligible for financial aid.

- The charts below are examples of the minimum progression requirement for most degrees offered at Southeastern Free Will Baptist College. If a student is in a degree program which requires more than the typical amount of earned credits, the progression will be calculated accordingly.

**Two-Year Certificate Minimum Progression Chart**

Year	Hours Attempted	Minimum Earned
One	24	17
Two	48	33
Three	72	49
Four	96	64

**Bachelor Degree Minimum Progression Chart**

Year	Hours Attempted	Minimum Earned
One	24	17
Two	48	33
Three	72	49
Four	96	64
Five	120	82
Six	144	98
Seven	168	115
Eight	192	130

- Once students have earned their bachelor's degree, they are no longer eligible for federal or state grant aid. They may still receive loans if they have not met the aggregate limit for their enrollment status. However, they must still meet the SAP policy in order to remain eligible.

**Grades Used in Determining Satisfactory Academic Progress:**

Earned Credit Hours: Completed courses with a grade of A, B, C, D, and P will be counted toward Satisfactory Academic Progress calculations as credit hours earned.

Attempted Credit Hours: Grades of A, B, C, D, P, I, W, and F all count toward Satisfactory Academic Progress calculations as credit hours attempted.

### **Academic Variables That May Affect Your SAP Status:**

Incomplete Grades, Missing Grades, Failing Grades, Course Withdrawals: Courses with these grade designations all reduce a student's Completion Rate ratio, because they are counted as attempted, but not earned, credits. They also count in the calculation of the Maximum Time Frame measure of 150%. Incomplete grades and missing grades will all count as F in the GPA calculation at the time of SAP evaluation at the end of each academic year, thus possibly resulting in a suspension status until the issues are resolved.

Remedial Courses: Initially, courses with a zero-level designation (0) are all included in the calculations of GPA and Completion Rate for SAP purposes. As the student establishes an academic record beyond remedial course work, these courses will drop out of the calculation as they do not count toward the graduation GPA. Remedial courses are not included in the Maximum Time Frame calculation for SAP evaluation. A student can be enrolled in up to 30 credit hours of zero-level courses and be considered as enrolled full time for financial aid eligibility, as long as that student is officially accepted into an aid-eligible degree program. Successful completion of remedial courses is required in order to continue with the degree program and maintain financial aid eligibility. Any grade less than a C is not considered successful completion for remedial courses.

Transfer Credits: Students who have attended other colleges and universities are required to submit academic transcripts for all previously-attempted coursework, even if no credits were earned. These transcripts are to be submitted to the Admissions Office and will be transcribed by the Registrar's Office as part of a permanent record. Once transfer credits are recorded, the Financial Aid Office will perform a SAP evaluation to determine eligibility for financial aid. For SAP purposes, only transferred credits that apply to the current degree program will be included in the Completion Rate and Maximum Time Frame elements of the evaluation.

The exclusion of credits that do not apply to the current degree will be limited to a one-time review upon entering a degree program at Southeastern Free Will Baptist College. Any subsequent degree changes will not warrant a new degree review, and all coursework after the initial degree review will count for SAP evaluation. Multiple degree changes may cause a student to reach

the Maximum Time Frame limit, thus causing a loss of eligibility before the student has earned a degree.

Changes in Major, Double Majors, and Minors: Students who change majors will have a SAP evaluation performed at the time of the change. Only previous coursework that applies to the new major will be considered for SAP Completion Rate and Maximum Time Frame elements. The exclusion of credits that do not apply to the new degree is limited to a one-time review upon entering the new degree program. Any subsequent degree changes will not warrant a new degree review, and all coursework after the initial degree review will count for SAP evaluation. Multiple degree changes may cause a student to reach the Maximum Time Frame limit, thus causing a loss of eligibility before the student has earned a degree.

Students who are planning to pursue a double major or pursue a dual degree should carefully plan their academic coursework with their academic adviser to ensure that they remain eligible for financial aid. The best approach is to complete the requirements for both majors/degrees simultaneously in the same semester. Once the requirements for one major/degree have been satisfied, the student will no longer be eligible for grant aid. Loans may still be available if a student has not met the aggregate loan limit.

Probationary Admittance: Students who are accepted conditionally into an eligible degree program due to late submission of documents or test scores or low test scores or low transfer GPAs will be eligible for financial aid for one semester. At the close of that semester, a SAP evaluation will be performed. If at that point, the student has provided the required documentation and/or has proven an ability to achieve acceptable grades in a chosen degree's coursework, that student will remain eligible for financial aid. Students with low incoming GPAs will continue to receive aid in probation status, as long as they are making acceptable progress toward their degree and can reach the required Cumulative GPA within the Maximum Time Frame. If deemed necessary, a student may be placed on an academic plan to insure achievement of the minimum Cumulative GPA in order to graduate within the Maximum Time Frame. If the student is not making progress toward a chosen degree, that student will be placed on suspension and have the opportunity to appeal.

Repeated Courses: The U.S. Department of Education allows for a previously-passed course to be repeated for the purpose of improving the grade only once per course while still considering it eligible for aid as part of a student's full-time enrollment status. For example, a student enrolled in 12 hours with one 3 credit hour course being a repeat of a previously-passed course would be eligible for aid based on full-time status. If that same course is repeated again as part of a subsequent 12-hour semester, the student would only be considered for aid at a three-quarter time rate for that semester. For this purpose, *passed* means any grade higher than an F. These repeated courses all count as attempted credit hours each time they are retaken but only count as earned credits once. Therefore, they will reduce the student's Completion Rate ratio and count toward the calculation of the Maximum Time Frame measure of 150%. If the student withdraws from that repeat course, it will not count as the "one" allowed repeat of a previously-passed class, but will count as attempted and not earned. Using this option too often may result in failure to meet SAP and in suspension from aid.

Repeating courses that were previously failed will always count as part of a full-time enrollment status for aid eligibility and will always count in the calculations for GPA, Completion Rate, and Maximum Time Frame measure. Having to repeat a high number of courses may result in failure to meet SAP and a suspension of aid as explained in this policy.

Late Posted Grades or Grade Changes: A student who has appealed for a grade change will be required to submit a written request to have SAP recalculated after it has been confirmed that the Registrar's Office has posted the approved grade change to a transcript.

Audited Courses: Courses taken as audits never count in the SAP calculations. Also, they do not count toward hours attempted for enrollment status determination.

Second Bachelor's Degree Students: Students enrolled in a second bachelor's degree program are required to submit a Credit Summary and letter signed by an academic advisor which states how many hours and (projected) semesters are required to complete the second degree. These students are NOT eligible for Grant aid, but may still receive loan funds if they have not reached their aggregate loan limit.

**Coursework Not Eligible for Financial Aid:**

1. Courses taken by unclassified or special non-degree-seeking students
2. Correspondence classes
3. Courses taken by high-school students while concurrently enrolled in high school

**Suspension, Probation, Reinstatement, and Academic Plans:**

***NOTE: Financial aid probation and suspension are distinguished as different from Academic Probation and suspension as defined by the college academic community.***

Every applicant for financial aid will undergo a SAP evaluation at the end of each Spring semester to determine the status of academic progress. Each student will fall into one of the categories described below.

**1) Good Standing:** Status of a student making satisfactory academic progress in all elements of the SAP policy. The student receives financial aid if otherwise eligible according to U.S. Department of Education standards. To maintain Good Standing status, a student must meet the minimum GPA and Completion Rate requirements at the end of each Spring semester according to the policy stated earlier in this catalog.

**2) Financial Aid Suspension:** Status of a student who fails to achieve the minimum GPA and/or Completion Rate elements of this SAP policy; also status of a student for whom it has been deemed mathematically impossible to earn a chosen degree within the Maximum Time Frame. A student is not eligible to receive any financial aid, including loans, because of failing to meet academic standards.

A student placed on Financial Aid Suspension can appeal the loss of Financial Aid eligibility. A student placed on Financial Aid Suspension will be sent a notification letter through their college email account and be offered an opportunity to appeal to the Financial Aid SAP Committee.

Students can initiate the appeals process in the Financial Aid Office by completing and submitting the Financial Aid Suspension Appeal Form and any supporting documentation. SAP appeals will be considered on a case-by-case basis where extenuating

circumstances have prevented the student from meeting the SAP requirements. Documentation must include details of the extenuating circumstances and an explanation of how the circumstances have changed to now enable the student to meet the probationary terms. Appeals must be typed and must include an explanation from the student and one other person such as a doctor, clergy, family friend, or someone outside the immediate family who is familiar with the circumstances.

Appealable Circumstances: Circumstances that are unusual and clearly could impact a student's ability to meet SAP standards will be considered. Examples: Death of an immediate family member, student illness or accident that limits the student's ability to attend classes, divorce, natural disaster directly impacting the student, and medical issues of an immediate family member that requires the student's care for an extended period of time.

**3) Financial Aid Probation:** Status of a student whose appeal has been granted. The student will be placed on probation and on an academic plan if deemed necessary. The student remains eligible for one payment period and will have a SAP evaluation at the end of that payment period. At that point, any students not meeting SAP or the requirements of their academic plan will again be placed on Financial Aid Suspension. Students who still feel that additional extenuating circumstances have limited their ability to meet SAP may appeal again.

**4) Reinstatement of Financial Aid Eligibility:** Status of students who have been placed on Financial Aid Suspension and choose not to appeal; also, status of students who enroll at their own expense despite having had their appeal denied. Such students will be reinstated to eligibility for financial aid once they meet the requirements for SAP.

**5) Hold for Grades:** Status of a student whose aid application for the upcoming year is received before the end of the current Spring term. The application will be held until Spring grades are reviewed. Students who fall into this category are as follows:

- Students who were on Financial Aid Probation for the current year.
- Students who were in good standing but did not meet the minimum GPA requirements after the current Fall semester.



Students will be notified after Spring grades are reviewed of any suspensions. Students found to be in good standing or placed on probation will be notified. These students may lose funds from the following programs: Tuition Waivers, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, and Federal Work-Study because those funds had been awarded to other eligible students before Spring grades were available.

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## INSTITUTIONAL SCHOLARSHIPS

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### ***General Requirements for All Scholarship Awards:***

- Students must maintain Satisfactory Academic Progress (SAP) as outlined in the *Catalog* to be eligible for institutional aid.
- Students must maintain a minimum “half-time” status (6 or more class hours) to remain eligible for institutional aid.
- Students awarded must remain at the College and in good standing.
- Unpaid/unposted scholarships will revert to scholarship fund for later distribution.
- Credit balances will roll over to the students’ next semester.
- Total Institutional scholarships shall not exceed total tuition and required fees (QTRE).

***Academic Honors Scholarship:*** This scholarship will be awarded based on incoming freshmen’s verifiable high school transcripts or college entrance exam scores (if transcript is not accredited). From the second semester forward, the student’s SFWBC cumulative GPA will be used to calculate any benefit from this scholarship. The scholarship is awarded to qualified full-time students regardless of residency. The following scale shows the per semester award for up to eight semesters:

- |              |       |               |       |
|--------------|-------|---------------|-------|
| • 4.0 – 3.75 | \$500 | • SAT – 1200+ | \$250 |
| • 3.74 – 3.5 | \$250 | • ACT – 25+   | \$250 |
| • 3.49 – 3.0 | \$100 | • CLT – 80+   | \$250 |

***Alumni Legacy Scholarship:*** This scholarship is awarded to the on-campus children of alumni of SFWBC. This scholarship is awarded at a rate of \$250 per semester for up to eight semesters.

**Children of Full-time Christian Workers Scholarship:** This scholarship is awarded to the on-campus children of full-time Christian workers. A full-time Christian worker is defined as follows: a pastor, associate pastor, evangelist, missionary, and/or full-time Christian day school worker. The following scale shows the per semester award for up to eight semesters:

- FT Christian Worker is head of household - \$750
- FT Christian Worker is not head of household - \$250
- Both parents are FT Christian Workers - \$1,000

**Christian Worker Scholarship:** This scholarship is awarded to any student, regardless of residency, who is currently employed (30+ hours) by a like-minded Christian ministry as defined by the Christian Service manual. This does not include student teaching or internships. The award is based upon the student's class load and is given each semester for up to eight semesters: Full-time (12+ hours) - \$500, 3/4-time (9-11 hours) - \$250, and 1/2-time (6-8 hours) - \$100.

**College Ensemble Scholarship:** This scholarship will be \$3,300 per semester for two semesters. Each member will be required to travel for the College for one calendar year. Requirements are explained at the necessary audition held on campus as directed by the Music Chairperson. In situations where there is no tuition benefit for the student, he or she will be paid for their required summer travel at a rate of \$75 per day up to a maximum of \$325 per week.

**Family/Faculty Scholarship:** Full tuition benefit for full-time employees, their spouses, and/or dependent children at SFWBC.

**General Scholarship:** Based on availability of funds, this scholarship is given to those students who maintain a minimum cumulative GPA as outlined in the "Classification of Students" section, have a financial need, and demonstrate a high level of dedication to their studies and Christian service.

**Husband/Wife Scholarship:** This scholarship is awarded to couples where both husband and wife are students at SFWBC. When both tuition bills are considered, the lesser of the two will receive a 50% scholarship off tuition.

**Multi-student Family Scholarship:** This scholarship is awarded to assist families who have more than one student attending

SFWBC at the same time. The scholarship is awarded at a rate of \$250 per on-campus, full-time student per semester when more than one child from the same household is in attendance during the same semester.

***Deborah Lee Myer Teachers Scholarship\****: This scholarship is awarded to all teacher education students who desire to serve God through the Christian school ministry. This scholarship is awarded at the following rates per semester for a minimum of four semesters regardless of residency: \$500 for full-time (12+ hours) or \$250 for part-time (6-11 hours).

***Vine and Branches Scholarship\****: This scholarship is awarded to all male ministerial students who sense God's calling on their life to preach God's Word. This scholarship is awarded at the following rates per semester for a minimum of four semesters regardless of residency: \$500 for full-time (12+ hours) or \$250 for part-time (6-11 hours).

*\*Scholarship is administered by the institution but is privately funded and will be disbursed as funds allow.*

## **STUDENT LIFE**

***Campus Life:*** Academic excellence and spiritual vigor combine to develop the total person. Emphasis on the personal relationship of the individual student with God forms the basis upon which a full and satisfying life can be built. This same emphasis places in proper perspective all of learning as well as all of life. Bible and missionary conferences, dormitory devotions, and chapel messages stimulate students to seek God's will for their lives. This spiritual emphasis provides the help needed to develop spiritual maturity. The guidelines outlined in the *Student Handbook* also seek to foster spiritual growth and development. The spiritual emphasis has one additional advantage: it improves the quality of all learning.

***Services and Christian Service:*** Chapel is required of every student three days each week (depending on class and work schedules). Students are required to attend a like-minded church in the area, become involved in a specific ministry of that church, and actively participate in its evangelistic outreach. Prayer groups are required for dorm students, and they are available to off-

campus students. Students also can participate in World Missions Fellowship which adopts a foreign or home missionary each semester to provide prayer, financial support, and encouraging correspondence. The College also promotes spiritual development through its Campus Revival, Missions Conference, Missions Retreat, and Spring Conference. These events are scheduled in the school calendar online and announced by the Promotional Department. Each summer, the College may sponsor mission trips to various locations both at home and abroad, and students are given opportunities to work in Christian camp ministries. Ministerial students have opportunities to preach on weekends in area churches, and internships are available to many ministerial students as a part of the academic program of the College. Students also minister in churches across the nation by participating in the college choir and/or ensemble.

