

The FIRE School of Ministry

Student Handbook

Fall 2010



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ACADEMIC CALENDAR

FALL TRIMESTER 2010

Registration	August 18-20,23
Immersion	August 25-28
Late Registration	August 30- September 3
New Student Orientation (Required).....	August 30
Classes Begin	August 31
Fall Classes	August 31-November 19
Labor Day: Offices Closed.....	September 6
Winter Financial Aid Application Deadline.....	October 1
Final Exams	November 9-19
Last Day of Classes	November 19
Thanksgiving Holiday: Offices Closed	November 25, 26
Christmas Holiday: Offices Closed.....	December 24
New Year Holiday: Offices Closed.....	December 31

WINTER TRIMESTER 2011

Registration	January 5-7
Late Registration	January 10-14, 17
Classes Begin	January 11
Winter Classes	January 11-April 1
Spring Financial Aid Application Deadline	February 15
Final Exams	March 22-April 1
Last Day of Classes	April 1

SPRING TRIMESTER 2011

Registration	April 27-29
Late Registration	May 2-6, 9
Spring Commencement Application Deadline	May 2
Classes Begin	May 3
Spring Classes	May 3-July 22
Memorial Day: Offices Closed	May 30
Fall Financial Aid Application Deadline	June 30
Independence Day: Offices Closed	July 4
Final Exams	July 12-22
Last Day of Classes	July 22
Commencement Exercises	July 23

Dates subject to change

GENERAL INFORMATION

VISION STATEMENT

God has called FIRE School of Ministry to be a large and influential training base for a world-changing movement, raising up radically committed disciples and teams, ablaze with revival fire, who will bring a Jesus Revolution to America and the nations by demonstrating the kingdom of God in character and power.

MISSION STATEMENT

FIRE School of Ministry is called to equip and empower radically committed disciples who will impact America and the nations through the gospel of Jesus.

CORE VALUES

Deep Intimacy with God: We highly value cultivating a deep intimacy with God. We want it to be the motivation for everything we do; we want to know Him and make Him known through our words and actions.

Kingdom Character and Power: We highly value demonstrating the kingdom of God, both through being transformed by His Spirit and by ministering in the Spirit's power to others. We want His kingdom to rule in every area of our lives, in the lives of those we touch and over the cities and countries in which we live.

Missionary Zeal: We highly value living a "missionary lifestyle" where we are laying everything down for Jesus and reaching out to those who do not know the Lord. We want to be faithful in telling others the good news, both here in America and overseas.

Passion for Revival: We highly value the outpouring of the Holy Spirit. We want to see Him move freely in our midst and we are praying for times of visitation and repentance where the manifest presence of God dwells among us.

Authentic Community: We highly value building a New Testament community through loving and accountable relationships. We want God to be glorified through a community that honors Him and reflects His character.

AFFILIATION

FIRE School of Ministry is an outgrowth of F.I.R.E. (Fellowship for International Revival and Evangelism), which assists students in pursuing ministerial credentials and provides affiliation with a missions-sending organization for those desiring to be missionaries.

AUTHORIZATION

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

FIRE is authorized to operate in North Carolina under FIRE's corporate charter, filed with the State of Florida. FIRE's Board of Directors is responsible for all policy-making decisions and for the management and administration of the school, in accordance with the charter.

STATEMENT OF POLICY APPLICABILITY

The behavioral policies contained in this catalog apply without exception to all FIRE students from the time of receipt of the FIRE acceptance letter until such time as a student formally withdraws or graduates from FIRE.

FIRE reserves the right to make adjustments and changes to the policies in this catalog at any time. Changes in policies that are effective immediately will be announced. Tuition and fees are subject to change without prior notice.

NONDISCRIMINATION POLICY

FIRE provides equal educational opportunity and does not discriminate with respect to race, color, national origin, physical handicap, age, marital status, gender, or status as a disabled veteran.

ADMINISTRATIVE OFFICES

FIRE administrative offices are open from 9:00 am to 4:30 pm, Monday through Friday. Students may schedule appointments with the appropriate administrative personnel by contacting the administrative offices.

Office Telephone (704) 782-3555

Website www.fire-school.org

Fax (704) 353-7296

Mailing Address

PO Box 5108
Concord, NC 28027

Administrative Office

8410 Pit Stop Ct Ste 160
Concord, NC 28027

Main Campus/ Library

4323 Concord Parkway South
Concord, NC 28027

STUDENT POLICIES

The life of the student at FIRE School of Ministry extends far beyond the classroom. FIRE is more than a school; it is a community. Part of the training students receive at FIRE involves developing the private habits and public lifestyle that befit a minister of the gospel. As a prerequisite to acceptance at FIRE, students must demonstrate that their lives are in accordance with the biblical requirements of disciples of Jesus Christ. During registration, students must sign a Student Commitment, demonstrating their agreement to abide by FIRE's moral and social standards. While at FIRE, students should exemplify high moral standards privately, in devotion to God, and publicly, in relationship with others.

STUDENT COMMITMENT TO EXCELLENCE

FIRE students should possess a commitment to excellence in every area of life, possessing a level of maturity that enables God to entrust them with the calling to which He has appointed them. Each FIRE student is expected to commit to pursue a standard of excellence by doing the following:

- Daily spend time in God's presence through prayer, the Word of God, worship, and devotion
- Pursue academic excellence and integrity
- Cultivate positive social relationships
- Act in ways that promote peace and edify the body of Christ
- Exercise good campus citizenship and stewardship
- Respect the rights and property of others
- Conduct oneself in moral, ethical, and spiritual purity according to God's Word
- Abide by established campus standards, including dress code and attendance policies, and help others to abide by these same standards

FIRE School of Ministry reserves the right to dismiss or discipline a student any time such action is deemed necessary to uphold the school's spiritual, academic, and moral standards.

DEVOTION TO GOD

An important FIRE characteristic is our emphasis on each student's spiritual accountability. Since Jesus Christ is our Savior and Lord and we are members of His Body, we are accountable to the Lord, to the authority He has placed over us, and to one another for our spiritual development. Activities that encourage individual student development as ambassadors of Christ and corporate development as members of the FIRE community include: daily communion with God through prayer and reading His Word, regular church attendance, and involvement in Christian ministry. FIRE students are encouraged to establish accountability relationships with each other, in order to encourage the maintenance of their daily quiet time with God.

