



Elim Bible College

Academic Catalog

Last Updated: December 22, 2025

Note: The Academic Catalog may be updated without notice

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Disclaimer: The Academic Catalog may be updated without notice.

A MESSAGE FROM THE EVPP



Danuta Case, Ed. S., Ph. D.

Your experience at Elim Bible College will be unlike any other. The college provides a setting where intensive Bible study, the development of life skills, and practical ministerial training are woven together. You will have an opportunity to grow in the knowledge of God's Word and deepen your personal relationship with God.

The world desperately needs people who surrender their lives to God, comprehend His love, know His principles, and are brave enough to become change agents willing to withstand the current cultural pressures. The faculty and staff at EBC are wholeheartedly committed to helping you become such agents and will passionately guide you in reaching your potential and fulfilling the destiny God has for you.

Thank you for joining us here at EBC. I always welcome your feedback, concerns, compliments, or suggestions. Please write me an email at danutacase@elim.edu, send me an iMessage (Danuta Case), or drop your comment in the anonymous suggestion box located in the foyer of the library. I look forward to our journey together.

In His service,

Dr. Danuta Case
*Executive Vice President and
Provost*

ACCREDITATION AND ASSOCIATIONS



Elim Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: info@tracs.org] having been awarded Reaffirmation I of its Accredited Status as a Category II institution by the TRACS

Accreditation Commission on April 24, 2023. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).



EBC was granted an absolute charter by **the Board of Regents of the University of the State of New York** to conduct programs leading to the Bachelor of Science degrees and the Associate in Applied Science degrees. The Launch certificate program is also registered by the NYS Education Department and is part of the NYSED inventory of registered programs.



The Evangelical Council of Financial Accountability (**ECFA**) recognizes Elim Bible College as one of its charter members. ECFA accredits its members and holds them to high standards of accountability with respect to governance, financial management, and stewardship/fundraising practices. Members include Christian ministries, denominations, churches, educational institutions, and other tax-exempt 501(c)(3) organizations.



GI Bill®

EBC is approved by the **NYS Division of Veterans Affairs, Bureau of Veteran's Education**, for the training of veterans. **GI Bill®** is a registered trademark of the **U.S. Department of Veterans Affairs (VA)**. More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.



The college has been granted eligibility by the United States Department of Education to participate in student financial assistance programs authorized by **Title IV** of the Higher Education Act of 1965.



EBC is approved for the New York State Tuition Assistance Program (**TAP**). Eligible New York residents, enrolled in the BS degree, AAS degree or Launch certificate program, may receive an annual TAP award as determined by **HESC**. EBC also participates in Enhanced Tuition Award (**ETA**) to help advance and assist eligible students who are New York State residents.



Elim Bible College has been approved by NYS to participate in the **National Council for State Authorization Reciprocity Agreements**. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

WELCOME TO ELIM

Welcome to the Elim Family! God has prepared great things for you. Here at EBC, you will have a chance to encounter God and discover His plan for your life. As you allow Him to transform you, as you grow stronger in Him, you will have a chance to become the next generation of Christ-centered and Spirit-empowered servant leaders who take the love of God not just into ministry, but also many other sectors of society. Whether you plan to pursue full-time ministry, build a strong spiritual foundation, or gain knowledge and practical business skills needed to meet the challenges of the rapidly changing marketplace, Elim will help you reach your potential and your God-given purpose. You will also meet some amazing people with similar values and goals.

Advanced Degrees

To better fulfill our mission, Elim has chosen to be a degree-granting institution. Our tradition of high academic standards continues to make it possible for our students to transfer most of their course credits to other colleges and universities.

Elim has articulation agreements with several colleges (<https://elim.edu/academics/articulation-agreements/>).

Elim graduates are able to transfer directly into these undergraduate or graduate institutions and complete either a bachelor's or master's degree. Please note, acceptance into such a program depends upon a student's prior academic achievement and other criteria as determined by the college.

Reach Out As You Learn

Shortly after your arrival on campus, you will join local ministry, outreach teams. EBC oversees more than twenty teams serving each week at churches, colleges, correctional facilities, shelters, hospitals, developmental centers, and nursing homes. Students are also encouraged to participate in extracurricular activities, like theater, choir, or intramural sports.

Music and Worship

Students can pursue their musical abilities on Elim's worship team, ministering with chapel teams, and in Sunday services at area churches.

Student Council

The Student Council consists of elected class officers and provides a line of communication between the administration, faculty, and students. Meeting once a week, the Student Council prays for all aspects of the school and individual requests of fellow students, staying informed of current needs through daily contact with their peers.

Ministry Internships

Elim builds internship opportunities into the B.S.Th., Associate in Biblical and Theological Studies, and Launch programs, providing hands-on education in practical ministry. Each full-time student spends several weeks in urban ministry outreach at the New York School of Urban Ministry (NYSUM) in New York City, or participates in alternative internships, ie, mission trips.

Preparation for a Christ-Centered Life

Single, full-time residential students live in dormitories and married students typically live in on-campus or off-campus apartments. Elim considers this arrangement to be an important part of the education process, providing an excellent experience in community living and discipleship.

Live to Serve

Live to Serve is an on-campus, community service program, which provides full-time resident Elim students the opportunity to serve in various capacities. Just as a family shares chores around the house, Live to Serve helps students develop responsibility and character, while maintaining daily cleanliness in shared facilities.

Elim is interested in preparing the whole person to assume his or her place in God's service. For more information, please note that the Student Handbook fully describes the biblical principles of modesty, honor, and propriety.

Licensing and Ordination

Ordination is usually the function of the local church or an agency recognized by local churches. One such agency is Elim Fellowship, with offices located adjacent to the Elim campus. Originally established as a sending agency for Elim missionary graduates, Elim Fellowship has grown over the years and is now comprised of a number of ministries, among which is the issuing of credentials to qualified ministers and Christian workers.

Many EBC alumni hold credentials with Elim Fellowship, but other agencies also ordain our graduates; these include local church bodies and like-minded denominations. If you desire ordination or credentials, consult the agency through which you wish to be recognized to determine their requirements.

BIBLICAL FOUNDATIONS STATEMENTS

Mission Statement¹

The mission of Elim Bible College is to prepare Christ-centered, Spirit-empowered servant leaders for global ministry and worldwide revival.

Vision Statement

To be the premier Christian charismatic college impacting the whole world through Christian workers ministering with integrity in the power of the Holy Spirit.

Core Values²

- **Community Life** – We are committed to building a community of believing staff and students committed to serving each other with integrity.
- **Worship and Prayer** – We are committed to a life of expressive worship and prayer.
- **God’s Word** – We are committed to providing a setting where intensive Bible study takes place.
- **Revival** – We are committed to discern, pursue, and participate in any fresh emphasis of the Holy Spirit’s work in each generation.
- **Missions** – We are committed to preparing students for taking the Gospel to all the world.
- **Character** – We are committed to hating what is evil and embracing what is good.
- **Honor** – We are committed to honoring Jesus in everything and considering others above ourselves.
- **Unity** – We are committed to unity in doctrinal essentials, liberty in non-essentials, and in everything love.
- **Academic Excellence** – We are committed to weaving together Bible study with high academic standards producing excellence which honors God.
- **Practical Ministry** – We are committed to equipping students with practical skills to be able to minister effectively.

Statement of Faith³

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Tim. 3:16,17)
2. We believe in the triune Godhead as eternally existent in three persons: Father, Son and Holy Spirit. (2 Cor. 13:14)
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed Blood, in His bodily resurrection, in His ascension to

¹ TRACS Accreditation Standard I.2.1

² TRACS Accreditation Standard I.4.1

³ TRACS Accreditation Standard I.1.1

the right hand of the Father, and in His present priestly ministry. (Ro. 1:4; Matt. 1:18; 2 Cor. 5:21; Matt. 4:23,24; Ro. 3:25,26; 1 Jo. 1:7; Heb. 7:25)

4. We believe in evangelistic and missionary fervor and endeavor. (Acts 1:8; Mark 16:15-18)
5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God. (Heb. 9:22; Jude 24, 25; Tit. 3:5)
6. We believe that sanctification, holiness, and the overcoming life are God's design for the Church, which is the Bride of Christ. (Eph. 5:25-27)
7. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex. (Gen 1:26-28; Matt 19:4-5)
8. We believe that sexual purity is a necessary expression for all of God's children, and requires abstinence from adultery, fornication, incest, homosexuality, and other sexual relationships or practices forbidden by Scripture. (Heb. 13:4; 1 Cor. 6:18; Lev. 18:1-30; Gal. 5:19)
9. We believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime, and a sacred institution established by God. (Matt. 19:4-6)
10. We believe that God created the existing space-time universe and all its basic systems and kinds of organisms in the six days of the creation week. (Gen.1:1-31)
11. We believe that since mankind is created in God's image, human life is of inestimable worth and significance in all its dimensions, from conception to the grave. (Gen. 1:27; Ps. 139:13, 14)
12. We believe that water baptism is for believers in the Lord Jesus Christ and is to be administered by immersion, thus bearing witness to the gospel of Christ's death, burial and resurrection for us, and our own new life in Him. (Matt. 28:19; Ro. 6:4)
13. We believe that communion, when shared by believers, witnesses to the saving power of the gospel, to Christ's presence in His church, and looks forward to His victorious return. (1 Cor. 11:23-26)
14. We believe in the Baptism of the Holy Spirit as on the day of Pentecost, and in the continuing ministry of the Holy Spirit, as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer. (Acts 2:4, 10:46, 19:6; Eph. 4:11; 1 Cor. 12:8-11; Gal. 5:22,23)
15. We believe that divine healing is obtained on the basis of the Atonement. (1 Pet. 2:24; Matt. 8:17)
16. We believe in Christ's imminent personal return in power and great glory, and in His present and everlasting dominion. (Acts 1:11; Rev. 1:7; Dan. 7:14)
17. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life, and they that are lost unto eternal punishment. (John 5:28, 29; Rev. 20:15)

Purpose

The general purposes of this corporation are to:

- Teach, preach, and study the Gospel of Christ by any and all legal means;
- Promote the advancement and glory of Christ's Kingdom by missionary, benevolent and Christian education activities;
- Train, teach, mature, and equip students, missionaries, pastors, and Christian workers to be effective witnesses of the Gospel through classroom teaching, practical ministry, internships, and online education;
- Institute degree-granting programs from time to time as accepted for registration by the Board of Regents of New York State;

- Publish religious literature;
- Establish, purchase, own and operate any communication media in order to achieve the above stated purposes;
- Do all things necessary for the achievement of the above stated purposes;
- Generally exercise all powers granted by §226 of the Education Law and the applicable provisions of the Religious Corporation Law and Not-for-Profit Corporation Law of New York.

Goals and Objectives⁴

1. Biblical Scholarship:

- a. Demonstrate a measurable increase of biblical knowledge.
- b. Exhibit an increasing comprehension of the historical setting of the Bible.

2. Spiritual Vitality and Formation:

- a. Define a measurable increase in personal spiritual formation.
- b. Provide opportunities for students to embrace our Pentecostal heritage and learn to exercise charismatic gifts and experience the presence of God in chapels, classes, and other events.

3. Relevance in Culture:

- a. Demonstrate knowledge of the principles used to understand various cultures and communities.
- b. Display the ability to form effective strategies for relevant ministry in any culture or community.

4. Discipleship and Servant Leadership:

- a. Exhibit a Christ-like leadership style of influence on other people.
- b. Exemplify a biblical work ethic.

Philosophy of Education

The educational philosophy of Elim Bible College involves the integration of biblical truth into all aspects of a student's life. This is a dynamic process that happens in relationship with a discipling community. Elim defines its philosophy of education in connection with the following principles:

- Our standard of truth is defined by the absolute standards of God's inerrant Word (the Bible).
- Building upon this biblical foundation, teachers seek impartation, which enables a student to grow spiritually, intellectually, and socially, intending to promote similar growth in society.
- The process of Christian education is a tool used by the Holy Spirit to bring the student into deeper fellowship with God as they are assisted in applying academic learning into an integrated philosophy of life.

Through the application of these principles, Elim seeks to prepare Christian workers and servant-leaders for global ministry through various professions. The institution places great emphasis on students developing the character of Christ and biblical work ethics. As these students are released into their individual callings and vocations, they enter society with a biblical worldview, able to integrate and apply the truth of the Bible into all areas of a changing secular society. Therefore, the EBC faculty endeavor to give their lives, expertise, and time to the students entrusted to their care.

⁴ TRACS Accreditation Standard I.3.1

UNDERGRADUATE PROGRAMS⁵

Elim Bible College offers programs residentially and via distance education. DE classes provide an opportunity to learn without changing locations and give students the ability to access instruction at separate times. Objectives and assignments are well defined in advance. Regular and substantial communication with the professor and other classmates is required. This format allows students to complete their work by the due date when it best fits their schedule. The duration of DE classes is 8 weeks.

Degree Programs

- [A.A.S. in Biblical and Theological Studies \(A-BTS\)](#) – Residential or 100% Distance Education
- [A.A.S. in Business Administration \(A-BA\)](#) – Hybrid or 100% Distance Education
- [B.S. in Theology \(BSTH\)](#) – Residential or 100% Distance Education
- [B.S. in Business Management \(BSBM\)](#) – Hybrid or 100% Distance Education

Certificate Programs

- [Launch Certificate](#) (8 tracks available) – Residential, Hybrid, or 100% Distance Education
- [Ministry Certificate](#) – 100% Distance Education
- [Worship Leadership Certificate](#) – Hybrid or 100% Distance Education
- [Mission Certificate](#) – Residential or 100% Distance Education
- [Business Administration Certificate](#) – 100% Distance Education
- [Accounting Certificate](#) – 100% Distance Education
- [Nonprofit Management Certificate](#) – 100% Distance Education
- [Marketing Strategies Certificate](#) – 100% Distance Education
- [Vocational Certificates – Construction Trades](#) – Residential Only

Non-Degree Granting Certificate Program

- [Spiritual Enrichment Certificate](#) – Residential Only

For the default path, please refer to [Appendix B](#) for the [Residential Recommended Schedule](#) and [Appendix C](#) for the [Distance Education Recommended Schedule](#).

⁵ TRACS Accreditation Standard I.8.1, I.8.4, I.8.5, & I.8.9

Launch Certificate

100% Distance Education, 8-week courses
Or Residential, semester-based or Hybrid

A one-year foundation for life.

The Launch Certificate is a *New York State-approved*, one-year program that is designed for the student who wants to gain a better understanding of not only what they believe, but also why they believe it and how to implement it in culturally relevant ways. Each student focuses on the study of God's Word, encountering Him in a unique way based on the track chosen.

Completing the Launch program qualifies students to transfer directly into the second year of our A.A.S. degree program. The differences in the curriculum can be made up during the summer term.