***Student Conduct:*** All students enrolled in the College are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The College expressly forbids the following activities:

- Plagiarism and cheating (These offenses are considered serious enough to warrant a failing grade for any course in which they have been practiced; repeated offenses can result in the student's suspension or expulsion from the College.)
- Gambling
- Homosexual activity, sexual activity outside of marriage, and sexual harassment
- Use or possession of alcoholic beverages, non-prescription narcotics, hallucinogenic drugs, or any other illicit drug
- Use or possession of firearms or fireworks.

The *Student Handbook* provides detailed statements of policies, procedures, and penalties relating to campus citizenship.

***Student Organizations:*** Students are required to participate with their designated class in the election of officers and deciding issues pertinent to the class. There are also opportunities for students to participate in Student Body, World Missions Fellowship, and Societies.

Additionally, students are encouraged to practice citizenship and leadership principles by participating in the Student Government

Organization and appointing students from various classes to serve as representatives therein. The Student Government Organization, under the direction of the Academic Dean, meets monthly to discuss issues relating to student affairs, while striving to promote and uphold the biblical foundations, standards, and guidelines upon which the College was founded. Maintaining close contact with the students to monitor their feelings, needs, and goals, the Academic Dean then addresses any concerns with the College Dean. Along with voicing their opinions on matters of importance collectively through the Student Government, students also may provide input individually through a comment box. The Student Government Organization operates according to the *Student Government Policies and Procedures Manual*.

Various students also serve as Prayer Captains in their respective dorms. Each year, the Dean of Men and the Dean of Women recommend to the Dean of Students those residents who exemplify the qualities conducive to the College’s overall mission. From these recommendations, the Dean of Students chooses Prayer Captains.

All students holding leadership offices are required to attend the Leadership Summit before the beginning of each Fall semester.

**Availability of Health Care Services:** Southeastern does not offer nor provide for its students’ medical insurance. In case of emergencies, students must contact their respective Dean immediately. Two AED devices are located on campus: one in the gym and one in the cafeteria.

A number of both emergency and non-emergency medical facilities are in close radius to the College. Students should contact their respective Dean if they need more recommendations for medical care locations or pharmacies in the area.

<i>Emergency Facilities</i>	<i>Urgent Care Facilities</i>
WakeMed Healthplex (3 mi.) 2021 Wendell Valley Blvd. Wendell, NC 27591	AFC Urgent Care (2 mi.) 2200 Treelight Way Wendell, NC 27591
WakeMed (9.7 mi.) 3000 New Bern Ave. Raleigh, NC	UNC Urgent Care (5.1 mi.) 6602 Knightdale Blvd. Knightdale, NC

Duke Raleigh Hospital (11 mi.)  
3400 Wake Forest Rd.  
Raleigh, NC

FastMed Urgent Care (7.1 mi)  
817 E. Gannon Ave.  
Zebulon, NC

**Academic Guidance:** Every student is assigned to a faculty advisor whose mission is to assist the student in growth and development. This mission is accomplished through continuous and consistent personal contact which supports and encourages the student to complete the degree requirements and graduate on time. Thus, individual counseling is part of the guidance program and is available for the student regarding work, personal problems, religious experiences, or other matters.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** FERPA affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- 1) The right to inspect and review the student’s education records within 45 days after the day SFWBC receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask SFWBC to amend a record should write the [College official responsible for the record], clearly identify the part of the record the student wants changed, and specify why it should be changed. If SFWBC decides not to amend the record as requested, SFWBC will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to written consent disclosures before SFWBC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. SFWBC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by SFWBC in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SFWBC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for SFWBC. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by SFWBC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:
- Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **ACADEMIC INFORMATION**

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### **GENERAL INFORMATION**

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***Admission to Classes:*** Students are permitted to enter classes only after the completion of financial arrangements. A student who fails to complete such arrangements within two days after the official registration day will not be permitted to attend class.

**Bob L. King Memorial Library:** The library building is open Monday through Saturday, and digital resources are accessible 24/7. Patrons can browse over 11,600 print resources on the shelves and study individually or in groups at tables throughout the Library. Additionally, the Library provides access to a wide variety of online databases for Populi users through its LIRN Consortium membership. Resources through Gale (37 databases), ProQuest (74 databases), and Open Access (6 databases) give patrons access to 117 different databases to use for research, projects, and assignments. Additionally, the Galaxie database provides access to 39 unique full-text theological journals, many of which are not found in other held databases.

**Student Achievement Information:** The assessment of student achievement measures utilized by the College includes retention rates, graduation rates, transfer-out rates, and job placement rates. Our graduates do not take state or licensing examinations. The most recent reported measures show the following:

- Student-to-faculty ratio: 8 to 1
- Retention rate: 93%
- Graduation rate for undergraduate baccalaureate: 55%
- Transfer-out rate: 23%
- Job placement rate: 94%

**Grades and Quality Points:** Records of Progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans, and non-veterans, at the end of each scheduled school term. Records given to those students who have outstanding balances will be marked as “unofficial.”

All students (except those classified as Special) are expected to make academic progress which will allow them to complete their courses of study within a reasonable time.

**Grade Point Average (GPA):** The GPA is based on the grade point system. It represents the average number of grade points per hour earned by the student for a given term or number of terms. It is calculated by dividing the total number of quality points earned by the total number of semester hours for which the student has registered. The following scale indicates the equivalence of the letter grade earned in a course to the quality point assigned to that grade:



- **A** (90-100)—4 Quality Points.
- **B** (80-89)—3 Quality Points.
- **C** (70-79)—2 Quality Points.
- **D** (60-69)—1 Quality Point.
- **F** (0-59)—No Quality Points.
- **I** (Incomplete)—No Quality Points. Any Incomplete must be converted to a passing grade within one month of the date received, or it will be entered as an F.
- **P** (Passing)—Not computed in GPA; included in total hours earned.
- **WF** (Withdrawal with Failure)—No Quality Points; computed in GPA.
- **WP** (Withdrawal while Passing)—No Quality Points; not computed in GPA.
- **AU** (Audit)—No Quality Points; not computed in GPA.

**Credit Hour Definition:** Southeastern Free Will Baptist College operates on the semester system. The unit for granting credit is a semester hour. One semester hour of academic credit is normally awarded for completion of a course meeting for 750 instructional minutes (50 minutes per week for fifteen weeks). A semester includes one week devoted to final examinations. Students are also expected to devote two hours per week to out-of-class work for each hour of instructional time.

The terms *instructional minutes* and *instructional time* include classroom and direct faculty instruction, whether presented in person or online. These terms also include time devoted to tests and other evaluation procedures. Student out-of-class work includes assigned reading, studying, completion of assignments, worksheets, research, and other academic activities assigned or recommended by the instructor.

**Classification of Students:**

- **Freshman:** 0-29 semester hours credit; minimum 1.50 GPA.
- **Sophomore:** 30-59 semester hours credit; minimum 1.50 GPA.
- **Junior:** 60-89 semester hours credit; minimum 1.75 GPA.
- **Senior:** 90 or more semester hours credit; minimum 2.00 GPA.

- **Special:** A student who is not pursuing work toward a degree because a Bachelor's degree has already been received, or a student who does not have a high school diploma or equivalency, or a student who cannot academically receive a degree as determined by the Administration.
- **Part-time:** Any enrolled student taking fewer than 12 hours.

**Distance Education:** Southeastern is authorized to offer distance education courses and is committed to ensuring the quality of each online course. Students who take these courses are generally current or former residential students. Students taking online courses will use Populi to interact with the professor, submit assignments, participate in group discussions, and access lectures and grades. See the *Student Handbook* for more information about policies and procedures regarding online courses.

**Good Standing:** Status of a student making satisfactory academic progress in all elements of the Student Academic Policy. To maintain Good Standing status, a student must meet the minimum GPA and Completion Rate requirements at the end of each Spring semester according to the policy stated earlier.

**Requirements for New Students:** All incoming students are required to take Old Testament Survey and Introduction to Biblical Studies in the Fall and New Testament Survey and Personal Evangelism in the Spring.

**Required Educational Technologies for Students:** Southeastern Free Will Baptist College offers undergraduate associate programs in Ministry and Business and bachelor's programs in Bible, Teacher Education, and Business. Most of our courses are residential, while some are offered through distance learning. In either case, each course requires specifically tailored technology.

**Bible Program:** For our Bible studies, students are required to use the web-based program Logos. The online Logos platform offers invaluable resources not only for research but also for digital textbooks.

*Business Program:* Business courses often mandate using digital textbooks and textbook publisher websites to complete assignments. Students must have the necessary access and skills to navigate these digital resources.

*Christian Teacher Education Program:* Education courses often require proficiency in using software for word processing and digital presentations. Such software includes applications such as Word, PowerPoint, and MimioStudio. Along with creating video lessons, students also work with conferencing applications and develop web-based assessment tools. While working with various applications, students also learn best practices for various hardware such as digital projectors, Apple TVs, and Mimio smart boards.

*Online Learning Platform (Populi):* Regardless of their program, all students are expected to utilize Populi, our web-based Learning Management System (LMS), daily. This platform facilitates course management, including lessons, assignments, collaboration, and assessment. Additionally, Populi provides a gateway to the Campus Bookstore and the Bob King Library catalog.

#### *Hardware Requirements*

- Access to a functioning PC or Mac computer (desktop or laptop) manufactured within the last five years
- Internet access capabilities
- Audio output (speakers) and audio input (microphone)
- Access to a webcam
- Supported operating systems: current and two previous ones
- A tablet device with the above capabilities is also acceptable.

#### *Software Requirements*

- Word processing program: Microsoft Word, Apple Pages, or Google Docs
- Presentation program: Microsoft PowerPoint, Apple Keynote, or Google Slides
- Microsoft 365 (web-based software) with free access via registration provided through the College Office

### *Internet Requirements*

- Minimum 0.5 Mbps upload speed and 2.0 Mbps download speed.

### *Library and Research Tools*

- Students will be provided access to online databases (Gale, Open Access, ProQuest, Galaxie) via the internet for research purposes.
- The Library Director provides training and is available for support.

***Program Time Limitations:*** The minimum and maximum time limitations for the following degrees are effective upon acceptance into a particular degree program:

- Bachelor Degree (120-134 hours)—2-10 years
- Associate Degree (64-65 hours)—1-6 years

Any student exceeding these program time limitations must reapply and must complete the degree program under the published guidelines set forth in the current catalog at the time of readmission into the program.

***Graduation Degree Requirements:*** To receive a degree and walk in commencement exercises, a student must do the following:

1. Apply for graduation using the Graduation Application from the College Office.
2. Complete all requirements listed on the Graduation Application.
3. Have a cumulative GPA not lower than 2.0.
4. Have no grade below a C in courses related to the student's major.
5. Have no grade below a C in courses related to the student's minor.
6. Have earned the required grade of C or better in EN 101 and EN 102. (Teacher Education Students with an English proficiency must earn a B or better in EN 101 and EN 102.)
7. Have no grade below a C in any course in a proficiency (Teacher Education Students).
8. Be recommended by the faculty.

A student may be allowed to walk in commencement if the student lacks no more than two classes which can be completed in the summer semester following commencement. This must be approved through the Graduation Application.

**Graduation Application:** Students who expect to graduate must complete a Graduation Application. The student, with the help of the assigned advisor, will complete the Graduation Application which, when finished and approved, will contain all the requirements that remain for that student to graduate from the College. The Graduation Application fee listed on the Financial Information page will be charged to the student's account. The Graduation Application lists several deadlines that the student must meet. If any of these deadlines are not met, the student must re-apply for graduation, and another Graduation Application fee will be charged.

**Workload:** For students who are employed, the following guidelines are suggested by the Office of the Academic Dean:

<i>Working Hours</i>	Over 40	31-40	15-30	1-15
<i>Class Load</i>	9 Hours	12 Hours	14 Hours	16 Hours

**Academic Honors:**

**President's List:** An honor roll will be published each semester in Populi of students who achieve a 4.0 GPA. To qualify, students must carry a minimum of 12 credit hours and must not have any failures or incompletes.

**Dean's List:** An honor roll will be published each semester in Populi of students who achieve a 3.0 GPA or higher. To qualify, students must carry a minimum of 12 semester hours and must not have any failures or incompletes.

**Graduation Honors:** Bachelor's degrees may be awarded with honors to graduating students who maintain consistently high academic averages with no failures or incompletes using the following criteria:

- 3.75 GPA—Summa Cum Laude

- 3.50 GPA—Magna Cum Laude
- 3.25 GPA—Cum Laude

***Sigma Delta Alpha Honor Society:*** Paul writes to his protégé in 2 Timothy 2:15 with the imperative, “Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” Three Greek words found in 2 Timothy 2:15—*spoudázō* (study), *dókimos* (approved), and *alétheia* (truth)—begin with the three Greek letters *Sigma*, *Delta*, and *Alpha*, forming the basis of the honor society name. These three Greek words exemplify the essence of Southeastern and its unique mission to cultivate studious and seasoned leaders whose lives are centered on God’s Word. Paul, in context, challenges Timothy with the importance of *study*, meaning diligence of mind and eagerness to do one’s best, as a basis for seeking the commendation of God. Members of Sigma Delta Alpha are approved unto God as they diligently and eagerly seek to know Christ and make Him known. The foundation for God’s approval is obedience to the truth, which is the true doctrine of the Word of God. The distinguished members of Sigma Delta Alpha have demonstrated intellectual achievement, Christian character, and leadership ability.

Membership qualifications:

- Baccalaureate students must achieve a cumulative grade-point average of 3.25 by the beginning of the Spring semester before graduation.
- No more than forty percent of the graduating class will be inducted into the society.
- Qualifying students must exhibit Christian character and servant-leadership qualities.
- Invited students must submit a resume to the Academic Committee detailing relevant college career highlights (such as leadership roles held, Christian service activities, and other important milestones) to demonstrate qualifications.
- Finalists will be voted upon by the Faculty Senate and honored at the Spring graduation ceremony.

***Incompletes:*** Students who have extenuating circumstances which will not allow them to complete the requirements for a course may request an “Incomplete” in writing which must be

approved by the Instructor and the Academic Dean and will effectively give the student a one-month extension for those requirements.

***Adding or Dropping Classes:*** Students may add or drop classes up until the published Add/Drop Deadline each semester with no academic consequences. The Add/Drop Fee will apply for each class added or dropped. After the Add/Drop Deadline, the student will be responsible to pay tuition for that class. In addition, a grade of either “WP” for “Withdrawal while Passing” or “WF” for “Withdrawal with Failure” will be entered into the student’s permanent record for that class.

***Attendance:*** Students are expected to attend classes regularly and punctually for the satisfactory completion of a course. All absences are recorded, and an absence does not excuse any student from any required work. Students are generally allowed one absence without penalty for each credit hour for each class (e.g., a 3-hour course allows 3 absences). Absences may be part of the academic requirement of some courses. There are certain days that absences are not allowed. Details of the Absentee Policy can be found in the *Student Handbook*.

