

# Academic Catalog

2017-2018



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## Message from the President

When I was in Bible college, the curriculum focused on teaching the latest ministry trends and programs. The instructors frequently boasted how up to date and relevant their classes were. At the time, I was thrilled. Who doesn't want to be on the cutting edge?

However, when I graduated, I quickly realized that my training was already out of date. You see, by the time a trend or program makes it into an academic setting it is already passé. What's trendy is always changing. No college or minister can ever stay on the cutting edge, because the cutting edge is always moving.



The classes I took in Bible college that still benefit me today are the ones that taught me how to read, study, and understand God's Word. Those are the kinds of classes you will find in the pages of this catalog. The Bible is sufficient to equip us for every good work. At Brookes, we aim to give you knowledge that will never expire, training that will never become outdated, and tools for ministry that will never wear out.

I pray that your studies with us will bless you in the present and bear fruit in your lives for many years to come.

Yours in Christ,

Robert Thurman  
President

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# About Brookes Bible College

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## MISSION

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Brookes Bible College exists to provide biblical education to develop servant leaders who will transform the world for Christ.

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## INSTITUTIONAL GOALS & OBJECTIVES

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### **Institutional Mission Strategy**

Brookes Bible College offers an affordable two-year non-residential program providing each student with a thorough knowledge of God's Word and tools for applying this knowledge in various fields of Christian service. Bible study technique is therefore given special emphasis in every program and course.

### **Goals**

Brookes Bible College equips its students in the Word of Truth for Christian service. Therefore, students completing a degree will:

- ⊗ Develop a biblical worldview based on a thorough knowledge and understanding of Scripture.
- ⊗ Establish the ability to think critically and to support their conclusions with quality research.
- ⊗ Acquire effective communication skills in writing and speaking.
- ⊗ Cultivate a life-long pattern of service in the local church and other Christian organizations from a strong biblical foundation

### **Objectives**

The administration and faculty of Brookes Bible College have established nine institutional learning objectives in support of the institutional mission and goals. A student graduating from Brookes Bible College will:

- ⊗ Display a thorough knowledge of the Bible
- ⊗ Interpret the Bible with sound exegesis
- ⊗ Understand the major doctrines of the Bible
- ⊗ Evangelize and disciple others at home and around the world
- ⊗ Counsel themselves and others from the Bible alone
- ⊗ Teach and/or preach for life-change
- ⊗ Think critically according to a biblical worldview
- ⊗ Read, write, speak, and research with basic college-level competencies
- ⊗ Recognize God's unfolding plan of redemption in Church and world history

### **The Scriptures**

1. We believe the Holy Scriptures of the Old and New Testaments to be the verbal, plenary inspired Word of God (Matt. 5:18; 2 Tim. 3:16-17). We hold the Bible to be inerrant in the original writings, infallible, God-breathed, and the complete and final authority for faith and practice (2 Peter 1: 20-21).

2. We believe that the Scriptures, interpreted in their normal, literal sense, reveal divinely distinguishable economies in the outworking of God's purposes. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs man according to His purposes. Three of these - the age of Law, the age of the church, and the age of the millennial kingdom - are the subjects of detailed revelation in Scripture (Gen. 12:1-3; John 1:17; 2 Cor. 2:9-17; Gal. 3:13-25; Eph.1:10; Col.1:24-25; Heb.7: 19; Rev. 20:2-6).

### **The Godhead**

We believe in one Triune God (Deut. 6:4), Creator of all (Col. 1:16), eternally existing in three distinct persons - Father, Son, and Holy Spirit (2Cor. 13:14) - yet one in being, essence, power, and glory, having the same attributes and perfections (John 10:30).

### **The Person and Work of Christ**

1. We believe in the deity of the Lord Jesus Christ. He is very God, the express image of the Father, who, without ceasing to be God, became man in order that He might reveal God and redeem sinful man (Matt.1: 21; John 1:18; Col.1:15).

2. We believe that God the Son became incarnate in the person of Jesus Christ; that He was conceived of the Holy Spirit and was born of the Virgin Mary (Isa. 7:14; Matt. 1:23); that He is truly God and truly man; that He lived a perfect, sinless life; that all His teachings and utterances are true.

3. We believe that the Lord Jesus Christ died on the cross for all mankind (I John 2:2) as a representative, vicarious, substitutionary sacrifice (Isa. 53:5-6).

4. We hold that His death is efficacious for all who believe (John 1:12; Acts 16:31); that our justification is grounded in the shedding of His blood (Rom. 5:9); and that it is attested by His literal, physical resurrection from the dead (Matt. 28:6; 1 Peter 1: 3).

5. We believe that the Lord Jesus Christ ascended to Heaven in His glorified body (Acts 1: 9-10) and is now seated at the right hand of God as our High Priest and Advocate (Rom. 8:34; Heb. 7:25).

### **The Person and Work of the Holy Spirit**

1. We believe in the deity (Acts 5:3-4) and the personality of the Holy Spirit. We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment (John 16:8-11).

2. He regenerates sinners (Titus 3:5) and indwells believers (Rom. 8:9). He is the agent by whom Christ baptizes all believers into His body (1 Cor. 12:12-14).

3. He is the seal by whom the Father seals believers unto the day of redemption (Eph. 1:13-14).
4. He is the Divine Teacher who illumines believers' hearts and minds as they study the Holy Scriptures (Rom. 12:2; 1 Cor. 2:9-12).
5. We believe it is the duty and privilege of all the saved to be continually filled with the Holy Spirit. This filling is commanded (Eph. 5:18). Conditions for being filled are yieldedness to the Spirit's control and a dependent life (Gal. 5:16). The results of filling are victory over sin, Christ like character, worship, submissiveness, and service (Gal. 5:22-23).
6. We believe that the Holy Spirit gives gifts to each member of the body of Christ (1 Cor. 12:11). The Son of God in His sovereignty assigns the place of the ministry of the gifts in the body, and the Father provides the energy in the outworking of the gifts (1Cor. 12:4-6). Each believer is to exercise his spiritual gift(s) for the common good to the building up of the body of Christ (Eph. 4:7-12).
7. We believe that God gives spiritual enabling gifts for service to all believers (Rom. 12:6-8; I Cor. 12:4-11; Eph. 4:11-16). We believe that the apostolic age of signs and the gifts of healing and tongues ceased with ministry of the apostles chosen personally by Christ. We believe that speaking in tongues was never the common or necessary sign of the baptism or the filling of the Spirit. The gifts, which remain, are sufficient for the ministry and the perfecting of the Church today. We believe that God does hear and answer the prayer of faith, according to His will for the sick and the afflicted (James 5:14,15).

### **Angels, Good and Evil**

1. We believe in the reality and personality of angels.
2. We believe that God created an innumerable company of these sinless, spiritual beings who were to be His messengers (Neh. 9:6; Ps. 148:2; Heb. 1:14).
3. We believe in the personality of Satan. He is a fallen angel who led a great company of angels into rebellion against God (Isa. 14:12-17; Ezek. 28:12-15). He is the great enemy of God and man, and his angels are his agents in the prosecution of his unholy purposes. He shall be eternally punished in the Lake of Fire (Matt. 25:41; Rev. 20: 10).

### **Man**

We believe that man came into being by direct creation of God and that man is made in the image and likeness of God (Gen. 1: 26-27).

### **Sin**

1. We believe that the human race sinned in Adam (Rom. 5:12), that sin is universal in man (Rom. 3:23), and that it is exceedingly heinous to God.
2. We believe that man inherited a sinful nature, that he became alienated from God, that he became totally depraved, and that, of himself, he is utterly unable to remedy his lost estate (Eph. 2:1- 5, 12).

3. We believe that all men are guilty and in a lost condition apart from Christ.

### **Salvation**

1. We believe that salvation is a gift of God's grace through faith in the finished work of Jesus Christ on the cross (Eph. 2:8-9). Christ shed His blood to accomplish justification through faith, propitiation to God, redemption from sin, and reconciliation of man. "Christ died for us" (Rom. 5:8-9) and "bore our sins in His own body on the tree" (1 Peter 2:24).

2. We believe that all the redeemed, once saved, are kept by God's power and are secure in Christ forever (John 6:37-40; 10:27-30; Rom. 8:1,38-39; 1 Peter 1:5; Jude 24).

3. We believe that it is the privilege of all who are born again to rejoice in the assurance of their salvation through the testimony of God's Word (Rom 8:16; 1 John 5:13).

4. We also believe that Christian liberty should never serve as an occasion to the flesh (Gal. 5:13).

5. We believe that the Scriptures disclose several aspects of sanctification. In addition to God's work of bringing a sinner to Christ, the sinner is set apart to God. This is positional sanctification and refers to his standing. He then undergoes a process whereby the Holy Spirit quickens his affections, desires, and attitudes, enabling him to respond in faith to live a life of victory over sin. This is progressive sanctification and refers to his state (2 Cor. 3:18; 7:1; Gal. 5:16-25; Eph. 4:20-32; 5:25-27; Col 3:10). Someday his standing and his state will be brought into perfect accord. This is prospective, or ultimate, sanctification (1 Thess. 5:23; 1 John 3:2).

### **The Church**

1. We believe that the Church, which is the body and espoused bride of Christ, began at Pentecost and is a spiritual organism made up of all born-again persons of this present age (1 Cor. 12:12-14; Eph. 1:22-23; 5:25-27).

2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17; 1 Tim. 3:1-13).

3. We believe in the autonomy of the local church, free of any external authority or control (Acts 13:1-4; 1 Cor. 3:9, 16; 5:4-7,13; 1 Peter 5:1-4).

4. We believe in the ordinances of believer's water baptism by immersion as a testimony and the Lord's Supper as a remembrance in this age of Christ's death for the Church (Matt. 28:19-20; Acts 2:41-42; 18:8; 1 Cor. 11:23-26).

5. We believe that the saved should live in such a manner as not to bring reproach upon their Savior and Lord, and that separation from religious apostasy, sinful pleasures, practices, and associations is commanded by God (Rom. 12:1-2; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11).

6. We believe in the Great Commission as the primary mission of the Church. It is the obligation of the saved to witness, by word and life, to the truths of Holy Scripture. The gospel of the grace

of God is to be preached to all the world (Matt. 28: 19-20; Acts 1:8; 2Cor. 5:19-20). Converts are to be taught to obey the Lord and to testify concerning their faith in Christ as Savior in water baptism and to honor Christ by holy living and observance of the Lord's Supper (Matt. 28: 19; 1 Cor. 2: 23-29).

### **Things to Come**

1. We believe in the “blessed hope” (Titus 2: 13), the personal, imminent, pre-tribulation and premillennial coming of our Lord Jesus Christ to rapture His saints and receive His Church unto Himself (1 Thess. 4: 13-18).

2. We believe in the subsequent, visible return of Christ to the earth with His saints to establish His promised millennial kingdom (Zech. 14:4-11; 1 Thess. 1:10; Rev. 3:10; 19:11-16; 20:1-6).

3. We believe in the physical resurrection of all men - the saints to everlasting joy and bliss, and the wicked to conscious and eternal torment (Matt. 25:46; John 5:28-29; 11:25-26; Rev. 20:5-6, 12-13).

4. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6).

5. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when, with soul and body reunited, they shall appear at the Great White Throne judgment and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. I:7-9; Jude 6-7; Rev 20:11-15).

### **Expanded Statement Regarding Religious Freedom and Human Sexuality**

The biblical and philosophical goal of Brookes Bible College is to develop students into mature, Christ-like individuals. Of necessity, this involves Brookes’ understanding and belief of what qualities or characteristics exemplify a Christ-like life (Rom. 8:29; 2 Cor. 3:18).

1. We believe the Bible to be the inspired, authoritative Word of God. Therefore, everything we say and do must be under the guidance and authority of the Scriptures. Our integrity depends on consistent application of our commonly understood biblical truths (2 Timothy 3:16-17; Ps. 19:7-11; 2 Pet. 1:20-21).

2. We uphold the sanctity of marriage as a God-ordained, special union between a man and a woman, where sexual relations are both honored and affirmed by God (Gen. 1:27-28, 2:24-25). The Bible teaches that all sexual unions outside of marriage, as thus defined, are sinful (Heb. 13:4). When dealing with sexual sins, we have no alternative but to follow the teachings of Scripture, as we understand them, and consistently apply those teachings to both heterosexual and homosexual situations (Prov. 6:29; Eph. 4:17-24).

3. We understand the Bible to teach that we must oppose sexual sin while demonstrating compassion for those who fall victim to it, distinguishing between the value and identity of each person as an individual, and the behavioral choices which some individuals may make (Gal. 5:19-25; 1 Cor. 7:1-3). We understand the Bible to differentiate between recognition of personhood and rejection of those actions which it defines as immoral, while simultaneously extending forgiveness and healing to all who respond in believing faith to its universal offer of God's grace (John 8:3-11; Luke 15:10).

All students and faculty are expected to exhibit the Christ-like qualities taught by Scripture and to refrain from activities or behavior that is contrary to those teachings. Therefore, Brookes retains the right to refuse enrollment to or to expel any student or dismiss any faculty member who engages in sexual immorality, including any student or faculty member who professes to be homosexual/bisexual or who is a practicing homosexual/bisexual, as well as any student or faculty member who condones, supports, or otherwise promotes such practices (Lev. 18:22; Rom. 1:24-32; 1 Cor. 6:9-20; 1 Tim. 1:9-11).

### **Convictions**

#### *Biblical Foundation*

The Bible is the heart and core of every educational program at The Brookes Bible College. Theologically, The Brookes Bible College can be described as fundamental, premillennial, and dispensational.

#### *Separation*

It is our conviction that the Bible teaches both personal separation unto God from worldliness, whether in personal actions, attitudes, or thoughts, and ecclesiastical separation from non-religious organizations and programs which do not adhere to solid biblical doctrine.