Disciplined lifestyle

The vision of FIRE includes raising up radically committed disciples who glorify God in their private and public lives. Therefore, in the training of a FIRE student, the daily spiritual walk is just as important as the classroom experience. Students must comply with all published regulations and disciplinary procedures. Any activity that violates either the letter or the intent of the guidelines provided in the Student Handbook should be avoided. If there is any question as to whether an activity violates the intent of the guidelines, students should avoid the activity and consult the FSM Pastoral Department for advice on the matter.

Students should avoid all activities that promote temptation to sin or that might place a student in a compromising position. The following is a partial list of activities FIRE students are not permitted to engage in:

- Alcohol consumption
- Tobacco use
- Profanity, obscenities, or vulgar gestures or behavior
- Gambling
- Social dancing

- Listening to music that dishonors God
- Watching movies or television in which any behavior is promoted that would not be accepted at FIRE

Students are expected to live above reproach at all times. FIRE students seek to be imitators of God with the desire to “find out what pleases the Lord” (see Eph 5:1-12). This standard governs our social life, relationships, and entertainment.

DRESS CODE

FIRE School of Ministry regards personal holiness more important than dress and appearance. Nevertheless, as ambassadors of Christ, students should assure that clothing and appearance reflect modesty, neatness, cleanliness, appropriateness, and gender distinction, whether on or off campus. FIRE School of Ministry staff reserve the right to speak privately with any student that they feel is dressed in a way that is not pleasing to the Lord or does not conform to our standards of excellence.

General Guidelines:

- Clothing for classes and services may be moderately casual but should avoid an overall appearance that is extremely casual or sloppy
- T-shirts with obscene messages, sweatpants, hats and shorts are not permitted
- Tattoo application is not permitted (this does not apply to tattoos obtained before acceptance to FIRE School of Ministry)
- No Extreme Body Piercing
- **NOTE: FSM Leadership has the right to require students to adhere to alternate dress code standards while on ministry trips, if deemed necessary.**

RELATIONSHIPS WITH OTHERS

Purity in relationships

During their first trimester at FIRE, students are required to refrain from any entering a dating relationship. This formative time should be seen by students as an opportunity to dedicate themselves to learning and growing in God. Adherence to this policy will help new students avoid distractions.

Student conduct should bring honor to God, enhance individual spiritual growth, and present a clear testimony to the world. It should not distract, offend, or create an uncomfortable atmosphere for others.

No physical displays of romantic affection, including holding hands, cuddling, etc., will be permitted on campus or at FIRE gatherings. Students exhibiting a lack of self-control or inappropriate displays of affection will be subject to disciplinary action. Off campus, male/female relationships should be blameless, demonstrating propriety and wisdom. For example, a male and a female together in an isolated or intimate location, such as a parked vehicle, is not permitted.

Marriage policies

Each couple is encouraged to receive pre-marital counseling from their home church or the FSM Pastoral Department. Students may not get married during a trimester in which they are enrolled in classes on campus. Students who do so will be dismissed from school. Engaged students should plan to get married during one of the school breaks, between trimesters. Long-distance marriages are not permitted; married couples must reside together in the area.

Student housing

Many housing options are available in the Charlotte area. FIRE offers a list of available housing possibilities that may be obtained from the Housing Director.

Roommate housing assistance

FIRE assists accepted single students in finding roommates. Upon request, students may receive a Roommate Request form. Students will then be sent a list with contact information for incoming and current students who are

also in need of housing. It is the sole responsibility of each student to contact the people on that list to work out housing arrangements. FIRE School of Ministry does not assign roommates, and FIRE assumes no responsibility for roommate arrangements. Students take full responsibility for all roommate arrangements.

Roommate guidelines

FIRE School of Ministry has developed a set of roommate guidelines to help students living together in a cooperative rental situation. These guidelines are available at the FIRE office.

Mixed gender housing arrangements

Houses or apartments that are owned by or leased in the name of a single man or woman may only be shared by single individuals of the same gender as the owner/lessee. Married couples may not live in an apartment or home that is owned/leased by a single person who also resides in that residence.

Under certain circumstances, and with prior approval from the FSM Pastoral Department, single students may live with host families. The general guidelines for such living arrangements are as follows:

- Families may not host singles whose gender is opposite that of teenagers or single adults already living in the home.
- Single students living with a family may never be in the house alone with only one individual of the opposite sex, even if children or young teens are also present. The host family must provide sufficient advance notice in such situations, and it is the responsibility of the student to make arrangements to vacate the dwelling during that time.

Please refer all related inquiries to the FSM Pastoral Department.

Mixed gender gatherings

Mixed gender gatherings among students are permitted only with groups of five or more. We expect that at each gathering, the standard of holiness is evident in all conduct and conversation. Any inappropriate conduct or conversation will be subject to disciplinary action by our FSM Pastoral Department.

Mixed gender swimming is not permitted. With approval, males and females may share rides to their homes during school breaks. The same rules for mixed gender swimming and gatherings apply during all school breaks as well.

Student ministry

As part of a ministry training school, it is important that students understand themselves as ministers of the gospel who will be active in a variety of ministry experiences while at FIRE. It is also important, however, that students understand that they are in *training* for ministry. Therefore, students' ministry experiences will be selective and when possible, supervised. FIRE School of Ministry may also select students in the Leadership Institute to serve as ministry team leaders.

Student-initiated praise and worship, intercession, prayer, and Bible studies are encouraged. Such activities are subject to the following conditions:

- No prophecy that is directional or predictive is permitted unless it has first been submitted to the FSM Pastoral Department before it is given to another student.
- No exorcism or deliverance sessions are allowed. Deliverance needs should be reported to the FSM Pastoral Department.

Speaking Engagements

Solicitation of speaking engagements is discouraged. If churches or groups want a student to minister to them, they should initiate contact with that student. All student speaking engagements must be pre-approved, unless:

- The invitation is from your home church, and you will be under the authority of your home pastor.
- It is a FIRE-sanctioned event or trip.
- The student is a 3rd year intern, who is ministering as a part of his/her internship.

All other speaking engagements must be pre-approved. Students should submit a FIRE Ministry Approval form to The FSM Pastoral Department at least two weeks before the requested ministry date.

Ministry Guidelines:

- Difficulties or conflicts encountered at speaking engagements, should any occur, must be reported to the D FSM Pastoral Department as soon as the student returns.
- Prophetic ministry may only be practiced with the approval and oversight of the local church leadership.