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

Launch Certificate Objectives

Students will:

1. Increase in knowledge of the Bible.
2. Conceptualize the Christian worldview in light of cultural and educational trends.
3. Define a measurable increase in personal spiritual formation.
4. Be able to defend and contextualize biblical values in today's culture.
5. Develop an awareness of commitment to act on the spiritual and physical needs of all the peoples in the world.
6. Improve critical thinking skills, reading comprehension skills, and writing skills.

Launch Certificate Graduation Requirements⁶

1. Complete successfully 33 credits of the Launch coursework for the track chosen, including internship.
2. Two semesters of completed Student Ministries.

Please note: A certificate/diploma will not be released until all financial obligations to Elim Bible College are met.

⁶ Graduation Requirements policy

Launch Certificate Courses – 33 Credits – Residential

Courses are only offered if five or more students enroll in a class.

For [Distance Education Recommended Schedule](#), see [Appendix C](#).

Spiritual Formation

Fall Semester			Spring Semester		
PRTH1033	Spiritual Formation	3	PSYC3013	Basic Christian Counseling	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PSYC1013	Marriage and the Family	3
PRTH1013	Foundations for Life*	3	THEO1013	Hermeneutics*	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

Summer Semester	INTP1033	Primary Internship	3
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*Foundations for Life can be substituted for Theology II, offered in the Spring. Hermeneutics can be taken in either semester.

Youth Ministry – Hybrid

Fall Semester			Spring Semester		
MNST3133	Youth Ministry I - DE Only (Session B)*	3	MNST3143	Youth Ministry II - DE Only (Session A)*	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PSYC1013	Marriage and the Family	3
PRTH1013	Foundations for Life or Spiritual Formation**	3	THEO1013	Hermeneutics**	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

Summer Semester	INTP1033	Primary Internship	3
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*See [Appendix C](#) for further details about Distance Education courses.

Missions

Fall Semester			Spring Semester		
BESC4343	Intercultural Communication	3	MNST3033	Missionary Life	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
PRTH1013/ PRTH1033	Foundations for Life or Spiritual Formation**	3	PSYC1013	Marriage and the Family	3
THEO1033	Theology I	3	THEO1013	Hermeneutics**	3
	Elective*	3		Elective*	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

Summer Semester	INTP1033	Primary Internship	3
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*[Elective options](#) may be found under the [General Education Elective Courses](#) section.

**Foundations for Life can be substituted for either Spiritual Formation or Theology II (offered in the Spring). Hermeneutics can be taken in either semester.

^This requirement might be waived based on student's prior experience.

[#]All Student Ministries are structured as pass/fail. For further information, see the [Student Ministries](#) section.

Worship Leadership

<i>Fall Semester</i>			<i>Spring Semester</i>		
MUSC3023	Worship Leadership	3	MUSC3033	Worship Leadership Lab+	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PSYC1013	Marriage and the Family	3
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation**	3	THEO1013	Hermeneutics**	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

<i>Summer Semester</i>			INTP1033	Primary Internship	3
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+If this class is not offered, Philosophy of Christian Music or Music Theory II can be taken.

Crossroads

<i>Fall Semester</i>			<i>Spring Semester</i>		
PSYC1033	Crossroads I: Life Coaching	3	PSYC3013	Basic Christian Counseling	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PSYC1013	Marriage and the Family	3
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation**	3	THEO1013	Hermeneutics**	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

<i>Summer Semester</i>			INTP1033	Primary Internship	3
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College Prep

<i>Fall Semester</i>			<i>Spring Semester</i>		
PHIL2023	Apologetics I*	3	PHIL1013	Christian Worldview and Ethics	3
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PSYC1013	Marriage and the Family	3
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation**	3	THEO1013	Hermeneutics**	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

<i>Summer Semester</i>			INTP1033	Primary Internship	3
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*Apologetics I might be substituted with Crossroads 1 when required or approved.

**Foundations for Life can be substituted for either Spiritual Formation or Theology II (offered in the Spring). Hermeneutics can be taken in either semester.

^This requirement might be waived based on student's prior experience.

#All Student Ministries are structured as pass/fail. For further information, see the [Student Ministries](#) section.

Theology and Biblical Studies

Fall Semester			Spring Semester		
BIBL1013	Old Testament Literature	3	THEO1043	Theology II	3
PRTH1013/ PRTH1033	Foundations for Life or Spiritual Formation	3	THEO2033	Theology III	3
THEO1033	Theology I	3	BIBL1023	New Testament Literature	3
	Bible Elective*	3	PSYC1013	Marriage and the Family	3
	Elective*	3	THEO1013	Hermeneutics	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

Summer Semester		INTP1033	Primary Internship	3
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*[Elective options](#) may be found under the [General Education Elective Courses](#) section.

Business – Hybrid

Fall Semester			Spring Semester		
BABM1003/ NSMA2103/ BABM2313/ BABM3203	Introduction to Business & Entrepreneurship - <i>DE Only (Session A)</i> ⁺ or Computer Skills or Accounting Principles I - <i>DE Only (Session B)</i> ⁺ or Principles of Finance - <i>DE Only (Session A)</i> ⁺	3	ECON1003/ BABM2303/ BABM3113/ BABM3213	Microeconomics - <i>DE Only (Summer)</i> ⁺ or Essentials of Nonprofit Accounting - <i>DE Only (Session A)</i> ⁺ or Starting and Managing Nonprofit Organizations** - <i>DE Only (Session A)</i> ⁺ or Fundraising Development - <i>DE Only (Session B)</i> ⁺	3
ENGL1013	College Composition	3	BIBL1023	New Testament Literature	3
BIBL1013	Old Testament Literature	3	PSYC1013	Marriage and the Family	3
PRTH1013/ PRTH1033	Foundations for Life or Spiritual Formation*	3	THEO1013	Hermeneutics*	3
THEO1033	Theology I	3	THEO2043	Evangelism in a Postmodern World	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		15

Summer Semester		INTP1033	Primary Internship	3
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⁺See [Appendix C](#) for further details about Distance Education courses.

*Foundations for Life can be substituted for either Spiritual Formation or Theology II (offered in the Spring). Hermeneutics can be taken in either semester.

**Prerequisite: Introduction to Business & Entrepreneurship

^This requirement might be waived based on student's prior experience.

[#]All Student Ministries are structured as pass/fail. For further information, see the [Student Ministries](#) section.

Associate in Applied Science in Biblical and Theological Studies

100% Distance Education, 8-week courses
Or Residential, semester-based

A.A.S. Degree

HEGIS Number: 5623

EBC's A-BTS degree is a two-year, 62-credit program registered by the NYS Board of Regents, designed for students to gain a solid Biblical foundation. The A-BTS degree is also the first step for students planning to matriculate into a bachelor's degree program at a four-year college. A firm foundation in the Bible is essential whether a student plans to enter ministry or continues his or her education. Without it, genuine Christian ministry cannot take place. The Bible is the primary emphasis of the A-BTS degree curriculum.

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

A.A.S. in Biblical and Theological Studies Degree Objectives

Students will:

1. Demonstrate critical thinking skills, reading comprehension, verbal, and non-verbal communication skills, and writing skills that are on par with A.A.S. levels and national norms.
2. Be able to express an undergraduate level of understanding of the study of humanities and social sciences.
3. Increase in knowledge of the Bible and Theology.
4. Exhibit an increased comprehension of the historical setting of the Bible.
5. Express a personal spiritual lifestyle through biblical Christian practices.

A.A.S. in Biblical and Theological Studies Degree Graduation Requirements⁷

1. 62 credits of required course work (core courses are required), including internship requirements.
2. A cumulative grade point average of minimum of 2.0 (C).
3. Completion of Student Ministries (four semesters required).
4. Students transferring from other institutions must complete at least 25% of their program in residence at Elim.⁸

Please note: A certificate/diploma will not be released until all financial obligations to Elim Bible College are met.

⁷ Graduation Requirements policy

⁸ TRACS Accreditation Standard I.8.12

A-BTS Courses – 62 Credits – Residential

For the default path, please refer to [Appendix C](#) for the [Distance Education Recommended Schedule](#).

Please note: 100-200 level courses should be taken before upper-level course.

FRESHMAN YEAR

Fall Semester			Spring Semester		
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PHIL1013	Christian Worldview and Ethics	3
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation	3	PSYC1013	Marriage and the Family	3
THEO1013	Hermeneutics	3	THEO1043	Theology II*	3
THEO1033	Theology I	3			
EDUC1021	College Success [^]	1			
STMN1	Student Ministry 1 [#]		STMN2	Student Ministry 2 [#]	
Term credit total:		16	Term credit total:		12

[^]This requirement might be waived based on student's prior experience.

Summer Semester		INTP1033	Primary Internship	3
		INTD2011	Degree Internship	1

SOPHOMORE YEAR

Fall Semester			Spring Semester		
COMM2013	Public Speaking and Preaching 1	3	BIBL2013	Romans and Galatians	3
HIST2023	History of Ancient Israel	3	HIST2013	History of the Christian Church	3
PHIL2023	Apologetics I	3	THEO2043	Evangelism in a Postmodern World	3
NSMA2103	Computer Skills	3	THEO2033	Theology III	3
BIBL####	BIBL Elective*	3	BIBL####	BIBL Elective*	3
STMN3	Student Ministry 3 [#]		STMN4	Student Ministry 4 [#]	
Term credit total:		15	Term credit total:		15

*Bible Electives

Fall Semester			Spring Semester		
BIBL2023	Prophets of Israel	3	BIBL2053	Acts and Paul's Letters	3
BIBL2033	Synoptic Gospels	3	BIBL3033	Hebrew Poetry & Wisdom Literature	3
BIBL2043	John's Writings – <i>DE Only (Session A)</i> ⁺	3			
BIBL4063	Book of Hebrews – <i>DE Only (Session A)</i> ⁺	3	BIBL4073	Book of Isaiah – <i>DE Only (Session B)</i> ⁺	3

⁺See [Appendix C](#) for further details about Distance Education courses.

[#]All Student Ministries are structured as pass/fail. For further information, see the [Student Ministries](#) section.

Associate in Applied Science in Business Administration

100% Distance Education, 8-week courses
Or Hybrid

A.A.S. Degree

HEGIS Number: 0506

The two-year Business Administration program is designed to equip Christ-centered students with a solid foundation in key business principles and practices. Through this program, students will not only gain essential business knowledge but also have the opportunity to strengthen their faith and foster personal growth. Emphasizing character development as well as the enhancement of critical thinking, communication, and problem-solving abilities, the program prepares students for success in entry-level business roles. Additionally, it serves as an excellent stepping stone for those pursuing further studies in business or related fields.

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through internships and student ministries. Please see the [Internships and Student Ministries](#) section for more details.

A.A.S. in Business Administration Degree Objectives

Students will:

1. Develop core business skills and attain business knowledge with a solid understanding of key business concepts preparing students for a variety of entry-level positions.
2. Equip students with financial literacy and develop critical thinking and problem-solving skills.
3. Acquire effective written and oral communication skills enabling students to collaborate in diverse business environments.
4. Instill a solid understanding and value of ethical practices in business combined with a Biblical worldview.
5. Achieve measurable growth in Bible knowledge and personal spiritual maturity through consistent study, reflection, and application of biblical teachings, fostering deeper personal transformation and a closer relationship with God.

A.A.S. in Business Administration Degree Graduation Requirements⁹

1. 60 credits of required course work (core courses are required), including internship requirements.
2. A cumulative grade point average of minimum of 2.0 (C).
3. Completion of Student Ministries (four semesters required).
4. Students transferring from other institutions must complete at least 25% of their program in residence at Elim.¹⁰

Please note: A certificate/diploma will not be released until all financial obligations to Elim Bible College are met.

⁹ Graduation Requirements policy

¹⁰ TRACS Accreditation Standard I.8.12

A-BA Courses – 60 Credits – Residential

For the default path, please refer to [Appendix C](#) for the [Distance Education Recommended Schedule](#).

Please note: 100-200 level courses should be taken before upper-level course.

Freshman Year

Fall 1		
BIBL1013	Old Testament Literature	3
ENGL1013	College Composition	3
EDUC1021	College Success [^]	1
DE Only	Session A (Weeks 1-8) - DE Only	
	BABM1003	Introduction to Business & Entrepreneurship
		3
	Session B (Weeks 9-16) - DE Only	
	BABM2403	Principles of Marketing
		3
Term credit total:		13
Spring 1		
BIBL1023	New Testament Literature	3
PSYC1013	Marriage and the Family	3
PHIL1013	Christian Worldview and Ethics	3
DE Only	Session A (Weeks 1-8) - DE Only	
	PHIL1213	Business Ethics
		3
	Session B (Weeks 9-16) - DE Only	
	BABM####	Business Elective
		3
Term credit total:		15
Summer 1 – DE Only		
ECON1003	Microeconomics	3

[^]This requirement might be waived based on student's prior experience.

Sophomore Year

Fall 2		
THEO1033	Theology I	3
NSMA2103	Computer Skills	3
DE Only	Session A (Weeks 1-8) - DE Only	
	ECON2013	Macroeconomics**
		3
	BABM3203	Principles of Finance
		3
	Session B (Weeks 9-16) - DE Only	
	BABM2313	Accounting Principles I
		3
Term credit total:		15
Spring 2		
THEO2033	Theology III	3
THEO1013/ BIBL####	Hermeneutics or Bible Elective	3
BABM####	Business Elective	3
DE Only	Session A (Weeks 1-8) - DE Only	
	BABM2303	Essentials of Nonprofit Accounting
		3
	Session B (Weeks 9-16) - DE Only	
	COMM2033	Public Speaking
		3
Term credit total:		15

Bible Electives (3 credits required)

Fall Semester			Spring Semester		
BIBL2023	Prophets of Israel	3	BIBL2013	Romans and Galatians	3
BIBL2033	Synoptic Gospels	3	BIBL2053	Acts and Paul's Letters	3
BIBL2043	John's Writings – DE Only (Session A) ⁺	3	BIBL3033	Hebrew Poetry & Wisdom Literature	3
BIBL4063	Book of Hebrews – DE Only (Session A) ⁺	3	BIBL4073	Book of Isaiah – DE Only (Session B) ⁺	3

⁺See [Appendix C](#) for further details about Distance Education courses.