***Tardiness:*** Students are allowed to be tardy twice per class without penalty.

***Course Numbering:*** Numbers of three digits are used to designate courses. The first digit represents the classification: Remedial, 000; Freshman, 100; Sophomore, 200; Junior, 300; Senior, 400. Where feasible, the last two digits indicate course sequence (e.g., a student should pass EN 101 before enrolling in EN 102).

***Transferability of Courses:*** Students wishing to transfer from Southeastern Free Will Baptist College to another higher education institution must request through Populi that a transcript be sent from the Registrar to the receiving higher education institution. The receiving institution will determine acceptance of SFWBC coursework for transfer of credit.

***Transcript Requests:*** The Office of the Registrar can provide official transcripts to graduates and students who have withdrawn and fulfilled all financial obligations with the College. To request

an official transcript, please visit <https://www.sfwbc.edu/transcript>. Each transcript copy incurs a fee of \$5.

***Faculty Involvement in Hiring Faculty and Administrative Personnel:*** At Southeastern Free Will Baptist College, we are committed to maintaining the highest standards of excellence in our academic and administrative functions. One critical aspect of this commitment is our approach to hiring qualified faculty and administrative personnel who align with the college's mission, vision, and core values.

Recruiting and selecting new faculty members and administrative staff is the exclusive responsibility of the President of Southeastern Free Will Baptist College and his designated executive team. This process is carried out in accordance with the guidelines and policies approved by the College's Board of Directors. Faculty do not participate in any stage of the hiring process.

***Faculty Involvement in Program Curriculum Development:*** Faculty members are key participants in an ongoing program review process aimed at ensuring the highest quality of education. They engage in regular evaluations and adjustments to the curriculum in line with the College's institutional learning outcomes.

***Faculty Evaluation Policy:*** Southeastern Free Will Baptist College is committed to instructional excellence. Our Faculty Evaluation Program is a multi-faceted approach aimed at continuous improvement. This process is approved by the Faculty Senate in coordination with the Academic Dean. The annual evaluations serve to enhance teaching quality and inform faculty rehire and advancement, along with other factors like service and scholarship. The complete details are in the *Faculty Handbook*.

#### Methods

- Personal Evaluations: Conducted with Academic Dean and Department Chair for teaching improvement.
- Student Evaluations: Managed online through Populi to gauge teaching effectiveness.
- Syllabus Analysis: Reviewed by Academic Committee for alignment with guidelines.
- Course Learning Outcomes: Assessed for instructional improvements.



- Classroom Observations: Practiced at the discretion of the Academic Dean and Department Chair.

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## PROBATION, SUSPENSION, DISMISSAL

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**Academic Monitoring:** A first-semester freshman who either has a high school GPA lower than a 2.00 or has an ACT composite score lower than an 18 is placed on academic monitoring until midterm of the semester. A student on Academic Monitoring is limited to registering for 14 semester hours or less. Also, the student is required to communicate weekly with an assigned academic advisor. If the student has a GPA equal to or greater than a 1.50 at midterm, the academic monitoring requirement is removed. A student whose GPA at midterm is lower than a 1.50 is placed on Academic Notice (see below).

**Academic Notice:** A first-semester freshman whose GPA at midterm is lower than 1.50 is placed on Academic Notice for the remainder of the semester.

**Academic Probation:** Students must maintain a minimum cumulative GPA based on their student classification. The required grade point average is as follows: Freshmen and Sophomores, 1.50 GPA; Juniors, 1.75 GPA; and Seniors, 2.0 GPA. Students who fail to maintain the minimum cumulative GPA will be placed on Academic Probation. Students are placed on Academic Probation at the beginning of each semester, and the probation lasts the entire semester regardless of the student's midterm grades. Students on Academic Probation are not allowed to do any of the following:

- Hold student office
- Take part in athletics
- Carry more than 14 semester hours
- Represent the school in any capacity

**Academic Suspension:** Any student who remains under Academic Probation for two consecutive semesters will be subject to suspension for one semester. The Office of the Academic Dean may make exceptions to this policy if a student shows effort in academics and has not been a discipline problem. Work completed at other colleges by a student while under Academic Suspension will not be accepted.

**Academic Dismissal:** A student who is readmitted to the College after having been suspended must maintain satisfactory academic standing for the first semester after returning, or the student will be subject to dismissal from the College.

**Withdrawal:** A student desiring to withdraw from the College must secure a Withdrawal Form from the Office of the Registrar. The student will be allowed to withdraw only after this form has been properly submitted and accepted by the Registrar. Until such time, the student is considered to be enrolled and will be charged for tuition, room, and board. After a student has properly withdrawn from the College, transcripts will be issued upon request (if all account balances are at zero), and any refunds to which the student is entitled will be made. A student will be considered withdrawn when absent from the College property without excuse beyond the number of days allowed for class absences.

**Student Conduct:** Students at Southeastern are expected to develop and maintain strong Christian character. They must abide by all the guidelines and standards of the College. The standards of conduct expected of students at Southeastern are based on biblical principles. Details of the policies regarding student conduct can be found in the *Student Handbook*.

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## STUDENT COMPLAINT POLICY

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**Formal Complaint:** Students have an opportunity to present their complaints and to appeal administrative, faculty, or other employee decisions through a dispute resolution or grievance procedure. SFWBC will attempt to resolve promptly all grievances that are appropriate for handling under this policy. During the implementation of this policy the student's privacy will be maintained. Only those with a "need to know" will be apprised of the proceedings. Reports will be kept in a locked cabinet in the College Office.

**Policies:**

1. An appropriate grievance is defined as a student's expressed feeling of dissatisfaction concerning any interpretation or application of a work, discipline, or academic issue by one or more members of the administration, faculty, or other employee(s) or an unsatisfactory encounter with any of these individuals.

Grievances also include matters of accusations of discrimination or sexual harassment.

2. Students must notify SFWBC in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for students with appropriate grievances. As used in this policy, the terms *timely fashion*, *reasonable time*, and *promptly* generally mean seven days.
3. Students will not be penalized for proper use of the grievance procedure. However, it is not proper for a student to abuse the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment; likewise, it is not acceptable for a student to repeatedly raise grievances that a reasonable person would judge to have no merit.

**Procedure:**

1. Any student having a grievance with an SFWBC employee should personally approach that employee in a spirit of humility and discuss the grievance. If a resolution cannot be reached, then the student should proceed to step two.
2. The student should bring the grievance to the attention of the supervisor of the administrator, faculty member, or employee in a timely manner (an organization chart to determine the supervisor is available in the College Office). The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the student within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
3. The student may appeal this decision to the next level (the supervisor's supervisor). An appeal must be made in a timely fashion in writing. That supervisor will confer with the student, the alleged offending party, and any other employees or students considered appropriate. Having investigated the issues, this supervisor will then communicate a decision in writing to all parties involved.
4. If the student is unsatisfied with the decision, the process in Step 3 may be repeated through the levels of the College until the matter reaches the President. If the grievance reaches the Office of the President, he will take the necessary steps to review and investigate the

grievance and will then issue a written, final, and binding decision.

5. Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as SFWBC policy. When appropriate, the decision will be retroactive to the date of the student's original grievance.
6. Information concerning a student's grievance is to be held in strict confidence. Only those with a "need to know" will be apprised of the proceedings. Reports will be kept in a locked cabinet in the College Office. Employees who investigate a grievance are to discuss it only with those individuals who have a need to know about the complaint or who are needed to supply necessary background information.

***TRACS Student Complaint Process:*** Students who feel that the administration or faculty are not dealing properly with their complaint may contact Transnational Association of Christian Colleges and Schools by mail at TRACS, P.O. Box 328, Forest, VA 24551; by phone at (434) 525-9539; or by e-mail at [president@tracs.org](mailto:president@tracs.org).

***NC Post-Secondary Education Complaint Procedures:*** If a complaint cannot be resolved through the complaint process of Southeastern Free Will Baptist College, students may file a complaint with the North Carolina Post-Secondary Education Complaints unit. Please review the NC Post-Secondary Education Student Complaint Policy, print and complete the NC Post-Secondary Education Complaint Form, and submit the complaint to the following address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina System Office  
223 S. West Street, Suite 1800  
Raleigh NC 27603  
Phone: (919) 962-4550  
E-mail: [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu)  
Website: [northcarolina.edu/complaints](http://northcarolina.edu/complaints)

***Complaints Regarding Fraud or False Advertising:*** To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, visit the State Attorney General's

webpage at [ncdoj.gov/complaint](http://ncdoj.gov/complaint) or call one of the following numbers:

- (877) 566-7226 (North Carolina residents)
- (919) 716-6000 (outside North Carolina)
- (919) 716-0058 (en Español)

If you choose to mail a complaint, use the following address:

Consumer Protection Division  
Attorney General's Office  
Mail Service Center 9001  
Raleigh, NC 27699-9001

# **PROGRAMS OF STUDY**

## **DEGREES OFFERED**

Degree programs of study in Ministry, Bible, and Christian Education offered by Southeastern Free Will Baptist College have been declared exempt from the requirement of 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. The Associate and Bachelor Degrees in Business Administration are licensed by the Board of Governors of The University of North Carolina (BOG,) which is authorized to grant licenses to conduct degree-granting postsecondary activity in North Carolina pursuant to N.C. Gen. Stat. § 116-15.

### **Bible Program Degrees**

#### ***Associate Degree in Ministry***

- Concentration in Business

#### ***Bachelor Degree in Bible***

##### ***Men***

- Major in Bible: Double Minor in Pastoral Theology & Ministry
- Major in Bible: Double Minor in Pastoral Theology & Missions
- Major in Bible: Double Minor in Pastoral Theology & Music
- Major in Bible: Double Minor in Youth & Music

##### ***Ladies***

- Major in Bible: Double Minor in Missions & Education
- Major in Bible: Minor in Ministry

### **Christian Education Program Degrees**

#### ***Bachelor Degree in Christian Education***

- Major in Elementary Education with one proficiency
- Major in Secondary Education with two proficiencies

### **Business Program Degrees**

#### ***Associate of Arts Degree in Business Administration***

#### ***Bachelor of Arts Degree in Business Administration***

- Major in Business Administration: Minor in Bible

# **BIBLE PROGRAM DEGREES**

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## **ASSOCIATE DEGREE IN MINISTRY**

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Southeastern Free Will Baptist College gears this program to preparing the student with business skills, especially related to church office operations. An Associate Degree in Ministry with a concentration in Business will equip the graduate to be professional in skills, appearance, and attitude while attaining and maintaining a servant's spirit.

The two-year Associate Degree in Ministry with a concentration in Business requires 65 semester credit hours.

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate competency in basic business principles used in a ministry setting. (ILO 2)
2. Demonstrate a grasp of general biblical knowledge. (ILO 1)
3. Demonstrate the implementation of the Great Commission as an evangelistic and disciple-making command from Christ. (ILO 1,4,5)
4. Demonstrate effective and professional communication skills in oral and written forms. (ILO 2,3)
5. Demonstrate a working knowledge of laws that govern business practices. (ILO 2,5)
6. Identify and analyze business problems and opportunities using quantitative and qualitative information to solve problems and to make sound business decisions. (ILO 5)
7. Demonstrate practical skills of the use of computer programs used in ministry office settings. (ILO 5)

**General Requirements—16 hrs.**

EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.

**Ministry Requirements—22 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 208 Life of Christ	3 hrs.
EV 101 Personal Evangelism	2 hrs.

Missions Elective	2 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.

**Business Requirements—27 hrs.**

BU 103 Business Computers App	3 hrs.
BU 111 Principles of Accounting	3 hrs.
BU 202 Desktop Publishing	3 hrs.
BU 205 Business Communications	3 hrs.
BU 211 Economics	3 hrs.
BU 213 Intro to Management	3 hrs.
BU 214 Leadership	3 hrs.
BU 301/BU 302 Intermediate Accounting I, II	6 hrs.

**Suggested Sequencing for the Associate Degree in Ministry  
with a Business Concentration**

		<u>Year 1</u>	<u>Year 2</u>
<b>Fall</b>	Course 1	BI 101	BI 205
	Course 2	EN 101	BU301
	Course 3	HI 101	TH 331
	Course 4	<i>BU 103</i>	<i>BI 203</i>
	Course 5	<i>EN 111</i>	<i>BU 213</i>
	Course 6		
<b>Spring</b>	Course 1	BI 102	BU 302
	Course 2	EN 102	BI 208
	Course 3	HI 102	EV 101
	Course 4	<i>BU 111</i>	TH 332
	Course 5	<i>BU 202</i>	<i>BU 214</i>
	Course 6	<i>EN 112</i>	<i>BU 211</i>

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 2 hours of Missions electives.*



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## BACHELOR DEGREE IN BIBLE

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A Bachelor Degree in Bible enables students who are preparing for God's will to be able to know and apply the Word of God to their lives and ministries. Each class, taught with the firm conviction that the Bible is the inspired and inerrant Word of God, imparts a thorough knowledge of the message, themes, and doctrines of Scripture. During these four-year programs, each major section of Scripture is studied or is available for study so that graduates are equipped with a foundational yet comprehensive grasp of the entire scope of God's Word. These programs provide practical training in methodology and emphasis for local church ministry.

### **Bible Degree Offerings for Male Students:**

Major in Bible: Double Minor in Pastoral Theology & Ministry—122 hrs.

Major in Bible: Double Minor in Pastoral Theology & Missions—129 hrs.

Major in Bible: Double Minor in Pastoral Theology & Music—130 hrs.

Major in Bible: Double Minor in Youth & Music—130 hrs.

### **Bible Degree Offerings for Female Students:**

Major in Bible: Double Minor in Missions & Education—128 hrs.

Major in Bible: Minor in Ministry—130 hrs.

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Explain the authorial intent of the biblical writers using sound hermeneutical principles. (ILO 1,2,3,4)
2. Articulate the fundamental Christian doctrines of both the Old and New Testaments. (ILO 1,3)
3. Demonstrate critical thinking skills in Bible study, public speaking, and research writing. (ILO 2,3,4)
4. Demonstrate effective communication of biblical truth through research writing, preaching, and teaching while making it applicable to the contemporary ministry context. (ILO 2,3,4)

**Bachelor Degree in Bible**  
**Minors: Pastoral Theology and Ministry**  
(Male: 122 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a practical knowledge of the pastoral duties and ministries of the local church. (ILO 2,4)
2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ. (ILO 1,4)

**General Requirements—30 hrs.**

BU 209 Finance	2 hrs.
PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.

**Bible (Major)—40 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.
BI 208 Life of Christ	3 hrs.
BI 301 Genesis	3 hrs.
BI 306 Hebrews	3 hrs.
BI 403 Romans	3 hrs.
Bible Electives	6 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.
TH 431 Apologetics	3 hrs.

**Pastoral Theology—24 hrs.**

PT 101 Foundations	2 hrs.
PT 102 Personal Life and Family	2 hrs.
PT 201 Youth Ministry	2 hrs.
PT 202 The Local Church	2 hrs.
PT 206/PT 207 Pastoral Practicum I, II	2 hrs.
PT 301 Church Law and Finances	2 hrs.
PT 302 Counseling	2 hrs.

PT 401 Leadership	2 hrs.
PT 311/PT 312/PT 411/PT 412 Homiletics I, II, III, IV	8 hrs.

**Ministry—16 hrs.**

MI 211 Local Church Philosophy for World Missions	2 hrs.
MI 303 Planting & Growing Indigenous Churches I	2 hrs.
Missions Electives	4 hrs.
PT 204 Discipleship Ministries	3 hrs.
PT 221 Church Internship I	2 hrs.
PT 304 Advanced Youth Ministries	3 hrs.