#### *Evangelism and Missions*

We believe that the Great Commission defines the primary mission of the Church. Brookes seeks to incorporate the spirit of evangelism and discipleship into the whole Brookes Bible College family, whether in the classroom, in chapel or in extracurricular activities and projects.

#### *A Friend of Bible-Believing Churches*

Brookes stands with all who love Christ and preach His Word. The attitude throughout the school is nonsectarian. We are unreservedly loyal to all Bible-believing churches faithful to Christ and the Bible. Brookes maintains a good relationship with independent and denominational churches and individuals that uncompromisingly hold the historic fundamentals of the faith.

#### *Institutional Position on the Tongues Movement*

Brookes Bible College does not foster, teach, or provide a receptive or supportive atmosphere for the "tongues" movement. If a prospective student who believes that the gift of tongues is for today desires to enter Brookes and is willing to study with an open mind, he is welcome. However, he is prohibited from practicing or propagating his belief concerning tongues on the premises of Brookes Bible College or among Brookes' students.

#### *Nurturing Character and Truth*

We are persuaded that the Scriptures teach that what we are is as important as what we know. Ephesians 4:15 clearly states that we are to speak the truth (doctrine) in love (Christ-like character). We teach our students that it is essential to have both sound doctrine and Christ-like character.

### *Young Earth Creation*

We believe God created the physical universe in six (6) literal days (twenty-four hour periods), thousands and not billions of years ago (Gen.1:1). Without using any scientific means of biological or chemical evolution, God spoke the world into existence (Gen. 1:3) out of nothing.

### *Doctrinal Agreement*

Each year, every faculty member and trustee must affirm his wholehearted acceptance of the Brookes Bible College Statement of Faith. Each entering student should understand that every course is taught only by those who are in full agreement with Brookes' Statement of Faith.

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## ACCREDITATION

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The Association of Biblical Higher Education (ABHE) is recognized by the United States Department of Education and is the country's largest institutional accrediting agency for Bible colleges and seminaries. In February 2013, Brookes Bible College was granted Candidate status by the Commission on Accreditation of the ABHE. Candidate status is granted to schools that are expected to achieve accreditation status within four years.



Questions or appeals regarding accreditation issues and/or matters needing outside mediation may be directed in writing to ABHE by mail at 5850 T G Lee Blvd Ste 130, Orlando, FL 32822-4408, by phone at 407.207.0808, by FAX at 407.207.0840, or by e-mail at [info@abhe.org](mailto:info@abhe.org). The ABHE web address is [www.abhe.org](http://www.abhe.org).

Documents or questions pertaining to Brookes Bible College accreditation may be reviewed by and should be submitted to the Office of the Academic Dean.

### **About Accreditation**

Learning about accreditation and a school's accreditation status is an important step in choosing a college education. Asking good questions is the first place to start. The following information (adapted by permission from another institution) is intended to help you understand accreditation, our current accreditation status, and to make an informed decision that aids your college choice.

### **Two Types of Accrediting Associations**

There are two types of accrediting associations: Recognized and Unrecognized. The Recognized associations are those that are recognized by the U.S. Department of Education; the unrecognized associations are not accrediting associations at all, and are not recognized by the U.S. Department of Education. Therefore, the term "Recognized" could help you identify a school that makes an accreditation claim that is genuine and truthful, while an institution that claims accreditation status

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from an "Unrecognized" association would be shown to mislead and misrepresent its real connection to accreditation. You see, the problem is not whether a school claims to be accredited or not. The problem is that some schools claim to be accredited when they actually are not. These schools deceive students and take their money. In short, they lie.

Therefore, even if you don't need an accredited degree, still, be very cautious about schools that claim to be accredited when they really are not. Also, be cautious of schools that are accredited by organizations that are Unrecognized. Schools that lie or mislead students about accreditation are not legitimate schools. Many non-traditional colleges, universities, and seminaries claim to have accreditation and, well, they might, but accreditation with whom? Is it by a Recognized association or an unrecognized one? Renowned educator and non-traditional education expert Dr. John Bear, co-author of *Walston's Guide to Earning Religious Degrees Non-Traditionally*, explains what accreditation is. He says, "Quite simply, it is a validation - a statement by a group of persons who are, theoretically, impartial experts in higher education - that a given school, or department within a school, has been thoroughly investigated and found worthy of approval." But real accreditation comes from those "impartial experts in higher education" who represent a Recognized accrediting association. Furthermore, since accreditation is a completely voluntary process, operated by private non-governmental agencies, "there have evolved good accrediting agencies and bad ones, recognized ones and unrecognized ones, legitimate ones and phony ones" explains John Bear. "So," Dr. Bear goes on to say, "when a school says, 'We are accredited,' that statement alone means nothing." A prospective student must always ask, "Accredited by whom?" Is it accredited by a Recognized association?

### **Important Note**

If you desire a degree from only an accredited school, you should check the accreditation status of every school that you are considering by calling the U.S. Department of Education and asking about the schools in question.

Can a seminary, college, or university that offers their degrees by non-residential study be accredited by a Recognized accrediting association? Until very recently, there had never been a legitimately accredited American school that offered doctoral degrees entirely by correspondence. Today, however, there are some that are legitimately accredited that do offer doctoral degrees entirely off campus. However, until more schools do this, it is still a good rule of thumb that will help you to be aware of what is out there. So, generally speaking, in spite of their claims of accreditation, if they are offering a doctoral degrees entirely by correspondence (or off-campus), it is a red flag that their claimed accreditation might Not be Recognized, and further investigation would be encouraged. On the other hand, just because a school requires some time on campus does not mean that it is accredited. There are many non-accredited (and even bad) schools that require some time on campus (in classes or in seminars).

### **Accreditation Alone is Not the Final Word**

Accreditation alone, or lack of it, does not determine the legitimacy or credibility of a school. But, schools that lie about accreditation are neither legitimate nor credible. However, there are some very good non-traditional schools that are fully legal and well regarded but simply not accredited by one of the Recognized accrediting associations. However, the good ones will be open and honest about their lack of accreditation.

### **Unless Truly Accredited**

Claiming accreditation from an unrecognized agency (and not explaining that the agency is not recognized) only serves to confuse or deceive less-knowledgeable prospective students or employers who think that any kind of accreditation is Recognized and acceptable. Of the many schools who have unrecognized accreditation, very few clearly state in their catalogs (or in their advertisements) that the accrediting association with whom they are accredited is not a Recognized association. Unless truly accredited by a Recognized association, such schools should openly and honestly explain that they are not accredited. Or, at the very least, they should carefully and clearly explain that the accrediting association with whom they are "accredited" is not a Recognized association. So, in conclusion, ask yourself this question: "How necessary is it to my educational and occupational goals for me to have a degree from only an accredited school?" Once you settle that question, you can pursue an education that will be rewarding and enriching. But, remember, if you decide that your degree absolutely must be from an accredited school, then check on the accreditation status of each school under your consideration. Do not simply take their word for it.

### **Our Accreditation Status and Its Relationship to Accreditation**

Brookes Bible College has been granted Candidate Status by the Association of Biblical Higher Education (ABHE). This means that we have reached a mature point in our pursuit of accreditation, but that we are currently not accredited. ABHE is an example of a Recognized association, discussed above, and the process of pursuing accreditation with them has made us a better institution. The education that we offer, as demonstrated by the pastoral and academic experience of our faculty, equips students to thoroughly understand, study, apply, and minister the Word of God. To that we quality instruction, we look forward to continue maturing comprehensively as an educational institution with our accreditation process.

While we anticipate accreditation ourselves, we have formed relationships and established articulation agreements with partner schools, already accredited with Recognized associations, that will accept students' credits from Brookes Bible College toward their 4-year baccalaureate degree programs.

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## HISTORICAL SKETCH

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### **Founding of the School**

Brookes Bible College has been teaching the Word of God for over a century, and boasts a rich history of men and women devoted to Bible teaching. We are so grateful to the dedicated individuals who have helped shape our school to be what it is today. *J.H. Brookes* God for blessing our college and the many people who have attended it.

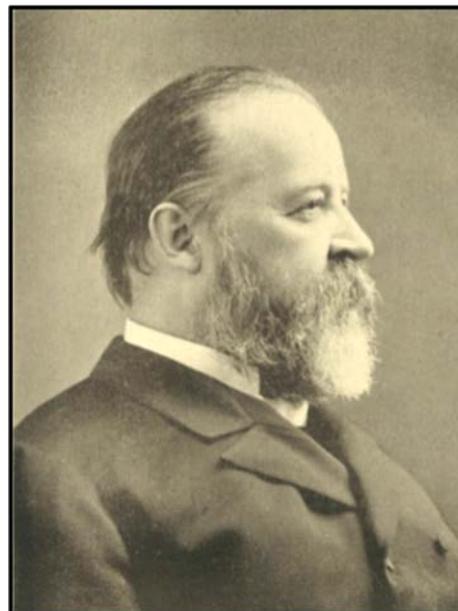
On September 24, 1909, a group of Christian businessmen met at the home of Mr. John F. Green to organize a school devoted to teaching the Bible and to providing competent spiritual leadership for Christian organizations and churches. Mr. George T. Coxhead was elected President; Mr. Robert Rutledge, secretary; and Mr. Benjamin F. Edwards, treasurer.

One month later, on October 23, the Articles of Incorporation of the St. Louis Bible Training School for Lay Workers, as the school was to be known, were recorded in the state of Missouri.

Three years would pass before the school would hold its first class.

Dr. Joseph Henry Gauss, who had been the pastor of the Carondelet Presbyterian Church in St. Louis for twenty-three years was the first superintendent. On October 1, 1912, the first two classes were held in the Washington and Compton Avenue Presbyterian Church.

After a few years, the name the St. Louis Bible Training School for Lay Workers was thought to be too lengthy and vague. It was felt that naming the school after James Hall Brookes would clearly identify the college's ties to dispensational teachings. Brookes was founder and pastor of the Walnut Street Presbyterian Church and its successor, the Washington and Compton Avenue Presbyterian church in St. Louis. (This congregation is now known as Memorial Presbyterian Church). Dr. Brookes was well known throughout the city, state, and nation as the "Father of Dispensationalism". In addition to teaching from the pulpit, he was a writer/editor for numerous periodicals including *The Truth* magazine, and authored many books as well. In 1916, the St. Louis Bible Training School for Lay Workers became the Brookes Bible Institute of St. Louis.



**James Hall Brookes**

That same year, God laid it on the heart of the neighbor of a student to give six thousand dollars toward the purchase of a building at 2051 Park Avenue. In 1949, the Board of Trustees secured new facilities in a residential building at 3465-67 South Grand Boulevard.

Robert Rill was named as the institute's first President in 1985. Dr. Rill tirelessly dedicated forty-three years to Brookes Bible Institute—twenty-one as a teacher and twenty-two more as the President. During his years as President, the school was transitioned to a two-year Bible college and was given a religious exemption by the State of Missouri to award an Associate's Degree in Biblical and Ministerial Studies.

In 2013, Brookes Bible Institute was granted candidate status by the Commission on Accreditation of ABHE. The full accreditation process is expected to be completed in 2018.

In 2014 the school, now known as Brookes Bible College, moved to a modern and more spacious location at 10257 St. Charles Rock Rd. in St. Ann, Missouri.

Today, Brookes Bible College is transitioning into an accredited twenty-first century college that remains dedicated to teaching essential Christian doctrine. For over 100 years, Brookes Bible College has not wavered from its commitment to develop servant leaders who will transform the world for Christ.

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#### ACADEMIC PROGRAMS OVERVIEW

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Brookes Bible College began as a Bible institute, first offering courses in 1912 and dedicated to training lay leaders in the Scripture. Over the course of the school's history a single program emerged under the title of "Biblical and Ministerial Studies." In 2015, the school expanded its

program offerings to including a program in Biblical Counseling (now called “Biblical Counseling and Practical Theology”) and in Christian Mission (currently suspended due to low enrollment).

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#### STUDENT LIFE

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Students are responsible to adhere to standards of student conduct from the time of enrollment until graduation. In other words, little distinction is made between observance to standards of conduct “on-campus” versus “off-campus”. All Violations will be regarded as a serious breach of integrity. For example, when a student participates in academic courses or school sponsored events, he/she is expected to abide by the code of conduct. This code of conduct does not presume to define, or describe all the situations under which a student may be disciplined. See “STUDENT HANDBOOK” for more info.

# Admissions

The Office of Admissions at Brookes Bible College welcomes the applications from prospective students who are able to present a strong academic record and a clear testimony of faith in Jesus Christ. In selecting students an Admissions Committee comprised of select faculty and staff at BBC admits those for whom graduation is a reasonable expectation and who offer potential to contribute positively to the educational community

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## ELIGIBILITY REQUIREMENTS

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In order to be considered for enrollment to an associate degree program at Brookes Bible College, the following eligibility requirements must be met by the applicant. The administration and faculty reserve the right to withdraw the privilege of enrollment or to place a student on probation if, after enrollment, the student proves to be lacking in these qualification.

### Spiritual

- ⊗ Testimony of faith in Jesus Christ as Savior and Lord
- ⊗ Demonstration of submission to the will of God and obedience to the Word of God
- ⊗ Possession of the personal and spiritual gifts necessary for leadership in church ministry (e.g., the qualifications of a deacon)
- ⊗ Recommendation by church leaders and other persons who have had significant contact with the applicant
- ⊗ General agreement with the statement of faith of Brookes Bible College. While it is not a requirement to completely agree with the Brookes Bible College Statement of Faith and Convictions before beginning an academic program, it is required that all applicants read the Statement of Faith and agree to submit themselves to this teaching.