Business Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BABM3103	Business Law	3			X	
BABM3113	Starting and Managing Nonprofit Organizations (Prereq: Intro. to Business & Entrep.)	3			X	
BABM3123	Compensation and Benefits Management	3				
BABM3203	Principles of Finance	3	X			
BABM3213	Fundraising Development	3				X
PHIL3313	Leadership and Management	3				X
BESC3403	Organizational Behavior	3	X			
BESC3413	Consumer Behavior	3				X
BABM3423	Digital Marketing (Prereq: Principles of Marketing)	3	X			
BABM4153	Strategic Planning	3		X		
BABM4163	Nonprofit Governance (Prereq: Starting & Managing Nonprofit Org.)	3				X

Bachelor of Science in Theology

100% Distance Education, 8-week courses
Or Residential, semester-based

B.S. Degree

HEGIS Number: 2399

The program is designed for students who desire to be prepared for ministry. It will enable students to grow in their faith, get equipped with the knowledge and understanding of Biblical doctrines and fundamental theological concepts, and help them acquire practical skills to become a Christian leader and minister in a multicultural context, impacting the world globally.

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through Internships and Student Ministries. Please see the [Internships and Student Ministries](#) section for more details.

B.S. in Theology Degree Objectives

Students will:

1. Defend their knowledge of major biblical doctrines and obtain a coherent understanding of the fundamental theological concepts.
2. Evaluate the historical setting of the Bible and make application to contemporary culture.
3. Synthesize personal spiritual formation through biblical Christian practices.
4. Practice leadership skills and demonstrate the necessary ability to minister in various cultures.
5. Demonstrate critical thinking skills, reading comprehension, verbal, and non-verbal communication skills, and writing skills that are on par with B.S. levels and national norms.
6. Evidence an undergraduate level of understanding in the fields of humanities and social sciences.

B.S. in Theology Degree Graduation Requirements¹¹

1. All course requirements must be met including internship and student ministries.
2. A cumulative grade point average of minimum of 2.0 (C) and completed a minimum of at least 121 credits.
3. Completion of 6 semesters of Student Ministries or its equivalent.
4. Students transferring from other institutions must complete at least 25% of their program at EBC.¹²

Please note: A degree will not be released until all financial obligations to Elim Bible College are met.

¹¹ Graduation Requirements policy

¹² TRACS Accreditation Standard I.8.12

BSTH Degree Requirements – 121 Credits

Optional: Business Management Minor – 18 Credits

For the default path, please refer to [Appendix B](#) for the [Residential Recommended Schedule](#) and [Appendix C](#) for the [Distance Education Recommended Schedule](#).

Please note: 100-200 level courses should be taken before upper-level course.

General Education Core Requirements (42 credits required)			
Course #	Course Name	Credits	Prerequisites
BIBL1013	Old Testament Literature	3	
ENGL1013	College Composition	3	
ENGL1033	Advanced Writing	3	ENGL1013 College Composition
PHIL1013	Christian Worldview and Ethics	3	
PSYC1013	Marriage and the Family	3	
BIBL1023	New Testament Literature	3	
COMM2013	Public Speaking and Preaching I	3	
HIST2013	History of the Christian Church	3	
HIST2023	History of Ancient Israel	3	
PHIL2023	Apologetics I	3	
COMM3023	Public Speaking and Preaching II	3	COMM2013 Public Speaking and Preaching I
BIBL3033	Hebrew Poetry and Wisdom Literature	3	
PHIL3033	Apologetics II	3	PHIL2023 Apologetics I
MUSC3053	Philosophy of Christian Music	3	
EDUC1021	College Success	1	Might be waived if requirement met
Major Core Requirements (40 credits required)			
Course #	Course Name	Credits	Prerequisites
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation	3	
THEO1013	Hermeneutics	3	
THEO1033	Theology I	3	
THEO1043	Theology II	3	THEO1033 Theo. I
BIBL2013	Romans and Galatians	3	
THEO2033	Theology III	3	
THEO2043	Evangelism in a Postmodern World	3	
THEO4073/ BIBL####	Advanced Theology** <i>or</i> 400-level Bible Elective	3	**THEO1033 Theo. I; THEO1043 Theo. II
THEO3043	Theology IV	3	THEO1033 Theo. I; THEO1043 Theo. II
CAPS4013	Capstone	3	
THEO4053	Theology V	3	THEO1033 Theo. I; THEO1043 Theo. II
THEO4063	Theology VI	3	THEO1033 Theo. I; THEO1043 Theo. II
INTP1033	Primary Internship	3	
INTD2011	Degree Internship	1	
Other Requirements			
			Credits
Concentration Courses (See Next Page)			12
Language Electives (See Next Page)			6
Bible Electives (See Next Page)			6
General Electives ¹³			9
Mathematics/Natural Science Elective (See Next Page)			6

¹³ **General Electives:** Any 3-credit course not required within your program may be taken to fulfill such an elective. **Business Minor** requirements can be used to fulfill the General Electives requirements.

Business Management Minor (DE Only) – 18 Credits

Minor Core Required Courses (12 credits required)			
Course #	Course Name	Credits	Prerequisites
BABM1003	Introduction to Business & Entrepreneurship	3	
BABM2303	Essentials of Nonprofit Accounting	3	
BABM2403	Principles of Marketing	3	
BABM3113	Starting and Managing Nonprofit Organizations	3	BABM3003 Intro. to Business & Entrepreneurship
Minor Electives (6 credits required)			
Course #	Course Name	Credits	Prerequisites
BABM2313	Accounting Principles I	3	
BABM3103	Business Law	3	
BABM3203	Principles of Finance	3	
BABM3213	Fundraising Development	3	
BABM4153	Strategic Planning	3	
BABM4163	Nonprofit Governance	3	BABM3113 Starting and Managing Non-profit Organizations
BABM4143	Human Resource Management	3	
BABM4133	Employee Training and Development	3	
BABM3423	Digital Marketing	3	BABM2403 Principles of Marketing
BABM4413	International Marketing	3	BABM2403 Principles of Marketing
BABM4433	Marketing Management	3	BABM2403 Principles of Marketing, BESC3413 Consumer Behavior, and BABM4413 International Marketing
BABM4173	Project Management	3	

Other Requirements

Concentrations – Choose One (12 credits required)			
<i>*Course is required for the concentration</i>			
Pastoral Ministry			
Course #	Course Name	Credits	Prerequisites
MNST3013	Pastoral Ministry*	3	
MUSC3023	Worship Leadership	3	
PSYC3013	Basic Christian Counseling*	3	
MUSC3063	Worship and Cultural Expression – DE Only	3	
MNST3113	Prophetic Ministry	3	
PHIL3313	Leadership and Management – DE Only	3	
Youth Ministry			
Course #	Course Name	Credits	Prerequisites
PSYC3013	Basic Christian Counseling	3	
MNST3133	Youth Ministry I – DE Only	3	
MNST3143	Youth Ministry II – DE Only	3	MNST3133 Youth Ministry I
MNST4153	Pedagogy and Camp Leadership	3	
Worship Leadership			
Course #	Course Name	Credits	Prerequisites
MUSC3023	Worship Leadership	3	
MUSC3033	Worship Leadership Lab	3	
MUSC3063	Worship and Cultural Expression – DE Only	3	
MUSC4033	Foundations of Music Theory – DE Only	3	

Missions			
Course #	Course Name	Credits	Prerequisites
HUMN3023	World Religions*	3	
MNST3033	Missionary Life	3	
MNST3113	Prophetic Ministry – On Campus Only	3	
BESC4343	Intercultural Communication*	3	
BESC4503	History of Missions	3	
Language Electives (6 credits required)			
Course #	Course Name	Credits	Prerequisites
HUMN4513	Introduction to Biblical Greek – On Campus Only	3	
HUMN4523	Intermediate Biblical Greek – On Campus Only	3	HUMN4513 Intro. to Biblical Greek
HUMN4613	Introduction to Biblical Hebrew – On Campus Only	3	
HUMN4623	Intermediate Biblical Hebrew – On Campus Only	3	HUMN4613 Intro. to Biblical Hebrew
Bible Electives (6 credits required)			
Course #	Course Name	Credits	Prerequisites
BIBL2023	Prophets of Israel – On Campus Only	3	
BIBL2033	Synoptic Gospels – On Campus Only	3	
BIBL2043	John's Writings – DE Only	3	
BIBL2053	Acts and Paul's Letters	3	
BIBL4063	Book of Hebrews – DE Only	3	
BIBL4073	Book of Isaiah – DE Only	3	
Mathematics and Natural Science Electives (6 credits required)			
Course #	Course Name	Credits	Prerequisites
NSMA2103	Computer Skills	3	
NSMA2203	Quantitative Analysis I	3	
NSMA2213	College Algebra	3	
NSMA2303	Physical Sciences	3	
NSMA2313	Introduction to Biology	3	

Bachelor of Science in Business Management

100% Distance Education, 8-week courses
Or Hybrid

B.S. Degree

HEGIS Number: 0506

The purpose of the business management program is to prepare Christ-centered graduates who will possess the knowledge and practical business skills needed to meet the challenges of the rapidly changing marketplace. Students enrolled in this program will have the opportunity to develop their own character, build a strong business foundation, and acquire critical thinking skills needed to lead and impact their communities through Christian organizations and secular businesses.

Elim is more than an academic institution; it imparts a heart for ministry and provides students with in-depth practical experience through Internships and Student Ministries. Students enrolled in the Business Management program are expected to complete two-years of student ministries.

This program can be completed entirely through Distance Education. About two-thirds of the program is also offered via in-person classes on campus.

B.S. in Business Management Degree Objectives

Students majoring in Business Management will:

1. Understand and apply business principles from a Biblical worldview, learn to defend the Christian faith, and grow in spiritual formation.
2. Develop strong management and leadership skills.
3. Exhibit excellent oral and written business communication skills.
4. Take information apart, critically examine it, and create solutions for local and global problems in a collaborative setting.
5. Acquire knowledge about starting and managing nonprofit or for-profit organizations, designing strategic business plans, understanding financial tools, and evaluating an organization's financial performance.
6. Demonstrate an undergraduate level of comprehension in the fields of humanities, social sciences, natural sciences, and mathematics on par with bachelor of science levels and national norms.

B.S. in Business Management Degree Graduation Requirements¹⁴

1. A cumulative grade point average of minimum of 2.0 (C) and completed a minimum of at least 121 credits.
2. Successful completion of all required courses including business internship.
3. Four semesters of completed Student Ministries.
4. Students transferring from other institutions must complete at least 25% of their program at EBC.¹⁵

Please note: A degree will not be released until all financial obligations to Elim Bible College are met.

¹⁴ Graduation Requirements policy

¹⁵ TRACS Accreditation Standard I.8.12

BSBM Degree Requirements – 121 Credits

For the default path, please refer to [Appendix B](#) for the [Residential Recommended Schedule](#) and [Appendix C](#) for the [Distance Education Recommended Schedule](#).

Please note: 100-200 level courses should be taken before upper-level course.

General Education Core Requirements (45 credits required)			
Course #	Course Name	Credits	Prerequisites
BIBL1013	Old Testament Literature	3	
BIBL1023	New Testament Literature	3	
ENGL1013	College Composition	3	
ECON1003	Microeconomics – DE Only	3	
ENGL1033	Advanced Writing	3	
PHIL1213	Business Ethics – DE Only	3	
PSYC1033	Crossroads: Life Coaching – On Campus Only	3	
PSYC1013	Marriage and the Family	3	
PHIL1013	Christian Worldview and Ethics	3	
PHIL2023	Apologetics I	3	
COMM2033	Public Speaking – DE Only	3	
ECON2013	Macroeconomics – DE Only	3	ECON1003 Microeconomics
NSMA2103	Computer Skills	3	
NSMA2203	Quantitative Analysis I – DE Only	3	
PHIL3313	Leadership and Management – DE Only	3	
EDUC1021	College Success	1	Might be waived if requirement met
Major Core Requirements – DE Only (37 credits required)			
Course #	Course Name	Credits	Prerequisites
BABM1003	Introduction to Business & Entrepreneurship	3	
BABM2303	Essentials of Nonprofit Accounting	3	
BABM2403	Principles of Marketing	3	
BABM2313	Accounting Principles I	3	
BABM3103	Business Law	3	
BABM3113	Starting and Managing Nonprofit Organizations	3	BABM3003 Intro. to Business & Entrepreneurship
BABM3203	Principles of Finance	3	
BABM3213	Fundraising Development	3	
BABM4153	Strategic Planning	3	
BABM4503	College to Career	3	
BABM4163	Nonprofit Governance	3	BABM3113 Starting and Managing Non-profit Organizations
BABM4514	Internship (Minimum of 320 hours required)	4	
Minor Core Requirements (12 credits required)			
Course #	Course Name	Credits	Prerequisites
THEO1033	Theology I	3	
THEO2033	Theology III	3	
Hermeneutics / Bible Minor Electives (See Next Page)		3	
Bible / Theology Minor Electives (See Next Page)		3	
Other Requirements			
			Credits
Concentration Courses (See Next Page)			12
Business Electives (See Next Page)			3
General Education Electives (See General Education Elective Courses section)			12

Other Requirements

Concentrations – Choose One (12 credits required)			
Human Resource Management – DE Only			
Course #	Course Name	Credits	Prerequisites
BESC3403	Organizational Behavior	3	
BESC3413	Consumer Behavior	3	
BABM4143	Human Resource Management	3	
BABM4133	Employee Training and Development	3	
Marketing – DE Only			
Course #	Course Name	Credits	Prerequisites
BABM3423	Digital Marketing	3	BABM2403 Principles of Marketing
BESC3413	Consumer Behavior	3	
BABM4413	International Marketing	3	BABM2403 Principles of Marketing
BABM4433	Marketing Management	3	BABM2403 Principles of Marketing, BESC3413 Consumer Behavior, and BABM4413 International Marketing
Business Electives (3 credits required) – DE Only			
Course #	Course Name	Credits	Prerequisites
BABM4173	Project Management	3	
BABM2323	Accounting Principles II	3	BABM2113 Accounting Principles I
Or any business course from a concentration you are not enrolled in.			
Bible / Theology Minor Electives (6 credits required)			
Course #	Course Name	Credits	Prerequisites
THEO1043	Theology II	3	THEO1033 Theology I
BIBL2023	Prophets of Israel – On Campus Only	3	
BIBL2033	Synoptic Gospels – On Campus Only	3	
BIBL2043	John's Writings – DE Only	3	
BIBL2053	Acts and Paul's Letters	3	
BIBL3033	Hebrew Poetry & Wisdom Literature	3	
THEO3043	Theology IV	3	THEO1033 Theology I & THEO1043 Theology II
BIBL4063	Book of Hebrews – DE Only	3	
THEO4053	Theology V	3	THEO1033 Theology I & THEO1043 Theology II
THEO4063	Theology VI	3	THEO1033 Theology I & THEO1043 Theology II
BIBL4073	Book of Isaiah – DE Only	3	
THEO4073	Advanced Theology	3	THEO1033 Theology I & THEO1043 Theology II

Ministry Certificate (21 credits)

100% Distance Education, 8-week courses
Or Residential, semester-based

Learning Outcomes:

- Develop greater knowledge of the Bible and obtain understanding of fundamental theological concepts.
- Gain practical skills in using various Bible tools and study methods.
- Learn to defend your faith with sound reasoning and evidence.
- Acquire practical ministry skills in the chosen area.