PERSONAL

Church service attendance

All students must have a church home and attend weekly services. Spiritual nurturing, fellowship, guidance, and local church family support are vital to spiritual life. FIRE Church welcomes students into their church family. There are also many local churches that warmly welcome FIRE School of Ministry students. Attendance is required at the following weekly FIRE services:

Full-time Students

Thursday evening FIRE service
The Gathering (chapel service)
Sunday (FIRE Service or the local church of your choice)
Morning prayer (school days from 8:00-8:10 a.m.)

Part-time Students

At least one FIRE service or The Gathering each week

Third Year Students

Thursday evening FIRE service
The Gathering (chapel service)
Sunday (FIRE Service or the local church of your choice)

All FIRE students are strongly encouraged to regularly participate in one of FIRE's home groups.

Curfew

As part of a disciplined, focused lifestyle, and in light of the demands of students' schedules, all single students aged 25 years old or younger are expected to comply with FIRE School of Ministry's curfew standards. Students must be in their residences by 12:00 am on all nights. Any extension of curfew must be requested at least twenty-four hours in advance from the FSM Pastoral Department. Curfew rules do not apply during school breaks.

Health care

Each student is fully responsible for his/her own medical expenses and for those of family members. FIRE School of Ministry cannot assume any financial responsibility for health services rendered to FIRE students and their family members. In the case of an emergency, students should dial "911" for emergency assistance.

Insurance/personal property

FIRE School of Ministry assumes no responsibility for insuring personal items belonging to students or students' families. Additionally, FIRE School of Ministry assumes no liability for any loss of personal property on campus. Students may choose to secure personal property insurance for losses from fire, theft, or liability. Students' personal property, including musical instruments and vehicles, are the sole responsibility of the owner. Students are required to purchase student accident insurance provided at registration.

Student directory

A student directory will be published each fall trimester with names, addresses, phone numbers, and email addresses of currently enrolled students. If you choose to not be listed or to have some of your information withheld from the directory, you must complete and submit to the FIRE administrative offices a Request to Withhold Personal Information form at registration.

Change of address

Students who change local or permanent mailing addresses during the school year must complete a Contact Information form, available in the administrative offices.

Fasting

Fasting is encouraged, however, students who desire to fast for a period longer than three consecutive days must

first meet with The FSM Pastoral Department, and have their fast approved.

PASTORAL CARE

The FSM Pastoral Department at FIRE School of Ministry is available to help with students' personal needs and is available to help with any students needing counseling. Counseling and help with personal decisions and concerns will be handled as expeditiously as possible. Please contact the FSM Pastoral Department to set up an appointment.

DISCIPLINARY PROCEDURES

Students are expected to demonstrate a Christ-like attitude and lifestyle that reflects a growing personal relationship with Jesus Christ. Each student should carefully read the policies and rules contained in the Student Handbook. If a student's attitude, conduct, speech, or behavior conveys failure to comply with FIRE School of Ministry's standards, the following disciplinary procedures will apply:

- The student may be dismissed from class, with readmission to class to be determined by The FSM Pastoral Department in conjunction with any appropriate faculty members.
- The student will be required to meet with The FSM Pastoral Department to discuss accountability.
- Failure to respond to correction will result in the student being placed on probation or possibly dismissed, if the Director of The FSM Pastoral Department deems such action necessary.
- A lack of improvement during the probationary period may result in immediate dismissal.
- Serious or repeated disruptions in a class may result in the student's permanent dismissal from the class and the assignment of "DM" on the student's transcript for that class. Suspension and/or dismissal from FIRE may also result.
- FIRE School of Ministry reserves the right to dismiss any student who is unprepared to comply with FIRE discipline policies. Please consult the Dismissal section for additional information.

GRIEVANCES

Any grievance with FIRE School of Ministry should be addressed to the appropriate department. If unsatisfactorily resolved, the grievance may be addressed to the Director of The FSM Pastoral Department.

READMISSION AND ENROLLMENT

Students who are not enrolled for two consecutive trimesters must submit a readmission form. Students who are not enrolled for three or more trimesters must resubmit the entire application to re-enroll. Readmission is not automatically guaranteed. FIRE reserves the right to refuse to readmit any student who may not have conformed to the basic FIRE principles while away from the school environment and for whom reasonable concern exists about his or her ability to adjust to FIRE's standards and discipline if re-enrolled.

STUDENT WEBSITE

FIRE School of Ministry maintains a student website. Upon registering for classes, incoming students will be given access to this website. Students may use the website to download forms, contact the office, check student announcements, search the library, register for classes, and take online classes.

FACILITIES

LOCATIONS AND USAGE

Administrative Offices

8410 Pit Stop Ct Ste 160
Concord, NC 28027

The FIRE School of Ministry administrative offices are at this location. Please be mindful that FIRE School of Ministry rents these facilities and it is important that we are considerate of the other businesses located in this building. There should be no congregating in the hallways or other common areas. Students are not allowed to bring food or beverages in the office area.

Main Campus Classroom Location and Library

4323 Concord Parkway South
Concord, NC 28027

All of FIRE School of Ministry's classes (with the exception of some FIRE Groups/Focus Groups) meet at this location.

Student use of FIRE's phone system is restricted to 911 emergency calls. Food and beverages, except for water in clear containers, are not allowed in the sanctuary or classrooms. Students are expected to pick up any personal papers or trash at the end of class sessions and to dispose of them in the receptacles provided. Any requests regarding adjustments to the thermostats in the classrooms should be directed to a school usher.

LIBRARY

Library hours may be obtained by contacting the administrative offices, or checking the school website. A photocopier is available to students. Please see the library assistant on duty for specific copier guidelines. Students are restricted from using the computer or any other materials on the librarian's desk. Students may search the library catalog online using the student website.

FIRE School currently has an agreement with Gordon-Conwell Theological Seminary in Charlotte, whereby FIRE School students are granted guest privileges, and may use reference and other materials in the Gordon-Conwell library, and check out a limited number of non-reference books. Students should contact the FIRE School office for more details.

CLASSROOM

Literature and fundraising

Literature should not be distributed on campus without prior approval from the administrative offices. On-campus fundraising or solicitation is also not allowed, including collections for special events, like birthdays or weddings, without prior approval.