### Academic

- ⊗ A high-school diploma (or GED equivalent). Students enrolling as part of the dual-enrollment program are exempt from this requirement.
- ⊗ A cumulative grade point average of 2.0. The student will be expected to maintain at least a 2.5 average in the associate degree program.

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## ADMISSIONS PROCESS

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### Steps to Apply

To be considered for admission into Brookes Bible College, you will need to provide the following application components:

1. **Main application form**, including personal statement essays.
2. **Transcripts**. Please have your high school and any colleges/universities you have attended send an official transcript to the address below. Transcripts should include grade point average, class ranking, and clearly communicate the completion of the high school diploma or college degree. If you are a high school student attending college classes (dual enrollment) and you plan to continue at Brookes after you finish high school, we would

like an updated high school transcript after you graduate. Institutions which send transcripts electronically should address the transcript to admissions@brookesbible.org.

3. **Pastoral Reference Form.** Please print the form and have it completed by a pastor, elder, or deacon (a church leader holding a formal church office) who has known you for at least one year and is not a member of your immediate family. Please provide this person a stamped envelope addressed to Brookes Bible College (address below) so it can be mailed to us directly.
4. **Educator/Employer Reference Form.** Please print the form and have it completed by a teacher, school official, employer, camp director, or similar authority figure who has known you for at least two years and is not a member of your immediate family. Please provide this person a stamped envelope addressed to Brookes Bible College (address below) so it can be mailed to us directly.
5. **Interview.** A formal interview may be requested beyond the interactions with the applicant during the initial application process.
6. **Application Fee.** An application fee of \$20 is needed to complete the application packet. This fee can be paid by cash, check (made out to "Brookes Bible College"), or online.

You may complete your application for admission online or mail the completed form to Brookes Bible College at the address provided with the contact information below.

Upon receipt of a complete application packet, the Admissions Committee convenes to review the application for admission, evaluate transfer credit, and reach an admissions decision. The Admissions Director then will notify the applicant of that admissions decision and follow-up instructions, in the case of acceptance.

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## ADMISSIONS POLICIES

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### **Non-Discrimination Policy**

Brookes Bible College admits students of any race, color, age, sex, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate in administration of our educational policies, admissions policies, and other school administered programs. We request that prospective students with special needs, disability, or learning accommodations notify their admissions counselor during the application process to investigate whether particular resources and services are available to aid success in a degree program.

### **Academic Probation**

All applicants who do not meet BBC's minimum academic standards are not automatically rejected. In such cases, the Admissions Committee will meet to consider the application for acceptance with academic probation. New students on academic probation will be expected to demonstrate a change in attitude, motivation, and achievement in his or her schooling and other activities based upon a strong desire to pursue academic excellence. (More information on academic probation can be found in the Academic Policies section of this catalog under the heading "Academic Due Process.")

### **Application Materials**

All materials submitted to BBC in the application process become the property of the institution. Upon enrollment, materials deemed essential are kept as a part of a student's permanent file in the Registrar's Office.

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#### OBTAINING APPLICATION FORMS

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Application forms may be obtained online via the College's website ([brookesbible.org/apply](http://brookesbible.org/apply)) or from the Office of Admissions upon request.

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#### APPLICATION DEADLINES

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The Office of Admissions operates on a rolling admissions platform, accepting applications to begin in either the fall, spring or summer terms. As such, applications are acceptable throughout the year. It is strongly recommended that applications be sent in early—but at least a month prior to the applicant's intended term of enrollment—to allow sufficient time for all materials to be received and processed. The Admissions Committee may defer, reject, or conditionally accept any application submitted in the last days preceding the start of a semester.

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#### VISITING CAMPUS

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Prospective students are encouraged to visit the campus of Brookes Bible College located at 10257 St. Charles Rock Rd. St. Ann, MO 63074 prior to enrolling. Prospective students are always welcome and are urged to meet current students, attend classes, and visit with instructors. It is best to contact the Admissions Office in advance so that someone will be available to give a tour of the campus, answer questions, and make the necessary arrangements.

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#### APPLICANTS WITH SPECIAL CIRCUMSTANCES

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**Readmission Applicants.** Past students who have not been enrolled in a BBC course for one or more academic year(s) and therefore have lost student status but who desire to return to studies are subject to the *re-admission* process. The readmission application includes the following components: (1) the main readmission application form, and (2) the pastoral reference form. The readmission form is available online and from the Office of Admissions upon request.

**Visiting Student Applicants.** Applicants who are pursuing a degree at another institution may find advantages to studying externally at BBC on a temporary basis. These students are subject to the same admissions process and requirements as applicants to one of BBC's degree programs, and are admitted for one academic year. Visiting students, with the approval of a BBC academic advisor, are permitted to take courses without satisfying pre-requisite requirements.

**International Applicants.** The admission of international applicants involves additional factors because of United States immigration laws and the practical dimensions of adjusting to a new culture and community. At this time, Brookes Bible College is not authorized under Federal law to enroll nonimmigrant alien students unless they qualify as visiting students from a domestic educational institution. Should BBC's status concerning international students change in the future, international applicants would be required to meet the following admissions guidelines. For applicants whose native tongue is not English, an official score report of at least 80 on the internet-

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based (213, computer-based) Test of English as a Foreign Language (TOEFL. [www.toefl.org](http://www.toefl.org)) is required prior to admission. International students must document adequate financial support and provide a deposit prior to being issued a student visa. All financial requirements must be met at least 90 days prior to the beginning of the term in order to allow time for the student visa to be processed. No Form I-20 (required for the F-1 student visa) will be issued from Brookes Bible College without approval for admission, the deposit, and a valid affidavit of sufficient annual support. For determining the amount of support and deposit, please view the “Tuition and Fees” page of the website. Because the admissions process of international students is unusually complex, international applicants are advised to submit their applications four months prior to the semester or term in which they wish to begin studies. If an applicant’s admissions materials are not complete at least 120 days prior to the date when the applicant wishes to begin studies, the application may be withdrawn. Once accepted, an international applicant should plan to arrive on campus at least one day before new student orientation or else notify the Office of Admissions of a desire to defer attendance until a future semester. Office of Admissions can provide additional information concerning admissions and international students at BBC.

**Applicants with Accessibility and Learning Needs.** Brookes Bible College is committed to making both campus facilities and degree programs accessible to students. Students who have physical or learning-related accessibility needs are encouraged to contact the Office of Admissions to discuss special needs before making application. Applicants are encouraged to pursue admission only if they themselves feel confident that the present resources will sufficiently provide for a great college experience.

**Non-Degree Seeking Applicants.** In the interest of continuing education, an individual may apply for enrollment as a non-degree student at BBC on a temporary basis. These students are subject to the same admissions process and requirements as applicants to one of BBC’s degree programs, and are admitted for one academic year. Visiting students, with the approval of a BBC academic advisor, are permitted to take courses without satisfying pre-requisite requirements. At the conclusion of that academic year, if the student wishes to continue taking courses or wishes to complete a degree program, that student must submit a request in writing to enter a degree program or continue for another academic year as a non-degree seeking student. These requests are reviewed by the Admissions Committee. Admission as a non-degree student does not guarantee admission to a degree program the following academic year.

**Dual Enrollment Applicant.** High school students can earn college credit by participating in the Brookes Bible College Dual Enrollment Program. These students are subject to the same admissions process and requirements as applicants to one of BBC’s degree programs but may not be placed into a degree program until their high school transcripts indicates completion of the diploma level.

## Financial Aid

Brookes Bible College is committed to seeing students graduate without the burden of student loan indebtedness. For that reason, we do not accept government loans or funding. We advise students against applying for and accepting any bank loans to pay for school and tuition expenses. Instead, we encourage students to trust the Lord for provision of means to afford a Brookes education. Financial aid in the form of scholarships is an opportunity for students to be helped by our donors.

In the pattern of James H. Brookes, we challenge every student to value education and to not seek aid when God has provided means to afford tuition personally. It is said of Dr. Brookes that when offered an education free of expense, he declined the offer: "The young man could not bring himself to accept such aid when he had a fighting and working chance to pay his own way through college" (Williams, *James H. Brookes: A Memoir*, 1897). Still we encourage students to apply for aid as they have need.

The Scholarship Committee meets on a regular basis to review and award scholarship monies where needed. There is greater opportunity to receive a scholarship the earlier you apply. The Scholarship Application form is available upon request in the reception area or via college website. All applications must be submitted by the deadline during the registration window of the upcoming semester. Below is a list of the scholarships offered at BBC.

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### INSTITUTIONAL SCHOLARSHIPS

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**Robert Rill Scholarship.** Named in honor of a former president of BBC, who had a heart for students who desired to learn more about the Word of God. The scholarship is used to assist students in paying their school bill.

**James Hall Brookes Scholarship.** Awarded to the student of the year as selected by the faculty and staff at Brookes Bible College.

**Gary McCord Memorial Scholarship.** This scholarship is named in honor of Dr. Gary McCord. Dr. McCord was the former pastor of Faith Bible Baptist Church and faithful volunteer chaplain in the Missouri Department of Corrections for over 25 years. Application for this scholarship may involve a personal interview.

**Awana Scholarships.** These are awarded annually in the amounts of \$450 (Citation Award) and \$300 (Meritorious Award) for full-time students (12 or more credit hours a semester).

**RBF Scholarship.** Awarded to a student with significant ministry potential who has with financial need.

**Janet Schrader Bible Memorization Scholarship.** A \$100 scholarship is given each semester to a student who memorizes selected chapters. Chapter(s) chosen to be memorized will be selected at the beginning of the semester prior to the semester in which the scholarship is awarded.

**Full-Time Student Scholarship.** A student registered for 12 or more credits in a semester will be eligible for a tuition scholarship.

**Pastor's Scholarship.** Ordained vocational (or bi-vocational) pastors in good standing and meeting the eligibility requirements will be eligible for a tuition scholarship.

**Ministry Family Scholarship.** Married students or students with (a) dependent student(s) in good standing and satisfying eligibility requirements, in which both spouses/all persons are pursuing a degree at Brookes Bible College, will each be eligible for a tuition scholarship.

**Military Scholarship.** United States military personnel or veterans in good standing and who satisfy eligibility requirements are eligible for a tuition scholarship.

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#### ELIGIBILITY REQUIREMENTS

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In order to be eligible to receive scholarship funding, a student must satisfy all of the following eligibility requirements.

- ⊗ Must be registered for a minimum of 6 credits in a given semester.
- ⊗ Must be a degree-seeking student. (Students without a high school diploma on file cannot be considered as a degree-seeking student.)
- ⊗ Must have a cumulative GPA of 2.5 or greater with no grades below a C in the last semester.
- ⊗ Must be current on payments to student statement.
- ⊗ Must have completed 80 percent of the credit hours attempted. Failing grades, incompletes, withdrawals, and “no credit” marks are considered as not completing the course.
- ⊗ Must evidence clear progress toward graduation.
- ⊗ Must not be on academic probation.

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#### SCHOLARSHIP APPLICATION DEADLINES

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All scholarship applications must be submitted with registration forms before the posted deadline for the upcoming term. The Scholarship Application form is available upon request in the reception area or via college website.

- Fall Semester ~ July 10
- Spring Semester ~ November 10
- Summer Term ~ March 10

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#### OTHER ASSISTANCE FROM BROOKES BIBLE COLLEGE

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The Office of Communications and Development offers training to full-time students seeking to gain financial support for their education through personal fundraising campaigns.

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#### FINANCIAL AID FROM OTHER SOURCES/FEDERAL AID

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As stated above, students are *discouraged* from establishing education loans due to their proclivity to lead to indebtedness that limits future ministry opportunity and *encouraged* to seek institutional

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scholarships and to pay for their education at a pace they can afford. However, the college will supply necessary documentation to creditors for those students choosing to pursue the path of education loans. Currently, Brookes Bible College does not participate in federal aid programs.

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# Academic Information

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## STUDENT ORIENTATION

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Newly admitted or re-admitted students are required to participate in orientation. Orientation is scheduled in advance of the start of each semester. This time is used to inform students of BBC policies and requirements, introduce them to the library and student information system, to supply additional academic and course counseling, to answer any new questions about studying at BBC, and to make further introductions to BBC faculty and staff.

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## REGISTRATION PROCEDURE AND SCHEDULE

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Enrollment in a class is not official until the proper registration forms have been processed and all arrangements for payment have been. Students should fulfil registration requirements prior to the “normal registration” deadline. Students who fail to fulfil these requirement are subject to a late registration fee.

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## ADVISING

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Students are responsible to see that they meet all requirements specified for their degree program. An academic adviser is available to provide guidance concerning academic programs, but the ultimate responsibility for knowing and completing program requirements lies with the student.

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## REGISTRATION CHANGES AND COURSE CANCELLATIONS

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### Course Changes

Any student may drop a course through the end of the second week of class—the drop window—with a full tuition refund (excluding the semester fee). Any courses dropped before the end of the second week of class will not appear on the student’s academic record. After the conclusion of the drop window, a student may withdraw from a course but cannot drop the course. Students can withdraw from a course after the second week of class, but must do so before the end of the sixth week of class, and must have the approval of the professor to do so. Withdrawing from a course will be recorded either as a WP (Withdrawal while Passing) or a WF (Withdrawal while Failing). Withdrawing from a course may affect a student’s financial aid.

Students may add courses through the end of the first week of classes with the approval of the professor. Courses may be changed from being taken for credit to audit through the end of the first week of classes.

### Course Cancellations

All course offerings are subject to enrollment minimums. The college reserves the right to cancel classes for which there is insufficient enrollment.