Requirements for admission:

- HS diploma or equivalent
- Basic Biblical knowledge (If none exist, then NTL & OTL will be required)

Courses required:

- Theology I
- Theology III (Pneumatology)
- Hermeneutics
- Apologetics I
- Bible Elective (refer to Appendix [B](#) and [C](#))
- Ministry Elective (6 credits)

Ministry Tracks:

- **Pastoral:** Pastoral Ministry, Basic Christian Counseling, Leadership and Management
- **Evangelism:** Evangelism in a Postmodern World, Intercultural communication, Leadership and Management
- **Missions:** Intercultural Communication, World Religions, Missionary Life
- **Youth Ministry:** Youth Ministry I, Youth Ministry II

Potential Career Opportunities:

Our Ministry Certificate will benefit you in preparing for various ministry positions, including:

- Youth leader
- Pastor's Assistant
- Ministerial Educator
- Women's Ministries Director
- Sunday School Teacher

Credits obtained through this certificate program can be directly transferred to our A.A.S. in Biblical Studies as well as B.S. in Theology.

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of "D" may be applied to the certificate

Worship Leadership Certificate (21 credits)

100% Distance Education, 8-week courses
Or Hybrid: 12 credits on campus + 9 credits online

Learning Outcomes:

- Deepen knowledge and understanding of the Bible.
- Gain a fundamental understanding of Christian Worship and its significance.
- Learn to minister cross-culturally through music.
- Develop and apply essential worship leadership skills.
- Acquire a solid grasp of fundamental music theory concepts.

Courses required:

- Worship Leadership
- Worship Leadership Lab
- Worship and Cultural Expression
- Philosophy of Christian Music
- Fundamentals of Music Theory
- Theology III (Pneumatology)
- Internship in Worship (leading worship in a local church for a semester – could be completed during the summer, Fall, or Spring)

Completed courses from the Worship Leadership certificate program can be transferred to the BS in Theology with the concentration of Worship Leadership.

Potential Career Opportunities:

- Worship leader

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of “D” may be applied to the certificate

Mission Certificate (21 credits)

100% Distance Education, 8-week courses
Or Residential – semester based

Learning Outcomes:

- Increase in knowledge of the Bible as well as personal spiritual formation
- Gain a better understanding of the spiritual and physical needs of the people in the world and learn the principles of intercultural communication
- Develop fundraising skills
- Acquire practical ministry skills in cross-cultural settings

Courses required:

- Evangelism in a Postmodern World
- Intercultural Communication
- World Religions
- History of Missions
- Missionary Life (could be substituted with Fundraising Development)
- Theology III (Pneumatology)
- Internship – Missions Trip

Completed courses from the Missions certificate program can be transferred to the BS in Theology with the concentration of Missions track.

Potential Ministry Opportunities:

- Missionary
- Church Missions Coordinator
- Urban Ministry Worker
- Refugee Ministry Coordinator

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of “D” may be applied to the certificate

Business Administration Certificate (18 credits)

100% Distance Education, 8-week courses

Learning Outcomes:

- Learn fundamental business principles.
- Develop analytical and problem-solving skills.
- Acquire essential knowledge in human resources.
- Gain essential understanding in marketing strategies.

Courses required:

- Principles of Finance
- Business Ethics
- Principles of Marketing
- Human Resource Management
- Computer skills (intermediate Excel and foundational knowledge of QuickBooks)
- Spiritual Formation or a Bible Elective

Completed courses from the Business Administration Certificate program can be transferred to the AAS in Business Administration or BS in Business Management.

Potential Career Opportunities:

Our business administration certificate is designed to prepare you for career opportunities such as:

- Office Administrative Assistant
- Business associate
- Business data analyst
- Business development associate
- Human Resource Coordinator

In addition to learning core business competencies, you'll develop analytical skills that are highly valued across industries and can equip you to make smarter business decisions.

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of "D" may be applied to the certificate

Accounting Certificate (18 credits)

100% Distance Education, 8-week courses

Learning Outcomes:

- Acquire knowledge of fundamental accounting principles and practices.
- Develop skills to prepare and analyze financial statements.
- Manage receivables and payables.
- Develop expertise in fundamental business principles.

Courses required:

- Accounting Principles I
- Accounting Principles II
- Essentials of non-profit accounting
- Computer skills (intermediate Excel and foundational knowledge of QuickBooks)
- Principles of Finance
- Spiritual Formation or a Bible Elective

Completed courses from the Accounting Certificate program can be transferred to the AAS in Business Administration or BS in Business Management.

Potential Career Opportunities:

Our accounting certificate is designed to open doors to a variety of career opportunities, whether you're just starting out or looking to strengthen your existing skills. Based on your current knowledge, education level, and experience, this certificate can help prepare you for roles such as:

- Accounting Assistant
- Accounts Payable/Receivable Specialist
- Auditing Clerk
- Bookkeeper
- Financial Reporting Clerk

In addition to learning core accounting competencies, you'll develop analytical skills that are highly valued across industries and can equip you to make smarter business decisions.

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of "D" may be applied to the certificate

Nonprofit Management Certificate (18 credits)

100% Distance Education, 8-week courses

Learning Outcomes:

- Acquire knowledge of fundamental business principles.
- Learn how to start and run a nonprofit organization.
- Gain an understanding of key areas in fundraising.
- Grasp key accounting principles and practices.

Courses required:

- Introduction to business and entrepreneurship
- Accounting Principles I
- Essentials of non-profit accounting
- Fundraising Development
- Starting and managing nonprofit organizations
- Spiritual Formation or a Bible Elective

Completed courses from the Nonprofit Management Certificate program can be transferred to the AAS in Business Administration or BS in Business Management.

Potential Career Opportunities:

Our nonprofit management certificate is designed to open doors to a variety of career opportunities, whether you're just starting out or looking to strengthen your existing skills. Based on your current knowledge, education level, and experience, this certificate can help prepare you for roles such as:

- Nonprofit Program Coordinator
- Nonprofit Executive Assistant
- Nonprofit Operations Assistant
- Fundraising Associate
- Development Coordinator
- Nonprofit Administrator

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of “D” may be applied to the certificate

Marketing Strategies Certificate (18 credits)

100% Distance Education, 8-week courses

Learning Outcomes:

- Gain knowledge of fundamental business principles.
- Develop effective marketing strategies.
- Acquire skills to analyze current trends and apply digital marketing strategies effectively.
- Apply consumer behavior concepts to marketing and learn strategies to influence those behaviors.
- Identify and evaluate strategies and tactics in the formation of marketing plans.

Courses required:

- Introduction to business and entrepreneurship
- Principles of Marketing
- Digital Marketing
- Consumer Behavior
- Marketing Management
- Spiritual Formation or a Bible Elective

Completed courses from the Marketing Strategies Certificate program can be transferred to the AAS in Business Administration or BS in Business Management.

Potential Career Opportunities:

Our marketing strategies certificate is designed to open doors to a variety of career opportunities, whether you're just starting out or looking to strengthen your existing skills. Based on your current knowledge, education level, and experience, this certificate can help prepare you for roles such as:

- Brand Marketing Associate
- Digital Marketing Strategist
- Market Data Analyst
- Public Relations Specialist
- Social Media Coordinator
- Campaign Manager

Completion requirements:

- Cumulative GPA of 2.0 or higher
- No grade of "D" may be applied to the certificate

Vocational Certificate (24 credits)

Various Trades

Residential only

Learning outcomes:

- Gain a deeper understanding of the Bible, cultivate a closer relationship with God, and improve their spiritual discipline
- Acquire skills that enable students to:
 - Accept entry-level positions within the chosen trade
 - Work on building structures such as walls, roofs, and decks
 - Start a path leading to licensure and independent contracting
 - Focus on the installation, repair, and maintenance of roofs
 - Handle repairs and upkeep of buildings
- Gain financial literacy: learn to manage money wisely, avoid debt, and plan for the future
- Develop transformational leadership skills
- Learn to develop and maintain a personal budget, savings and investment plan, and manage risk.
- Recognize, avoid, and prevent workplace hazards

Courses Required:

- Spiritual Formation
- Foundations for Life
- Old Testament Literature
- Hermeneutics or Theology I
- New Testament Literature
- Transformational Leadership
- Financial Management (2 credits)
- Bible Elective
- Occupational Safety and Health Standards¹⁶ (1 credit)

Other requirements:

- **Student ministries** and **chapel attendance** are required for both semesters.
- A paid **6-month internship** is required, scheduled from mid-May to mid-November. All 24 program credits must be successfully completed prior to beginning the internship. Interns will be compensated at an hourly rate of \$22–\$25. Relocation may be required for the internship as placement may not be local to the Rochester area. Internship positions may be offered at various sites across New York and Pennsylvania.

Maximum enrollment into the program – 20 students.

Admission Criteria:

To be considered for admission into this certificate program, applicants must meet the following minimum requirements:

¹⁶ <https://www.osha.gov/otiec/courses/schedule>

1. **Physical Fitness:**
Applicants must demonstrate a level of physical fitness sufficient to meet the demands of the program. This includes the ability to lift a minimum of **100 pounds** safely and repeatedly.
2. **Comfort with Heights:**
Due to the nature of the program and potential career paths, applicants **must not have a fear of heights** and should be comfortable working in elevated environments.
3. **Work Ethic and Attitude:**
Successful candidates must be **willing to work hard**, maintain a **positive and professional attitude**, and **follow instructions** as provided by instructors or supervisors.
4. Possess a valid driver's license.
5. Be able and willing to take a drug test.
6. **Course Completion Requirement for Internship Placement:**
To advance to the **internship phase** of the program, students must **successfully pass all required coursework** with satisfactory grades. No student will be placed in an internship without first completing the full academic portion of the certificate program.

Graduation Requirements:

- Successful completion of all required courses
- Two semesters of student ministries passed
- Completion of the internship program

Students may choose one of the following trades:

- Roofing
- General Construction
- Construction Management
- Electrical
- HVAC
- Plumbing

Spiritual Enrichment Certificate

Residential only

This is a non-degree-granting certificate program focused primarily on spiritual formation. It is designed for the student whose primary goal is to deepen their relationship with God, grow in Biblical knowledge and gain practical ministry-related experience. All students attending on campus classes must participate in all spiritual enrichment activities including chapels, student ministries, and internships. Please see the [Internships and Student Ministries](#) section for more details.

S.E.C. Objectives

Students will:

1. Increase in knowledge of the Bible.
2. Manifest a measurable increase in personal spiritual formation.
3. Strengthen personal relationship with God.
4. Develop practical skills to share the Gospel and minister to others.
5. Learn to engage in prayer and Spiritual Warfare.

S.E.C. Completion Requirements

1. Pass at least 8 classes.
2. Completion of internship and two semesters of Student Ministries.

Please note: A certificate will not be released until all financial obligations to Elim Bible College are met.

S.E.C. Courses

All students are required to:

1. Complete the required courses.
2. Participate in morning devotions at least three times a week, as guided by the Dean's office.
3. Select at least three electives per semester from the table below.

Courses are only offered if five or more students enroll in a class.

REQUIRED

<i>Fall Semester</i>		<i>Spring Semester</i>	
PRTH101SEC/ PRTH103SEC	Foundations for Life <i>or</i> Spiritual Formation	PHIL101SEC/ PSYC101SEC	Christian Worldview and Ethics <i>or</i> Marriage and the Family

ELECTIVES

<i>Fall Semester</i>		<i>Spring Semester</i>	
BIBL101SEC	Old Testament Literature	BIBL102SEC	New Testament Literature
BIBL202SEC	Prophets of Israel	BIBL103SEC	Hebrew Poetry and Wisdom Literature
BIBL203SEC	Synoptic Gospels	MNST303SEC	Missionary Life
MUSC302SEC	Worship Leadership	MUSC303SEC	Worship Leadership Lab+
PHIL202SEC	Apologetics I	PHIL101SEC	Christian Worldview and Ethics
PRTH101SEC	Foundations for Life	PSYC101SEC	Marriage and the Family
PRTH103SEC	Spiritual Formation	THEO102SEC	Evangelism in a Postmodern World
THEO101SEC	Hermeneutics	BIBL205SEC	Acts and Paul's Letters
THEO103SEC	Theology I		

*Exceptions to the above program may be made with the Provost's approval.

ACADEMIC INFORMATION

General

Credit Hour¹⁷

The institution awards credits in accordance with the accepted practices in U.S. higher education, reflective of the Carnegie unit definition of a credit hour. A credit hour is a unit of measure that represents a minimum of one hour of scheduled class time, lecture, discussion time, or laboratory work, as well as two hours of student preparation time for **each week** of an academic term consisting of a minimum of **15 weeks**. The duration of Distance Education courses is 8 weeks. Course workloads are computed using the traditional standard of three hours of lecture, discussions, or student preparation time per week for every credit hour. Therefore, credit hours represent a summary of all academic work completed, including discussions, research, preparation time, and other academic work as defined for a given course. A three-credit distance education course represents approximately 12-18 hours of academic work per week for an 8-week module. There are two modules offered each semester.¹⁸

Academic Load

Regular and undeclared students are expected to carry full-time academic loads of 12 or more credit/units per semester.

Students receiving Veteran Benefits or other forms of government assistance are classified as full-time when carrying 12 or more credits or units per semester.

Student Classification

Enrolled in a Program

A regular student carries a full-time academic load each semester and is enrolled in one of EBC's programs.

Undeclared

A student who is not seeking to meet the graduation requirements for a program may be enrolled as undeclared. Undeclared Student status may be granted by the Admissions Committee when it is requested during the admissions process, but only in special qualifying circumstances.

Academic Enrollment Status:

- Full-Time: This classification shows the student's participation in a full-time academic load. A full-time academic load is 12 credits/units or more per semester.
- Part-time: A part-time student carries less than 12 credits/units that semester.
- Audit: An audit student may register for one or more courses. No grades are given for an audit course.¹⁹

Dorm resident students are expected to carry a minimum of 12 credits/units hours each semester except with special permission from the Provost.

Academic Grade Level:

Students are classified academically according to the number of credit/unit hours completed as follows:

- Freshmen (1st year): 0-23 credit/unit hours
- Sophomore (2nd year): 24-59 credit/unit hours

¹⁷ TRACS Accreditation Standard I.7.2; Credits and Units policy

¹⁸ <https://www.carnegiefoundation.org/faqs/carnegie-unit/>
<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/credits.doc>

¹⁹ Not all courses are eligible to be audited (See [Auditing Courses](#) policy).