**Language—12 hrs.**

LA 311/LA 312/LA 411/LA 412 Greek I, II, III, IV	12 hrs.
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**Suggested Sequencing for the Bachelor Degree in Bible  
Minor: Pastoral Theology, Minor: Ministry**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	BI 101	BI 203	<i>BI 403</i>	HI 311
	Course 2	BI 103	LA 311	PT 411	<i>BI 301</i>
	Course 3	EN 101	<i>MI 303</i>	LA 411	MI 211
	Course 4	EN 111	PT 201	PT 301	
	Course 5	HI 101	PT 311	<i>PT 206</i>	
	Course 6	PT 101	PT 208	TH 331 <i>PT 401</i>	
<b>Spring</b>	Course 1	BI 102	BI 208	<i>TH 431</i>	EN 202
	Course 2	EN 102	LA 312	<i>PT 304</i>	HI 312
	Course 3	EN 112	PT 302	<i>BI 205</i>	<i>PT 204</i>
	Course 4	EV 101	PT 202	LA 412	<i>BU 209</i>
	Course 5	HI 102	PT 312	PT 412	<i>BI 306</i>
	Course 6	PT 102	PT 221	TH 332	
	Course 7			<i>PT 207</i>	

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 4 hours of Missions electives, and a Summer Internship (PT 221) preferably the summer following their second year.*

**Bachelor Degree in Bible**  
**Minors: Pastoral Theology and Missions**  
(Male: 129 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a practical knowledge of the pastoral duties and ministries of the local church. (ILO 2,4)
2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ in an intercultural context. (ILO 1,4,5)

**General Requirements—30 hrs.**

BU 209 Finance	2 hrs.
PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.

**Bible (Major)—40 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.
BI 208 Life of Christ	3 hrs.
BI 301 Genesis	3 hrs.
BI 306 Hebrews	3 hrs.
BI 403 Romans	3 hrs.
Bible Electives	6 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.
TH 431 Apologetics	3 hrs.

**Pastoral Theology—25 hrs.**

PT 101 Foundations	2 hrs.
PT 102 Personal Life and Family	2 hrs.
PT 201 Youth Ministry	2 hrs.
PT 202 The Local Church	2 hrs.
PT 204 Discipleship Ministries	3 hrs.
PT 206/PT 207 Pastoral Practicum I, II	2 hrs.
PT 301 Church Law and Finances	2 hrs.

PT 302 Counseling 2 hrs.  
 PT 311/PT 312/PT 411/PT 412 Homiletics I, II, III, IV 8 hrs.

**Missions—22 hrs.**

MI 211 Local Church Philosophy for World Missions 2 hrs.  
 MI 221 Missionary Internship 2 hrs.  
 Missions Electives 18 hrs.

**Language—12 hrs.**

LA 311/LA 312/LA 411/LA 412 Greek I, II, III, IV 12 hrs.

**Suggested Sequencing for the Bachelor Degree in Bible  
 Minor: Pastoral Theology, Minor: Missions**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	BI 101	BI 203	<i>BI 403</i>	PT 411
	Course 2	BI 103	LA 311	TH 331	<i>BI 301</i>
	Course 3	EN 101	PT 208	LA 411	MI 211
	Course 4	EN 111	PT 201	PT 301	
	Course 5	HI 101	HI 311	<i>PT 206</i>	
	Course 6	PT 101		PT 311	
<b>Spring</b>	Course 1	BI 102	BI 208	<i>TH 431</i>	<i>BU 209</i>
	Course 2	EN 102	LA 312	PT 312	<i>BI 306</i>
	Course 3	EN 112	EN 202	TH 332	<i>PT 204</i>
	Course 4	EV 101	PT 202	LA 412	PT 412
	Course 5	HI 102	HI 312	<i>PT 207</i>	
	Course 6	PT 102	PT 302	<i>BI 205</i>	
	Course 7		MI 221		

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 18 hours of Missions electives, and a Missions Internship (MI 221) preferably following their second year.*

**Bachelor Degree in Bible  
 Minors: Pastoral Theology and Music  
 (Male: 130 hrs.)**

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a practical knowledge of the pastoral duties and ministries of the local church. (ILO 1,4,5)

2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ. (ILO 1,4)
3. Demonstrate competence in a basic, overall understanding of music theory. (ILO 2)
4. Demonstrate competence in planning and leading worship services (congregation and choir). (ILO 2)
5. Communicate a philosophy of music that is biblical and sensitive to changing styles and valued traditions. (ILO 1,3)

**General Requirements—30 hrs.**

BU 209 Finance	2 hrs.
PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.

**Bible (Major)—40 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.
BI 208 Life of Christ	3 hrs.
BI 301 Genesis	3 hrs.
BI 306 Hebrews	3 hrs.
BI 403 Romans	3 hrs.
Bible Electives	6 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.
TH 431 Apologetics	3 hrs.

**Pastoral Theology—26 hrs.**

MI 211 Local Church Philosophy for World Missions	2 hrs.
PT 101 Foundations	2 hrs.
PT 102 Personal Life and Family	2 hrs.
PT 201 Youth Ministry	2 hrs.
PT 202 The Local Church	2 hrs.
PT 204 Discipleship Ministries	3 hrs.
PT 206 or PT 207 Pastoral Practicum I, II	1 hr.
PT 301 Church Law and Finances	2 hrs.
PT 302 Counseling	2 hrs.
PT 311/PT 312/PT 411/PT 412 Homiletics I, II, III, IV	8 hrs.

**Music—22 hrs.**

MU CHOIR Sounds of Victory	4 hrs.
MU 124 Biblical Philosophy of Music	3 hrs.
MU 201/MU 202 Music Theory I*, II	6 hrs.
MU 203 Sight-Singing	2 hrs.
MU 222 Basic Conducting	2 hrs.
MU 333 Church & School Music Administration	2 hrs.
Private Voice	3 hrs.

**Language—12 hrs.**

LA 311/LA 312/LA 411/LA 412 Greek I, II, III, IV	12 hrs.
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*\*Prerequisite: MU101 Introduction to Music Theory by class or test. Students with Music minors are required to attend a professional performance or recital each semester scheduled by the Music Department.*

**Suggested Sequencing for the Bachelor Degree in Bible  
Minor: Pastoral Theology, Minor: Music**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b><u>Fall</u></b>	Course 1	BI 101	BI 203	<i>BI 403</i>	<i>BI 301</i>
	Course 2	BI 103	MU 201	PT 206	PT 411
	Course 3	EN 101	MU CH	LA 311	LA 411
	Course 4	EN 111	MU 222	<i>MU 333</i>	MI 211
	Course 5	HI 101	PT 208	PT 301	
	Course 6	MU CH	HI 311	PT 311	
	Course 7	PT 101	PT 201	TH 331	
	Course 8				
<b><u>Spring</u></b>	Course 1	BI 102	BI 208	<i>BI 205</i>	<i>BU 209</i>
	Course 2	EN 102	HI 312	MU 124	PT 412
	Course 3	EN 112	PT 302	LA 312	LA 412
	Course 4	EV 101	MU 202	<i>TH 431</i>	<i>PT 204</i>
	Course 5	HI 102	MU 203	PT 202	EN202
	Course 6	MU 101	MU CH	PT 312	<i>BI 306</i>
	Course 7	MU CH		TH 332	
	Course 8	PT 102		PT 207	

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 4 hours of Choir, and 3 hours of Voice.*

**Bachelor Degree in Bible  
Minors: Youth and Music**  
(Male: 128 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a practical knowledge of the youth pastor's duties and ministries of the local church. (ILO 1,4,5)
2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ. (ILO 1,4)
3. Demonstrate competence in a basic, overall understanding of music theory. (ILO 2)
4. Demonstrate competence in planning and leading worship services. (congregation and choir) (ILO 2)
5. Communicate a philosophy of music that is biblical and sensitive to changing styles and valued traditions. (ILO 1,3)

**General Requirements—30 hrs.**

BU 209 Finance	2 hrs.
PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.

**Bible (Major)—31 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.
BI 403 Romans	3 hrs.
Bible Electives	6 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.
TH 431 Apologetics	3 hrs.

**Pastoral Theology—23 hrs.**

PT 101 Foundations	2 hrs.
PT 102 Personal Life and Family	2 hrs.
PT 202 The Local Church	2 hrs.
PT 204 Discipleship Ministries	3 hrs.
PT 206/PT 207 Pastoral Practicum I, II	2 hrs.



PT 301 Church Law and Finances	2 hrs.
PT 302 Counseling	2 hrs.
PT 311/PT 312/PT 411/PT 412 Homiletics I, II, III, IV	8 hrs.

**Youth Ministry—19 hrs.**

PT 201 Youth Ministry	2 hrs.
PT 221 Church Internship I	2 hrs.
PT 304 Advanced Youth Ministries	3 hrs.
MI 211 Local Church Philosophy for World Missions	2 hrs.
TE 308 Teaching Bible	2 hrs.
TE304 Child Development	3 hrs.
TE307 Biblical Perspective of Worldviews	3 hrs.
Missions Electives	2 hrs.

**Music—25 hrs.**

MU CHOIR Sounds of Victory	4 hrs.
MU 124 Biblical Philosophy of Music	3 hrs.
MU 201/MU 202 Music Theory I*, II	6 hrs.
MU 203 Sight-Singing	2 hrs.
MU 205 Music History	2 hrs.
MU 222 Basic Conducting	2 hrs.
MU 333 Church & School Music Administration	2 hrs.
Private Voice	3 hrs.
Private Piano	1 hr.

*\*Prerequisite: MU101 Introduction to Music Theory by class or test. Students with Music minors are required to attend a professional performance or recital each semester scheduled by the Music Department.*

**Suggested Sequencing for the Bachelor Degree in Bible  
Minor: Youth, Minor: Music**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	BI 101	BI 203	BI 403	PT 208
	Course 2	BI 103	MU 201	PT 201	MI 211
	Course 3	EN 101	MU CH	PT 311	PT 411
	Course 4	EN 111	MU 222	PT 206	TE 308
	Course 5	HI 101	PT 301	TH 331	
	Course 6	MU CH	HI 311	MU 333	
	Course 7	PT 101			
<b>Spring</b>	Course 1	BI 102	EN 202	PT 304	BU 209
	Course 2	EN 102	HI 312	PT 207	MU 205

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Course 3	EN 112	PT 302	MU 124	PT 412
Course 4	EV 101	MU 202	PT 312	<i>TE 307</i>
Course 5	HI 102	MU 203	<i>TH 431</i>	<i>PT 204</i>
Course 6	MU 101	MU CH	PT 202	
Course 7	MU CH	<i>TE 304</i>	TH 332	
Course 8	PT 102		<i>BI 205</i>	

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 2 hours of Missions electives, 4 hours of Choir, 3 hours of Voice electives, 1 hour*

*of Piano elective, and a Summer Internship (PT 221) preferably following their second year.*

**Bachelor Degree in Bible**  
**Minors: Missions and Education**  
(Female: 128 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate practical skills within a supportive role in ministry. (ILO 2)
2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ in an intercultural context. (ILO 1,4,5)
3. Articulate the Scriptural mandate for Christ-centered, biblically based education. (ILO 2,3,5)

**General Requirements—31 hrs.**

PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 201 English Literature	3 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.
MA 102 College Algebra	3 hrs.

**Bible (Major)—40 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.

BI 208	Life of Christ	3 hrs.
BI 301	Genesis	3 hrs.
BI 306	Hebrews	3 hrs.
BI 403	Romans	3 hrs.
	Bible Electives	6 hrs.
TH 331/TH 332	Systematic Theology I, II	6 hrs.
TH 431	Apologetics	3 hrs.

**Ministry—10 hrs.**

CM 301/CM 302	Christian Womanhood I, II	2 hrs.
PT 201	Youth Ministry	2 hrs.
PT 204	Discipleship Ministries	3 hrs.
PT 304	Advanced Youth Ministries	3 hrs.

**Education—20 hrs.**

TE 203	Christian Philosophy of Education	2 hrs.
TE 302	Materials & Methods	3 hrs.
TE 304	Child Development	3 hrs.
TE 308	Teaching Bible	2 hrs.
	Education Electives	10 hrs.

**Missions—24 hrs.**

MI 211	Local Church Philosophy for World Missions	2 hrs.
MI 221	Missionary Internship	2 hrs.
	Missions Electives	20 hrs.

**General Electives—3 hrs.**

**Suggested Sequencing for the Bachelor Degree in Bible  
Minor: Missions, Minor: Education**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b><u>Fall</u></b>	Course 1	BI 101	BI 203	<i>BI 403</i>	<i>TE 203</i>
	Course 2	BI 103	EN 201	<i>CM 301</i>	<i>TE 308</i>
	Course 3	EN 101	HI 311	MI 211	<i>BI 301</i>
	Course 4	EN 111	TE 302	TH 331	<i>PT 208</i>
	Course 5	HI 101	PT 201		
	Course 6	MA 102			
<b><u>Spring</u></b>	Course 1	BI 102	BI 208	<i>TH 431</i>	<i>BI 306</i>
	Course 2	EN 102	<i>TE 304</i>	<i>BI 205</i>	<i>PT 204</i>
	Course 3	EN 112	HI 312	<i>PT 304</i>	
	Course 4	EV 101		TH 332	
	Course 5	HI 102		<i>CM 302</i>	

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 20 hours of Missions electives, 10 hours of Education electives, 3 hours of General electives, and a Missions Internship (MI 221) preferably following their second year.*

## **Bachelor Degree in Bible**

### **Minor: Ministry**

(Female: 130 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate practical skills necessary within a supportive role in ministry. (ILO 2)
2. Demonstrate a practical knowledge of the Great Commission as an evangelistic and disciple-making command from Christ. (ILO 1,4)
3. Demonstrate a grasp of educational principles and techniques that can aid in ministry. (ILO 2,3,5)

### **General Requirements—31 hrs.**

PT 208 Technology in the Ministry	3 hrs.
EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 201/EN 202 English & American Literature	6 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 311/HI 312 Church History I, II	4 hrs.

### **Bible (Major)—40 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
BI 203 Life & Writings of Paul	3 hrs.
BI 205 Gospel of John	2 hrs.
BI 208 Life of Christ	3 hrs.
BI 301 Genesis	3 hrs.
BI 306 Hebrews	3 hrs.
BI 403 Romans	3 hrs.
Bible Electives	6 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.
TH 431 Apologetics	3 hrs.

### **Ministry—14 hrs.**

MI 211 Local Church Philosophy for World Missions	2 hrs.
CM 301/CM 302 Christian Womanhood I, II	2 hrs.

PT 201 Youth Ministry	2 hrs.
PT 204 Discipleship Ministries	3 hrs.
PT 221 Church Internship I	2 hrs.
PT 304 Advanced Youth Ministries	3 hrs.

**Education/Music—20 hrs.**

TE 203 Christian Philosophy of Education	2 hrs.
TE 302 Materials & Methods	3 hrs.
TE 304 Child Development	3 hrs.
TE 308 Teaching Bible	2 hrs.
Education/Music Electives	10 hrs.

**Business—11 hrs.**

BU 202 Desktop Publishing	3 hrs.
BU 209 Finance	2 hrs.
Business Electives	6 hrs.