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ACADEMIC CALENDAR

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<b>Fall Semester</b>		<b>Spring Semesters</b>	
Faculty Workshop	Aug. 11, 2017	New Student Orientation	Jan. 6, 2018
New Student Orientation	Aug. 26, 2017	ABHE Entrance Exam	Jan. 6, 2018
ABHE Entrance Exam	Aug. 26, 2017	Martin Luther King Jr. Day (School Closed)	Jan. 15, 2018
Labor Day (School Closed)	Sept. 4, 2017	Semester Begins	Jan. 16, 2018
Semester Begins	Sept. 5, 2017	Course Addition Deadline	Jan. 19, 2018
Course Addition Deadline	Sept. 8, 2017	Last day to drop class/100% refund	Jan. 26, 2018
Last day to drop class/100% refund	Sept 15, 2017	Last Day to Drop Class w/ 60% refund	Feb. 2, 2018
Last Day to Drop Class w/ 60% refund	Sept. 22, 2017	Last Day to Drop Class w/ 40% refund	Feb. 9, 2018
Last Day to Drop Class w/ 40% refund	Sept. 29, 2017	Last Day to Withdraw from Class	Feb. 23, 2018
Fall Break	Oct. 2-6, 2017	Midterm	Feb. 26 –Mar. 2, 2018
Last Day to Withdraw from Class	Oct. 13, 2017	Summer/Fall Registration Begins	Mar. 1, 2018
Midterms	Oct. 23-27, 2017	Spring Break	Mar.5- 9, 2018
Spring Registration Begins	Nov. 1, 2017	Good Friday (School Closed)	Mar. 30, 2018
Fall Reading Days	Nov. 21-24, 2017	Summer/Fall Registration Closes	Apr. 13, 2018
Thanksgiving Break (School Closed)	Nov. 22-24, 2017	Spring Reading Days	Apr.16-20, 2018
Scholarship Deadline for Spring	Nov. 10, 2017	ABHE Exit Exam for Graduating Students	May 4, 2018
Finals/Last week of semester	Dec. 11-14, 2017	Commencement Practice	May 4, 2018
Winter Break for Students	Dec. 15, 2017 -Jan. 15, 2018	All Graduates' Course Work Due	May 4, 2018
Final Grades Due	Dec. 21, 2017	Finals/Last Week of Spring Semester	Apr. 30- May 3, 2018
Christmas Break (School Closed)	Dec. 24-Jan. 2, 2017	All Graduates Grades Due	May 11, 2018
		Commencement Ceremony	May 12, 2018
Summer Semester Begins – May 14, 2018			
Memorial Day (School Closed) – May 28, 2018			
Fall Registration Begins – July 1, 2018			
Summer Semester Ends – July 20, 2018			

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## CLASS SCHEDULES

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Semester class schedules are issued in advance of each semester registration window. Classes are offered on a rotation with some special consideration given to the schedules of students near degree completion.

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## LIBRARY

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### **The Library's Purpose**

The Library is a center of study and learning for the students and faculty of the Brookes Bible College. Its primary objectives are to support the curriculum, student inquiry and research. This is accomplished by acquiring and maintaining relevant materials, providing professional services, and engaging students in instruction.

Over the years, many individuals, former staff and alumni of the college contributed materials to establish the library. The most significant gift came as a bequest from Mrs. Lois Friess who had led the staff of the college from 1955 to 1973. Upon her death in 1984, Mrs. Friess's entire personal library was donated to the school.

### **The Library and Its Setting**

The Library has several collections:

- ⊗ The lending library comprises the majority of the shelving and has core materials that are available to be loaned to students, faculty, alumni and staff.
- ⊗ The reference library is comprised of materials which are most useful for in-library use (commentaries, subject encyclopedias, etc.). This material is typically not loaned out.
- ⊗ The pre-1926 special collection includes many 19-century titles by titans of the faith. This special collection may be used in the library and is never loaned out. To date, this collection is only partially cataloged.

The library uses the Library of Congress classification system and an electronic (and web-based) library module for cataloging. The catalog can be searched through "OPAC Library Catalog" (online public access catalog) on the college's website.

The library's collections have been selected specifically to support the inquiry and research needs of students for Bible study, pastoral work, and in ministry vocations. The library's holdings are predominately in four subject areas:

- ⊗ Christianity (classifications starting with BR)
- ⊗ The Bible (classifications starting with BS)
- ⊗ Doctrinal theology (classifications starting with BT)
- ⊗ Practical theology (classifications starting with BV)

### **Library Administration**

The library is located on the first floor of the college building. It is under the direction of the Librarian and Academic Dean.

Additionally, the Library Committee oversees the policies and operation of the library. Committee members include the Librarian, Academic Dean, members of the faculty, and a representative of the student body chosen by the Student Government Association. The committee meets at least once each academic year.

## **ACCESS**

The library is open for use during the following hours and other times with prior arrangement with the librarian.

Monday:	8:00 a.m. – 6:00 p.m.
Tuesday:	8:00 a.m. – 6:00 p.m.
Wednesday:	8:00 a.m. – 6:00 p.m.
Thursday:	8:00 a.m. – 6:00 p.m.
Friday:	8:00 a.m. – 6:00 p.m.

The library is regularly staffed by the librarian Tuesday, Wednesday and Thursday from 8:30 AM-1:30 PM. At other times, the full-time staff facilitates access to library resources.

## **Library Use**

The following groups are entitled to use the instructional resources of the Library:

- ⊗ Current students of the College
- ⊗ Alumni of the College regardless of when they attended
- ⊗ College faculty and staff
- ⊗ Local clergy and students from area institutions holding an INFO-Pass from the St. Louis Regional Library Network (SLRLN) may also use the library and be granted borrowing privileges.
- ⊗ Members of the community may use the library collection onsite. They may not check out materials and may not use the Internet on library computers for purposes other than academic study and research.
- ⊗ Patrons must provide a current address, phone number and e-mail address. Proof of identity and student/faculty/staff/alumni status may be requested.

## **Lending Materials and Circulation**

Books in the Lending Library may be borrowed for 2 weeks. Books may be renewed for two additional 2-week periods unless there is a request pending for the material. There is a limit of twenty (20) books that may be on loan to a patron at any one time.

- ⊗ Periodicals in the Lending Library may be borrowed for 1 week. Periodicals may be renewed up to two times. Each renewal shall be for a time period equal to the original circulation period.
- ⊗ DVDs and CDs may be borrowed for 2 weeks. Patrons may borrow a maximum of 2 of these at a time.
- ⊗ Materials in the Reference Library typically do not circulate and should not be removed from the library without the explicit approval of the librarian.

- ⊗ The Special Collections holdings pre-1926 materials are never loaned out. They may only be viewed onsite under the supervision of the librarian or a full-time faculty member.

### **Renewals**

Unless there is a hold on the item, library materials may be renewed up to two times online, in person, or by contacting the librarian by phone or email. Each renewal shall be for a time period equal to the original circulation period.

### **Placing Holds on Materials**

All materials in the lending library may be placed on hold online or by contacting the librarian by phone or email. When the materials become available, the patron will be contacted by e-mail. Materials must be picked up within one calendar week.

### **Late Fees**

The borrower is responsible for returning materials on time and in good condition. Late fees are as follows:

- ⊗ Books -- 25¢ a day, up to a maximum of \$40.00
- ⊗ Periodicals -- 10¢ a day, up to a maximum of \$10.00
- ⊗ DVDs and CDs - \$1.00 a day, up to a maximum of \$40.00

Library borrowing privileges will be suspended if a patron fails to return overdue materials and pay all associated fees. All patrons who have accumulated a fine of \$5.00 and over, and fail to pay it promptly will be blocked from checking out new materials until they have paid their balance.

At the end of each semester all materials must be returned and all fines paid before grades will be released or before the Registrar's Office will issue transcripts or permit future registration.

### **Lost or Damaged Materials**

In the case of loss or damage, the borrower will be charged the full replacement cost of the material in addition to any accrued late fees, and a service fee of \$10.00.

### **Internet Access**

The school has several Internet-enabled computers in the library available for use by students. When other students are waiting, computer use should be limited to 30 minutes at a time. Wi-Fi access is available throughout for students and faculty using their own devices. Visitors can access Wi-Fi only with a password.

**Use of the Internet on library computers is for school and research purposes only. Patrons are to refrain from using these computers for social networking, gaming, shopping, etc.**

Any attempt to access sexually explicit sites will result in being banned from computer use and keeping an appointment with the Academic Dean for possible disciplinary action.

## **Printing and Copying**

Students have access to a printer and copier in the library for course use. A cost of 10¢ per page may be assessed for community members, payable to the librarian or staff member available.

## **COPYRIGHT**

Photocopying or printing of copyrighted library materials is governed by the copyright laws of the United States (Title 17, United States Code). The doctrine of “fair use” may come into play. “Fair use” is a limitation placed upon copyright to *allow the reproduction of a particular work [for] criticism, comment, news reporting, teaching, scholarship, and research.*(Source: <http://www.copyright.gov/fls/fl102.html> accessed June 9 2016)

## **CONDUCT**

To insure safety and productive use of the library, certain activities are not permitted:

- ⊗ eating or drinking
- ⊗ playing audio equipment so that others can hear it
- ⊗ using cell phones, talking loudly, making noise, or engaging in otherwise disruptive conduct
- ⊗ interfering with another person's use of the library or with library personnel's performance of their duties
- ⊗ improper or immodest attire
- ⊗ stealing or damaging library materials or property
- ⊗ bringing animals, except for service animals, into the library

## **Collection Development**

### *Criteria for selection*

The library strives to have a broad and balanced collection of cultural and religious materials. Materials that support the curriculum will be collected in the range of initial study required at the associate degree level.

In selecting and acquiring materials, several criteria are considered, including:

1. **Scope:** Primary attention will be given to the support of the curriculum of Brookes Bible College. Content that is outside the range of the curriculum will be supported with reference tools such as: handbooks, encyclopedias and dictionaries. Journals and other periodicals are collected (a) to provide current information in the various fields of study, (b) to provide information not available in any other format, and (c) to offer current scholarship for the faculty. Materials that do not directly support the curriculum will be collected at a minimal level. This allows collection of specific reference tools and well-known classics.
2. **Value:** The selection process shall be guided by the authority, accuracy, timelessness and reputation of the author and publisher. A variety of materials are used as selection aids. These include bibliographies, reviews, recommendations, publisher announcements, faculty reading lists and faculty recommendations.

Several types of materials are not acquired, including those that are:

- ⊗ excessively priced
- ⊗ particularly rare
- ⊗ out of print
- ⊗ archival quality
- ⊗ textbooks
- ⊗ works in languages for which neither faculty nor students have fluency

3. Format: The library may collect and preserve materials in any format that can be adapted or used in the library of by students. This includes:
  - a. Books in print
  - b. E-books
  - c. Journals and other periodicals
  - d. Reference works
  - e. DVDs and other electronic media
  - f. Electronic databases (free and subscription)
  - g. Software applications
4. Duplication: Typically only one copy of an item will be purchased or retained. If and when duplicates are acquired through gifts, retention will be determined by the librarian based on expected usage.

### **Deselection / “Weeding”**

When the collection of existing library materials begins to become out of date or no longer relevant; or when the number of volumes overwhelm the space available for them or space needs to be made for new materials to support the curriculum, a process of deselection will begin.

Materials are initially designated for deselection by the librarian. The faculty is then invited to review the deselection recommendations and reverse any that they deem appropriate. The following questions will guide the librarian in assessing the collection for deselection:

- ⊗ Does the library possess a later edition or superior revision?
- ⊗ Is it outdated? (Please note there is a difference between outdated books and rare, archival or historically significant books.)
- ⊗ Is there a freely-available digital version?
- ⊗ Is it relevant to the present curriculum?
- ⊗ Does the library already have one or more copies? Are there multiple copies available? Are multiple copies needed?
- ⊗ Is the material damaged and beyond repair?
- ⊗ How recently/frequently has the title circulated?

### **Inventory**

A systematic, rotating inventory will be conducted over a period of two years. Missing items are identified and removed from the database. Those that continue to meet selection criteria are considered for replacement.

## **Replacement**

Replacement of lost and/or damaged items is not always automatic. Several factors are considered, including:

- ⊗ Is a duplicate copy available?
- ⊗ Is the coverage of the subject area adequate without the item?
- ⊗ Are materials of better quality in place?
- ⊗ Did the title circulate?
- ⊗ Is a replacement available at a reasonable cost?

## **Conservation and Preservation**

- ⊗ The following general policies will be followed to preserve the collection:
- ⊗ Hardcover format is preferred for new acquisitions unless cost-prohibitive
- ⊗ Quarterly dusting of shelved items
- ⊗ Monthly facility cleaning to avoid insect infestations
- ⊗ Moldy items removed
- ⊗ Acid-free products preferred for repairs

## **Gifts to the Library**

### *Material*

The library is frequently offered books and other materials from the school's friends and donors. We welcome additions to our collection that support the curriculum and student inquiry and research with relevant, current and comprehensive materials in various formats. Gifts books help the library to have a broad and balanced collection of cultural and religious materials.

The librarian will readily accept donated material that contributes to the mission of the library. Other materials will be refused, disposed of, given away or held for inclusion in the occasional book sale. The school will not prepare a valuation assessment of a gift accepted, but will approximate the number of volumes donated in a gift acknowledgment letter. Any consideration of the gift for favorable tax treatment is solely the responsibility of the donor. Once accessioned, all gifts are subject to the general policies governing the library collection.

### *Funds*

The library welcomes monetary donations to the Restricted Library Fund. It should be understood that: (a) the librarian and academic dean reserve the right to determine the disposition of any monetary donations; and (b) donations with strict or limiting restrictions that do not fall within the current collection development policy may be refused. In this event, suggestions will be made to the donor about how the monies might prove helpful to the library and stay within the spirit of the donor's wishes.