- Junior (3rd year): 60-91 credit/unit hours
- Senior (4th year): 92 + credit/unit hours

Some social privileges, such as senior trip or participation in the Prophetic Presbytery, might be based on social classification.

For both social and academic classifications, transfer units are treated the same as credits/units obtained at EBC. Should a student transfer 24 or more credits, they will be designated as a sophomore (or higher) academically and socially.

Distance Education²⁰

Note: Before enrolling, international students should ensure that a degree earned online from an accredited U.S. college is recognized in their country.

Required

- DE students are required to complete the DE Orientation.
- DE students must confirm their enrollment by participating in their classes by the end of the first week each session. Failure to participate may result in withdrawal from the class.

Available Training

Available on Populi under Files in the Tutorial folder.

- Computer-Based Workshops:
 - Common Errors in Writing
 - APA Reference Guide
 - Avoiding Plagiarism
 - Writing Research Papers
 - Populi (our college management system) Overview and Usage
 - Using Zoom
- Online Resources:
 - EBSCO
 - ProQuest
 - Library Guidelines
 - OADTL (Open Access Digital Theological Library)

Admissions Requirements:

- Applicants must have received a minimum High School GPA of 2.5
 - If the applicant's cumulative High School GPA is lower than 2.5, they may be asked to first enroll as an undeclared student. If the applicant passes at least two EBC classes as an undeclared student with a minimum GPA of 1.7, they may be reconsidered for a degree- or certificate-granting program.
- Applicants must be connected to a local church, through regular attendance. A reference from the Senior Pastor or other church leader will be required.
- Computer literacy is also required of all distance education students. A standard laptop (with a camera) or a webcam and a solid Wi-Fi connection are a must.

²⁰ TRACS Accreditation Standard I.7.2

Please see the [Admissions Information](#) section for other admissions requirements and non-discrimination policy.

Graduation Requirements

1. Completion of all program-specific requirements (including internship) as outlined in the chosen program's section.
2. Faithful attendance at a local church (Pastor's confirmation letter may be required).
3. Fulfillment of student ministries (per program requirement – refer to Student Ministry Program section) under the supervision of the respective church/ministry leader, followed by that leader's review at the end of each semester.
4. Completion of an exit counseling session if you are a borrower of federal loans.

Please note: A certificate or degree will not be released until all financial obligations to Elim Bible College are met.

Changes In Registration and Withdrawal²¹

Voluntary Withdrawal

Students are expected to register within the specified time frame each semester. This information allows all departments to plan and prepare for the upcoming semester. The registration schedule can be found in the [Academic Calendar](#). Students must meet with the Registrar or contact him/her via email if they wish to add/drop a course during the designated periods.

Changing Programs: A student may change programs by arranging a meeting with the Registrar to discuss their plans. All degree programs changes are processed after a semester has ended.

Withdrawal Schedule

For the Residential Fall/Spring Semester

*Week #	Withdrawal	Notes
1	ADD/DROP	Students may drop or add any course. Adding a course must be completed by 5:00 p.m. on Friday. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
2	DROP ONLY	Students may drop courses by Friday at 5:00 pm. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
3-8	W AUD	Students may switch to audit (AUD) if they currently are passing a course or they may choose to withdraw (W).
9-12	WP/WF	Students will receive withdrawal pass (WP) or withdrawal fail (WF) based on their grades at the time of withdrawal.
13-16	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript. If a student stops coming to class, they will fail the course.

**"Weeks" are referring to the days when class is in session. This does not include the Week of Prayer or Winter Recess occurring in the Spring semester.*

²¹ Adding and Dropping Courses policy; TRACS Accreditation Standard I.7.2

For the Distance Education Fall/Spring or Summer Term

Session A / Session B		
Session Week #	Withdrawal	Notes
1	DROP ONLY	Students may drop courses by Friday at 5:00 pm. <i>Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.</i>
2-6	W	Students may choose to withdraw (W).
7-8	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript.

Students may still be responsible for charges relating to their tuition, room, and board according to the [Refund Policy](#).

If a student does not return the following semester after a withdrawal, then readmission procedures must be pursued through Admissions

Involuntary Withdrawal²²

A student may be involuntarily withdrawn from EBC if it is determined that he/she:

- Violates the Student Code of Conduct;
- Poses a significant danger of causing harm to the student or to others;
- Substantially impedes the lawful activities of other members of the campus community;
- Experiences serious health issues that poses a direct threat to the student or others; or it interferes with the student's ability to successfully meet the requirements of their course of study (Medical involuntary withdrawal);
- Failed to engage in DE classes for two consecutive weeks, after receiving prior warning

Other Information

*Enrollment And Verification Of Student Identities*²³

Elim Bible College requires student use of Populi to manage their courses and homework assignments. Elim verifies student identities by ensuring they alone know their password to log in and access their courses and everything associated with them.

After a student completes the application process and is accepted as a student:

1. Student sends an enrollment verification form
2. The admissions office flags the Registrar with a "to-do" task on Populi to activate the students
3. The student is enrolled in classes by the Registrar
 - a. Upon being enrolled, EBC sends them a welcome letter informing them about getting a Populi account and receiving an email from Populi with their credentials.
 - b. Upon logging in, they are asked to create a password to access Populi. The letter advises students to keep their username and password confidential.

All users must maintain a "third-party email address" to which Populi sends notifications related to its services, thus verifying the identity of the student. When a student logs in with the credentials provided by the college, they verify their identity.

²² Withdrawing from the Institution policy

²³ TRACS Accreditation Standard II.17.6; Enrollment and Verification of Student Identities policy

Elim does not charge for this student identity verification.

Personal Computers and Exam Expectations

All students are required to have a laptop or a desktop to complete assignments and take exams. All academic work must be submitted in electronic format unless otherwise directed by the instructor. Smart devices will be unable to access tests with integrity controls enabled. All other programs should be closed prior to beginning an exam. All internet tabs should be closed prior to beginning an exam. A snapshot will be taken with the webcam at random intervals. Questions can be directed to the Academic Office at academicoffice@elim.edu.

Textbooks

The required textbooks for each course, along with their estimated prices, will be available in Populi shared files prior to class registration. See Populi shared files, **[Year Semester] Required Books and Fees**. The recommended (*optional*) textbooks can be found in Populi's shared files. Required and recommended textbooks will also be listed on each Populi class website. To view the textbooks listed on the Populi page, click on the class you are registered for, and the info tab, where you will see the required and recommended (*optional*) book lists.

Changing Programs

Launch to AAS

For students to transfer from the Launch program to the AAS program, they must be in good academic standing at the end of their first semester. If their GPA is <1.5, the student will be encouraged to finish the Launch program, and their GPA will be reevaluated after their certificate has been completed.²⁴

Classes required for the AAS degree that are not required for the Launch Certificate program are offered during the summer term so that students transferring from the Launch program can still complete their AAS degree within two years.

Undeclared to a Program

Undeclared students are permitted to take classes without pursuing a degree or certificate. The requirement for proof of secondary education, among other things, may be waived at the discretion of the Admissions Committee. However, if an undeclared student wishes to matriculate into either a certificate or degree program, the student must re-apply with the Admissions Department.²⁵

Repeating A Course

A student may repeat any course taken and failed at Elim, or a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, but the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate earned units/credits hours are not given when repeating a course.

President's And Dean's List²⁶

Elim Bible College desires to applaud the academic achievement of its top students. The purpose of these lists is to acknowledge the consistent work and on-going academic discipline of those students who have excelled. These students will be notified by a letter following the close of the

²⁴ Transferring from Launch to AAS policy

²⁵ Undeclared to Program policy

²⁶ TRACS Accreditation Standard I.7.2

Fall and Spring semesters. These guidelines apply to all students matriculated into an Elim Bible College program. Please note that these lists are not compiled for a Summer Session.

To make the President's List, you must be a full-time student, who is matriculated into a program. A student will be named to the President's List for a fall or spring semester if, during that semester, the student has:

- Carried 12 or more credits and/or units
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average of 3.80 or above
- Cumulative grade point average is 3.0 or above

To make the Dean's List, you must be a full-time student who is matriculated into a program. A student will be named to the Dean's List for a fall or spring semester if, during that semester, the student has:

- Carried 12 or more credits and/or units
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average between 3.50 and 3.79, inclusive
- Cumulative grade point average is 3.0 or above

Awards²⁷

The following awards may be conferred upon graduates from the bachelor's programs:

- **Academic Excellence Award** – recognizes and honors extraordinary academic scholarship and may be given to the Valedictorian and Salutatorian of the class, each program considered separately; contingent on their Cumulative GPA (must be greater than or equal to 3.8).
- **Theological Research Award*** – a student with a minimum 3.5 Cumulative GPA demonstrating great theological research ability and exemplary achievement in the study of theology may be given this award (is based on highest average grade in all research papers submitted in all theology courses).
- **Excellence in Ministry Award** – will be given to a graduate with the highest number of nominations who has proven his or her **MINISTRY ability** while serving in various capacities at the college or outside. Nominations are submitted to the Provost by Deans, faculty, and peers from the senior class, contingent on fulfilling all LTS hours and being in good standing.

**Award given only to graduates of the B.S. in Theology program.*

Privacy of Educational Records (FERPA)²⁸

Elim Bible College (EBC) is committed to protecting the privacy of all students and their education records in compliance with federal and state regulations regarding information security for on-campus as well as distance education students. EBC uses a secure in-cloud college management system called Populi. Populi's servers are stored in an SSAE 16 Type II compliant data center that is physically secured behind a battery of compartmentalized security zones with biometric access controls. The institution's computers access Populi over 256-bit SSL-encrypted connections, similar to technology used for online banking. Populi keeps the software and our data behind secure firewalls and actively monitors for hacking or probing attempts. When such attempts are detected, Populi blocks the user and lets us know about the intrusion immediately.²⁹

²⁷ TRACS Accreditation Standard I.7.2

²⁸ TRACS Accreditation Standard II.17.8; FERPA policy

²⁹ Retrieved from <https://populi.co/about/security/>.

EBC also abides by the **Family Education Rights and Privacy Act (FERPA)**. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Educational records are records that are directly related to a student and that are maintained by a college. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information, student discipline files, social security numbers, ethnicity, and date of birth. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. They do not include medical records.

Directory Information: Based on the Code of Federal Regulations, Title 34, §99.3 Directory information may include the student's name; address; telephone listing; electronic mail address; photograph; major field of study; grade level; enrollment status (*e.g.*, undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Schools may disclose, without consent, "directory" information for their internal purposes. This information is not considered harmful or an invasion of privacy. HOWEVER, FERPA requires that consent for disclosure of educational records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

Students may, within the first two weeks of any given semester, request that directory information not be released by submitting the “[Request to Prevent Disclosure of Directory Information](#)” JotForm. Information already published will not be affected by this request. Such a form must be renewed each semester. By signing this form, the directory information is not released to a third party, nor printed in the EBC Commencement Program. It will be released to available school officials for legitimate educational interests only. Without such a written request, Elim may release directory information to outside parties if considered appropriate.

While the rights under FERPA transfer from parents to a student when a student turns 18 or enrolls in a postsecondary institution at any age, FERPA provides ways in which an institution can share educational records on the student with his or her parents:

- Schools may disclose any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
- FERPA also permits a school to disclose information from an eligible student's educational records to parents if a health or safety emergency involves their son or daughter.
- Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- School officials may also share information with a parent about an eligible student that is based on that official's personal knowledge or observation and that is not based on information contained in an educational record.

Directory Information

Students are informed about the right to prevent disclosures of directory information orally and in writing during each Academic Orientation.

If a student chooses to prevent disclosures of directory information by submitting the form mentioned above, NO directory information can be disclosed without written consent.

Non-Directory Information

Written consent for disclosure of non-directory information must be obtained.

- Oral consent for disclosure of information from educational records would not meet FERPA's consent requirements.

However, information may be released to the following without such written request:

- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing students with financial aid.
- Accrediting agencies carrying out their accreditation functions.
- Persons in an emergency in order to protect the health or safety of students and/or other persons.

Health and counseling records may be provided to physicians and licensed psychologists of the students' choosing. Faculty and staff access to student educational records for administrative reasons is allowed, provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material. Student-workers may have access to appropriate information as designated by the EVPP. If a breach of confidentiality occurs, appropriate formal disciplinary action will be taken up to and including dismissal from employment.

Transfer Of Credits/Units³⁰

Students desiring credits for their past college work or AP classes must submit a request to the registrar ([JotForm](#)) with official transcripts attached. The official transcripts will be evaluated based on the EBC [Transfer of Credits policy](#) to determine the credits that apply toward a program at EBC. Consideration will be given only to courses for which the student earned a "C" (2.0) or better. A minimum of 25% of the program must be completed at EBC.

All official transcripts must be requested from the college by the student and:

- Official transcripts received via mail must be original documents and must include an official stamp from the college.
- Official transcripts received electronically may only be received directly from the college (ex. via email or transcript delivery service.) Electronic copies of transcripts sent to EBC from the applicant will always be considered "incomplete transcripts" and not processed as "official" documents.

Transfer reviews from non-accredited institutions will only take place during the regular academic year. They will not take place between June 15th and August 15th.

The transfer of Bible and Theology courses usually doesn't have a time limit on the validity of course credits. However, the Academic Office reserves the right to evaluate and compare all courses completed more than 10 years ago in order to determine the equivalencies for older courses. Time limits may apply to courses with a changed curriculum.

An official AP score report must be submitted to EBC prior to transfer consideration. Only equivalent AP classes with an exam score of minimum 3 points on a 1 to 5 scale will be considered.

Please see the [Transfer of Credits policy](#) for more information.

³⁰ Transfer of Credits policy; TRACS Accreditation Standard I.7.2

Recognition of Non-Standard Academic Accomplishments

EBC may choose to recognize the academic progress of a student who has pursued an individualized course of study, through the issuing of an official document that describes his or her accomplishments. The Recognition of Academic Progress is neither a certificate nor a diploma. It may be awarded at the discretion of the Provost and faculty of EBC in the following ways:

College Level Examination Program (CLEP)

A student may use the College Level Examination Program (CLEP) to “test out” of a course in which a student may have sufficient comprehension. These examinations are administered in different subjects (i.e. College Composition and Computer Skills). If the student wishes to receive credit via a prior learning assessment, EBC will grant credits in accordance with the Council for Adult and Experiential Learning (CAEL) standards.

Credits are not awarded by the CLEP program itself. They are awarded pending a review of courses and official scores by the EBC Registrar’s office. The minimum required passing score for CLEP exams is 50 points.