**General Electives—2 hrs.**

**Missions Electives—12 hrs.**

**Suggested Sequencing for the Bachelor Degree in Bible  
Minor: Ministry**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b><u>Fall</u></b>	Course 1	BI 101	BI 203	<i>BI 403</i>	<i>TE 203</i>
	Course 2	BI 103	EN 201	MI 211	<i>TE 308</i>
	Course 3	EN 101	HI 311	<i>CM 301</i>	<i>BI 301</i>
	Course 4	EN 111	PT 208	TH 331	
	Course 5	HI 101	PT 201		
	Course 6		TE 302		
<b><u>Spring</u></b>	Course 1	BI 102	BI 208	<i>PT 304</i>	<i>BU 209</i>
	Course 2	EN 102	<i>TE 304</i>	<i>BU 202</i>	<i>BI 306</i>
	Course 3	EN 112	EN 202	<i>TH 431</i>	PT221
	Course 4	EV 101	HI 312	<i>CM 302</i>	
	Course 5	HI 102	<i>PT 204</i>	TH 332	
	Course 6			<i>BI 205</i>	

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 6 hours of Bible electives, 12 hours of Missions electives, 10 hours of Education or Music electives, 6 hours of Business electives, 2 hours of General electives, and an internship (PT 221) to be completed during the final semester.*

# CHRISTIAN EDUCATION PROGRAM

## DEGREES

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### **BACHELOR DEGREE IN CHRISTIAN EDUCATION**

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The growth of Christian day schools in America has necessitated the training of Christian teachers for these schools. Southeastern is committed to helping fill that need by providing education programs focused on professional skills as well as biblical studies. Students will receive a broad biblical base of classes in addition to taking general education and professional courses. The College desires Christian Education graduates to take an active part in and become faithful members to soul-winning ministries of evangelistic, fundamental, growing Free Will Baptist churches.

A Bachelor Degree in Christian Education can be earned in Elementary Education (123 hrs.) and Secondary Education (123 hrs.).

#### **Bachelor Degree in Elementary Education (123 hrs.)**

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a biblical worldview that influences education and implements the Great Commission. (ILO 1,2,3,4,5)
2. Exercise multiple teaching methods based on grade level, content, and student needs. (ILO 2,3)
3. Demonstrate content knowledge pertaining to the subjects being taught. (ILO 5)
4. Demonstrate effective classroom management skills. (ILO 2)
5. Develop valid and reliable assessment tools. (ILO 2)

#### **General Requirements—41 hrs.**

EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 201/EN 202 English & American Literature	6 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 301/HI 302 US History I, II	6 hrs.
MA 102 College Algebra	3 hrs.
Missions Elective	2 hrs.
SC 102 Biological Science Survey II	3 hrs.

SC 202 Physical Science Survey II 3 hrs.

**Bible—16 hrs.**

BI 101/BI 102 Old & New Testament Survey 6 hrs.

BI 103 Introduction to Biblical Studies 2 hrs.

Bible Elective 2 hrs.

TH 331/TH 332 Systematic Theology I, II 6 hrs.

**Teacher Ed. (major)—52 hrs.**

TE 201 The Exceptional Learner 2 hrs.

TE 202 Principles of Education 2 hrs.

TE 203 Christian Philosophy of Education 2 hrs.

TE 204 Education Practicum 2 hrs.

TE 206 Incorporating Technology into Teaching 2 hrs.

TE 301 Teaching Science & Social Studies 2 hrs.

TE 302 Materials & Methods 3 hrs.

TE 303 Teaching Math in the Elementary School 2 hrs.

TE 304 Child Development 3 hrs.

TE 305 Teaching Health, Safety & PE 2 hrs.

TE 306 Tests & Measurements 3 hrs.

TE 307 Biblical Perspective of Worldviews 3 hrs.

TE 308 Teaching Bible 2 hrs.

TE 310 Educational Psychology 3 hrs.

TE 401 Teaching Art & Music 3 hrs.

TE 402 Directed Teaching 8 hrs.

TE 405 Teaching Reading & Literature 3 hrs.

TE 408 Classroom Management 3 hrs.

TE 410 Counseling in Christian Schools 2 hrs.

**One Proficiency/Additional General Electives\*—14 hrs.**

*\*Proficiencies can be selected from the following: English, Mathematics, Music, Social Studies, and Science.*

**NOTE 1:** Requirements for prerequisites can be secured from the Education Department Chair.

**NOTE 2:** Students must earn no less than a C in proficiencies. Students with an English proficiency must earn a B or better in EN101 & EN102.

**NOTE 3:** Christian Womanhood (CM301/302) is required for females as part of the General electives.

**NOTE 4:** Students with Music proficiencies are required to attend a professional performance or recital each semester as scheduled by the Music Department.

## Suggested Sequencing for the Bachelor Degree in Education, Minor: Elementary Education

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b><u>Fall</u></b>	Course 1	BI 101	<i>HI 301</i>	<i>HI 302</i>	TE 306
	Course 2	EN 101	TE 206	TH 331	TE 405
	Course 3	EN 111	EN 201	<i>TE 201</i>	<i>TE 308</i>
	Course 4	HI 101	<i>TE 202</i>	<i>TE 301</i>	<i>TE 303</i>
	Course 5	BI 103	TE 302	<i>CM 301</i>	<i>TE 401</i>
	Course 6	MA 102	<i>TE 203</i>		<i>TE 305</i>
	Course 7				
<b><u>Spring:</u></b>	Course 1	BI 102	EN 202	<i>TE 310</i>	TE 402
	Course 2	EN 102	<i>TE 304</i>	TH 332	TE 408
	Course 3	EN 112	<i>TE 307</i>	<i>CM 302</i>	TE 410
	Course 4	EV 101	SC 202		
	Course 5	HI 102	TE 204		
	Course 6	SC 102			

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 2 hours of Bible electives, 2 hours of Missions electives, and 14 hours of Proficiency Requirements.*

### Bachelor Degree in Secondary Education (123 hrs.)

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate a biblical worldview that influences education and implements the Great Commission. (ILO 1,2,3,4,5)
2. Exercise multiple teaching methods based on grade level, content, and student needs. (ILO 2,3)
3. Demonstrate content knowledge to enable the graduate to teach the proficiency subjects. (ILO 5)
4. Demonstrate effective classroom management skills. (ILO 2)
5. Develop valid and reliable assessment tools. (ILO 2)

**General Requirements—41 hrs.**

EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 201/EN 202 English & American Literature	6 hrs.
EV 101 Personal Evangelism	2 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 301/HI 302 US History I, II	6 hrs.
MA 102 College Algebra	3 hrs.



Missions Elective	2 hrs.
SC 102 Biological Science Survey II	3 hrs.
SC 202 Physical Science Survey II	3 hrs.

**Bible—16 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
Bible Elective	2 hrs.
TH 331/TH 332 Systematic Theology I, II	6 hrs.

**Teacher Ed. (Major)—38 hrs.**

TE 201 The Exceptional Learner	2 hrs.
TE 202 Principles of Education	2 hrs.
TE 203 Christian Philosophy of Education	2 hrs.
TE 204 Education Practicum	2 hrs.
TE 206 Incorporating Technology into Teaching	2 hrs.
TE 302 Materials & Methods	3 hrs.
TE 304 Child Development	3 hrs.
TE 306 Tests & Measurements	3 hrs.
TE 307 Biblical Perspective of Worldviews	3 hrs.
TE 310 Educational Psychology	3 hrs.
TE 402 Directed Teaching	8 hrs.
TE 408 Classroom Management	3 hrs.
TE 410 Counseling in Christian Schools	2 hrs.

**Two Proficiencies/Additional General Electives\*—28 hrs.**

*\*Proficiencies can be selected from the following: English, Mathematics, Music, Social Studies, and Science.*

**NOTE 1:** Requirements for prerequisites can be secured from the Education Department Chair.

**NOTE 2:** Students must earn no less than a C in proficiencies. Students with an English proficiency must earn a B or better in EN101 & EN102.

**NOTE 3:** Christian Womanhood is required for females as part of the General electives.

**NOTE 4:** Students with Music proficiencies are required to attend a professional performance or recital each semester as scheduled by the Music Department.

**Suggested Sequencing for the Bachelor Degree in Education  
Minor: Secondary Education**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<u>Fall</u>	Course 1	BI 101	EN 201	TE 201	HI 301
	Course 2	EN 101	TE 202	HI 302	TE 306

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Course 3	EN 111	<i>TE 203</i>	TH 331	
Course 4	HI 101	TE 206	<i>CM 301</i>	
Course 5	BI 103	TE 302		
Course 6	MA 102			

<b>Spring:</b> Course 1	BI 102	EN 202	<i>TE 310</i>	TE 402
Course 2	EN 102	<i>TE 304</i>	TH 332	TE 408
Course 3	EN 112	<i>TE 307</i>	<i>CM 302</i>	TE 410
Course 4	EV 101	SC 202		
Course 5	HI 102	TE 204		
Course 6	SC 102			

**NOTE 1:** *Italicized courses are offered every other year.*

**NOTE 2:** *Students must schedule 2 hours of Bible electives, 2 hours of Missions electives, and 28 hours of Proficiencies Requirements.*

## **BUSINESS PROGRAM DEGREES**

In an age where ethical leadership and integrity are paramount, the Business Administration programs at Southeastern Free Will Baptist College, encompassing both the Associate of Arts and Bachelor of Arts degrees, aim to forge servant leaders poised to make a transformative impact in the business world and church-related ministries through a Christian perspective. By marrying a comprehensive understanding of key business disciplines—accounting, economics, finance, management, and marketing—with the timeless truths of Scripture, we offer a holistic education that prepares students to navigate the complexities of the marketplace with wisdom and ethical clarity. Our curriculum encourages the application of biblical principles in business decision-making, fostering a culture of stewardship, integrity, and social responsibility among our students.

Our commitment is to shape individuals who are both professionally competent and spiritually equipped to lead with a servant's heart, reflecting the model of leadership exemplified by Jesus Christ. Through both our two-year Associate and four-year Bachelor's degree programs, we nurture a deep-seated passion for service and ethical leadership in our students. Graduates of these programs are distinguished by their ability to lead with compassion, act with integrity, and inspire a legacy of positive change in their workplaces, communities, and churches, all for the glory of God. This vision of servant leadership underscores our mission to develop leaders who are prepared to meet the challenges of the business world with faith-driven purpose and a commitment to serve others and Jesus Christ.

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### **ASSOCIATE OF ARTS DEGREE IN BUSINESS ADMINISTRATION**

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The two-year Associate of Arts Degree in Business Administration requires 64 semester credit hours.

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate foundational knowledge in accounting, economics, finance, management, and marketing in applying concepts and theories. (ILO 2)

2. Demonstrate an ability to integrate the concepts of the core areas of business. (ILO 2,3)
3. Demonstrate an ability to conduct methodological, secondary research into business issues, which may relate to general business or to a specific business function, which requires familiarity with a range of data, research sources, and appropriate methodologies. (ILO 2,3,5)
4. Apply biblical principles to make ethical business decisions, demonstrating integrity, stewardship, and social responsibility in alignment with Christian ethical teachings. (ILO 1,2,3,5)

**General Requirements—26 hrs.**

EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
MA 102 College Algebra	3 hrs.
EV 101 Personal Evangelism	2 hrs.
MU 205 Music History	2 hrs.

**Bible Requirements—11 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
Bible Elective	3 hrs.

**Business Requirements—27 hrs.**

BU 103 Business Computers App	3 hrs.
BU 111 Principles of Accounting	3 hrs.
BU 202 Desktop Publishing	3 hrs.
BU 205 Business Communications	3 hrs.
BU 211 Economics	3 hrs.
BU 213 Intro to Management	3 hrs.
BU 214 Leadership	3 hrs.
BU 301/BU 302 Intermediate Accounting I, II	6 hrs.

**Suggested Sequencing for the Associate of Arts Degree in Business Administration**

		<u>Year 1</u>	<u>Year 2</u>
<u>Fall</u>	Course 1	BI 101	BU 103
	Course 2	EN 101	BU 205
	Course 3	HI 101	BU 213
	Course 4	MA 102	BU 301

Course 5	BI 103	EN 111
Course 6		

<b>Spring</b> Course 1	BI 102	BU 214
Course 2	EN 102	BU 211
Course 3	HI 102	EN 202
Course 4	BU 111	BU 302
Course 5	<i>BU 202</i>	MU 205
Course 6	EV 101	EN 112

**NOTE 1:** *Italicized courses are offered every other year.*

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## BACHELOR OF ARTS DEGREE IN BUSINESS ADMINISTRATION

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The four-year Bachelor of Arts Degree in Business Administration requires 121 semester credit hours.

**Program Learning Outcomes**—This degree program will equip its graduates to do the following:

1. Demonstrate foundational knowledge in accounting, economics, finance, management, and marketing in applying concepts and theories. (ILO 2)
2. Demonstrate an ability to integrate the concepts of the core areas of business. (ILO 2, 3)
3. Demonstrate an ability to conduct methodological, secondary research into business issues, which may relate to general business or to a specific business function, which requires familiarity with a range of data, research sources, and appropriate methodologies. (ILO 2, 3, 5)
4. Apply biblical principles to make ethical business decisions, demonstrating integrity, stewardship, and social responsibility in alignment with Christian ethical teachings. (ILO 1, 2, 3, 5)

**General Requirements—35 hrs.**

EN 101/EN 102 English Grammar & Comp. I, II	6 hrs.
EN 111/EN 112 Public Speaking I, II	4 hrs.
EN 202 American Literature	3 hrs.
HI 101/HI 102 History of Civilization I, II	6 hrs.
HI 321 Government	3 hrs.
MA 102 College Algebra	3 hrs.
EV 101 Personal Evangelism	2 hrs.
TE 307 Biblical Persp. of Worldviews	3 hrs.

MU 205 Music History	2 hrs.
Science Elective	3 hrs.

**Bible Requirements—20 hrs.**

BI 101/BI 102 Old & New Testament Survey	6 hrs.
BI 103 Introduction to Biblical Studies	2 hrs.
TH 331/TH 332 Systematic Theology	6 hrs.
Bible Electives	6 hrs.

**Business Requirements—66 hrs.**

BU 103 Business Computers Applications	3 hrs.
BU 111 Principles of Accounting	3 hrs.
BU 202 Desktop Publishing	3 hrs.
BU 205 Business Communications	3 hrs.
BU 211 Economics	3 hrs.
BU 213 Intro to Management	3 hrs.
BU 214 Leadership	3 hrs.
BU 301/BU 302 Intermediate Accounting I, II	6 hrs.
BU 303 Managerial/Cost Accounting	3 hrs.
BU 304 Financial Accounting	3 hrs.
BU 305 Principles of Finance	3 hrs.
BU 306 Employee and Labor Relations	3 hrs.
BU 307 Principles of Marketing	3 hrs.
BU 401 International Business	3 hrs.
BU 402 Organizational Behavior	3 hrs.
BU 403 Quantitative Business Research Models	3 hrs.
BU 404 Business Ethics and the Legal Environment	3 hrs.
BU 405 Operations Management	3 hrs.
BU 406 Human Resource Management	3 hrs.
BU 407 Strategic Management	3 hrs.
BU 410 Business Policy Capstone	3 hrs.