## Special Collections

The pre-1926 titles in the library are being segregated for a special collection. Most are not in the catalog (as of August, 2017), but will eventually be discoverable among the library's cataloged items.

Any gifts of materials that require special handling are considered a special collection. The library facility does not have the capacity to store, display, preserve or manage large displays or collections. If the gift of a special collection is comprised of a substantial number of items and includes materials the librarian determines would be an important asset to the school, the College's management team would be asked to consider the possibilities for inclusion. In this case, the donor would also be expected to make a monetary gift sufficient to enable the College to cover the additional expenses of acquiring and managing the special collection.

## Academic Freedom / Censorship

This collection development policy limits to some extent the scope and nature of the works in the school's library. Within this framework attention is given to assuring free access to materials that differ from, or are in conflict with, the doctrinal statement of the college. Therefore, the Library will:

- ⊗ Make available to its users materials offering a wide variety of viewpoints, regardless of their popularity or the popularity of the author or authors;
- ⊗ Seek to provide materials representing the best spokesmen in the fields, issues or beliefs where there is honest disagreement;
- ⊗ Provide access throughout the community to other theological, academic and public libraries with collections covering a wide variety of viewpoints; and
- ⊗ Base selection on the stated criteria, regardless of the controversial manner or language which an author may choose to use in addressing religious, political, economic, scientific, philosophical or moral issues.

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## ACADEMIC SUCCESS CENTER

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As an institution of higher learning, Brookes Bible College is eager to help students achieve academic success by offering services that support classroom instruction. Within the Academic Success Center, students can receive help with writing papers, study tips, and tutoring. Faculty and the Academic Dean reserve the right to make it mandatory for students to receive extra help in the center.

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## STUDENT STATUS/CLASSIFICATION OF STUDENTS/COURSE LOAD

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### Classification of Students

Degree-seeking students are classified according to the number of hours earned. *Freshmen – FR (1-32 hours)*, *Sophomores – SO (33+ hours)*.

*Auditors* – Auditors attend class under the regular class attendance policies. Auditors are not required

to turn in transcripts or an educator/employer reference. They are not required to take examinations, quizzes, or do other projects that may be assigned. Academic credit is not received and hours are not computed in the grade point average.

Only regularly scheduled classroom courses may be audited and then only for the hours for which the course is scheduled. Not all courses are available for audit. Because there is a separate price for audit, students may only switch to audit in the first week of the semester without penalty. An auditing student may also switch to credit in the first week. All course work and attendance requirements must then be met.

### **Course Load**

A normal full-time course load is sixteen (16) hours per semester. A minimum of thirty-two (32) hours per year is required for a student to receive an Associate's Degree in two years, however, a student is considered "full-time" with only twelve (12) credit-hours per semester.

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### INDEPENDENT AND DIRECTED STUDY

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Independent study courses are exceptional arrangements permitting course credit to be earned for a non-classroom study. For a non- classroom study, the student is to be at least a sophomore with a cumulative GPA of 3.00 or above. No more than six semester hours of non-classroom study may be used to meet graduation requirements. Written approval for each study is required from the Registrar, the instructor overseeing and grading the study, and the Academic Dean.

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### COURSE HOURS/CLASS HOURS

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The Brookes Bible College is committed to scheduling classes at times that are most convenient for the students. Consequently, morning and evening classes are provided 3-4 days a week. Classes meet one day a week for a period of sixteen weeks. A standard classroom hour is fifty (50) minutes. This means that a two credit-hour course will meet for one hour and forty minutes, and a three credit-hour course will meet for two hours and forty-five minutes (with a 15 minute break).

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### ABSENCES AND TARDINESS

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Students are expected to attend all scheduled meetings of classes for which they are registered. A student missing more than the equivalent of two weeks of a scheduled course may be penalized up to one full letter-grade per week absent. Four or more weeks of absence results in an automatic failure of the course.

Tardiness. A student is tardy by entering the classroom one minute after the appointed starting time and absent if twenty (20) minutes or more past the appointed starting time. An absence will be accrued for every third tardy.

One week of compassionate absence will be granted for the death of an immediate family member (i.e., spouse, child, parent, sibling, grandparent, or grandchild either biological, legal, step, or in-law). The completing of missed assignments is left to the discretion of each instructor in each class.

In no case is the cessation of class attendance taken as intent to withdraw from a course. Students who have missed four or more class sessions will be in violation of the Attendance Policy which results in an automatic failure of the course.

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### STUDENT ASSESSMENTS

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Periodically, students will be assessed with various exams, evaluations, surveys, and interviews to determine if BBC is successfully completing its mission of equipping Christians for service in the local church. These exams are a means for the institute to assess its own outcomes of student learning at enrollment and at graduation. These assessments will not affect the student's GPA or their academic standing.

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### GRADES

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Students are responsible for timely completion of all assignments given by instructors. Grades may be reduced for late work. Course work should meet accepted standards for research, spelling, organization, style, grammar, neatness, and originality.

**Grading System** - Grades offered by the school are given in recognition of the course work achieved by the student. Credit will be given for grades of A to D- and all grades are recorded on the student's transcript. Grade points will be averaged at the end of every semester. Academic probation is given for cumulative Grade Point Average (GPA) for any given semester below 2.0.

<b>Letter Grade</b>	<b>% Value</b>	<b>Point Value</b>
A+	(100)	4.0
A	(99 – 97)	4.0
A-	(96 – 94)	3.7
B+	(93 – 91)	3.3
B	(90 – 88)	3.0
B-	(87 – 85)	2.7
C+	(84 – 82)	2.3
C	(81 – 78)	2.0
C-	(77 – 75)	1.7
D+	(74 – 73)	1.3
D	(72 – 71)	1.0
D-	(70)	0.7
F	(below 70)	0.0

**AU** – Audit: This is given when a course is audited. A student must attend classes and participate in the course; however, no credit is given, only the “AU” mark. This does not affect a student’s GPA. See “Auditing a Class” below.

**CR** – Credit: This grade is given for pass/fail courses when a student successfully completes the course with a passing grade. No letter grade is awarded, and the GPA will not be affected.

**NCR – No Credit:** This mark is given for pass/fail courses when a student fails to complete the necessary requirements for the course. No letter grade is given, however, and the GPA will not be affected adversely. If the course is required for graduation, the student must retake the course until a passing grade can be awarded.

**INC – Incomplete:** This mark is given to a student who has done satisfactory work in a course but has been unable to complete all the required work due to illness or extenuating circumstances. The faculty may give a two-week extension after the semester to complete the work and then give a grade. See “Extension to Complete Course Work” below.

**WP – Withdrawal while Passing:** This mark is used to indicate a student’s withdrawal from the course while passing. See Financial Policies section for details on refunding of fees. A withdrawal while passing does not affect a student’s GPA. The student may re-enroll in the course whenever the course is offered again.

**WF – Withdrawal while Failing:** When withdrawing from a course while failing, a “WF” is given. A zero will be awarded and will count toward the student’s GPA. A student who withdraws while failing will be put on academic probation.

**MWD – Mandatory Withdraw:** When an instructor or the school administration mandates the student withdraw from the course due to disciplinary action, a MWD is recorded on the student’s transcript. A zero will be awarded and will count toward the student’s GPA.

**Extension to Complete Course Work –** The student must submit in writing, by the final exam, a request for an extension of time to complete the course work. The request must include the student’s name, the name of the course or courses for which time is requested, the reason for the extension, the name of the projects or assignments needing to be completed, the projected date of completion, and the student’s signature. If granted, there will be no grade penalty for the two-week period. However, after the initial two-week period, one letter grade will be reduced on the late work every week up to six weeks after the course is completed. Course work submitted six weeks after the conclusion of the course will not be accepted. The administration’s decision of whether or not to accept a request is final. If work is not completed in this period of time, a course grade of F is given if the current course grade is below seventy. The student will also be put on academic probation.

**Repeating a Course –** Any student may repeat a course at any time that a desired outcome was not reached. Students do so at their own expense and begin with a “clean slate.” The Registrar will simply take the higher of the two grades to apply to the student’s transcript. A student does not receive double credit for courses that have been repeated.

**Appeals of Course Grades –** Grades will become final six weeks after the end of the semester in which they were earned. Appeals regarding the final grade given for a particular course should be made first to the instructor, and then, if satisfactory terms are not reached, further appeal may be made to the Academic Dean (within the six weeks following the end of the semester). Appeals to the Academic Dean must be in writing.

**Grade Point Average –** The student’s Grade Point Average (GPA) is calculated using the following

formula: GPA equals total grade points from courses taken at Brookes divided by total credit-hours. Total grade points is the sum of the products of the credit-hours of each course taken at Brookes times the grade point value of the grade earned in each course (see Grading System above for grade point values).

Total credit-hours are the sum of the credit- hours taken at Brookes. Pass/Fail courses do not affect total credit-hours for the purpose of calculating the GPA. The student's GPA is calculated using only courses taken for credit at BBC. See "Transferring Credit" for impact of transfer credit on GPA.

**Academic Honors** - Academic recognition is given to students who have earned twelve or more credit-hours in any given semester. The Dean's List for each semester is composed of those students who achieve a 4.00 semester grade point average. The Honor Roll is made up of those students who achieve a semester grade point average of at least 3.50 but less than 4.00.

Checking Grades – Students can check their final grades, as well as track course progress through the SIS system by following the instructions listed below.

1. Go to <http://www.brookesbible.org/login.html>
2. Click on the button that says "SIS Account"
3. Type in your username and password (should be the same as your email login info)
4. Click "Post"
5. Click "Continue"
6. Click the "Student" tab
7. Click the "My Courses" tab
8. Click the "Enrollment History" tab
9. Select the course you would like to view

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## GRADUATION

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### **Graduation Requirements**

**Catalog Requirement** – Students are to meet graduation requirements from the catalog in effect at the time of their initial enrollment at Brookes. Students wishing to change to a more recent catalog may do so, provided they are enrolled when that catalog is in effect and they submit a request to the Registrar. Students re-enrolling or completing graduation requirements after being out of school for more than one academic year are to meet graduation requirements from the catalog in effect at the time they re-enroll or their transfer credit is received in the Registrar's Office.

**Christian Character** – Brookes Bible College places emphasis on student growth to Christian maturity. Character training is a part of the whole educational program, and failure to achieve an acceptable standard will prevent graduation.

**Commencement Participation** – Commencement exercises are held annually at the conclusion of the spring semester. Participation in these exercises is required of all graduating students. Students participating in commencement exercises are to have completed all academic requirements prior to commencement. Failure to do so will result in a consultation with the Academic Dean. In some

cases, the Academic Dean may grant permission for a student to participate in commencement but receive a blank sleeve. The degree would then be issued upon satisfactory completion of academic requirements.

Any transfer of credit to BBC (including correspondence courses) from other institutions granting college-level academic credit is to be completed and official transcripts received by the Registrar's Office no later than the week of mid-terms prior to graduation. Candidates who have not completed their degree requirements as specified above will not be permitted to participate in the commencement exercises. Candidates who fail a needed course during the semester of commencement will not be permitted to participate in that year's commencement. Diplomas will be delivered when all graduation and financial obligations have been met. In cases of extreme hardship in returning for commencement, candidates who have completed all academic requirements may present a request to the Academic Dean to graduate in absentia.

**Grade Point Average** – A cumulative GPA of 2.1 or above is required for a student to receive a degree or certificate and participate in commencement.

**Financial Obligations** – All financial obligations to BBC are to be paid before a student is issued his or her degree. Official transcripts of a student's academic record will not be issued until all financial obligations are paid.

**Transcript Request (non- refundable)** – A transcript request fee will be charged for each official copy requested. During the semester of graduation students may have up to three official transcripts sent complimentary.

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## TRANSFER OF CREDIT

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**Course Work from Other Colleges.** Completed credits from other institutions are evaluated for transfer only during the admissions review process by the Admissions Committee. If additional information is needed, the Admissions Director will make request of the applicant or the applicant's prior school. Transfer credit is generally viewed favorably, although the admissions Committee reserves the right to make final decisions on a case by case basis. The Admissions Committee uses the following criteria when considering transfer credit: the application packet as a whole, the course's alignment with the BBC course in outcomes, rigor, and scope, the instructor's philosophical/theological alignment with the BBC mission and statement of faith, the accreditation association of the sending college, the amount of time that has elapsed since taking the course, and the final grade achieved.) Applicants are required to have an official transcript sent to the Registrar's Office from each college attended. (Transcripts are official only if they are mailed directly to BBC from the college.) Transfer credit will only be considered for courses where a grade of C or above was earned and the college is accredited by the Association for Biblical Higher Education or one of the other institutional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and listed by the American Council on Education in its publication Directory of Recognized Accrediting Agencies. Admitted students are notified of the approval of any transfer credit with the acceptance letter of admission. Transfer credit does not affect the student's GPA at BBC, which is calculated using only course work taken for credit at

BBC. Up to thirty-two credit-hours of equivalent work may be transferred for the completion of the Associate Degree. The last twelve credit-hours for any degree must be taken at Brookes.

**College-Level Examination Program (CLEP)** – Full college credit may be earned through the College-Level Examination Program (CLEP). A maximum of twelve credit- hours to meet degree requirements will be given for CLEP exams. The student’s account will be charged normal tuition for hours earned by CLEP exams. The minimum scores (or higher) as established by the American Council on Education (ACE) are required to earn credit. An official transcript from the CLEP program is required in order for the student to be granted credit. For further information regarding these exams, contact the Registrar's Office at Brookes or contact CLEP for information or transcripts at [clep.collegeboard.org](http://clep.collegeboard.org), [clep@collegeboard.org](mailto:clep@collegeboard.org) or (800) 257-9558.