No more than 25% of the program will be allowed through LME and/or CLEP. The Registrar will provide the student reasons for refusal or acceptance of transfer credits.³¹

Testing Out

Students, who believe they possess sufficient knowledge and comprehension of the material in a course, may attempt to pass the final exam in the first week of classes. If they pass the exam at a minimum with a 75% grade, they will be excused from completing the assignments and attending such a class. Such exams must be comprehensive and proctored. Testing out is possible in:

- Old Testament Literature
- New Testament Literature
- Foundations for Life
- Hermeneutics
- Computer Skills

This option is not available for students who took the class at Elim Bible College and desire to raise their final grade.

Life Ministry Experience³²

Life Ministry Experience (LME) is intended for the purpose of recognizing education that has taken place outside of the typical college course environment. EBC will accept up to 15 credits/units of transfer credits for prior learning that has taken place outside of the typical college course environment. **Elim requires that a student be at least 25 years of age to begin the LME process.** The burden of proof is always upon the student to sufficiently document prior learning experience and show evidence that a satisfactory level of knowledge and expertise has been developed and is comparable to a similar college course. It is the task of EBC to assess the student-submitted documents for college-level learning and to award an appropriate level of academic credit.

³¹ [Transfer of Credits](#) policy

³² [Life Ministry Experience Guidelines](#) policy

The applicant will document and identify significant events, people, and experiences that have contributed to substantial college-level learning and achievement. Questions about the LME process should be first directed to the Registrar at (585) 582-1230, extension 8218, or Academic Office, extension 8210.

Transcripts³³

Official transcripts are released to a student or an institution upon receiving a written request submitted via EBC's website and signed by the student. Elim cannot accept phoned or e-mailed requests, nor can we release a transcript requested by anyone other than the student. Elim conforms to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in releasing the transcript. NOTE: Elim does not release high school records, health information, other schools' transcripts sent to Elim for evaluation, or reference material from a student's file to third parties or to fulfill registration requirements for other institutions.

Definitions:

An official transcript is one that has the signature of the registrar or another authorized academic school official on SCRIP-SAFE paper or plain paper covered by the raised school seal. Official transcripts are emailed or mailed only from our third-party transcript delivery service or mailed from our school to the recipient as specified on the transcript request form.

An unofficial transcript is identified as "UNOFFICIAL" and is not valid when applying to another school. It is for the personal records of the current or former student.

Procedure:

Students' Access to Transcripts

Students may download their unofficial transcripts for free as long as they have access to their Populi account. All transcript requests must be made through the school's [website](#). Once a student's rights to log in to Populi are revoked, they can request an unofficial digital copy of their transcript through the website at no charge and an unofficial mailed hard copy at a cost of \$7. The charge for an official transcript is \$7 for a digital copy and \$10 for a mailed hard copy.

³³ Transcripts policy

Grades³⁴

Grading System

Letter grades are assigned to completed course work accordingly to the quality of performance as follows:

A = EXCELLENT: An "A" indicates that a student has grasped the subject matter and has made it his/her own through thought and reflection. It represents industry, thoroughness, and correctness of detail, and also originality, much insight, high quality of thought process, critical analysis, mastery of material, and orderliness of presentation.

B = GOOD: Indicates that a student has fulfilled the requirements of a course, assimilating the subject matter with considerable thoroughness and correctness and with some understanding of its relationship to life. Work shows discipline beyond the average, but is not as precise, creative, or comprehensive as an "A."

C = SATISFACTORY: Indicates average work, either steady work or an acceptable quality or work of a high quality, which is uneven, irregular, or fragmentary. This grade is given to work that is generally correct, but which does not show exceptional reflection upon, or assimilation of, the material of a course.

D = POOR: Indicates work that is inferior to the average both in quality and quantity.

F = FAILURE: Course requirements not met. Failed courses do not count toward program fulfillment.

Letter Grade	Numeric Grade	Quality Points	Performance Level
A	94-100	4.0	Excellent
A-	90-93	3.7	
B+	87-89	3.3	Good
B	83-86	3.0	
B-	80-82	2.7	
C+	77-79	2.3	Satisfactory
C	73-76	2.0	
C-	70-72	1.7	Poor
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	0.7	
F	0-59	0.0	Failure

Other letter grades, for which no quality points are earned, may be assigned as follows:

P = PASSING: Equivalent to a "C" or better. It is assigned only for a course offered on a pass/no pass basis.

NP = No PASS: Indicates that the student did not pass a course offered on a pass/no pass basis.

WP = WITHDRAWAL PASSING: Indicates that the student was doing passing quality work at the time of withdrawal from the course.

WF = WITHDRAWAL FAILING: Indicates that the student was doing failing quality work at the time of withdrawal from the course.

AU = AUDIT COURSE: No grade issued.

I = INCOMPLETE (see below).

R = REPEATED or REPLACED COURSE: A student may repeat any course taken and failed at EBC or, with special permission of the Executive Vice President and Provost, a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate unit hours are not given when repeating a course.

GPA and PACE of Completion Requirements

BS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	>=1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5		
Third	>= 2.0		
Fourth	>= 2.0		
Fifth	>= 2.0		
Sixth	>= 2.0		
Seventh	>= 2.0		
Eighth	>= 2.0	122	Up to 183 credits

³⁴ TRACS Accreditation Standard II.17.8

AAS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	≥ 1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	≥ 1.5		
Third	≥ 2.0		
Fourth	≥ 2.0		
Fifth	≥ 2.0		
Sixth	≥ 2.0	62	Up to 93 credits

Launch			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	
First	≥ 1.0	Must pass at least 67% of all attempted credits	
Second	≥ 1.5		
Third	≥ 2.0	32	Up to 48 credits

Students who don't meet the above criteria will be placed on financial warning and will be notified in writing.

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.

Attempted credit hours are defined as any credits/units the student is enrolled in after the add/drop period every semester. Earned credits are those for which the student earned at least a grade of D- or P.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by EBC count as both attempted and earned credits.
- Credits for courses in which a student receives an I (incomplete) grade at the end of a semester.

The Pace of Completion Ratio is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.³⁵

Retention and Academic Disciplinary Action³⁶

All Faculty and Staff at EBC strive to help students successfully complete the program they enrolled in. Their progress is monitored, and several services are provided in order to help those who are struggling academically. Each student's academic progress is evaluated at mid-semesters. At that point, students receive a warning email and are encouraged to focus more on their course work.

Students who fail to receive a term GPA as required by SAP at the end of a semester will be placed on *Academic Warning*, which means taking no more than 13 credits the following semester and having the availability of tutoring services. Such students will also receive a Financial Aid Warning.

³⁵ [Satisfactory Academic Progress policy](#)

³⁶ Retention and Academic Disciplinary Action policy

Students who receive a term GPA less than the SAP requirement for two consecutive semesters will be given *Academic Probation/Financial Aid Denial*. Refer to our [SAP policy](#) for details.

Incoming freshmen whose High School GPA was less than 2.5 will be admitted provisionally, which means that they will be placed on *Academic Watch* for their first semester at EBC. If at the end of the semester their term GPA meets the SAP requirement, their *Academic Watch* tag will be removed.

For more details, refer to the ***Retention and Academic Disciplinary Action*** policy.

Incompletes

- The grade of incomplete is temporary and may be given when a student is unable to complete the required course work within the specified time due to circumstances beyond his/her control. Such circumstances must be clearly unavoidable and not merely convenient for the student.
- Assigning the temporary grade of incomplete allows an instructor to submit grade reports for the Registrar's office without waiting for officially-permitted late work to be completed.
- A written petition for a grade of incomplete must be submitted by the student to the Registrar no later than two weeks before the end of the semester. Extenuating circumstances occurring in the last two weeks will be given consideration.
- The request should explain the circumstances and propose a date of completion after consultation with the instructor. The request must be approved by the Executive Vice President and Provost.
- Incompletes will not be granted for normal life situations such as vacations, work schedules, ministry, etc.
- When the student completes the necessary work, the final grade will be reported to the Registrar's office. If the student does not complete the course work within the specified time, the instructor may award a grade based on work completed or fail the student.
- Please refer to the Incomplete Grade Request form, located on Populi, Files, Shared Files.

Academic Advising

Academic Advising is offered to all students enrolled in a program. Students are encouraged to seek academic advice or career counseling from full-time faculty members during their office hours. Additionally, the Registrar and Program Chairs assist students with timely program completion and course registration. The Special Needs Coordinator is also available to offer additional help to students with learning disabilities. Although advisors are available to assist students, all students must accept full responsibility for identifying and completing their program's graduation requirements as specified in the Academic Catalog.

Academic Conduct

Attendance

Consistent class attendance is strongly encouraged as it allows students to gain the full measure of course instruction and program objectives. However, there are circumstances where students need to miss class, which is why EBC makes allowance for those occasions within our ***Attendance Policy***. The ***Attendance Policy*** outlines the expectation for students in regard to excused and unexcused absences.

Excused Absence:

Excused absences are given in special circumstances by the discretion of the instructor or the Provost. All absences (other than the automatically excused one) should be approved in advance in order to be considered excused.

Automatically excused absences:

- Adding a class during the proper add/drop period.

- Admittance to a hospital (verified by the hospital).
- Death or hospitalization of an immediate family member (mother, father, sister, brother, or grandparent).
- Unusual emergency circumstances as evaluated by the instructor.

Additional excused absences:

- Sickness
If a student is sick, he/she needs to inform the instructor prior to class. An instructor may require a doctor's note.
- Other essential reasons might be considered and approved at the instructor's discretion.
- Ministry trips or college-sponsored events must be preapproved by the Provost. [Ministry-Related Excused Absence](#) JotForm must be submitted by the ministry leader to the Provost prior to approval. Such students must be in good academic standing.
- All missed work must be made up per instructions given by the teacher.

Unexcused Absence:

- Students are allowed one week of unexcused class sessions, which amounts to 3 class hours for a 3-credit class, 2 class hours for a 2-credit class, and a 1 class hour for a 1-credit class per semester.
- Students who are late for class or leave early without the instructor's permission are considered tardy. An accumulation of four late arrivals or early leaves will be counted as one unexcused absence.
- Once a student has exceeded his/her allowed unexcused absences by one class hour (or session), he/she will incur a full letter grade reduction for the course. For two or more additional unexcused absences, he/she will automatically fail the course.
- All students are responsible for keeping track of their own absences without repeated inquiries. However, attendance is tracked through Populi and can be verified by a student at any time.
- It is the responsibility of the student to obtain any notes and complete assignments given while absent from class.
- Leaving early for break or coming late will be considered an unexcused absence.

While Elim makes provision for absences it does not diminish the need for students to be in all classes to receive the fullest impact of the spiritual and academic dynamic experienced only in the classroom setting. The ***Attendance Policy*** makes allowance for circumstances that might occur, but Elim strongly encourages consistent participation to receive what God has for each individual student.

Distance Education

While regular interaction is critical to success in DE classes, attendance is not tracked. However, students are expected to engage with the class every week through the use of various technology tools making transformational learning and substantial interaction possible. If a student fails to engage in DE classes for two consecutive weeks, he/she may be withdrawn from the class. If they are recipients of federal or state aid, such aid may need to be returned.

Class Protocol

For many students, the collegiate academic setting is new. There are some simple ethics, which should be followed to ensure that this is a pleasant time for both you and the instructor.

- Teaching the Bible and related subjects is an awesome responsibility. The instructors at Elim Bible College take that responsibility very seriously. Pray constantly that God's anointing will be upon them.

- We at Elim do not limit the freedom of faculty or students for inquiry and expression, provided they are in the pursuit of the truth and such inquiry does not infringe on the rights of others to do the same. If, however, your approach to this freedom of inquiry becomes a limitation to others or yourself, the instructor will address the issue.
- You are here to learn new things. When exposed to a concept differing from what you have been taught, be patient and open. If you need to question the instructor, wait until the teaching has been completed, since your questions may be answered in the process of teaching.
- If you feel the instructor is teaching error, go to him or her in private. Having a different viewpoint is not necessarily a teaching error.
- Instructors sometimes do make mistakes in grading, so feel free to question grades. But please do so respectfully after class or during a break.
- Please refrain from eating in the classroom.
- The instructor reserves the right to fail any student who does not complete all required assignments for the course.
- Lack of participation, attendance, and cooperation in class will affect your final grade.

Assignments

Submitting Assignments

All written assignments must be submitted in Populi at the beginning of the class period on the day they are due. Any assignment handed in at a later time will be considered "late." Use the Populi link provided for each specific assignment. When turning in an assignment, students are required to log into Populi and click on the appropriate course page, then click on the specific assignment link where the file can be uploaded. No email or hard-copy submission of assignments is accepted. Assignments are to be uploaded in an MS Word format unless otherwise specified by the teacher. Opening Populi within Google Chrome is recommended, as errors may be encountered in other browsers.

Late Assignments

All assignments should be handed in on the day and time, as specified in Populi. Any assignment handed in at a later time will be considered "late." Late submission of all assignments will be subject to a 5% penalty for every calendar day past the due date unless there are extenuating circumstances that warrant waiving the penalty, as determined by the professor. All significant assignments (as specified on a course syllabus) must be submitted to pass the class. A **max of 40%** can be earned on an assignment turned in **12 days or later** after the assignment's due date. Assignments not required to pass the class might not be accepted after 12 days. Late submission of quizzes will not be accepted. No late assignments will be accepted after the last day of the final exam period.

Final Exam Week

- The student is responsible to rearrange work schedules to take final exams at the scheduled time. (Be sure to talk with your employer several weeks in advance of exam week!)
- If a student is ill at the time an exam is scheduled, the student's physician and/or appropriate dean must give a verification of the illness in writing. The written verification must be submitted to the Academic Office along with the request for making up the missed exam.
- No exam may be taken earlier than the originally scheduled time, and all make-up exams must be taken at the next available time.
- Applications for all make-up exams must be made on the appropriate form, which can be completed in the Academic Office. The request must be made on the form no less than three (3) days before the day the exam is scheduled. Students will be notified by the Academic Office of the decision rendered by the EVPP.
- No make-up exams can be given without prior approval of the EVPP.

Academic Integrity

But as for me, I will walk in my integrity. (Psalm 26:11a NKJV)

Elim Bible College seeks to promote academic integrity within our community. Integrity in every area of life is necessary for a servant of the Lord and is fundamental to the principles of education and investigation.

All students will be held accountable for the following:

- Cheating in its various forms, such as copying another student's work, allowing their own work to be copied, using unauthorized aids on an examination, fabricating lab or research data, or submitting another person's work as their own.
- Exams:
 - Any unauthorized giving or receiving of information during an exam is considered cheating.
 - Copying down information, or passing on information verbally from an exam, that in any way helps another student, is considered cheating, even if the actual exam has been left within the classroom.
 - Students who have taken an exam should not discuss the exam in the presence of students who have yet to take it.
 - It is the student's responsibility, in a classroom with close seating, to distance himself/herself far enough from others so that another's work will not be seen even inadvertently.
- Plagiarism: presenting the words or ideas of another person as your own:
 - Part or all of a written or spoken assignment copied from another person's manuscript.
 - Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet, or internet source.
 - The sequence of ideas, arrangement of material, and pattern of thought of someone else, even though you express them in your own words.