**Suggested Sequencing for the Bachelor of Arts Degree in  
Business Administration**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	BI 101	BU 103	<i>BU 402</i>	<i>BU 305</i>
	Course 2	EN 101	BU 205	<i>BU 406</i>	TH 331
	Course 3	HI 101	BU 213	<i>BU 403</i>	<i>BU 401</i>
	Course 4	MA 102	BU 301	<i>BU 404</i>	<i>BU 306</i>
	Course 5	BI 103	EN 111		<i>BU 303</i>
	Course 6				

<b>Spring</b>	Course 1	BI 102	BU 214	<i>HI 321</i>	TH 332
	Course 2	EN 102	BU 211	<i>BU 405</i>	<i>BU 307</i>
	Course 3	HI 102	EN 202	<i>BU 407</i>	<i>TE 307</i>
	Course 4	BU 111	BU 302		<i>BU 304</i>
	Course 5	BU 202	MU 205		BU 410
	Course 6	EV 101	EN 112		

**NOTE 1:** *Italicized courses are offered every other year.*

# COURSE DESCRIPTIONS

BIBLICAL STUDIES  
BUSINESS  
GENERAL  
MISSIONS  
MUSIC  
PASTORAL THEOLOGY  
TEACHER EDUCATION  
THEOLOGY AND LANGUAGES

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## **GENERAL EDUCATION LEARNING OUTCOMES**

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1. Communication – Demonstrate effective communication of information through writing and oral presentation.
2. Critical Thinking – Demonstrate analysis, synthesis, interpretation, and application of information.
3. Humanities, Fine Arts, Social Sciences, Natural Sciences, and Mathematics – Achieve a comprehension of selected knowledge in the humanities, sciences, and mathematics based on a Christian worldview.

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## **BIBLICAL STUDIES**

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- BI 101 Old Testament Survey** *3 cr. hrs.*  
A comprehensive survey of the Old Testament with an analysis of each book's themes, content, and structure. Special study is given to creation, covenants, chronology, historical events, and major characters. *One semester.*
- BI 102 New Testament Survey** *3 cr. hrs.*  
A survey of each book of the New Testament with emphasis given to particular themes, content, and structure of the gospels and epistles. Particular study is made of the Intertestamental Period, the Life of Christ, and the Apostolic Age. *One semester.*
- BI 103 Introduction to Biblical Studies** *2 cr. hrs.*  
The principles of hermeneutics are covered with emphasis given to the historical grammatical interpretation of Scripture. Attention is also given to learning how to use analytical outlines of Biblical texts. *One semester.*
- BI 203 Life of Paul** *3 cr. hrs.*  
The life of Paul is studied with attention given to the call to missions and mission endeavors. Emphasis is given to the



theology found in each letter through exploration of the methodology, formative influences, and conceptual categories, while synthesizing Paul's theology under the overarching theme of the gift of the new realm in Christ. *One semester.*

**BI 205 Gospel of John** 2 cr. hrs.

An exegetical, historical, and theological study of the fourth gospel is undertaken with emphasis given to the authorship, structure, themes, and unique presentation of Jesus by John. *One semester.*

**BI 206 Biblical Backgrounds** 2 cr. hrs.

A study of the geographical, archeological, and historical background of the Bible with attention to the relationship between world history and the events of Scripture. *One semester.*

**BI 208 Life of Christ** 3 cr. hrs.

A historical and theological study of the life and teaching of Jesus Christ from the Gospels. Concentration is given to the major events in Christ's ministry. A chronological harmony of the Gospels forms the basics of the study. *One semester.*

**BI 301 Genesis** 3 cr. hrs.

A historical and theological study made of this book with focus given to creation and the Patriarchal Age. Areas of introduction and authorship are covered as well as the significance of this book within the canon. *One semester.*

**BI 302 Old Testament Historical Books I** 3 cr. hrs.

A survey of the historical books of the Old Testament is made with special attention given to the chronology and major events of that period. This first course covers Joshua through II Samuel and I Chronicles. *One semester.*

**BI 303 Old Testament Historical Books II** 3 cr. hrs.

A survey of the twelve historical books of the Old Testament is made with special attention given to the chronology and major events of that period. This second course covers I and II Kings and II Chronicles through Esther. *One semester.*

**BI 305 General Epistles** 3 cr. hrs.

An exegetical and analytical study of the letters of James, Peter, John, and Jude with emphasis on the doctrinal and practical aspects. *One semester.*

**BI 306 Hebrews** 3 cr. hrs.

An exegetical study of the letter which includes the form, nature, and content of Hebrews. Special attention is given to the use of the Old Testament, the life situation of the letter, and the Christology that is presented therein. *One semester.*

- BI 308 Revelation** 3 cr. hrs.  
A historical study of this book with concentration on the prophetic and eschatological message. A foundation will be laid for the premillennial return of Christ from these studies.  
*One semester.*
- BI 402 Minor Prophets** 3 cr. hrs.  
A study of the twelve minor prophets, including the historical setting, personal ministry, and message of each prophet. *One semester.*
- BI 403 Romans** 3 cr. hrs.  
A historical and theological study of the major epistle of the Apostle Paul. The letter's purpose, structure, and message of salvation is analyzed in the light of the life situation of the book. *One semester.*

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## BUSINESS

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- BU 103 Business Computer Applications** 3 cr. hrs.  
This course improves the student's skills in desktop computing and covers computer terminology, hardware, software, and operating systems relating to the business environment. The student will develop skills in word processing, spreadsheets, databases, and presentation graphic applications. *One semester.*
- BU 111 Principles of Accounting** 3 cr. hrs.  
This course introduces accounting principles and practices, a study of the accounting cycle, accounting systems design and functions, and principles underlying financial reporting under Generally Accepted Accounting Principles (GAAP) as they apply to the proprietorship, partnership, and the corporation.  
*One semester.*
- BU 202 Desktop Publishing** 3 cr. hrs.  
This course will introduce the student to Desktop Publishing. InDesign will be used to train the student in layout, design, typography, and other related topics. *One semester.*
- BU 205 Business Communication** 3 cr. hrs.  
Communication, whatever method is used, needs to inform. Writing clear, concise, and understandable copy in business is critical to success. This course teaches techniques for clarifying purposes, understanding readers, and organizing ideas. Additionally, students will learn vocabulary development, correct grammar and punctuation, strategies for reducing writing time, and proofreading. Practice exercises include editing and writing letters, memos, reports, email

messages, summaries, resumes, and cover letters. *One semester.*

**BU 209 Finance** *2 cr. hrs.*

This course is designed to introduce the non-business student to the foundations of the finance discipline from a practical viewpoint. Emphasis is placed on the basic knowledge, concepts, terms, and practice of financial management. *One semester.*

**BU 211 Principles of Economics** *3 cr. hrs.*

Principles of Economics focuses on core principles of micro and macroeconomics to produce economic stability. Supply and demand, competitive supply, behavioral economics, labor markets, economic activity (GDP) price level, and money markets will be explained. Short-term and long-term effects will be analyzed. *One semester.*

**BU 213 Introduction to Management** *3 cr. hrs.*

This management course is an opportunity for students to investigate the breadth of business management functions and the positive impact business has in our society and economic system. *One semester.*

**BU 214 Leadership** *3 cr. hrs.*

This course focuses on the ability of an individual or group of individuals to influence and guide followers. Topics covered will consist of qualities that influence decision making and factors that affect it. Team collaboration when creating and articulating clear visions and establishing and attaining achievable goals will be extensively covered. *One semester.*

**BU 301 Intermediate Accounting I** *3 cr. hrs.*

Prerequisite: BU 111. Intermediate Accounting I focuses on the role of accounting as an information system and the measurement, recognition, presentation, and disclosure of economic decisions. Concentration will be given to the study of assets, cash, receivables, time value, and inventory. *One semester.*

**BU 302 Intermediate Accounting II** *3 cr. hrs.*

Prerequisite: BU 301. Intermediate Accounting II focuses on the role of accounting as an information system and the measurement, recognition, presentation, and disclosure of economic decisions. Concentration will be given to the study of current and long-term liabilities, stockholders equity, income taxes, investments, and accounting changes. *One semester.*

**BU 303 Managerial/Cost Accounting** *3 cr. hrs.*

This course emphasizes the development and use of

accounting information for management planning, control, and decision making. An emphasis will be placed on cost centers and profit centers, cost accounting, job order processes, activity-based accounting systems, and managerial accounting as a decision support system. Cases and problems are used to gain an understanding of these economic tools and their potential use for solving real-world problems. *One semester.*

**BU 304 Financial Accounting** 3 cr. hrs.

Students will develop skill in understand the concepts of Generally Accepted Accounting Principles (GAAP) for Financial Accounting. Best practices will be utilized by engaging students in real-world experiences. *One semester.*

**BU 305 Principles of Finance** 3 cr. hrs.

This course provides insights into and understanding of financial concepts along with practical approaches to analysis and decision making and includes topics such as financial planning, management of working capital, analysis of investment opportunities, sources of long-term financing, and dividend policy. *One semester.*

**BU 306 Employee and Labor Relations** 3 cr. hrs.

This course will examine the strategic management of an organization's human capital. Functions of supporting a positive and ethical approach to managing human resources including analysis, planning, recruitment, training, performance evaluation, compensation, benefits, and other relations will be examined. *One semester.*

**BU 307 Principles of Marketing** 3 cr. hrs.

This course studies the system of activities that constitute marketing with emphasis on marketing principles, concepts, and strategies utilized by organizations to fulfill their mission, goals, and objectives while identifying and satisfying the needs and wants of consumers. *One semester.*

**BU 401 International Business** 3 cr. hrs.

International Business is designed to empower students to develop their global mindset. Up-to-date and relevant materials will address students to engage in current cultural content and develop an understanding of the global economy. *One semester.*

**BU 402 Organizational Behavior** 3 cr. hrs.

Organizational behavior is the study of how people behave within groups. Early studies determined the importance of group dynamics in business productivity. The study of organizational behavior is a foundation of corporate human

resources. Organizational behavior is the study of both group and individual performance and activity within an organization. This area of study examines human behavior in a work environment and determines its impact on job structure, performance, communication, motivation, and leadership. Organizational behavior helps in improving functional behavior within the organization and helps attain higher productivity, effectiveness, efficiency, and organizational citizenship. It also helps effectively in reducing dysfunctional behavior at the workplace such as absenteeism, employee turnover, dissatisfaction, and tardiness. *One semester.*

**BU 403 Quantitative Business Research Models** 3 cr. hrs.

This course is an introduction to quantitative and research methods in business. It addresses the various purposes and approaches to conducting research, studies the research process, and develops methods of analyzing data using statistical software as a tool to aid in management decision-making. Emphasis is on understanding the concepts of statistical analyses, choosing appropriate tools and procedures to use in each context. *One semester.*

**BU 404 Business Ethics and the Legal Environment** 3 cr. hrs.

The emphasis of the course is on the legal and ethical issues affecting the way businesses operate, including contracts, product liability, regulation, anti-trust, and employment. *One semester.*

**BU 405 Operations Management** 3 cr. hrs.

Operations Management is designed to inform the student of the many strengths of matching supply with demand in real-life situations. Diverse ideas will be examined to determine the optimal supply chain management for various organizations. *One semester.*

**BU 406 Human Resource Management** 3 cr. hrs.

The course covers behavioral and legal approaches to managing human resources in organizations, employee staffing, maximizing employee potential, organizational behavior, management-labor relations, compensation and security, and the relevance of the HRM functions in achieving the organization's goals. Students will discuss the role of human resource management concerning organizational requirements. *One semester.*

**BU 407 Strategic Management** 3 cr. hrs.

Strategic Management prepares students with the foundation they need to become successful leaders capable of making

well-reasoned strategic decisions. Cases and models will be utilized to examine and analyze practical applications for implementing and sustaining structure in an organization. *One semester.*

**BU 410 Business Policy Capstone** 3 cr. hrs.

This course is a capstone course that seeks to integrate the concepts, techniques, and knowledge from business administration and economics courses. Its primary focus is on strategic, ethical decision-making and servant leadership. *One semester.*

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## GENERAL

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**CM 301, 302 Christian Womanhood I, II** 2 cr. hrs.

This course introduces the young lady to the practical as well as the biblical principles of Christian womanhood. *Two semesters.*

**EN 101, 102 English Grammar and Composition I, II** 6 cr. hrs.

A review of grammar and an emphasis upon developing a collegiate style of writing. First semester involves various types of essay writing (expository, argumentative-persuasive), and second semester includes the college-level research paper. The two semesters must be taken sequentially. A minimum grade of a C is required for each semester. *Two semesters.*

**EN 111, 112 Public Speaking I, II** 4 cr. hrs.

This course is designed to prepare the student to function confidently and successfully as a public speaker. Much of second semester is comprised of the presentation of student speeches. The two semesters are usually taken sequentially. *Two semesters.*

**EN 201 English Literature** 3 cr. hrs.

Prerequisite: EN 102. This course is a survey of the great English writers and their greatest works. It covers the various literary periods of English literature extending from *Beowulf* to modern writers and connects the authors and their works to the characteristics of each literary period. *One semester.*

**EN 202 American Literature** 3 cr. hrs.

Prerequisite: EN 102. This course is a survey of the great American writers and their greatest works. It covers the various literary periods of American literature ranging from Early American Puritan literature to the present. The course places the authors and their works in the historical context of each literary period. *One semester.*

- EN 203, 204 Yearbook Production I, II** 2 cr. hrs.  
 This course involves the production of the college yearbook, including practical application of design, layout, and editing principles. Application is made toward production of Christian yearbooks. EN 203 is a prerequisite for EN 204. *Two semesters.*
- EN 302 Shakespeare** 3 cr. hrs.  
 Prerequisite: credit for or concurrent enrollment in EN 201. A survey of selected plays, including comedies and tragedies, with an emphasis upon interpretation. Some of Shakespeare's most famous sonnets are also studied. *One semester.*
- EN 303 World Literature** 2 cr. hrs.  
 Prerequisite: credit for or concurrent enrollment in EN 201. A survey of selected authors and their works from classical literature beginning with Homer's epics and extending through Tolstoy's short stories. *One semester.*
- EN 304 Readings in Christian Literature** 2 cr. hrs.  
 Prerequisite: credit for or concurrent enrollment in EN 201. This course includes a study of the life of John Bunyan and *The Pilgrim's Progress*, an examination of selected works by C. S. Lewis, and a survey of selected Christian verse that extends from the Middle Ages to the present. *One semester.*
- EN 305 Advanced Grammar & Composition** 3 cr. hrs.  
 Prerequisite: EN 102. This course includes a detailed review of the components of English grammar and of the elements of formal and creative writing. *One semester.*
- HI 101, 102 History of Civilization I, II** 6 cr. hrs.  
 A panoramic view of the history of man from creation to the present. *Two semesters.*
- HI 210 History of Missions** 2 cr. hrs.  
 A survey of the history of missions from Apostolic times to the present. *One semester.*
- HI 301 United States History I** 3 cr. hrs.  
 This course is an examination of America's early social, economic, political, and religious beginnings from the discovery of America through 1876. *One semester.*
- HI 302 United States History II** 3 cr. hrs.  
 This course studies the rise of America to a position of world power from the post-reconstruction era to the present. This course is taught from a Christian view of the events of this period. *One semester.*
- HI 311, 312 Church History I, II** 4 cr. hrs.  
 The progress of the church is traced from Apostolic times to the present. *Two semesters.*