**Advanced Placement Program** – BBC awards credit for satisfactory scores on Advanced Placement (AP) program examinations. A maximum of twelve credit- hours to meet degree requirements will be given for AP exams. The student’s account will be charged normal tuition for hours earned by AP exams. A minimum score of three (or higher) is required. An official transcript from the AP program is required in order for the student to be granted credit. AP credit will be accepted only in the first three semesters of enrolling at Brookes. For further information regarding the AP exams, the student should contact their high school counseling office or the Registrar's Office at Brookes.

**Educational Experiences in the Armed Services** – Brookes accepts for credit recommended hours assessed for military training as the hours fit with the applicant's degree program at Brookes. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, is used to determine course and credit-hour equivalence. This guide can be searched online at [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu).

**Proficiency Examination** – A proficiency examination is a course examination covering the content of a subject or course in which the student is knowledgeable. Approval from the Academic Dean is required in order to take the exam. Upon successfully passing the exam and upon the recommendation of the instructor administering the exam, the student will have completed the course requirements. Credit is granted as if the student had attended all the classes. The student is still obligated to pay all fees and tuition for the course. Proficiency exams are only allowable for courses in the general education division.

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#### ACADEMIC INTEGRITY

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**Academic Honesty** - Brookes Bible College students are expected to conduct themselves in their academic pursuits in ways that honor Christ. As such, plagiarism and other forms of academic dishonesty are not tolerated.

**Important Information about Plagiarism:** Students are required to produce original research material free from plagiarism. This original material should demonstrate quality academic interaction with a variety of sources, as detailed in the class requirements section of the web site. All sources should be fully cited at all times.

**Students who have questions about plagiarism:** Students with questions about how to properly interact with sources should take the following steps *before submitting material for grades*:

1. Review the material on this page and in the BBC Student Handbook, and
2. Visit academic plagiarism sites such as <http://www.plagiarism.org> and ensure they are intimately familiar with broadly accepted academic guidelines, and
3. Contact their faculty mentor and/or BBC if they are still unclear.

**If plagiarism exists:** BBC supports only the highest standard of academic professionalism, and our faculty mentors enforce this standard. If a mentor suspects that a student's work is not original and contains plagiarism, he/she should inform us immediately. From a mentor's written correspondence with a student through the email, supplemented as necessary with telephone calls or other communication media, he/she will develop a sense of each particular student's style of writing and thought. Should suspicion arise in the mentor's mind that a student is submitting work that is not his or her own, the mentor will inform the seminary. BBC will employ further methods of determining the mentor's suspicions. The uncovering of a *clear case of student plagiarism* will result in immediate disciplinary action. The process for such action is outlined in the BBC Student Handbook.

**Five examples of common plagiarism:** Original Quote *<from a fictional example>*: “The limits set by God are not arbitrary delineations. They are the natural, contextual limits of maximum, sustainable value for finite humanity. God’s limits on humans are not there to punish people. They are there because God knows how each individual will function best and find true fulfillment in life. Adam’s momentary choice to live a life that was not centered on God led to bondage; it was not a self-determining choice for true freedom.” Source: Eric Odell-Hein, *Christocentrism* (Enumclaw, WA: CES Press, 2016), 148.

Plagiarism example 1:

Adam’s momentary choice to live a life that was not centered on God led to bondage; it was not a self-determining choice for true freedom. *No citation and the words were copied directly from the source material.*

Plagiarism example 2:

“Adam’s momentary choice to live a life that was not centered on God led to bondage; it was not a self-determining choice for true freedom.”

*While the words have quotation marks around them, there is no citation.*

Acceptable examples for 1 and 2: “Adam’s momentary choice to live a life that was not centered on God led to bondage; it was not a self-determining choice for true freedom.” Eric Odell-Hein, *Christocentrism* (Enumclaw, WA: CES Press, 2016), 148. *Direct quote with citation.*

Plagiarism example 3:

God’s rules for people are not random. God sets limits that he knows will allow people to achieve maximum personal benefit relative to their existential reality. Adam’s decision to disobey God was not an actualization of freedom; it was a decision in the moment to subject himself to a lifetime of diminished freedom. *The quote is paraphrased, but the source is not credited. Paraphrasing does not eliminate the need to cite the source.*

Acceptable example for #3:

God's rules for people are not random. God sets limits that he knows will allow people to achieve maximum personal benefit relative to their existential reality. Adam's decision to disobey God was not an actualization of freedom; it was a decision in the moment to subject himself to a lifetime of diminished freedom.

Eric Odell-Hein, *Christocentrism* (Enumclaw, WA: CES Press, 2016), p. 148. *Paraphrased with citation*

Plagiarism example 4:

God sets limits for people that enhance, not harm, their ability to live full lives. Adam made a choice to limit his life; it was not a choice to free it

*Summarized but without a citation. Even a summary of someone else's point needs a citation.*

Acceptable example for #4:

God sets limits for people that enhance, not harm, their ability to live full lives. Adam made a choice to limit his life; it was not a choice to free it.<sup>1</sup>

<sup>1</sup> Eric Odell-Hein, *Christocentrism* (Enumclaw, WA: CES Press, 2016), 148.

*Summary that cites the summarized source*

Plagiarism example 5:

Many scholars claim that God's limits enhance personal freedom and personal fulfillment, and they also claim that Adam's choice in the Garden was a choice to submit to bondage as opposed to live a life full of contextual freedom.

*Paraphrase/summary with no citation. "Many scholars" does not absolve a student from the requirement to cite the source.*

Acceptable example for #5:

Some scholars claim that God's limits enhance personal freedom and personal fulfillment, and they also claim that Adam's choice in the Garden was a choice to submit to bondage as opposed to live a life full of contextual freedom.<sup>1, 2</sup>

<sup>1</sup> Eric Odell-Hein, *Christocentrism* (Enumclaw, WA: CES Press, 2016), 148.

<sup>2</sup> Georg Ghostwriterinnen, *Theologie für Alle* (Hochberg, Germany: Seenot Publishing, 2002), 327.

*Paraphrased/summarized but with citation. Changed "many" to "some." Cited multiple sources to support the assertion that scholars (plural) hold to a particular view.*

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#### ACADEMIC DUE PROCESS

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**Satisfactory Academic Progress** – Students who maintain a cumulative grade point average equal to or greater than 2.00 will be considered to be making satisfactory progress. These are students in "Good Standing."

**Academic Warning** – Students who earn a semester GPA that is lower than 2.00 while maintaining a cumulative GPA above 2.00 will receive an academic warning. Continued performance of this

quality may result in academic probation.

**Academic Probation** – Students who’s cumulative GPA falls below 2.00 at any time will have earned this academic status. Probationary students are subject to academic limitations, are not eligible for scholarships, and are restricted to certain limits of academic load. Students on academic probation will be limited to:

9 credit hours for students entering probation

9 credit hours for students with a cumulative GPA from 1.50 to 1.99

6 credit hours for students with a cumulative GPA from 1.00 to 1.49

3 credit hours for students with a cumulative GPA below 1.00

**Academic Suspension** – Students who are on academic probation for two consecutive semesters at Brookes will be placed on academic suspension. New students who are accepted on academic probation and fail to earn at least a 1.00 cumulative GPA will be placed on academic suspension. Any student on academic suspension will not be allowed to enroll at Brookes for one semester. When a student re-enrolls, the student will be on probation.

**Academic Dismissal** – Any student re- enrolling at Brookes after academic suspension, failing to earn at least a 2.00 semester GPA for the semester in which the student returns, will have earned this academic status. A student academically dismissed from Brookes will not be allowed to continue at Brookes. After demonstrating success at another institution in courses comparable to those offered at BBC may the dismissed student apply for re-admission.” Any future re-enrollment will be taken under strict advisement and must meet unanimous approval by the Academic Curriculum Committee.

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#### APPEAL PROCESS

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Appeals for exceptions to academic policies and regulations are to be submitted in writing to the Academic Dean for consideration by the Academic Committee. The Office of Academic Affairs or the Reception should be contacted regarding procedures and/or forms.

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#### WITHDRAWAL FROM THE COLLEGE

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Students regarded as full-time, degree-seeking students must submit in writing any desire to officially withdraw from the institution. Withdrawal from the institution during the semester is generally inadvisable; however, unavoidable circumstances occasionally make it necessary. If it is necessary for a full-time, degree-seeking student to withdraw from the college, the student must first speak with the Academic Dean to discuss the reason for the withdrawal. Next, an official withdrawal form must be obtained from the Reception and completed. This form must be signed by the Academic Dean (pending any fees owed).

All pertinent school regulations are binding until withdrawal procedures have been completed or notification of withdrawal by default has been received from the college. In no case is the cessation of class attendance taken as intent to withdraw from the institute (see “Attendance Policy”). A formal exit interview may be conducted by the Academic Dean.

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## TRANSCRIPT REQUESTS

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Federal law requires that all transcript requests be made in writing and have the student's written signature on the request. Please address all requests to:

Brookes Bible College  
Transcript Request  
10257 St. Charles Rock Rd.  
St. Louis, MO 63074-1812

Transcript Request Forms are available at the Reception or can be downloaded from the web site ([www.brookesbible.org/login](http://www.brookesbible.org/login)). A transcript fee of \$5.00 per copy is charged. Official transcripts bearing the institute's seal are sent directly to the institution or organization designated by the student. Only unofficial transcripts will be sent to the student. Transcripts are issued in their entirety, and no partial transcript will be issued. Official transcripts will not be released if the student's financial account is not current.

Current students have access to prior grade reports through the online student information system (SIS). The system is password protected and available to all current students. These reports do not fulfill the requirement of an official transcript. The Office of Academic Affairs can supply students with a verification of enrollment letter which will provide needed information for family insurance companies (health and auto).

# Student Account Policies

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## TUITION AND FEES

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Brookes Bible College does not have denominational support but depends upon gifts of individuals or church groups to meet the expenses of daily operations. Our staff willingly sacrifices material benefits to serve at BBC. This is what makes our low tuition possible.

Brookes does have some partial scholarships available which can be awarded each semester.

The charges and fees listed below may be changed by Brookes Bible College without prior notice in accordance with established practices and procedures.

Tuition (per credit hour)	\$125.00
Audit (per credit hour)	\$75.00
Semester Fee	\$60.00
Delinquent payments	1.5%/month
Graduation Fee (beginning of last semester)	\$100.00
Late Registration fee	\$30.00
Returned checks	Applicable fee
Transcript Request (per copy)	\$5.00
Library Overdue Fee(s)	Varies by item and lateness.

Responsibility for meeting the cost of the student's education rests upon the student. Students are responsible for payment in full of each semester's charges at registration. If bills are unable to be paid in full at registration, arrangements must be made before the start of classes.

Monthly financial statements of student accounts are issued during each semester. Semester charges on the statements are required to be paid according to the payment plan approved at registration. All bills must be paid in full by the end of the semester. No student will be allowed to enroll for subsequent classes until prior bills have been paid and no transcript will be issued on any account with a balance.

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## REFUND SCHEDULE

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The Semester Fee (required at registration) is not refunded for dropped courses. Courses added late (within the add window but after the first class has met) are charged full tuition. Courses dropped (during the first two weeks of the semester) or courses withdrawn from (between weeks three to six) are eligible for refunds of tuition based on the following schedule:

- 100% through the end of the second week of classes
- 60% through the end of the third week of classes
- 40% through the end of the fourth week of classes
- 0% after the end of the fourth week of classes

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## POLICIES

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### **Promotional Materials**

From time to time, candid, posed, or staged photographs and/or videos of students are taken. Students are asked to sign the Student Handbook Acknowledgement form releasing Brookes Bible College from any and all claims when they are used at the College's discretion as promotional materials in publications, brochures, websites, etc. See the Student Handbook for the Handbook Acknowledgement form.

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their education records: (1) to inspect and review, (2) to request amendment, (3) to consent to disclosures, and (4) to file a complaint.

**Inspect and Review** The student has the right to inspect and review the student's education records within 45 days of the day Brookes receives a request for access. Students should submit to the Registrar, Academic Dean, or other appropriate official written requests that identify the record(s) they wish to inspect. The Brookes official 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 Brookes official to whom the request was submitted, that official shall advise the student of the official to whom the request should be addressed.

**Request Amendment** The student has the right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Any student may ask Brookes to amend a record that they believe is inaccurate or misleading. The student should contact the Brookes registrar's office in order to clearly identify the problem and the reasons for requesting a change. If Brookes decides not to amend the record as requested by the student, Brookes will notify the student of the decision and advise the student of his or her 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.

**Consent to Disclosures** The student has the right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Brookes in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Brookes has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**File a Complaint** The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Brookes to comply with the requirements of FERPA. The name and address of the office that administers FERPA is listed below. Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW Washington DC 20202

# Programs of Study and Programmatic Learning Outcomes

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## INTRODUCTION

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Brookes Bible College Associate degrees are 64 credit hour, undergraduate programs designed to equip Christian adults of any age and background to serve the church in various capacities. All graduates of Brookes Bible College will:

- ⊗ Know the Bible thoroughly.
- ⊗ Interpret the Bible with sound exegesis.
- ⊗ Understand the major doctrines of the Bible.
- ⊗ Evangelize and disciple others at home and around the world.
- ⊗ Counsel themselves and others from the Bible alone.
- ⊗ Teach and preach for life-change.
- ⊗ Think critically, according to a biblical worldview.
- ⊗ Read, write, speak, and research with basic college-level competencies.
- ⊗ Recognize God's unfolding plan of redemption in Church and world history.

Brookes Bible College offers the following degree programs:

- ⊗ Associate of Biblical & Ministerial Studies
- ⊗ Associate of Biblical Counseling & Practical Theology

The associate degrees require a minimum of 64 credit hours of prescribed studies. Students may earn a major in one degree program and a 11 hour minor in another. The purpose and course requirements for each of these programs is described on the following pages.