A student is an accomplice in plagiarism and is equally guilty if:

- They allow part or all of their paper, in outline or finished form, to be copied and submitted as the work of another;
- They prepare a written assignment for another student and allow them to submit it as their work;
- They keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

Sabotage

Denying other students access to academic information, whether in or outside of the classroom.

Destroying, altering, or tampering with another person's work to impede his/her academic progress.

Overlapping Assignments

While not plagiarism, it is understood that papers or other assignments that are done for one class may not be submitted for another class without prior approval of all instructors involved.

Copying of Class Notes

Learning how to listen and take notes effectively is an important part of the classroom experience in college. While all students are strongly encouraged to take their own notes, they are also allowed to compare their notes with other students in order to optimize the learning experience. It is also appropriate to share notes with a student who was absent from class.

Assigned Reading

When an instructor assigns reading, all of the material is to be read thoroughly during the current semester. Reading only the first and last paragraphs of chapters, reading only topic headings, or merely flipping pages

is not acceptable. If the student is assigned the same reading for more than one class, you must check with all instructors to see if you need to read the material more than once. The instructor may ask you to sign a statement or complete a reading log indicating the work was done.

Academic Integrity Procedures³⁷

Discipline in a Christian community is intended for restoration and wholeness. In cases concerning a student's academic integrity, the following guidelines will be followed, typically beginning with direct interaction with the student. If a student wishes to appeal, the discussion must move through approved procedures. In no case shall the faculty member's perspective, authority, or autonomy be violated. Similarly, in no case shall the student's right to a fair hearing through the Institution's *Academic Grievance* policy be denied.

All records of violating academic integrity standards shall be uploaded to the student's Populi account (Discipline Section on the Student Tab) with the supporting documentation concerning the nature of the offense(s) and subsequent action(s) taken. The first offense will NOT be displayed on transcripts, however, any subsequent academic dishonesty violations may be noted, as appropriate, on permanent transcripts.

Personnel directly involved shall be apprised of resultant disciplinary action, and students shall be apprised of the right to appeal and procedures to be followed.

For Students:

A student who feels falsely accused of violating academic integrity may:

- Resolve the situation with the faculty member;
- Request a meeting (within ten business days* of being informed of the incident by a faculty member) with the EVPP, accompanied by a person of choice if desired;
- Appeal decisions by submitting the Grade Appeal Form or through Elim's *Academic Grievance* policy (within ten business days*).

Policy for Offenses

The following procedures will be taken for violations of academic integrity:

1. First-time violations will automatically result in a failing grade for the assignment or exam in question. The Registrar and Executive Vice President and Provost will be notified by the faculty member and will make note of a "first offense." The student will be notified of the disciplinary action, consequences for subsequent offenses, and their right to appeal. Other actions may be taken as necessary.
2. Second violations will automatically result in a failing grade for the class. The student shall receive written notification. Also, a formal apology will be written to the leadership of EBC stating why plagiarism is wrong. This will include a 2000-word research essay with five resources due in four weeks from the application of the disciplinary action.
3. A third violation will result in immediate dismissal from EBC. The student shall receive written notification of disciplinary action and be apprised of the right to appeal through either the *Grade Appeal Process* policy or Elim's *Academic Grievance* policy. Such disciplinary actions will also be reflected on the student's academic transcript. A student might be allowed to re-enroll if a change in attitude is demonstrated. Such a student will have to retake all failed courses. Upon successful completion of all program requirements, disciplinary action may be removed from the student's academic transcripts.³⁸

*The business days refer to days when the college offices are open

³⁷ Academic Integrity policy

³⁸ Grade Appeal Process policy; Academic Grievance policy

Artificial Intelligence Use Policy

Elim Bible College (EBC) recognizes the tremendous benefits and transformative opportunities that artificial intelligence (AI) offers to enrich student learning and support research. At the same time, integrity and transparency are essential in the life of every Christian and remain foundational to the principles of Christian education. Therefore, EBC students are expected to use AI tools **responsibly, ethically, and in ways that support, rather than replace, their own academic work**. The use of AI to compose or complete assignments, tests, quizzes, or exams is strictly prohibited.

The use of AI to compose or complete assignments, tests, quizzes, or exams is strictly prohibited. Inserting AI-generated content into written assignments without proper citation will be regarded as plagiarism and academic dishonesty.

Permissible uses of AI include:

- Generating college-level bibliographies on specific research topics and formatting them in APA (7th ed.).

Example of a suitable prompt for an AI tool such as ChatGPT:

*“Provide **peer-reviewed articles, academic books, or dissertations** published in recognized databases **on the topic of** <specify topic>. Do not include Wikipedia, blogs, or non-scholarly websites. All sources must reflect a **Biblical worldview** or engage with scholarship from a Christian perspective. Format all references in **APA 7th edition**.”*

- Supporting study through practice questions or concept explanations.
- Assisting with grammar, clarity, or structure in student-written drafts.
- Providing translation tools for international students.

When used wisely, AI can save time and enhance learning. Nevertheless, students remain fully responsible for producing original academic work.

Copyright Infringement³⁹

Policy Statement:

Any unauthorized distribution of copyrighted material, including unauthorized downloading and file sharing is not allowed at Elim and may subject students to civil and criminal liabilities.

Penalties for violating federal copyright laws includes:

- Fines (anywhere between \$200 and \$150,000)
- Jail time
- Illegal works impounded
- Injunction issued

Procedure:

Copyright Infringement⁴⁰

One may use and distribute copyrighted or proprietary material only with written consent of the copyright holder. Unless otherwise indicated by the author, one should assume that any books, programs, songs, movies, applications, etc. they did not create is copyrighted.

Copyright Laws and Licenses

- Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful downloading and file-sharing using the EBC's information resources is a violation of this policy.
- Users must not download, make, or use illegal copies of copyrighted media, store such copies on EBC systems, or transmit them over EBC networks.

³⁹ Copyright Infringement policy

⁴⁰ 34 CFR 668.14(b) and FSA Handbook 2-155

- Please see the Off Campus Access to Physical Materials procedure for information on how distance education students can loan portions of digital copies.

Student Due Process

Violations of the Code of Conduct will result in disciplinary action or possible suspension. For details, refer to the Student Due Process section of the Student Handbook or the corresponding policy.⁴¹

Resolving Conflicts / Filing a Complaint⁴²

When possible, disagreements between a student and a faculty member should be resolved informally; when necessary (for example, when involving issues of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue. If the student believes s/he has not received a satisfactory resolution from the instructor, the student may file a formal complaint.

Academic Grievance

Academic grievances may originate with such student complaints as a perceived violation, misinterpretation, or inequitable application of course or program requirements, unfair or inequitable treatment by a faculty member, unjustified accusations concerning academic integrity, unfair or inequitable application of, grading policies, and the like. Elim Bible College abides by a six-month statute of limitations for filing an academic grievance, which must be resolved within a reasonable period of time.

For more information, see the *Academic Grievance* policy.

Grade Appeal Process

If the instructor does not reply within five business days*, the student may appeal to the Executive Vice President and Provost (EVPP) for resolution by submitting the [Grade Appeal Form](#). In the case where the EVPP was the course instructor, the appeal shall be submitted to the President.

Final grade appeals might be submitted to the EVPP only within 15 business days* of the issuing of a grade. Failure to follow the grade appeal submission deadlines will result in the dismissal of the appeal.

Please note: Lack of intent to plagiarize or not citing the source by mistake will not be considered as a valid reason to accept this appeal.

For details refer to the *Grade Appeal Process* policy.

Student Complaint Process⁴³

A complaint may be initiated by a student who believes they have been treated unjustly. EBC provides a way for students to address personal grievances and file complaints regarding EBC, its staff and faculty through the [Student Complaint Form](#). Anonymous complaints or feedback may be submitted to the "Suggestion Box" located in College Hall's Student Lounge.

The detailed procedure for resolving grievances with EBC faculty or staff can be found in the [Student Complaint Process](#) policy, including where to file in cases when a student feels that he/she has been treated unfairly in the outlined process or that the issue has not been resolved in a satisfactory manner.

⁴¹ Student Due Process policy

⁴² TRACS Accreditation Standard I.7.2

⁴³ TRACS Accreditation Standard II.17.3; [Student Complaint Process](#) polic

ACADEMIC CALENDAR⁴⁴

Fall 2025			
Aug 18-22	M-F	RA Orientation/International Students Arrive	Contact the Deans for arrival time
Aug 21	Th	New Students Arrive	Arrival time: 1-4 pm
Aug 21	Th	Welcome Dinner	5 pm
Aug 22	Fri	New Student Orientation	College Hall C202: Academic Orientation – 10 am-noon Dean's Orientation – 1-3 pm
Aug 24	Sun	Returning Students Arrive	Arrival time: 6-9 pm
Aug 25	M	Classes Begin	First class @ 8 am
Aug 29	F	Add Period ends	5 pm
Sep 05	F	Drop Period ends	5 pm
Sep 08	M	Student Ministries Begin	
Sep 05	F	Student-Staff Outing	Tab 12pm
Sep 19-20	F-Sat	Foundation's Weekend	Begins Fri at 7 pm – Staff and students should plan to attend
Oct 11-15	Sat-W	Fall Recess	
Oct 13-24	M-F	Registration for Spring Classes (2 weeks)	Set up appointment with Registrar
Oct 20	M	Mid-point of Semester	
Oct 21-24	T-F	Missions Week	Extended chapel services and Fri evening service
Nov 10-14	M-F	Last Week to Withdraw	
Nov 21-23	F-Sun	Theater Production	
Nov 26-30	W-Sun	Thanksgiving Break	Students may leave Tues after classes.
Nov 30	Sun	Student Ministries End	
Dec 05	F	Last Day of Classes	
Dec 08-11	M-Th	Exam Week	
Dec 12	F	Fall Term Ends	
Dec 13	Sat	Semester Break Begins	

⁴⁴ TRACS Accreditation Standard II.17.8

Spring 2026

Jan 11	Sun	RA's Arrive	
Jan 11	Sun	New Students Arrive	Arrival time: 1-4 pm
Jan 11	Sun	All Students Return	Arrive by 10 pm
Jan 12-16	M-F	Week of Prayer	No regular classes
Jan 16	Fri	New Student Academic Orientation	College Hall - 3 pm
Jan 19	M	Classes Begin	First class @ 8 am
Jan 23	F	Add Period Ends	5 pm
Jan 26	M	Student Ministries Begin	
Jan 30	F	Drop Period Ends	5 pm
Feb 14-22	Sat-Sun	Winter Recess	
Mar 03-06	T-F	Worship Emphasis Week	
Mar 13-14	F-S	Prophetic Presbytery	
Mar 23	M	Mid-Point of Semester	
Apr 06-10	M-F	Registration for Summer	Set up appointment with Registrar
Apr 13-17	M-F	Last Week to Withdraw	
Apr 13-24	M-F	Registration for Fall	Set up appointment with Registrar
Apr 02- 06	Th-M	Easter Break	Students may leave Wed after classes. Return Mon, 10 pm.
May 03	Sun	Student Ministry Ends	
May 08	W	Last Day of Classes	
May 11-14	Th-M	Exam Week	Students should plan to stay through graduation.
May 15	F	Graduation Rehearsal	ELC - 8:30am
May 15-16	Th-Sun	Commencement Weekend	All students are required to attend the baccalaureate and graduation ceremony.
May 16	Sat	Spring Term Ends	

Summer 2026 – DE Only

May 18	M	NYSUM Internship Begins	Students Depart
TBD	T-Th	Elim Fellowship Conference	
Jun 06	F	NYSUM Internship Ends	Students Return
Jun 08	M	Online Classes Begin	8 weeks
Jun 12	F	Drop Period Ends	5pm
Jul 13-17	M-F	Last Week to Withdraw	
Jul 29-31	W-F	Final Exams	
Jul 31	F	Online Classes End	

ACADEMIC CALENDAR - DISTANCE EDUCATION

Fall 2025

Session A	Aug 18-22	M-F	Student Orientation	TBD
	Aug 25	M	DE Session A Courses Begin	Session A: Weeks 1-8
	Aug 29	F	Drop Period ends	5 pm
	Sep 29-Oct 03	M-F	Last Week to Withdraw	
	Oct 13-24	M-F	Registration for Spring Classes (2 weeks)	Connect with Registrar
	Oct 16-17	Th-F	DE Session A – Final Exams	
Session B	Oct 20	M	DE Session B Courses Begin	Session B: Weeks 9-16
	Nov 24-28	M-F	Last Week to Withdraw	
	Dec 11-12	Th-F	DE Session B – Final Exams	
	Dec 12	F	Fall Term Ends	
	Dec 13	Sat	Semester Break Begins	

Spring 2026

Session A	Jan 12-16	M-F	Student Orientation	TBD
	Jan 19	M	DE Session A Courses Begin	Session A: Weeks 1-8
	Jan 23	F	Drop Period Ends	5 pm
	Feb 23-27	M-F	Last Week to Withdraw	
	Mar 12-13	Th-F	DE Session A – Final Exams	
Session B	Mar 16	M	DE Session B Courses Begin	Session B: Weeks 9-16
	Apr 06-10	M-F	Registration for Summer	Connect with Registrar
	Apr 13-24	M-F	Registration for Fall (2 weeks)	Connect with Registrar
	Apr 20-24	M-F	Last Week to Withdraw	
	May 7-8	Th-F	DE Session B – Final Exams	
	May 15-16	Th-Sun	Commencement Weekend	All students are invited to attend
	May 16	Sat	Spring Term Ends	

Summer 2026

Jun 08	M	Online Classes Begin	8 weeks
Jun 12	F	Drop Period Ends	5pm
Jul 13-17	M-F	Last Week to Withdraw	
Jul 30-31	R-F	Final Exams	
Jul 31	F	Online Classes End	

LIBRARY⁴⁵

General Information

Library Hours

See the Library Homepage on Populi for current Library hours.

Resources Available

- Reference books: Reference books may not be taken from the library and are stored on the main level.
- Textbooks: Textbooks are held on reserve each semester. They may be used in-house only during the semester in which they are listed as required class reading materials.
- Books in circulation: Books located on the book stacks may be checked out at the circulation desk for a two-week loan period.
- Periodicals: Periodicals may be checked out for a two-week loan period.
- Digital Databases: EBSCO Host and ProQuest contain thousands of online resources including eBooks, Academic Journals, and Periodicals.
- VHS tapes, DVDs, and other miscellaneous media and print resources are available for check out. In-house use of equipment for viewing can be granted only upon availability and upon request and approval.