- HI 321 Government** 3 cr. hrs.  
This course is a study of the fundamentals of American government. Areas discussed include the Constitution, federalism, civil liberties, Congress, the Presidency, the vast bureaucracy, and the judiciary. *One semester.*
- MA 102 College Algebra** 3 cr. hrs.  
This course involves a thorough review of algebra with emphasis upon functions, graphing, and applications. *One semester.*
- MA 103 Advanced College Algebra** 3 cr. hrs.  
Prerequisite: MA 102. This course includes such topics as polynomial functions, linear & non-linear systems, Cramer's Rule, conic sections, binomial Theorem, series, and introduction to probability. *One semester.*
- MA 201 Trigonometry** 3 cr. hrs.  
Prerequisite: MA 103. This course is introduced via the unit circle and deals with triangular solutions and identities. *One semester.*
- MA 301 College Geometry** 3 cr. hrs.  
Prerequisite: MA 102. Problem solving with regard to polygons, circles, and triangles is the basis of this course. *One semester.*
- MA 304 Introduction to Calculus** 4 cr. hrs.  
Prerequisite: MA 201. This course is designed to introduce the student to elementary topics, differentiation, and integration. *One semester.*
- PE 312 Principles of Fitness and Conditioning** 2 cr. hrs.  
An examination of the physical needs of the body and the necessity of maintaining a healthy, fit body through continued conditioning. *One semester.*
- PE 313 Coaching Basketball** 2 cr. hrs.  
The organization, skills, techniques, and strategy of basketball. *One semester.*
- SC 101, 102 Biological Science Survey I, II** 6 cr. hrs.  
A survey of the basic elements of biology including cell biology, botany, zoology, and physiology. *Two semesters.*
- SC 201, 202 Physical Science Survey I, II** 6 cr. hrs.  
A survey course designed to introduce the origin and objectives of natural science and modern science, while promoting an appreciative understanding of the physical world. *Two semesters.*
- SC 301 Human Anatomy and Physiology** 3 cr. hrs.  
A survey of the principal systems of the human body with emphasis on both structure and function. *One semester.*



- SC 302 Chemistry I** 2 cr. hrs.  
This course is a study of measurement and problem solving; forms of matter and properties; the structure of atoms and periodic properties; the nature of compounds with their formation, composition, and nomenclature; and chemical equations and stoichiometric calculations. *One semester.*
- SC 303 Chemistry II** 2 cr. hrs.  
Prerequisite: SC 302 or competency test. This course is a continuation of SC 302 with emphasis on gas behavior in ideal situations, properties of aqueous solution systems, principles of solubility, theories of modern atomic theory, and chemical bonding. *One semester.*
- SC 400 Christian Philosophy of Science** 2 cr. hrs.  
This course examines science from the Christian viewpoint. Specific emphasis will be given to the area of Christian apologetics of science. *One semester.*

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## MISSIONS

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- MI 201, 202 Philosophy & Theology of Missions I, II** 4 cr. hrs.  
A study of Biblical Theology that makes clear the Christian's authority and responsibility to evangelize the world and provides the student a basis to formulate a philosophy of missions that leads to a successful ministry. *Two semesters.*
- MI 205 Understanding Christian Missions** 2 cr. hrs.  
This course is designed to help meet the need for the students to understand their responsibility for involvement in world evangelism. *One semester.*
- MI 210 History of Missions** 2 cr. hrs.  
A survey of the history of missions from Apostolic times to the present. *One semester.*
- MI 211 Local Church Philosophy for World Missions** 2 cr. hrs.  
This course deals with the philosophy of the local church in world missions and the obligatory nature of the Great Commission upon the local church. *One semester.*
- MI 221 Missionary Internship** 2 cr. hrs.  
Designed for the Mission student to work under the supervised leadership of a foreign missionary during the summer months for at least four weeks. *One semester.*
- MI 303, 304 Planting and Growing Indigenous Churches I, II** 4 cr. hrs.  
This course introduces the student to the principles of planting self-governing, self-supporting, self-propagating indigenous churches. Practical experience will be shared of how this has

been accomplished on the field. MI 303 is a prerequisite for MI 304. *Two semesters.*

**MI 310 Cross-Cultural Communications** *2 cr. hrs.*

This course is designed to equip prospective missionaries for life and ministry through adaptation to another culture that expresses itself in a foreign language, value system, set of religious beliefs, and way of life. This course focuses on crossing cultural barriers. *One semester.*

**MI 401 Non-Christian Religions** *2 cr. hrs.*

This course will give students a general knowledge of non-Christian religions around the world with special emphasis upon the doctrines, writings, and practices of each. *One semester.*

**MI 403 Training Converts to Serve** *2 cr. hrs.*

A course designed to show the student how to train new converts to become useful servants for the Lord. Special emphasis will be placed on the methods Jesus used in training the twelve disciples. *One semester.*

**MI 405, 406 Life and Work on the Mission Field I, II** *4 cr. hrs.*

This course begins with the call of the missionary and traces his steps in reaching the field. His personal and family life in a foreign culture and his work on the field are analyzed. MI 405 is a prerequisite for MI 406. *Two semesters.*

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## MUSIC

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**The following programs are offered with music minors or proficiencies:**

**Pastoral Theology and Music**

**Youth and Music**

**Elementary Education with a Music Proficiency**

**Secondary Education with a Music Proficiency**

**ENTRANCE REQUIREMENTS:**

1. New students may take an entrance examination in music theory. If the examination is successfully completed, a student may enroll directly into MU 201. If remedial work is needed, the student must enroll in MU 101 until the deficiency is removed. Students may enroll directly into MU 101 without taking the examination. Credit for MU 101 does not apply toward a music major.
2. Freshmen and transfer students will be auditioned by the music faculty to determine appropriate placement in applied instrumental lessons.

- MU CHOIR Sounds of Victory** 1 cr. hr.  
Mixed groups of select voices that represent the College in public appearances each semester, including a tour during the Spring. Selected by audition. Meets two times a week. *Eight semesters available.*
- MU 101 Introduction to Music Theory** 2 cr. hrs.  
A fundamental course in basic music theory designed to prepare students for later study of harmony and composition. The course covers pitch notation, scales, key signatures, triads, intervals, meters, rhythmic notation, and a basic knowledge of the keyboard. *One semester.*
- MU 111 Private Piano/Voice** 1 cr. hr.  
This course is designed to give the non-music minor continuation in the study of piano or voice. In piano, students learn scales, hymn improvisation, classical works, and hymn arrangements. In voice, students learn exercises, voice technique, classical works (including some foreign language works), and religious works. *Eight semesters available.*
- MU 113 Private Piano/Voice** 1 cr. hr.  
This course is designed to give the music minor an intermediate level skill in the study of piano or voice. In piano, students learn scales, hymn improvisation, classical works, and hymn arrangements. In voice, students learn exercises, voice technique, classical works (including some foreign language works), and religious works. *Eight semesters available.*
- MU 124 Biblical Philosophy of Music** 3 cr. hrs.  
A survey of music in the Bible. Principles from the Bible that pertain to music are discussed. Emphasis is placed on the development of a bibliocentric philosophy of music ministry. *One semester.*
- MU 201 Music Theory I** 4 cr. hrs.  
Prerequisite: MU 101 or successful completion of music theory entrance examination. This course introduces harmonization procedures and reviews the fundamentals of notation, scales, intervals, transposition, and chords. The scope of the course covers cadences, chord analysis, part-writing practices, chord progressions, melodic organization, texture and texture reduction, and the function of nonharmonic tones. *One semester.*
- MU 202 Music Theory II** 2 cr. hrs.  
Prerequisite: MU 201. The course continues the study of harmonization procedures, reviews the function of cadences, and covers voice leading in four-part chorale writing, harmonic

progressions and analysis, the study of diatonic and secondary seventh chords, and modulation. *One semester.*

**MU 203 Sight-Singing** 2 cr. hrs.

Melodic, rhythmic, and harmonic dictation; singing; recognition and writing of various intervals and triads. Music minors must take this course concurrently with MU 202. *One semester.*

**MU 205 Music History** 2 cr. hrs.

This course is designed to give the student a basic knowledge of various forms of classical music and the principal periods of music and art history. Requires listening, discussion, and analysis. *One semester.*

**MU 222 Basic Conducting** 2 cr. hrs.

Fundamentals of conducting to enable students to direct congregational singing and choral and instrumental groups. Observation required. *One semester.*

**MU 325 Teaching Music** 2 cr. hrs.

A study of teaching methods appropriate for elementary, middle, and secondary schools with special attention given to classroom management, lesson planning, a series of sequential music activities, and a study of the choral program including the changing voice rehearsal techniques, scheduling, and choral performance preparations. Observation required. *One semester.*

**MU 327 Piano Pedagogy** 2 cr. hrs.

Survey of beginning and intermediate methods and literature, technique, and theory; includes supervised practice teaching. Observation required. *One semester.*

**MU 328 Voice Pedagogy** 2 cr. hrs.

Various methods and teaching techniques are analyzed, compared, and evaluated. Emphasis will be placed on advanced principles of vocal production, projection, and interpretation. Includes supervised practice teaching. Observation required. *One semester.*

**MU 333 Church and School Music Administration** 2 cr. hrs.

Prerequisite: MU 222. This course is designed to equip the student with the knowledge and practical tools to administrate a church and school music program. Observation required. *One semester.*

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## PASTORAL THEOLOGY

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**PT 101 Foundations [Church Education]** 2 cr. hrs.

A study of the foundational elements necessary for building a

successful pastoral ministry. Topics covered include the call to the office of the pastor, the process of licensing and ordination, interviewing for a local church, and the origin and structure of SFWBC. *One semester.*

**PT 102 Personal Life and Family [Church Education] 2 cr. hrs.**

A study of the qualities of personal life and family as a church leader. Topics covered include the pastor's home, the basics of Christian lifestyle, social graces, and pastoral ethics. *One semester.*

**PT 201 Youth Ministry [Church Education] 2 cr. hrs.**

A study of officiating specific ministries to all ages of church youth. These ministries include the bus ministry, Sunday school, children's church, junior church, and youth ministries. Emphasis is given to the student's ability to plan and to administer all aspects of youth work. *One semester.*

**PT 202 The Local Church [Church Education] 2 cr. hrs.**

Practical instruction and practice in officiating specific meetings important to church. Topics covered include the church business meeting, funerals, weddings, revivals, worship services, baptismal services, communion, and feet washing. *One semester.*

**PT 204 Discipleship Ministries 3 cr. hrs.**

In-depth analysis of key biblical themes of discipleship concentrating on the church's obedience to the Great Commission historically. *One semester.*

**PT 206, 207 Pastoral Practicum I, II 2 cr. hrs.**

This course is designed for second- and third-year ministerial students. It meets each week for one hour to hear men who are presently involved in the ministry. Specific topics will be addressed first-hand by men who have manifested a degree of expertise in those given areas of ministry. Youth ministry is one of the main emphases; however, other topics to be covered include but are not limited to church planting, taking churches to the next level of growth, youth ministry, children's ministry, bus ministry, church facilities, resolving conflicts, building a soul-winning church, preparing a church for revival, preaching revivals, Christian school ministry, organization, promotions, and church music. *Two semesters.*

**PT 208 Technology in the Ministry 3 cr. hrs.**

As the digital landscape continues to evolve, this course provides a foundational understanding of how technology can be utilized to support and enhance the mission of the church, adhere to biblical principles, and address the ethical considerations inherent in the digital age. *One semester.*

- PT 221 Church Internship I** 2 cr. hrs.  
 Designed for the Pastoral Theology student to work under the supervised leadership of a pastor during the summer months for at least ten weeks. A student must be a rising Junior to enroll in PT 221. Exceptions to this may be made by the Bible/Pastoral Department Chair. Guidelines for the course are such to involve students in the ministry of the local church as much as possible so that they can learn while on the job. *One semester.*
- PT 222 Church Internship II** 2 cr. hrs.  
 This course provides a deeper look into the personal life of a pastor and the organizational structure of a local church ministry from a legal perspective. A student must be a Senior to enroll in PT 222. Exceptions to this may be made by the Bible/Pastoral Department Chair. PT 221 is a prerequisite for PT 222. *One semester.*
- PT 301 Church Law and Finances [Church Education]** 2 cr. hrs.  
 Emphasis is placed on pastoral students' understanding of how to prepare themselves for and how to analyze areas for which they will soon be responsible. Subjects covered are interviewing for a local church, evaluating a local church ministry, assessment and administration of local church finances, people management skills, and understanding church polity and Free Will Baptist structures. *One semester.*
- PT 302 Counseling [Church Education]** 2 cr. hrs.  
 An in-depth study of counseling theory and the establishment of a biblical counseling method. Also covered is a pastor's understanding of the various types of church members, how to restore erring Christians, and how to deal with the pastoral stress that comes from the ministry to others. *One semester.*
- PT 304 Advanced Youth Ministries** 3 cr. hrs.  
 Prerequisite: PT201. An in-depth study of church-related ministry to children and teens. The needs of various age groups will be studied as well as specific programs that build a successful church ministry and a spiritual group of young people for Christ. Projects and practical learning opportunities will be incorporated into the course to provide the student with not only the theory of youth work but also some limited, hands-on experience. *One semester.*
- PT 311, 312 Homiletics I, II** 4 cr. hrs.  
 Instruction in the preparation and delivery of sermons. The second semester is spent in supervised preparation and delivery of sermons along with continued instruction in theory and methods. *Two semesters.*

**PT 401 Leadership [Church Education]** 2 cr. hrs.

A study of various areas in the pastoral field that will help the students complete their preparation for church ministry. Topics covered are strategies for beginning a church ministry, hiring and firing church staff, hospital visitation, pastoral preaching, the pastor's library, dealing with conflicts in the local church, and leaving a church as pastor. *One semester.*

**PT 411, 412 Homiletics III, IV** 4 cr. hrs.

Prerequisites: PT 311, PT 312. Continued supervised preparation and delivery of sermons with emphasis on expository preaching. The first semester impresses upon the students the magnitude of their spiritual calling, highlighting the heart of preaching. The second semester equips the students with the tools to enhance their skills to the fullest potential, highlighting the art of pulpit ministry. *Two semesters.*

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## TEACHER EDUCATION

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**TE 201 The Exceptional Learner** 2 cr. hrs.