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**ASSOCIATE OF BIBLICAL AND MINISTERIAL STUDIES**

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The focus of this degree program is to equip students to minister in the local church. Attention is given to developing Bible study and research skills as well as public speaking skills. This program would be the degree of choice for someone who wishes to answer God's call as a pastor, associate minister, or Christian education director. Many students select this degree in order to better equip themselves to be more effective lay leaders and teachers within the local church. Others students simply want to enhance their understanding of Scripture and deepen their walk with the Lord.

Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
<b>GENERAL EDUCATION</b>			<b>BIBLICAL AND THEOLOGICAL EDUCATION</b>		
<b>19</b>			<b>30</b>		
GE 100	Freshman Seminar	1	BI 101	Old Testament Survey 1	3
GE 111	English Grammar	3	BI 102	Old Testament Survey 2	3
GE 112	English Composition	3	BI 100	Bible Study Methods	2
GE 122	Worldview Analysis	3	BI 116	New Testament Survey	3
GE 211	World History 1	3	BI 220	Life of Christ <i>or</i>	3
GE 212	World History 2	3	BI 224	Gospel of John	3
GE 220	Public Speaking	3	BI 249	Biblical Interpretation	3
<b>CHRISTIAN MINISTRY EDUCATION</b>			TH 201	Systematic Theology 1	3
<b>13</b>			TH 202	Systematic Theology 2	3
CM 123	Personal Evangelism and Discipleship	3	TH 203	Systematic Theology 3	3
CM 112	Introduction to World Missions	2	TH 210	Dispensations and Covenants	2
CM 115	Relational Wisdom and Conflict Resolution	2	TH 225	Spiritual Life	2
CM275	Expository Preaching 1 or	3			
CM285	Christian Education 1				
CM276	Expository Preaching 2 or	3	<b>GENERAL ELECTIVES</b>		
CM286	Christian Education 2		<b>TOTAL DEGREE HOURS</b>		
					<b>2</b>
					<b>64</b>

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ASSOCIATE OF BIBLICAL COUNSELING AND PRACTICAL THEOLOGY

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This degree program equips students to accurately interpret the Scripture for insightfully understanding the thoughts and intentions of the heart, to grasp the complexity and practicality of theology, and to discern how to appropriately apply the Scripture in truth and grace in evangelism, counseling, and discipleship. Our training equips the whole person, building into the student biblical content, character, relational competencies, and community. The content of the courses emphasizes the practical skills of counseling and the solid biblical foundation on which these skills are built. The program is designed to be intensely practical—classroom lectures, homework, and reading assignments often can be practically implemented in each student's life and ministry immediately. Each course will enhance the student's walk with God and ministry. This program would be the degree of choice for someone who wishes to pursue ministry vocation or opportunities such as an associate pastor of community, counseling, education, or family ministry; educational roles such as a Christian high school counselor, teacher, or dean of students; leadership roles at para-church organizations such as a biblical counseling center director or counselor; or to prepare for an advanced degree. Finally, the program develops the student as a practitioner-researcher—able to teach, train, and write in the field of biblical counseling. This program is not designed to lead toward licensure through the state; however, through the program, students obtain both the rigorous training of a respected associate degree, and begin the certification process with the premier biblical counseling certifying agency, the Association of Certified Biblical Counselors (ACBC).

Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours
<b>GENERAL EDUCATION</b>			<b>BIBLICAL AND THEOLOGICAL EDUCATION</b>		
<b>19</b>			<b>30</b>		
GE 100	Freshman Seminar	1	BI 101	Old Testament Survey 1	3
GE 111	English Grammar	3	BI 102	Old Testament Survey 2	3
GE 112	English Composition	3	BI 100	Bible Study Methods	2
GE 122	Worldview Analysis	3	BI 116	New Testament Survey	3
GE 211	World History 1	3	BI 220	Life of Christ	3
GE 212	World History 2	3	BI 249	Biblical Interpretation	3
GE 220	Public Speaking	3	TH 201	Systematic Theology 1	3
<b>CHRISTIAN MINISTRY EDUCATION</b>			TH 202	Systematic Theology 2	3
<b>13</b>			TH 203	Systematic Theology 3	3
CM 113	Introduction to Biblical Counseling	3	TH 210	Dispensations and Covenants	2
CM 115	Relational Wisdom and Conflict Resolution	2	TH 225	Spiritual Life	2
CM 235	Marriage and Family Counseling	3	<b>GENERAL ELECTIVES</b>		
CM255	Counseling Issues and Procedures	2	<b>2</b>		
CM256	Counseling Observation and Practicum	3	<b>TOTAL DEGREE HOURS</b>		
			<b>64</b>		

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## HOME EDUCATION PROGRAM

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Since the early history of Brookes Bible College, providing biblical education to youth has been a key initiative. This heritage continues through opportunities for home education. As such, specific courses and learning opportunities are made available to younger students. Through these courses, younger students can benefit from the quality of instruction the college has to offer before beginning collegiate studies. For a list of current opportunities, please consult the Office of Admissions.

## Course Descriptions

The following description list the course number, name, credit hours (#), and a brief description of the curriculum.

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### Course Numbering System

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100-199 Freshman courses (1<sup>st</sup> Year)

200-299 Sophomore courses (2<sup>nd</sup> Year)

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### Biblical Education (BI)

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#### **BI100 Bible Study Methods (2)**

This course is an introduction to various proven methods of Bible study. Emphasis will be placed on developing the student's ability to study the Scriptures independent of commentaries and using these various study methods as tools for personal study.

#### **BI101 Old Testament Survey 1 (3)**

An introduction to the Old Testament, relating the individual books to the whole, providing leading facts, principle teachings, key words, key verses, and an outline of each book. BI101 surveys the Pentateuch (Genesis through Deuteronomy), Wisdom and Worship Literature (Job through Song of Songs) and the books of Israel's history leading up to the divided monarchy (Joshua through 1 Kings 12:24 / 2 Chronicles 11:4).

#### **BI102 Old Testament Survey 2 (3)**

An introduction to the Old Testament, relating the individual books to the whole, providing leading facts, principle teachings, key words, key verses, and an outline of each book. BI102 surveys the Prophetic Literature (Isaiah through Malachi), and the final portions of Israel's history (1 Kings 12:25 / 2 Chronicles 11:5 through Esther). *It is strongly recommended that BI101 precede BI102 in the student's registration.*

#### **BI112 Biblical Interpretation (3)**

This course equips the student with proper and sound rules of Biblical interpretation. Special, detailed attention will be given to the instruction and practice of the fundamental principles of the literal, historical, cultural, and grammatical method of Biblical interpretation.

#### **BI116 New Testament Survey (3)**

This course, an overview of the books of the New Testament, relates individual books in the New Testament to the whole and gives leading facts, principle teachings, key words, key verses, and an outline of each book. A survey of inter-testamental history will also be considered.

#### **BI132 Biblical Geography (2)**

This course presents a detailed analysis of the geography of the Bible. The characteristics of the land will be examined in a chronological study of the Bible, including ancient Palestine, the life of Christ and the travels of Paul. Particular attention will be placed on the influence of the land in relation to the events that occurred. Emphasis will be placed on basic map reading and making.

#### **BI220 Life of Christ (3)**

This course is a study of the earthly life of Christ as revealed in the four Gospels. Special attention will be given to the synoptic problem and the harmony of the Gospels. This study will examine the individual events of His life in chronological order to see how they contributed to His overall purpose in coming.

#### **BI224 Gospel of John (3)**

This course is designed to present a detailed analysis of the Gospel of John. The authorship, date, place of writing, purpose,

and distinctive features of this fourth Gospel will be examined, and particular attention will be placed on the structure and the development of the content of the Gospel of John. Special attention will also be given to the theological content, historical setting, and practical applications for Christian living, growth, and thinking for today.

### **BI238 Acts (2)**

This course is designed to present a detailed analysis of the book of Acts. The foundation and early development of the Church will be examined, and particular attention will be given to the transition from Israel to the Church. Special attention will also be given to the development of the basic outline of the book, theological content, historical setting, and practical applications for Christian living.

### **BI131 Daniel and Revelation (3)**

This course presents a detailed analysis of the prophecies found in the books of Daniel and Revelation. The reason for the Lord's timing in revealing such detailed prophetic insight into the end times will be examined. There are also timeless lessons for the true Church throughout the ages that will be discussed.

### **BI234 Romans (3)**

This course teaches the basic doctrines of the book of Romans. This book is an important foundation for the message of grace that was revealed through the Apostle Paul. The basic doctrines of the righteous judgment of God, redemption through the death of Christ, justification by faith without works, and deliverance from the bondage of sin will be analyzed.

### **BI138 Introduction to Israel and the Middle East (Classroom Preparation) (2)**

This course presents the historical development that shaped the ancient and modern culture of Israel and the Middle East, with a focus on historical geography, biblical

studies, archaeology, cultural anthropology, Jewish, Christian, and Islamic thought and culture in the region, communication in Israeli and Palestinian society, and social and geopolitical challenges of the modern state of Israel. (This classroom course prepares the student for a travel/study trip to Israel. Students taking this course are not obligated to go on the trip. However, all students wishing to receive college credit for the trip might consider taking this course first.)

### **BI139 – Israel and the Middle East (Study Trip) (1)**

Periodically the institution leads a travel study trip to Israel. One hour of course credit will be awarded to anyone who goes on this trip and passes the post-trip coursework. It is recommended that this student also take BI138 in preparation for the trip.

### **BI143 Genesis (3)**

This course introduces the student to a detailed expositional study of the book of Genesis. Particular emphasis will be given to the authenticity, unity, purpose, structure, historical setting, geographical context, and cultural setting in relation to the content of the book. The study will include an analysis of the theological significance within the content of the book and practical insight for Christian living, growth, and thinking.

### **BI259 Advanced Biblical Hermeneutics (2)**

This pastoral refresher course covers the issues of exegetical analysis and exposition, building on the hermeneutical principles learned in BI249 Biblical Interpretation. The principles of historical, grammatical, and rhetorical interpretation will comprise the major portion of the class along with the expositional method for teaching. Various classical sermons will be analyzed as examples of expository preaching.

## **BIXXX – Bible Book Analysis Courses**

From time to time the institution will offer courses pertaining to individual books of the Bible either alone or coupled together with similar books. These courses offer an introduction to the book, a description of its background, purpose, theme, outline, historical context, date of writing, and a verse-by-verse analysis.

- BI219 The Gospel of Matthew (3)**
- BI221 The Gospel of Luke (2)**
- BI223 The Gospel of Mark (2)**
- BI225 James and Galatians (2)**
- BI227 Joshua, Judges, and Ruth (2)**
- BI228 Thessalonian Epistles (2)**
- BI230 Minor Prophets (2)**
- BI239 Ezra, Nehemiah, and Esther (2)**
- BI247 Epistles of Peter (2)**
- BI248 Epistles of John and Jude (1-3 John and Jude) (2)**
- BI226 Prison Epistles (Ephesians, Philippians, Colossians, and Philemon) (2)**
- BI130 Wisdom Literature-Job, Song of Songs, Proverbs, and Ecclesiastes (2)**
- BI232 Corinthian Epistles (2)**
- BI144 Exodus (2)**
- BI146 Hebrews (2)**
- BI133 Isaiah (2)**
- BI134 Ezekiel (2)**
- BI135 Jeremiah and Lamentations (2)**
- BI236 Psalms (2)**
- BI237 Life of David (1-2 Samuel, 1 Chronicles) (2)**
- BI240 Kings Of Israel (1-2 Kings, 2 Chronicles) (2)**
- BI241 Pastoral Epistles (1-2 Timothy, Titus) (2)**
- BI244 The Pentateuch (Genesis through Deuteronomy) (2)**

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## **Biblical Languages (BL)**

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### **BL231 Elementary Biblical Greek (3)**

This course is an introduction to elementary grammar and basic vocabulary of Koine Greek, including the reading of progressively more complex passages from the Greek New Testament. (Prerequisite: English proficiency at or beyond the GE112 level; concurrent enrollment in GE112 is acceptable.)

### **BL232 Intermediate Biblical Greek (3)**

This course builds upon the foundation laid in BL231. This study completes the basic survey of elementary Greek grammar and includes the reading of the text of 1 John. (Prerequisite: BL231)

### **BL241 Biblical Greek Exegesis (3)**

An intensive study of the syntax and literary features of Koine Greek as the basis for an exegetical method for students of the Greek New Testament. The student is also introduced to the basic methods and issues related to New Testament textual criticism and its relevance to contemporary ministry. (Prerequisite BL232)

### **BL242 Biblical Greek Composition (3)**

An advanced study of Koine Greek syntax, morphology, and phonology by composing Greek prose and poetry. The course will include vocabulary acquisition, sentence diagramming, and exegetical/ sermonic outlining. (Prerequisite BL242)

### **BL251 Elementary Biblical Hebrew (3)**

This course is an introduction to the Hebrew language of the Old Testament, covering elementary grammar, syntax, and vocabulary. Special attention will be given to the morphology of Hebrew words and the use of translation tools at the beginner level.