Electronic devices

Cellular phones and headphones must be turned off while class is in session. Students may not bring audio recorders into FIRE School classrooms without prior approval from the Academic Department. Laptops can only be used in classrooms for school related purposes (e.g. taking notes during class), and must have the sound turned off.

ID badges

Each student must wear a school ID badge, at shoulder-level height for entrance into all FIRE School classes. Any student with a lost, damaged, or defaced badge must pay \$5.00 at the administrative offices to have a new badge issued. Students who fail to bring their badges to school on a given day may rent a temporary badge, instead of purchasing a new one, for \$2.00 per day. Students must return ID badges to Student Life upon withdrawal or dismissal from FIRE.

Announcements and bulletin board

All items posted on the bulletin board at the school must be pre-approved through the administrative offices. Announcements are generally posted on the bulletin board, emailed to the students, and posted to the student website. Students are responsible for all information communicated through the announcements.

Academic assistants

Each trimester, the Academic Department selects academic assistants from the student body to assist the students in various ways. Students will be notified at the beginning of the trimester of who the academic assistants are in each class year. Students should contact these assistants for any course materials that they are missing, and for any questions pertaining to academics.

Ushers

FIRE School of Ministry maintains a team of student ushers to assist the school staff in daily school operations. These ushers also serve as a means of communication between the Student Life Department and the students.

Class recordings

Most classes are recorded and are available for purchase. Individual class MP3 CDs are available for \$3 each. Audio Format CDs are \$5 each. An entire class on MP3 may be purchased for \$20. Students may purchase class recordings for any class in which they were enrolled. Students should contact the school office for class recordings.

Room requests

The FIRE administration must pre-approve all campus facility use, and such use must be appropriate to the school's purpose and policies. Students may request the use of certain campus facilities by completing and submitting a Facilities Request Form to the Church Secretary, at least two weeks before the desired date.

Any further specific instructions or restrictions pertinent to the particular event or room requested will be communicated at the time of notification of approval.

Class Visitors

All class visitors must have prior approval from the administrative offices before attending any class. All visitors must be sixteen years of age or older and may visit up to one week of classes (including chapel), upon approval from the administrative offices, except for FIRE modular courses. Visitors may attend up to one full day of a FIRE modular course.

A Visitor Request Form should be completed for each guest, either by the guest himself or by a student who is inviting the guest. This form is available at the administrative offices. Guests visiting from out of town may call the office to submit their visitor information by phone. Visitor Request Forms must be submitted no later than noon on the day prior to the day of the requested visit. However, FIRE recommends that the forms are submitted at least one week in advance to ensure that requests are processed in time.

All approved class visitors must pick up their visitor badge at least thirty minutes prior to the beginning of class (or the previous day, if attending the first class of the day). No visitors will be permitted entrance once classes have begun. All visitors must adhere to the same dress code regulations as FIRE students. Students who submit visitor information for their guests are responsible for informing them of dress code, class schedules, and badge requirements. The FIRE School of Ministry staff reserves the right to dismiss any non-student for a portion of chapel (The Gathering) that may be designated for students only.

Information concerning approval or denial of the request can be obtained by contacting the office.

MOTOR VEHICLES

Students who park their cars in the school parking lot during school hours are required to purchase a parking sticker at registration for each term of enrollment. The sticker is to be placed in the upper left corner of the rear window. Students are required to notify the administrative offices if their vehicle or license plate information changes during the trimester. Parking is allowed in marked spaces only, and is not allowed in faculty reserved spaces. Each student is responsible for adhering to state regulations and to school policies. Any student found violating the school parking lot speed limit of 10 M.P.H. or other student parking rules, will be assessed a \$5.00 fine. Inoperable vehicles, or motor homes may not be stored at any FIRE location.

FINANCIAL INFORMATION

TRIMESTER COSTS

The following breakdown represents the approximate cost of a typical full-time trimester.

Basic Trimester Fee Schedule

Tuition (\$73/credit hour).....	\$912.50
Registration Fee	60.00
Student Activity Fee	140.00
Sales Tax (approximate)	11.00
Textbook Costs (approximate, taxable)	<u>155.00</u>
Total Cost (approximate).....	1278.50

A full-time student course load is twelve or more credit hours. A part-time course load is anything less than twelve hours. Part-time students will be charged \$90 per credit hour.

Electives cost an additional \$73 per credit hour for full-time students and \$90 per credit hour for part-time students.

Students who pay in full at the time of registration will receive a 5% discount on tuition. No discount is available if registering online or if paying by credit/ debit card.

Students are required to purchase all books and supplies associated with their classes, except for the spouse of a student enrolled in the same class. All fees are subject to change without notice.

PAYMENT PLAN

FIRE has instituted the following payment plan to help assist students who are unable to pay for their schooling in full at the time of registration:

- 50% of tuition plus full cost of books and fees due at registration
- The remaining balance is broken up into 10 weekly payments

Interest will not be applied under the payment plan. A late fee of \$5.00 will be assessed for each missed payment.

FINANCIAL PROBATION

Failure to fulfill all financial obligations to FIRE will result in a student being placed on financial probation. This may result in the student being unable to register for new classes, electives, or receive school documents such as report cards and transcripts.

REFUND POLICY

A student who withdraws before the first day of the trimester will receive a refund of 100% of tuition and fees, less a \$25.00 withdrawal fee.

A student who withdraws from school on or after the first day of the trimester, or a student who withdraws from an individual course which meets for the duration of the trimester, will receive a refund of tuition as follows:

- First week of the trimester - 100%
- Second week of the trimester - 80%
- Third week of the trimester - 50%
- Fourth week of the trimester - 20%
- After the fourth week of the trimester - none

A student who withdraws from an individual course which meets for six weeks or less will receive a refund of tuition as follows:

- First week of the course - 100%
- Second week of the course - 60%
- Third week of the course - 20%
- After the third week of the course - none

Fees are not refundable on or after the first day of the trimester. A tuition adjustment will be made for students whose full-time or part-time status changes due to dropped or added classes.

A refund will be issued within ten business days according to the following methods:

<u>Initial Payment Method</u>	<u>Refund Method</u>
Personal check or cash.....	Check to the student
Third party check.....	Check to the third party
Credit/Debit Card	Refund credited on original Credit/Debit Card

CHECK POLICIES

A \$20.00 fee will be assessed for any returned check.