This course is an introduction to children with learning differences. The student will focus on the characteristics, causes, and learning problems of children with a variety of disabilities. The student will develop an understanding of the field of learning differences and develop general teaching strategies and approaches to use in helping students with learning differences. *One semester.*

**TE 202 Principles of Education** 2 cr. hrs.

An introduction to the art and techniques of teaching as well as systems and philosophies of education. *One semester.*

**TE 203 Christian Philosophy of Education** 2 cr. hrs.

A presentation of the objectives, curriculum, and methodology of Christian Education. Special attention is given to comparing and contrasting the philosophies of religious and secular education. *One semester.*

**TE 204 Educational Practicum** 2 cr. hrs.

A course designed to give education majors practical experience in the Christian school ministry early in their educational training. Each student is assigned a minimum of 35 hours as an assistant or aide to a teacher. This must be completed by the end of the junior year. *One semester.*

**TE 206 Incorporating Technology into Teaching** 2 cr. hrs.

This course provides practical guidelines for students to evaluate and incorporate various technologies into their

curriculum, classroom, and communication strategies. *One semester.*

**TE 301 Teaching Science & Social Studies** 2 cr. hrs.

A study of the ways and means of selecting and organizing methods of teaching science and social studies. *One semester.*

**TE 302 Materials and Methods** 3 cr. hrs.

An in-depth study of the art and techniques of teaching. Such aids as audiovisuals will be covered. *One semester.*

**TE 303 Teaching Math in the Elementary School** 2 cr. hrs.

A study of the ways and means of selecting and organizing methods for teaching math. *One semester.*

**TE 304 Child Development** 3 cr. hrs.

A study of the psychological makeup of the child, giving particular attention to those factors that affect learning ability and behavior. *One semester.*

**TE 305 Teaching Health, Safety & P.E. in the Elementary School** 2 cr. hrs.

Teaching methods and materials for the planning, evaluation, and practical application of health and safety principles pertaining to the elementary age comprise this study. The course includes instruction in the recognition of childhood diseases, health problems in the classroom, and playground safety. *One semester.*

**TE 306 Tests and Measurements** 3 cr. hrs.

The study of the preparation and evaluation of tests as the measure of learning. Both standardized and teacher-prepared tests are presented. *One semester.*

**TE 307 Biblical Perspective of Worldviews** 3 cr. hrs.

This course will guide the student to develop critical thinking skills by exploring contemporary issues through the context of biblical teaching. The student will be guided to develop the ability to present truth claims of the Christian faith in a rational and logical manner. *One semester.*

**TE 308 Teaching Bible** 2 cr. hrs.

The objectives and methods of teaching the Bible to children as well as various materials available are presented. The student will be prepared to adapt Bible doctrines and values to the various age levels. *One semester.*

**TE 310 Educational Psychology** 3 cr. hrs.

A study of the psychology of learning which the student is taught to apply to the teaching process. *One semester.*

**TE 401 Teaching Art and Music** 3 cr. hrs.

This course is designed to acquaint the prospective student



with the theories, methods, materials, and procedures necessary to teach classroom art and music. *One semester.*

**TE 402 Directed Teaching** 8 cr. hrs.

Supervised practice teaching in a Christian school. This course lasts for eight weeks. Students are not allowed to work outside jobs during directed teaching. *One semester.*

**TE 403 Teaching Math in the Secondary School** 2 cr. hrs.

This course surveys the scope and sequence of secondary mathematics and investigates various strategies necessary for effective teaching. *One semester.*

**TE 405 Teaching Reading and Literature** 3 cr. hrs.

This course presents the student with an intense study of the phonetic approach to reading. Emphasis is given to memorization of the basic phonics charts and application to reading situations. A special section will provide a comprehensive review of grammar for the elementary classroom as well as an introduction to children's literature. *One semester.*

**TE 407 Teaching English in the Secondary School** 2 cr. hrs.

Prerequisite: EN 305. A survey of the instructional strategies for teaching English in the secondary school. Scope, sequence, preparation of lesson plans, classroom observation, and practice teaching are involved. *One semester.*

**TE 408 Classroom Management** 3 cr. hrs.

A presentation of discipline methods, planning, structure, and philosophy. The practical methods and procedures for maintaining an ordered and effective classroom will be covered. This course is followed by directed student teaching. *Block course.\**

**TE 409 Principles of Christian School Administration**

2 cr. hrs.

A study of the practices and principles of Christian school administration. Areas covered in this course will include organization of the school program, administrative personnel relations, school finance, supervision of instruction, and church/school relations. *One semester.*

**TE 410 Counseling in Christian Schools** 2 cr. hrs.

An introduction to the duties of the counselor in the areas of spiritual, academic, and vocational guidance. Also, various administrative duties of the Christian school counselor will be discussed. *Block course.\**

*\*A block course is an intensive 2-week or 7-week class taught in the same semester as TE 402 Directed Teaching.*

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## THEOLOGY AND LANGUAGES

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- EV 101 Personal Evangelism** 2 cr. hrs.  
An introduction to the message and means of evangelism. The student is familiarized with the doctrines of salvation and biblical methods of soul-winning. Pertinent Scripture passages are memorized to enhance one's effectiveness in presenting the gospel. Special attention is given to the role of the Holy Spirit in salvation and evangelism. *One semester.*
- LA 311, 312 Greek I, II** 6 cr. hrs.  
The fundamentals of New Testament Greek including vocabulary, conjugation, and some syntax. The student will be doing some translation in the book of I John by the end of the second semester. *Two semesters.*
- LA 411, 412 Greek III, IV** 6 cr. hrs.  
Prerequisite: LA 311, LA 312. This course is designed to crystallize and solidify the basics taught in Greek I and II with syntactical and exegetical studies. *Two semesters.*
- TH 331, 332 Systematic Theology I, II** 6 cr. hrs.  
Prerequisite: EN 102. A systematic study of the major doctrines of the Christian faith including such subjects as God, salvation, the church, the Scriptures, man, and angels. *Two semesters.*
- TH 431 Apologetics** 3 cr. hrs.  
Prerequisites: TH 331, TH 332. This course presents a logical and biblical defense of the Christian religion. It deals with various modern philosophies and evolutionary attacks upon Christianity. *One semester.*

## **ADMINISTRATION, FACULTY, AND STAFF**

See our website for updated information ([www.sfwbc.edu](http://www.sfwbc.edu)).

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### **ADMINISTRATION**

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**Dr. Jeff Jones: President**

B.A., Southeastern Free Will Baptist College

M.A., Bob Jones University

Ph.D., Liberty University

**Ken Cash: College Dean**

B.S., Welch College (Free Will Baptist Bible College)

M.A., Columbia International University (In Progress)

**Marc Holloman: Academic Dean**

B.A., Southeastern Free Will Baptist College

M.S., Bob Jones University

**Daniel Osborne: Chief Financial Officer**

B.S., Bluefield College

M.S., Virginia Tech

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### **FULL-TIME FACULTY**

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**Jayne Cash: English, Teacher Education**

B.A., Welch College (Free Will Baptist Bible College)

M.S., Bob Jones University

**Tim Gaynor: Bible**

B.A., Southeastern Free Will Baptist College

M.A., Luther Rice University

**Mark Going: Music**

B.A., God's Bible School and College

M.A., Pensacola Christian College

**D. J. Pendley: *Teacher Education Department Chair,*  
English, Teacher Education**

B.S., Pensacola Christian College

M.A., Pensacola Christian College

Ed.D., Pensacola Christian College (In Progress)

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## PART-TIME FACULTY

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**Dwight Ausley: Education**

B.S., Atlantic Christian College  
M.S., Pensacola Christian College

**Dr. Daniel Baer: Business, Teacher Education**

B.S., Ohio State University  
M.S., Pensacola Christian College  
M.S., Nova Southeastern University  
Ed.S., Nova Southeastern University  
Ph.D., Nova Southeastern University

**Sarah Barker: Education**

B.A., Southeastern Free Will Baptist College  
M.S., Pensacola Christian College

**Dr. Austin Clark: *Bible Department Chair*, Bible, Languages**

B.A., Gateway Christian College  
M.T.S., Liberty University  
D.Min., Liberty University

**Ben Falero: Math**

B.A., Brooklyn College  
M.S., College of Staten Island

**Marc Holloman: History, Science, Teacher Education**

B.A., Southeastern Free Will Baptist College  
M.S., Bob Jones University

**Jeremy Hopkins: Pastoral Theology**

B.A., Southeastern Free Will Baptist College  
M.Div., Liberty University

**Dr. Wayne Johnson: Missions**

B.S., Liberty University  
M.A., Liberty University  
M.Div., Liberty University  
D.Min., Pensacola Theological Seminary

**Dr. Jeff Jones: Homiletics**

B.A., Southeastern Free Will Baptist College  
M.A., Bob Jones University  
Ph.D., Liberty University

**Dr. Tim McCreight: Pastoral Theology**

B.A., Southeastern Free Will Baptist College  
M.Min., The Crown College  
D.Min., Liberty University

**Dr. Travis Moots: Education**

B.A., Southeastern Free Will Baptist College  
M.S., Bob Jones University  
Ed.D., Liberty University

**Daniel Osborne: *Business Department Chair, Business***

B.S., Bluefield College  
M.A., Virginia Tech

**Catherine Pendley: Teacher Education**

B.S., Pensacola Christian College  
M.L.S., East Carolina University

**Christian Powell: Pastoral Theology**

B.A., Southeastern Free Will Baptist College  
M.A., Pensacola Theological Seminary

**Dr. Daniel Reynolds: Science**

B.S., University of Texas  
M.A., University of Texas  
Ph.D., University of Texas

**Johnathan Washak: Pastoral Theology**

B.A. Southeastern Free Will Baptist College  
M.A. Liberty University

**Dr. Jerry Wood: Business**

B.A., Marshall University  
M.B.A., King University  
D.B.A., Argosy University

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**STAFF**

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*See our website for updated information ([www.sfwbc.edu](http://www.sfwbc.edu)).*

**Jayne Cash:** Bookstore Manager

**Cindy Berry:** Campus Corner Manager

**Steve Berry:** Director of Donor Relations

**John Bryant:** Food Service Manager

**Lynnette Gaynor:** Registrar, Academic Dean Administrative Assistant

**Jennifer Hopkins:** Private Piano

**Jeremy Hopkins:** Financial Aid Director, IT Manager

**Sarah Marcum:** Student Recruiter

**Catherine Pendley:** Library Director

**D. J. Pendley:** Dean of Men

**Olivia Pierce:** Business Assistant

**Ellen Price:** Receptionist

**Wayne Price:** Maintenance

**DIRECTIONS TO**  
**SOUTHEASTERN FREE WILL BAPTIST**  
**COLLEGE**

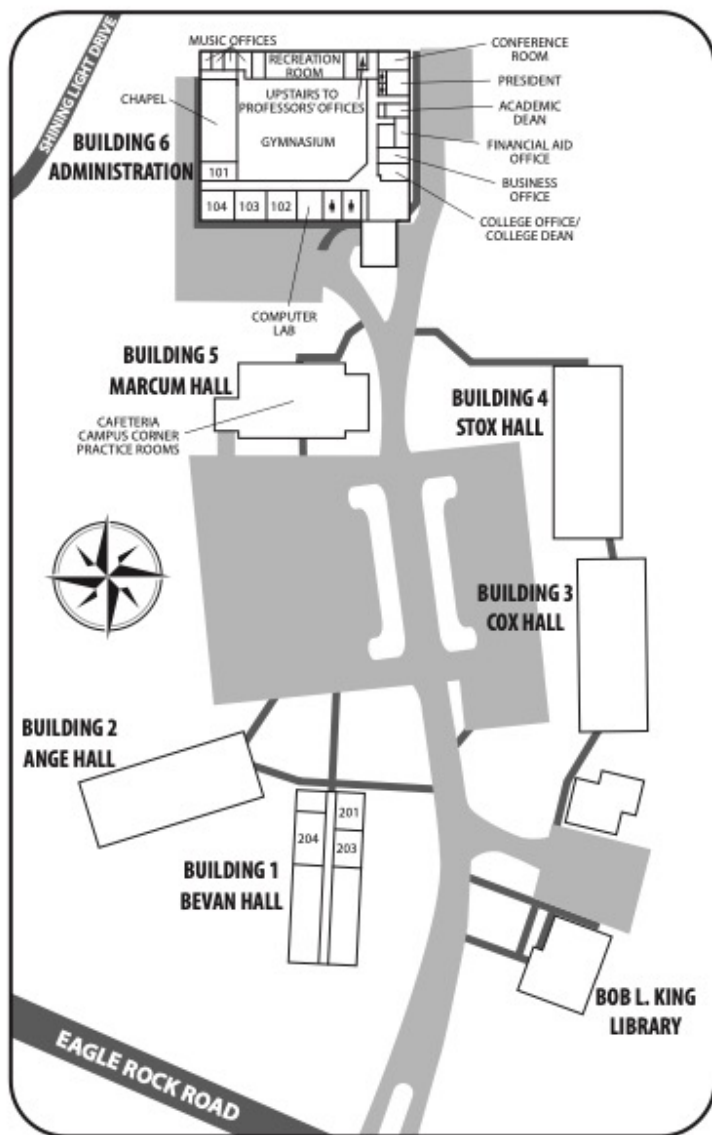
532 Eagle Rock Rd.  
Wendell, NC 27591

***From I-95 traveling from Rocky Mount and all points north:*** Take the US 64 exit at Rocky Mount; travel west on US 64 approximately 33 miles; and take the Rolesville exit. At the stop sign, turn left on Rolesville Road, go through the traffic light (crossing Business 64), and the College is on the right.

***From I-95 traveling from Fayetteville and all points south:*** Take I-40 to Raleigh. Take exit 301 for US 64 East, and you will be on I-440 which encircles Raleigh. Take exit 14 from I-440 US 64/264/I-87 East (Rocky Mount). Travel east on US 64/264/I-87 approximately 12 miles and take exit 13 which is Business 64. Turn right on Business 64 and then right again on Eagle Rock Road. The College is on the right.

***From I-40 traveling from Durham and all points west:*** Take I-40 East towards Raleigh; stay on I-40 E/I-440E/US-64E. Take the US-64/I-440/Outer Beltline exit, exit number 301, on the left towards Rocky Mount. Take exit 301 for US 64 East, and you will be on I-440 which encircles Raleigh. Take exit 14 from I-440 US 64/264/I-87 East (Rocky Mount). Travel east on US 64/264/I-87 approximately 12 miles and take exit 13 which will be Business 64. Turn right on Business 64 and then right again on Eagle Rock Road. The College is on the right.

# CAMPUS MAP



# 2024-2025 CALENDAR

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## FALL 2024

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### August

19-20	Faculty and Staff In-Service
21-23	Student Leadership Summit
26	New Students Arrive, Returning Students Arrive, Pizza and Fun
27	Freshmen Orientation and Registration
27-28	Campus Revival
28	Classes Begin

### September

2	Labor Day-No Classes
5	Last day to Add a Class
9	Rush Week
13	Rush Night
13	Last Day to Drop a Class
17	Heritage Day
21	Amusement Park Trip

### October

1	Golf Tournament-No Classes
8-9	Harvest Missions Revival
11	Missions Retreat-No Classes
18	Mid-Term Exams End
31-Nov 2	All Access Days

### November

4-5	Board Meeting
14-16	Basketball Tournament
21-23	Basketball Tournament
25-29	Thanksgiving Holiday

### December

2	Classes Resume
10-13	Final Exams
11	On-Campus Christmas Service and Party
16	Christmas Holiday



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## SPRING 2025

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### January

13	Students Return
14	Registration
15	Classes Begin
21	Last Day to Add a Class
30- Feb 1	All Access Days

### February

4	Principal's Conference
6	Last Day to Drop a Class

### March

7	Mid-Term Exams End
10-17	Spring Break
18	Classes Resume

### April

14-15	Spring Conference-No Classes
16	Classes Resume
16	Board Meeting
18	Good Friday-No Classes
25	Spring Banquet

### May

5-8	Final Exams
9	Graduation

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## SUMMER 2025

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### May

19	Classes Begin
30	Last Day to Add a Class

### June

9	Last Day to Drop a Class
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### August

17	Classes End
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