### **BL252 Intermediate Biblical Hebrew (3)**

This course builds upon the foundation laid in BL251. This study completes the basic survey

of elementary Hebrew grammar and includes the reading of progressively more complex passages from the Hebrew Bible. (Prerequisite: BL251)

### **BL261 Biblical Hebrew Exegesis (3)**

An intensive study of the syntax and literary features of Classical Hebrew as the basis for an exegetical method for students of the Hebrew Bible. The student is also introduced to the basic methods and issues related to textual criticism and its relevance to contemporary ministry. (Prerequisite BL252)

### **BL262 Biblical Hebrew Composition (3)**

An advanced study of Classical Hebrew syntax, morphology, and phonology by composing Hebrew prose and poetry. The course will include vocabulary acquisition, sentence diagramming, and exegetical/sermonic outlining. (Prerequisite BL261)

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## **Christian Ministry (CM)**

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### **CM101 Principles and Practices of Prayer (1)**

This course introduces the student to the importance, power, and effectiveness of prayer. Principles for daily prayer life and practices of an active prayer life for the believer will be examined.

### **CM112 Introduction to World Missions (2)**

This is a course in the fundamentals of missions designed to remove misunderstandings, establish scriptural principles, investigate problems, and excite interest in world missions. It includes a study of the meaning and purpose of missions, the Biblical basis and theological reason for the mission enterprise, an introduction to the divinely-ordained missions agencies and human instruments.

### **CM113 Introduction to Biblical Counseling (3)**

This course is an introductory study of the basic approach to counseling that effects a Biblical change. An examination of the Biblical model as it compares with modern psychological trends is covered. Attention will be given to discovering basic principles of human nature; finding biblical solutions; asking critical questions; and proceeding with a counseling session, both formally and informally.

### **CM115 Relational Wisdom and Conflict Resolution (2)**

This course provides a biblical theology and methodology for exercising wisdom in relationships and approaching conflict in a way that glorifies the Lord. In particular, the student will consider the characteristics of a godly person promoted in Scripture and be taught a model and a plan for how to think about typical and personal struggles in relationships.

### **CM123 Personal Evangelism and Discipleship (3)**

This course assists the student in fulfilling the “Great Commission” given to believers to preach the gospel to every creature and to make disciples of every nation. The Biblical method of Jesus and the early Church as well as practical methodology and tools for a lifestyle of evangelism is examined.

### **CM231 Biblical Communication (3)**

This is an introductory course for women designed to give the student instruction in the basics of Biblical message preparation and presentation. This course will prepare the student to publicly speak the truth of God’s Word in ministry contexts appropriate for female speakers. This course includes instruction in research, structure, and preparation of a message with opportunities

for speaking in class. (Prerequisite: GE220 and BI249)

**CM232 Crisis Counseling (3)**

The course is a study of how a person may minister to another after a traumatic event. Will explore Biblical counseling as it relates to significant life-altering events in the lives of others. Different techniques will be presented to help people cope with personal crisis situations.

**CM234 Cultural Church Planting (2)**

This course is a practical study of church planting and emphasizes the Biblical basis and New Testament patterns as well as modern practices and methodology. This course is designed to introduce the student to the church that seeks to intentionally plant churches in both urban and rural settings.

**CM235 Marriage and Family Counseling (3)**

The course will consider such issues as counseling through the life-span, dating/courtship, marriage proposals, functions of a family, premarital counseling, marital roles, communication, financial counseling, rebuilding a marriage after an adulterous affair, parent/child relationships, divorce, and remarriage.

**CM247 Managing Money in The Ministry (2)**

This course presents a Biblical approach to personal money management. The class will help students establish sound personal financial practices and incorporate healthy financial lifestyles which can greatly benefit their personal ministries. The Lordship of Jesus Christ over the students' personal and professional money management practices is endorsed.

**CM249 Senior Counseling (2)**

The course is a study of how a person may minister to the elderly. The aging process,

physical and mental, is studied. Students will learn to counsel seniors and assist with difficulties associated with older age: financial, loneliness, memory disappearance, and physical limitations.

**CM251 Fundamentals and History of Biblical Counseling (3)**

Educates the student upon the sufficiency of Scripture in every area of an individual's life including counseling. Biblical change is endorsed. Presents an introductory study of the basic approach to counseling that effects a biblical change in the life of an individual.

**CM255 Counseling Issues and Procedures (2)**

This course is designed to apply the biblical principles taught in the Introduction to Biblical Counseling course to a range of specific counseling problems. Topics discussed include anger, depression, fear, sexual sins, abuse, anxiety, eating problems, decision-making, suffering, views of self, life-dominating sins, homosexuality, handling one's past, and crisis counseling. (Prerequisite CM113)

**CM256 Counseling Observation and Practicum (3)**

This course consists of observations of and participation in actual counseling sessions, designed to help the student learn, evaluate and sharpen practical skills in counseling by observation, evaluation, critique, and discussion. The course also involves practical application of the principles of biblical counseling and the various methodological aspects of the counseling process. The course will include student participation in counseling as a counselor, counselee, and observer. (Prerequisites CM113, CM115, CM245, CM255)

**CM259 Studies in Biblical Counseling (3)**

This course is a study of contemporary methods and issues relating to biblical counseling.

**CM261 Biblical Theology of Missions (3)**

A study of a biblical approach to missions, stressing various approaches on the world Christian movement. Attention given to mission strategy and responsibilities of local churches and mission organizations.

**CM262 Introduction to American Urban Missions (2)**

A study of missions targeting the inner-city of American populations. Attention is given to mission strategy and responsibilities of local churches and Christians for inner-city ministry.

**CM263 American Urban Church Planting (3)**

A study of planting a church in the inner-city of an American metropolitan area. Attention is given to a planting strategy and responsibilities of the local church in an urban

**CM264 Foreign Church Planting (3)**

A study of a biblical approach to planting churches in foreign countries. Attention is given to overseas church planting strategy and responsibilities of local churches in other countries.

**CM265 American Urban Contextualization (3)**

A study of the inner-city context stressing various perspectives on American urban mission settings. Attention will be given to understanding the local culture of an inner-city ministry.

**CM266 International Contextualization (3)**

A study of a Biblical approach to understanding foreign cultures, morals, and values. Attention is given to developing a mission strategy effective in an overseas ministry setting.

**CM275 Expository Preaching 1 (3)**

This is an introductory course designed to prepare students with the basics of biblical expository sermon preparation and presentation addressing context, content, application, structure, style, and delivery of sermons.

**CM276 Expository Preaching 2 (3)**

This course is a practicum in expository preaching. Students will prepare and orally deliver sermons in the presence of classmates and the instructor. Those presentations will be analyzed and evaluated with attention given to biblical content, organization, application, style, and delivery. This course is offered to men only and is designed to prepare for a preaching ministry in local congregations. Female students may pursue CM221/CM222 or CM231 (Prerequisite: CM211)

**CM279 Studies in Expository Preaching (2)**

This course is a study of contemporary methods and issues relating to expository preaching.

**CM285 Christian Education 1**

This course is a study of teaching methods, materials, and media with emphasis on the sound principles of instruction, the writing of objectives for teaching, the preparation of lesson plans, and the use of audio visual aids.

**CM286 Christian Education 2**

This course is a practicum in biblical teaching. Students will prepare lesson plans

and orally instruct classmates. Those presentations will be analyzed and evaluated by the instructor with attention to biblical content, style, delivery, clarity, organization, and educational effectiveness in meeting teaching outcomes. (Prerequisite: CM285)

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### **General Studies (GE)**

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#### **GE100 Freshman Seminar (1)**

This course is designed to assist the student to get the most out of any classroom learning environment, to know how to learn independently and to gain confidence in conducting the research needed to master the requirements of any learning opportunity.

#### **GE102 Introduction to Personal Computing (1)**

This course is a basic introduction to the personal computer. Through the use of lecture, demonstration, and hands-on experience, the student will be introduced to Microsoft Word and how to write a research paper in Turabian style. A brief overview of a Bible program is also included.

#### **GE122 Worldview Analysis (3)**

This course is a systematic analysis of the Biblical lifestyle of discipleship. Each student is encouraged to develop a Biblical worldview and to be able to think accurately about the different issues facing the present-day believer.

#### **GE111 English Grammar (3)**

This course is a study of the structure of the English language. It reviews the parts of speech and analyzes how to combine them into grammatically-correct phrases, clauses, and sentences with correct punctuation.

#### **GE112 English Composition (3)**

This course builds on GE111 and further develops the student's skills in composition with an emphasis on clarity and precision.

The composition and style of the essay will form the framework of the class as students practice writing paragraphs, essays, and research papers. (Prerequisite: GE111 with a grade of C or higher)

#### **GE113 English Literature (2)**

This course applies the skills developed in GE111 and GE112 to the study of literature. The student is introduced to the basic techniques of prose and poetry and their use in selected works of great Christian literature.

#### **GE220 Public Speaking (3)**

This course studies the style, delivery and means of achieving variety in public speaking. Attention will be given to the development of confidence in speaking, speech preparation, and delivery.

#### **GE211 World History 1 (3)**

This course surveys the various civilizations from ancient to medieval times and emphasizes the impact of the church upon the landscape of the western world. The most important persons, problems, decisions, and developments will be traced.

#### **GE212 World History 2 (3)**

This course surveys the political, economic, spiritual, and intellectual experiments of western man from the Reformation to the present and emphasizes the impact of the church upon the landscape of the western world. The most important persons, problems, decisions, and developments are traced.

#### **GE238 The Christian and the Constitution (2)**

This course reviews Christian responsibilities and participation in American democracy. Emphasis is placed on historical and contemporary understandings of the Constitution and the relationship between the Church and the American political processes.

### **GE201 Scientific Creationism (2)**

This course is a presentation of the opposing philosophies of evolution and creationism, including an examination of the scientific validity of the Genesis account and a consideration of the difficulties confronting both models. The course is taught from a young-earth creationist perspective.

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## **Theology (TH)**

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### **TH201 Systematic Theology 1 (3)**

This course acquaints the student to a systematic theological study of Bibliology (the study of the Bible), and Theology Proper (the study of the triune God of the Bible). Additional attention will be given to Pneumatology (the study of the Holy Spirit), and Angelology (the study of angels). These doctrines will be examined from the standpoint of their biblical origin, and the student will be introduced to the theological terms that have been assigned to each doctrine. This course may fulfill the degree requirement (not credit count) of TH218 and TH224.

### **TH202 Systematic Theology 2 (3)**

This course provides the student with a detailed understanding of the Doctrines of Anthropology (the study of man), Hamartiology (the study of sin), and Soteriology (the study of salvation). Additional study will be given to Christology (the study of the person and work of Christ). These doctrines will be examined from the standpoint of their biblical origin, and the student will be introduced to the theological terms that have been assigned to each doctrine. This course may fulfill the degree requirement of TH221.

### **TH203 Systematic Theology 3 (3)**

This course acquaints the student to a systematic theological study of Ecclesiology (the study of the church), and Eschatology (the study of last things). These doctrines will

be examined from the standpoint of their biblical origin, and the student will be introduced to the theological terms that have been assigned to each doctrine. This course may fulfill the degree requirement of TH226.

### **TH210 Dispensations and Covenants (2)**

This course presents a detailed analysis of the dispensations and the covenants of God in dealing with man. The foundation and early development of the nation of Israel and the Church as well as the distinctions of each economy will be examined. Special attention will also be given to the development of the basic covenant in each economy and how it relates to us today.

### **TH225 Spiritual Life (2)**

This course will offer an examination of the Christian life that is pleasing to God and of the theological basis of biblical counseling. Areas pertaining to sin, salvation and sanctification will be explored for the purpose of seeing their relationship to basic disciplines such as Bible study, devotions, prayer, Christian service, worship, repentance, and growth in spiritual maturity will be the areas examined. (Prerequisite: TH201 and TH202)

### **TH231 Cults and World Religions (2)**

This course is an investigation of the major issues in ethics both on the individual and societal levels. Emphasis is upon a Christian critique of these issues in order to establish a proper Biblical perspective of ethical inquiry.

### **TH241 Ethics (2)**

This course is an investigation of the major issues in ethics both on the individual and societal levels. Emphasis is upon a Christian critique of these issues in order to establish a proper Biblical perspective of ethical inquiry.

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**TH245 Apologetics (2)**

This course is a study of the vindication of the Christian philosophy of life against the various forms of non-Christian philosophies of life. Pre-suppositional and evidential approaches to apologetics are evaluated on the basis of a study of relevant portions of Scripture.

# Legal Notices

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## NON-DISCRIMINATION POLICY (TITLE IX)

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Brookes Bible College subscribes to the principles and laws of the State of Missouri and the federal government pertaining to civil rights and equal opportunity including Title IX of the Education Amendment of 1972. The Brookes Bible College policy prohibits discrimination on the basis of race, sex, religion, age, color, nationality, ethnic origin, marital status, or handicap in recruitment and admission of students, scholarship and loan programs, and the operation of all college-administered programs, activities, and services.

Brookes Bible College has designated our Chief Financial Officer as the Title IX coordinator. Evidence of practices inconsistent with the college's non-discrimination policy should be reported in writing to the Title IX coordinator, who will evaluate the inconsistencies and take appropriate action. Should the complainant be dissatisfied with the resolution of the matter as determined by the Title IX coordinator, the complainant may submit a written report to the President of the institute (or Academic Dean in absence of the President). The decision of the President or Dean in the matter shall be final.

### **Equal Opportunity and Nondiscrimination**

Brookes Bible College admits students of any race, color, age, sex, nationality, or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the institute. Brookes does not discriminate on the basis of race, color, age, sex, nationality, or ethnic origin in the administration of its educational policies, admission policies, financial aid programs, or other institute-administered programs.

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## SEXUAL HARASSMENT POLICY

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The institution prohibits any form of sexual harassment. Sexual harassment is a form of sexual discrimination and is prohibited by federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972. Any practices inconsistent with this policy should be reported in writing to the Title IX coordinator.

# Directory

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## FACULTY

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# Map

The campus of Brookes Bible College is on a main thoroughfare (St. Charles Rock Road) in St. Louis County, between the inner (I-170) and outer (I-270) beltways and south of the St. Louis Lambert International Airport.

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