FINANCIAL AID

Although we do not offer federally funded aid programs, FIRE does offer scholarships, based on available funds, to students who qualify. Financial aid awards apply toward the cost of tuition only. All students are guaranteed fair and equal treatment in the awarding of financial aid. Accepted applicants may request a Financial Aid packet.

Students should either mail or bring the form and required documents to the administrative offices by the following deadlines. Applications postmarked after the deadline will not be considered.

- Fall Trimester: Postmarked by June 30
- Winter Trimester: Postmarked by October 1
- Spring Trimester: Postmarked by February 15

Financial aid is awarded per trimester and must be renewed each trimester. Financial aid recipients must be enrolled in at least 8 credit hours, and intend to complete the full program. Financial aid recipients must provide proof of employment consisting of a minimum of twelve hours per week.

All financial aid recipients will be required to fulfill a service requirement each trimester. The amount of time each student is required to serve is determined by the size of the scholarship awarded. Failure to meet the work criteria and the service requirement will result in the reduction or the removal of financial aid for the following trimester.

ACADEMIC POLICIES

FIRE School of Ministry operates on a trimester schedule, with three twelve-week trimesters per year. Core classes meet from 8:00 a.m. to 12:30 p.m., Tuesdays through Fridays, and electives meet in the afternoons. In addition to the class sessions, students are also required to participate in outside ministry. Specific times will vary for each ministry. Additionally, the Academic Calendar lists specific trimester dates.

Students should be aware that some of the policies below may be modified for modular classes. Please consult the Modular section for more information.

REGISTRATION

Students may register for classes at the administrative offices between 9:30 am and 4:30 pm on the dates scheduled in the Academic Calendar. Returning students may also register online during breaks. Please check the website for the dates of online registration. Students who register after the last day listed for open registration will be charged a late fee of \$50.00, in addition to the registration fee. Furthermore, FIRE School may designate specific dates on which individual students must register. Students will be informed of such dates through the student announcements.

To register, each student must have no pre-existing unpaid financial obligation to FIRE and must have enrolled in at least one of the two immediately preceding trimesters. Students who are not enrolled for two or more consecutive trimesters should consult the Readmission and Enrollment section.

Individual classes may be dropped or added through Monday of the second week of the trimester.

TRANSCRIPTS AND STUDENT RECORDS

Transcripts and Proof of Enrollment

Since student records are confidential, academic record transcripts are provided only upon written student authorization. Transcripts cannot be issued if the student has an outstanding balance with FIRE. The first transcript is issued free of charge. Subsequent requests will require a \$5.00 transcript fee payable by check, money order, credit card, or cash. Requests for letters verifying enrollment at FIRE School of Ministry should be made to the Academic Department by completing the Student Information Request form.

Students may request transcripts in person by completing a Student Information Request form or by submitting to the Registrar the following:

- Name and address to whom the transcript is to be sent
- Indication if the transcript is to be held for current trimester grades
- Student's full name, including maiden name, if applicable
- Date of birth
- Student identification number
- Student's signature

Confidentiality

FIRE School of Ministry maintains the confidentiality of student records and adheres to the Family Educational Rights and Privacy Act (FERPA). Any student with a question about his/her records may schedule an appointment with the Registrar to access his/her personal, non-confidential file.

Directory Information

FIRE School of Ministry may release directory information to third parties without written consent by the student. FIRE School of Ministry considers directory information to include the following: student name, address, telephone number, e-mail address, date and place of birth, field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, enrollment status, photograph, and participation in officially recognized activities. This information may be released without the student's written

authorization. However, students may withhold directory information by completing the Request to Withhold Directory Information form. This form should be submitted to the Registrar by the end of the first week of the trimester, but may be completed or updated at any time.

Nondirectory Information

Since nondirectory information is confidential, such information will only be released with the student's written authorization. Students are given the option to release this information to specific person(s) by completing the Student Information Release form.

However, information may be released to the following:

- School employees with a legitimate "need to know."
- Persons who need to know in cases of emergency to protect the health and safety of the student or other individuals.
- As otherwise legally required.

WITHDRAWAL

Students who withdraw from individual classes will receive a "W" grade for all classes from which they withdraw, provided they adhere to the following guidelines:

- For classes which meet for the duration of the trimester, students must withdraw by the fifth week of the class.
- For classes which meet for six weeks or less, students must withdraw by the second week of the class.
- In order to withdraw, students must complete a Drop/Add form available at the administrative offices.

A student withdrawing after these deadlines must apply for and receive approval from the Registrar to be eligible for a "W" grade. Students who withdraw after these deadlines without approval will receive a "WF" grade for all classes in progress.

Students who withdraw entirely from FIRE School of Ministry must withdraw by the deadlines above in order to receive a "W" grade for their individual classes. They are also required to meet with Student Life after submitting the withdrawal form to the Registrar and turning in their ID badge. See the Refund Policy section for complete details concerning tuition refunds.

AUDIT STATUS

Students may choose to audit individual classes instead of taking them for credit. Students will be allowed to attend the audited class, but will not be tested on the material or receive an official grade for that class. Classes that are audited will not be applied toward program completion. Students must register for audited classes and pay the same tuition and fees as classes taken for credit. Audited classes are considered when calculating full-time or part-time status.

Students may change to audit status by completing a Request for Change of Status and receiving approval from the Registrar. The deadlines for submitting this form to the Registrar are the same as the withdrawal deadlines above.

DISMISSAL

Students who are dismissed for disciplinary reasons will receive a "DM" designation on their transcripts for all classes in progress at the time of dismissal. Students must turn in their ID badge upon dismissal. Refunds will be issued to a dismissed student at the same rate as students who withdraw from FIRE School of Ministry.

A student may submit a written appeal for any nonacademic dismissal to Student Life within twenty-four hours of dismissal. The appeal must include written, detailed documentation verifying the student's circumstances. Student Life will process all appeals and determine re-enrollment requirements, if applicable. If re-enrollment requirements, where applicable, are successfully completed, the student may be allowed to re-enroll. Student Life will make the final decision regarding re-enrollment after a dismissal.

ATTENDANCE

FIRE is committed to the principle that regular attendance and punctuality in all enrolled classes is essential to successful scholastic achievement and spiritual growth.

Required Class Time

Each trimester consists of twelve weeks of classes. Grades are based upon completion of course requirements, which includes class attendance. Unless otherwise stated below, the maximum amount of time that can be missed from a class and still result in a passing grade is as follows:

- For a .5 Credit Hour Class - 75 minutes (1.25 hours)
- For a 1 Credit Hour Class - 150 minutes (2.5 hours)
- For a 1.5 Credit Hour Class - 225 minutes (3.75 hours)
- For a 2 Credit Hour Class - 300 minutes (5.0 hours)
- For a 3 Credit Hour Class - 450 minutes (7.5 hours)

The maximum amount of time that may be missed from the FIRE Group or Focus Group courses is 100 minutes (1.67 hours). The maximum amount of time that may be missed from a 3 Credit Hour Greek or Hebrew class is 480 minutes (8 hours). Please see the Modular section for specific information regarding Modular attendance.

Tardiness and Absenteeism

All enrolled students are required to attend regularly and punctually all enrolled class sessions, daily morning Ignition prayer, and the weekly Gathering. Attendance is the student's total responsibility and is tracked on a per-minute basis. Each student is personally responsible for signing in and daily monitoring his/her attendance. Absentee minutes accumulate any time a student is not present in a registered class, whether absent, tardy, or departing early.

A student who is tardy or who leaves class early is required to write the actual time he/she arrived or left early alongside their initials on the attendance sheet. A student's late arrival for, or early departure from, class will also be recorded by an usher and submitted to Student Life.

A student who forgets to sign in for one or more classes for which he/she was present must submit a Request to Correct Attendance form within one week of the omission, and pay the Attendance Correction Fee of \$1.00 per class session. After one week, the fee will be increased to \$2.00 per class session.

Students who are late for a class for which an exam is scheduled may not be allowed to take the exam. Students may not attend classes for which they are not enrolled.

Students who miss more than the maximum class time allowed due to extenuating circumstances (e.g., illnesses, emergencies) may be given special allowances, at the Registrar's discretion. Students should contact the Registrar as soon as possible in such instances, to explain the reason for their absences. Excessive absences which are not deemed to have resulted from extenuating circumstances will result in the student receiving a failing grade for the class.

Defrauding the Attendance System

Abuse of or defrauding the attendance system is strictly forbidden. This is a serious offense and includes the following behavior:

- Signing in and out for another student, including one's spouse
- Being out of class while signed in
- Attending classes other than those for which the student is registered
- Being tardy for class and failing to note the time of arrival
- Leaving class before being officially dismissed, or before the assigned dismissal time, and failing to note the time of departure.

School Closure

Information regarding school closure or change of class times due to inclement weather will be available on the website, or by telephoning the administrative offices.

ASSIGNMENTS

Make-up assignments and exams

Students are responsible for contacting a designated academic assistant to obtain any missed assignment information, lecture notes, or handouts distributed during the missed classes. Students should contact the receptionist in the administrative offices to purchase CDs of missed classes.

Make-up exams will be given only when the absence is due to one of the following:

- Emergency/accident or special leaves of absence (e.g. jury duty)
- Personal illness (must be bedridden and unable to attend classes)
- Death of an immediate family member (e.g. parent, grandparent, spouse, child, or sibling)

Students will not be permitted to take exams early or late for purposes of convenience or preference, such as desiring to reach home earlier or purchasing lower airfares.

In order to take a missed exam, the student must complete the Make-Up Exam Request form, and have the instructor and the office approve the form. If approved by the instructor and the office, a time will be scheduled to take the exam. To be considered, the completed form must be submitted either prior to the absence or within three days of returning to school after the absence.

Term papers

Due dates for papers will be announced in the appropriate classes. Papers that are turned in after the due date will be subject to deductions. Papers are subject to a minimum deduction of ten (10) points per week for late submissions. Any paper turned in more than two weeks after the last day of the trimester will not be accepted.

Students should consult the Guidelines for Research Papers for FIRE School of Ministry for all papers. Students writing an exegesis paper should also consult the Exegesis Paper Guidelines. If a paper does not meet the Guidelines, it may be returned to the student without a grade. In this event, the number of days before the student returns an acceptable paper will be added to the original submission date of the paper in determining the deduction for lateness.

Students should be sure to keep copies of all papers submitted to FIRE School of Ministry. In the event of the loss or destruction of an assignment, the student may be required to resubmit it. Papers, quizzes, and assignments submitted for grading must be picked up before the last day of the succeeding trimester.

GRADING

FIRE School of Ministry uses a four-point system to calculate trimester and cumulative grade point averages.

<u>Grade/ Points</u>	<u>Description</u>	<u>Range</u>	<u>Grade/ Points</u>	<u>Description</u>	<u>Range</u>
A+/4	Excellent	98-100	C-/2	Average	70-73
A/4	Excellent	94-97	D+/1	Below Average	67-69
A-/4	Very Good	90-93	D/1	Below Average	64-66
B+/3.5	Above Average	87-89	D-/1	Below Average	60-63
B/3	Above Average	84-86	F/0	Failure	0-59
B-/3	Above Average	80-83	W	Withdrawn	
C+/2.5	Average	77-79	WF/0	Withdrawn/Failure	
C/2	Average	74-76	I	Incomplete	

Honors

A candidate for a Bachelor of Practical Ministry degree will be graduated with honors as follows:

	<u>Cumulative Grade Point Average</u>
Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.89
Summa Cum Laude	3.90-4.00

Grade appeal process

Students will have 45 days from the date grade reports are mailed/delivered to the student to question or appeal a grade by contacting the Academic Department.

Grade questions

Students who have questions regarding the grade they received for any class, test, or paper are encouraged to schedule an appointment with the Academic Department to review their work.

Incomplete grades

The grade of "I" (Incomplete) is given only in extenuating circumstances to students who, with the approval of the Academic Department, have satisfactorily completed a minimum of 50% of the course assignments/requirements, but for unforeseen reasons (personal emergency, illness, or other considerable hardship) have been unable to complete all course requirements.

An incomplete may be recorded for a maximum of one trimester and is not computed into the student's GPA. Courses for which the student receives a grade of "I" must be completed by the end of the immediately succeeding trimester or the grade will automatically convert to an "F" on the student's record and will be computed into the GPA.

FIRE SCHOOL TRIPS

On occasion, FIRE School of Ministry offers school trips during the trimester. Students must be in good academic and financial standing to qualify for these trips. Students must also be in good standing with regard to their attendance. Any classes missed for participation in these trips will be considered as regular class absences. Prior to signing up for a trip, students should evaluate whether they can afford to miss the days required by the trip. If a course quiz or exam is to take place on one of these days, students should complete the Make-Up Exam Request form and contact the Academic Department before signing up for the trip.

ACADEMIC PROBATION AND SUSPENSION

FIRE School of Ministry seeks to provide quality higher education and, therefore, requires reasonable academic progress. Students who demonstrate a lack of necessary academic proficiency and do not make reasonable academic progress will be subject to academic probation or suspension according to the following policy:

- A student enrolled in six or more credit hours who fails to achieve a minimum GPA of 2.0 will be placed on academic probation for the next trimester of enrollment of six or more credit hours.
- At the discretion of the Academic Department, the probationary period may continue until the student achieves a minimum term GPA of 2.0 for a subsequent term of enrollment of six or more credit hours and achieves or maintains a minimum cumulative GPA of 2.0.
- Failure to achieve or maintain a 2.0 cumulative GPA while on academic probation may result in a one-trimester suspension, with re-enrollment at the discretion of the Academic Department. Students on academic probation may lose certain privileges.

Academic appeal process

A student who feels he/she has been suspended unfairly may choose to appeal the suspension. Within twenty-four hours following academic suspension, a student may submit a written appeal to the Academic Department with detailed documentation to validate the appeal. If the Academic Department decides that re-enrollment or continuance requirements, where applicable, have been successfully met, the student may be allowed to re-enroll or continue his/her studies. In some instances, the student may have the option to change to non-degree status.

ACADEMIC DISHONESTY

FIRE School of Ministry students are awarded their certificate or degree in recognition of successful completion of coursework in the program. Each individual is expected to earn his/her certificate or diploma through the application of diligent, personal effort. Consequently, any plagiarism on assigned papers or cheating on quizzes or exams constitutes dishonesty. Students who engage in academic dishonesty will be penalized according to criteria outlined in the Disciplinary Procedures section.

Plagiarism

Plagiarism is the unacknowledged quotation of the exact words of a published text or the unacknowledged borrowing of original ideas by paraphrase from a published text. A student using information in written papers from books, articles, or oral or online sources must use footnotes or endnotes or cite sources within the text, endnote page, or bibliography as determined by the instructor. Such sources will serve to reference direct quotations, generally unknown ideas and facts, or the form, structure, and/or style of a secondary source to the author, including information that has been reworded and is not a direct quotation. Citations are not required for widely known facts and the student's firsthand thoughts and observations.

Plagiarism will not be tolerated at FIRE. Penalties will depend on the instructor's assessment of the severity of the plagiarism and may include rewriting the assignment, receiving an "F" with the numerical value of zero on the assignment, receiving an "F" as the final course grade, or possible suspension from the school.

Cheating

In a scholastic environment, cheating includes the following:

- Giving or receiving answers during quizzes or exams
- Soliciting another person to take a quiz or exam
- The actual taking of any quiz or exam for another student
- Writing a term paper for another student
- Using examination materials or answer keys in an unauthorized manner
- Presenting another person's assignments as one's own

The penalty for any of the above infractions will be an "F" with a numerical value of zero on the particular quiz, exam, paper or assignment, as well as possible suspension from FIRE.

MODULAR CLASSES

FIRE generally offers modular classes each trimester, which are taught in a more condensed format (usually one week). Due to the unique nature of this class, the modular class is subject to a specific set of guidelines as delineated below:

- **Registration:** Students may register for the modular by the Monday before the modular begins. Students may not register for the class after it has begun.
- **Attendance:** Students must attend every session of modular classes. Students who miss any class time due to extenuating circumstances (e.g., illnesses, emergencies) may be given special allowances, at the Registrar's discretion. Students should contact the Registrar as soon as possible in such instances, to explain the reason for their absence. Absences which are not deemed to have resulted from extenuating circumstances will result in the student receiving a failing grade for the class.
- **Withdrawal:** Students may withdraw from a modular through the first day of the class. Students who withdraw after the first day will receive a failing grade.
- **Change of Status:** Students may switch to audit status through the first day of the class.
- **Tuition Refund:** Students who withdraw from the class before the first day will be given a full refund of their tuition for the course. Students who withdraw after the first day will not be given any refund of tuition.
- All other guidelines for the modular are the same as other FIRE courses.

COMMENCEMENT EXERCISES

Eligibility

Students who have completed the necessary coursework to graduate with the Bachelor in Practical Ministry may participate in FIRE School of Ministry's commencement exercises, which are held annually at the end of the spring trimester. The following criteria must be met in order for an eligible student to participate in the event:

- All financial obligations to FIRE must be paid in full at least eight days prior to the commencement exercises.
- Term papers and internship projects must be submitted to the administrative offices at least eight days prior to the commencement exercises.
- Students must be available to meet, for any scheduled meetings, during the eight days preceding the commencement exercises date.

The following requirements apply to internships for students who desire to walk in commencement exercises immediately following the completion of their internship:

- The internship end date must be no later than two weeks prior to the date of the commencement exercises.
- All internship paperwork and the exit interview must be completed at least eight days prior to the commencement exercises.

Application Process

To apply to participate in the commencement exercises, a Commencement Exercises Application must be submitted by the deadline published in the Academic Calendar. Forms are available in the administrative offices. The applicant will be charged a non-refundable, non-transferable fee of \$85.00.

TRANSFER OF CREDIT

FIRE will consider requests to transfer credits on an individual basis. Students should submit transfer of credit requests to the Registrar.

ACADEMIC ADVISING

Students who have questions regarding registration, adding or dropping courses, program requirements, graduation requirements, or other academic concerns, may contact the Academic Department for academic guidance. Although the Academic Department provides such guidance and monitors student progress, responsibility for fulfilling all program and graduation requirements rests solely upon each individual student.

PROGRAM REQUIREMENTS

Students must meet the program and graduation requirements as outlined in the catalog or handbook that is in effect at the time of the student's first trimester. In the case that a student misses one full year of school, the student will be required to complete the requirements as outlined in the most current catalog or handbook, upon their re-enrollment.

ACADEMIC PROGRAMS

FIRE School of Ministry is not only committed to the spiritual development of our students, but we also endeavor to provide a strong academic environment in which our students can be trained. We are committed to equipping our students by grounding them in the Word of God and in sound theological teaching, as well as providing hands-on opportunities for our students to be trained in various areas of ministry.

FIRE School of Ministry offers several different programs in which students may enroll:

- For students who are interested in a one-year program only, we offer the *Certificate in Practical Ministry* for those who successfully complete the one-year FIRE Immersion School.
- FIRE awards an *Associate in Practical Ministry* degree to students who successfully complete the first two years of our program, which includes the one-year FIRE Immersion School followed by the first year of the Leadership Institute.
- FIRE awards a *Bachelor in Practical Ministry* degree to students who successfully complete: 1) the one-year FIRE Immersion School, 2) the two-year Leadership Institute, and 3) additional electives. It is possible to complete the program in three years.
- Students who are interested in the ministry of worship may pursue the *Bachelor in Practical Ministry – Worship Emphasis* degree.

FIRE School of Ministry operates on a trimester schedule, with three twelve-week trimesters per year. Core classes meet from 8:00 a.m. to 12:30 p.m., Tuesdays through Fridays, and electives meet in the afternoons. The Academic Calendar lists specific trimester dates.

CERTIFICATE IN PRACTICAL MINISTRY

Completion

Students must satisfy the following requirements in order to graduate from the FIRE Immersion School and receive the Certificate in Practical Ministry:

- Complete the entire three trimester FIRE Immersion School program in succession and earn at least 36 credits.
- Fulfill all ministry requirements.
- Achieve a minimum cumulative GPA of 2.0.
- Pay all financial obligations to FIRE, including any fines or miscellaneous charges.
- Note: If a student fails a required course, he/she must retake the course and receive a passing grade before becoming eligible to receive the certificate.

ASSOCIATE IN PRACTICAL MINISTRY DEGREE

Completion

Students must satisfy the following requirements in order to graduate with the Associate in Practical Ministry degree:

- Earn 72 credit hours from the following categories:
 - Certificate in Practical Ministry Requirements (see above): 36 credit hours
 - Second Year Courses: 36 credit hours
- Fulfill all ministry requirements.
- Achieve a minimum cumulative GPA of 2.0.
- Pay all financial obligations to FIRE, including any fines or miscellaneous charges.
- Note: If a student fails a required course, he/she must retake the course and receive a passing grade before becoming eligible to receive the degree.

BACHELOR IN PRACTICAL MINISTRY DEGREE

Completion

Students must satisfy the following requirements in order to graduate with the Bachelor in Practical Ministry degree:

- Earn 120 credit hours from the following categories:
 - Associate in Practical Ministry Requirements (see above): 72 credit hours
 - Internships: 16 credit hours
 - Third Year Courses: 12 credit hours
 - Electives or other courses: 20 credit hours
- Fulfill the course and ministry requirements for at least one of the Leadership Institute tracks
- Achieve a minimum cumulative GPA of 2.0.
- Pay all financial obligations to FIRE, including any fines or miscellaneous charges.
- Note: If a student fails a required course, he/she must retake the course and receive a passing grade before becoming eligible to receive the degree.

Internship

The satisfactory completion of two approved internships is worth a total of sixteen credit hours (two internships of eight credit each), and is a requirement for graduation with the Bachelor in Practical Ministry degree. In order to register for an internship, a student must have a cumulative GPA of 2.0 or higher.

Each internship generally lasts twelve weeks, for at least fifteen hours per week.. Additional information relating to internships may be obtained by contacting the Academic Department.

ELECTIVES

Students in both the FIRE Immersion School and the FIRE Leadership Institute may register for the following elective courses. Graduates of the FIRE Leadership Institute must take a total 33 credits of elective courses to satisfy the requirements for the Bachelor in Practical Ministry degree.

Classroom Electives

FIRE School of Ministry electives generally meet Tuesday through Friday, in the afternoon.

Online Electives

FIRE School of Ministry offers limited online courses which students may take for credit.

Instrument and Vocal Instruction

Credit hours may be earned toward the Bachelor's degree through participation in private instrument lessons by approved instructors. To receive credit, students must sign up for the lessons during registration, complete the lessons, and then submit the appropriate paperwork to register for the credits. Private instrument and vocal credits are not considered in calculating full-time or part-time status. The 5% discount for paying tuition in full at the time of registration does not apply to instrument and vocal credits.

The following courses are available:

- MW120—Bass Instruction (1 credit)
- MW121—Drum Instruction (1 credit)
- MW122—Guitar Instruction (1 credit)
- MW123—Keyboard Instruction (1 credit)
- MW124—Vocal Instruction (1 credit)

Missions Trip Credits

Credit hours may be earned toward the Bachelor's degree through participation in a FIRE School of Ministry official missions trip. Five days of a trip is equal to one credit hour. The length of each trip is determined by the dates listed in the brochure issued by the Missions Department. Missions trip credits are not considered in calculating full-time or part-time status. The 5% discount for paying tuition in full at the time of registration does not apply to missions trip credits.

Restrictions

FIRE School of Ministry limits the number of times certain courses may be applied toward the necessary 120 credit hours. The following courses are restricted:

- FIRE Groups/Focus Groups: No more than 9 credits
- Missions Trip Credits: No more than 12 credits
- Instrument and Vocal Instruction Credits: No more than 12 credits

BACHELOR IN PRACTICAL MINISTRY – WORSHIP EMPHASIS

Worship Emphasis Requirements

A Bachelor in Practical Ministry Degree - Worship Emphasis may be awarded for completion of the following requirements:

- Satisfactorily meet the requirements for the Bachelor in Practical Ministry degree.
- Satisfactorily complete a minimum of 15 credit hours from music department classes.
- The following classes are required:
 - Worship Leader Development
 - Principles of Praise and Worship
 - Applied Music Theory I
 - Applied Music Theory II
 - Sound Techniques
- Fulfill the requirements of the Worship and Intercession track.
- Satisfactorily complete four trimesters of instrument or vocal instruction taught by approved instructors.
- Participate on a worship team for three trimesters.
- Complete an approved internship in a worship related ministry.

ADMINISTRATION

Michael L. Brown, President

Keith Collins, School Director

Darla Collins, Administrator

Brandon Paul, Director of Academic Affairs

Tony Naska, Campus Pastor

Dr. Josh Peters, Director of Missions

Crystal Morales, Assistant to the Director of Academic Affairs

Emily Mockovciak, Housing and Admissions

Trent Pruett, Assistant to the President

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