Internet

Wireless internet access is available in the library for all patrons. In addition, patrons may access the internet or the library catalog on the circulation computers located on each floor of the library.

Laptops⁴⁶

Library laptops primarily are to be used by students in-house within the library. The only usual exception to student usage will be made for those students needing to utilize a laptop for a class session, in which case, they must be returned within five hours or incur late fines. Laptops can never be checked out overnight by a student. Whether laptops are to be used in-house or in-class, they must formally be checked-out through Populi, and the Library Laptop Check-out Form must be completed along with a signature. Any use by staff or faculty, including IT maintenance or repair, must be preapproved by the Head Librarian or the EVPP. Repair or replacement of the laptops due to damage through negligence or abuse and/or loss will be the responsibility of the user.

Copies and Scanning

A copy machine and scanner are located in the office area of the library. Payments are made to the librarian. Failure to pay will result in the librarian holding your paper until the payment is made. See Fee Schedule in the Academic Catalog for applicable fees. Scans may be saved to a USB device or can be e-mailed to your e-mail address per request.

Archive Room

Resources and memorabilia containing the history of Genesee Wesleyan Seminary and Elim are held in this room. Patrons are invited to view these resources or to study in this room. Please see library personnel if access is needed.

⁴⁵ TRACS Accreditation Standard I.7.2

⁴⁶ Library Laptop Usage policy

Use of Resources

- *Finding Resources:* Students may search for library materials by using the computers located on each floor of the library or via their personal computers. Smartphones and other mobile devices may also be used for Populi and EBSCO Apps.
- *Checkout Procedure:* Materials may only be checked out at the circulation desk by the librarian or library personnel. It is preferred that students provide their student ID cards.
- *Return Procedure:* Materials are checked in at the circulation desk. If the library is closed, the items may be deposited in the book drop located on the south side of the building. A secondary book drop also is available inside the library beside the circulation desk.
- *Fines:* The librarians keep a weekly account of student and library patron late fines. When a student has fines that exceed \$20.00, the librarian will contact accounting with the current fees due. This amount is then deducted from the library's fine accounting page. At this point, the responsibility for the collection of the fines will shift from the library to the accounting department.
- *Lost Materials:* If library materials are lost, the borrower should see the librarian. If the item cannot be found, the borrower is charged the price of the item.
- *Care of Books:* Please, do not mark, underline, or fold pages in a book.
- *Loaning of Materials:* Please do not loan library materials to another person.

Telephone

The telephone in the library is for staff use only.

Library Regulations

There is to be an atmosphere conducive to study maintained in the library at all times. Due to the various functions the library necessarily must provide, group tables, individual carrels, the Fiction Room, and the basement level "quiet zone" are available to serve those different needs.

Recognizing group work requires a level of verbal communication, out of respect for others, the library staff requests all groups should use the large tables and/or the Fiction Room when working together. Disruptive behavior cannot be tolerated; therefore, please use earbuds for listening to music or watching videos and maintain a hushed tone when working together. There should also be respect for library property, and furniture should not be moved, or windows opened without permission from the librarian.

INTERNSHIPS AND STUDENT MINISTRIES

Internship

Primary Internship or Alternate Primary Internship (150 hours)

All first-year students enrolled in the SEC, Launch, A.A.S., or B.S. in Theology program are expected to complete *either* the Primary *or* Alternate Primary Internship, consisting of 150 hours. The emphasis of the Primary Internship (or Alternate Primary Internship) is to provide an opportunity for students to gain practical ministry experience, applying their academic and spiritual training to real-life ministry contexts under the close supervision and mentorship of seasoned ministry leaders.

Primary Internship (EBC-Organized)

Students may choose to fulfill the Primary Internship (INTP1033) through participation in the NYSUM (New York School of Urban Ministry) Internship, or in another EBC-organized internship (such as a short-term cross-cultural missions trip).

Alternate Primary Internship (individualized)

The Alternate Primary Internship (INTA1033) is an option for commuters, Distance Learners, and married students or single parents who cannot so easily leave their families for weeks at a time, or for students who have a specific ministry interest or connection. Opportunities to serve in a local church, on the foreign field with a missionary, or with a specialized ministry that is especially appropriate to their calling would be examples of what an Alternate Internship should look like. This is an individualized internship tailored specifically to the student in consultation with the Ministry Director. Three academic credits are granted for completing the Alternate Primary Internship.

Degree Internship (50 hours)

Students enrolled in the A.A.S. or B.S. in Theology program must complete 50 additional internship hours to fulfill the Degree Internship (INTD2011). Students are encouraged to serve at a Christian summer camp. Examples of Elim-affiliated camps include: [Camp Judah](#), [Camp Pinnacle](#), [Northeast Worship Camp](#), and [Camp Shiloh](#). Students may also opt to fulfill the Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, short-term missions trips, or any other specialized ministry. All Degree Internship options must first be approved by the Ministry Director. One academic credit is granted for completing the Degree Internship.

The Ministry Director will send all students enrolled in the Degree Internship a [Degree Internship Proposal JotForm](#) to fill out with the details for how they plan to fulfill their Degree Internship requirement. The Ministry Director must approve all Degree Internship proposals. Once approved, the Ministry Director will work with students to complete their Degree Internship requirements.

Criteria for an Alternate Primary Internship and Degree Internship

- **Goals** - The purpose of the internship is to provide opportunity for students to further pursue their ministry calling and to put into practice what they have been learning under guided, experienced leadership. As such, there should be clearly established learning outcomes that that student seeks to attain by completion of the internship.
- **Time** - Satisfies the hourly requirement for the internship (Primary Internship - 150 hours; Degree Internship - 50 hours; Combined Primary/Degree - 200 hours)
- **Structure** - There should be a projected start and end date of the internship, along with an estimated number of hours per week, with clearly defined roles and responsibilities.

- **Types of responsibilities** - The internship should consist of a healthy amount of hands-on ministry opportunities. There is also value in providing opportunities for the student to sit in on occasional leadership-level meetings in order to gain experience and insight in the planning and behind the scenes work that ministry leadership entails. Service-oriented responsibilities (painting, maintenance, housekeeping, administration, etc...) are also valuable. The important thing is that there is a balanced mix of responsibilities, and that hands-on ministry should be the primary focus.
- **Accountability** - The intern should have regular meetings with his/her internship supervisor to provide opportunity for feedback -- noting positive areas of growth and areas for improvement. This also provides a valuable opportunity for the intern to get the most out of the learning experience and to glean from the wisdom of experienced ministry leadership. The internship supervisor will also be asked to fill out an evaluation for the intern's performance at the end of the internship (the EBC Ministry Department will send this directly to the supervisor).

Internship Exemption and Credit Transfer

EBC recognizes the value of ministry experience achieved before attending Elim. Such prior Christian ministry experience meeting the Primary and Degree Internship requirements may be considered for an Internship exemption.

Procedure

- Each student requesting an exemption of internship requirements based on prior ministry experience must complete the [Ministry Experience JotForm](#).⁴⁷
- The Ministry Director will review the request and verify the prior ministry experience within one week.
- Upon verification of the prior ministry as meeting the internship requirements, the Ministry Director will communicate this to the student, and task the Registrar in Populi to amend the student's academic record to reflect the approved exemption of internship requirement(s). The Provost will also be notified of this.
- The Ministry director will append the related documentation to the student's account.
- If it is deemed the student's prior ministry experience does not satisfy the internship requirements, the Ministry Director will also communicate this to the student, and he/she must fulfill his/her Internship requirements.

Student Ministries

Purpose

Students are involved in practical ministry through Student Ministry assignments, which play a vital role in one's training and development while at Elim. Participation in practical avenues of ministry and service provide students with opportunities to put their training into action, while helping students discover and develop their God-given gifts and passions for life and ministry.

Principles

1. Practical Christian service and ministry, far from being an undertaking reserved for an 'elite' group within the Church, is rather an integral part of every Christian's faith experience.⁴⁸
2. Hands on, practical ministry experience is an essential component of students' training and development for servant leadership in ministry.⁴⁹

⁴⁷ Incoming students may request this form from the Admissions Department (admissions@elim.edu); available under links in Populi

⁴⁸ Mat. 5:16; 1 Pet. 3:15; Eph. 4:12

⁴⁹ Luke 9:1-6; 10:1-12

Objectives

- To provide the opportunity to share the Gospel.
- To provide opportunities for students to serve together, learning teamwork, cooperation, discipline, and mutual dependence.
- To provide ministry opportunities that will reinforce the training within a student's chosen course of study.
- To provide an avenue of opportunities for networking and relationships for future ministry opportunities.

Student Ministry Requirements

Semester Requirements

Students should fulfill 20 (twenty) hours of student ministry per semester. This amounts to approximately 2 hours of **onsite ministry** per week, over approximately 10-12 weeks of student ministry (factoring school breaks throughout the semester when students are excused for student ministry). This time **does not include** expected prayer and planning meetings, or transportation to and from the ministry site. It is expected that students assigned to a student ministry team⁵⁰ will fulfill their student ministry responsibilities on a weekly basis throughout the semester (except for school breaks), regardless of how many hours they have fulfilled at any point in the semester.

Evaluation and Assessment:

The host ministry and the Ministry Director will evaluate each student each semester. The grade will be based on two criteria: attendance (no more than one unexcused absence each semester), and the timely submission of the semester-end Student Ministry Evaluation.

Attendance and Participation

- Excused absences from Student Ministry must be approved by the Ministry Director in advance.
- Students are expected to attend all required Student Ministry sessions, including the weekly team planning and prayer meetings as well as the designated ministry time. Students are allowed **1 (one)** unexcused absence per semester. Being late to any combination of three meetings or ministries is equivalent to one unexcused absence.
- Two or more unexcused absences will result in the student having to meet with the Ministry Director, and also the possibility of failing.
- Attendance will be tracked and updated on a weekly basis by the Ministry Department. For Regular Student Ministry teams, the Student Ministry Team Leaders will submit attendance records to the Ministry Department weekly via the [Weekly Student Ministry Report Form](#). Residential and Distance Education students in the Independent Student Ministry category should complete the appropriate [Independent student ministry weekly report](#).

Semester-end Evaluation

All students are expected to submit a semester-end student ministry evaluation assessing their student ministry experience over the semester. For regular (team) Student Ministries, students will submit the [Student Ministry Student Evaluation \(TEAM\) form](#) in which they assess themselves, their team, their team leader as well as the student ministry host site. For students in an

⁵⁰ Students who are assigned to an approved Independent Student Ministry have a different set of criteria for fulfilling the required student ministry hours.

Independent Student Ministry assignment, students will submit the [Student Ministry Student Evaluation \(INDEPENDENT\) form](#), in which they will assess themselves as well as their student ministry host site.

These evaluations are essential for assessing the student's progress and growth throughout the semester and also to aid the Ministry Department in their aim to continuously improve the Student Ministry Program. The Ministry Director will send all students a reminder at the appropriate time.
Note: The Student Ministry Final Evaluation is required to pass the Student Ministry course for the semester.

The Ministry Director will assign a grade for the student's Student Ministry each semester. The grades 'P' (Pass) or 'F' (Fail). The grades do not affect the student's grade-point average but are reflected on the transcript for quality of service.

Additionally, the Ministry department will request an evaluation from each host site (for both Regular Student Ministries and Independent Student Ministries).

Student Ministry Assignments

Students are assigned to either a Regular Student Ministry team, or to an Independent Student Ministry.

Regular Student Ministry

Regular Student Ministry consists of a team of three or more students assigned to a preselected and approved host churches, ministries, and organization with whom EIBC already has relationship. These include local church ministries (children's ministry, youth ministry, worship, etc...); and outreach ministries (homeless/street ministry, compassion ministries, college ministry, children/youth outreach, international outreach, et...) All residential students (taking classes on campus) are typically assigned to the Regular Student Ministry category. A team is made up of students whose abilities and interests best meet the needs of the host organization.

While serving a host organization, each Student Ministry team functions under the covering of the organization that has extended the opportunity of service. The supervisor of the host ministry is the one who oversees the student team on behalf of the host organization. They work directly with the Ministry Department providing information vital to the Student Ministry team and helping them to achieve their goals. They supervise the team while on-site and evaluate the team effort along with each team member's performance.

Each Student Ministry Team will have a designated student Team Leader that is responsible for organizing and leading the team in their student ministry assignment each week. The Team Leader also serves as a liaison between the EBC Ministry Department and the Ministry Host Site.

Independent Student Ministry

There are situations where it may be appropriate for a student to have an **Independent Student Ministry**. Independent Student Ministry consists of one student being assigned to an approved church/ministry/organization based on the expressed needs and interest of the student, as well as the needs of the organization. **The Ministry Director must approve all Independent Student Ministry assignments** and mileage reimbursements are **not** available for Independent Student Ministries that are not arranged by the Ministry Department. As with Regular Student Ministry, Independent Student Ministry assignments are on a semester-by-semester basis. The Student Ministry Requirements are the same for students with an Independent Student Ministry.

Requests to be assigned to an Independent Student Ministry should be made by email to the Ministry Director (ministry@elim.edu). The following are situations for which a student may be assigned to an Independent Ministry:

- **Distance Education** students are **automatically** assigned to Independent Student Ministry.
- **Commuters** who come from distances of more than 45 minutes, and/or have other work or other commitments that make it impractical to participate in a student ministry team.
- **Married/Single-parent students who are living on or off campus with their family** and need the flexibility of choosing a Student Ministry that they can schedule around their family needs.
- Students who desire to make their student ministry be **the same as their current ministry involvement in a church they are attending as an Elim student**.
- **Third- and fourth-year students** may desire a Student Ministry placement that focuses on gaining **deeper, hands-on ministry experience within their chosen Degree concentration** (i.e., pastoral ministry, missions, worship, youth). The Ministry Director may assist in connecting students to such opportunities upon requests initiated by the student.

The process for residential students requesting an Independent Student Ministry Assignment:

- Residential Students requesting an independent student ministry assignment should indicate this on the [Student Ministry Placement Form](#) that the Ministry Department sends to all students in the summer for student ministry placements in the upcoming academic year (or in the Fall for Student Ministry placements for incoming mid-term students). Students may also reach out to the Ministry Director for such requests (ministry@elim.edu).
- The Ministry Director will follow up by email to the student instructing him/her to have the **ministry leader** who will directly supervise the student's independent student ministry submit the [Independent Student Ministry Request Form](#). Please note: ***Submitting a request for an independent student ministry does not imply that the assignment will be granted.***
- The Ministry Director will communicate with the student and the host ministry leader within 2 weeks whether the Independent Student Ministry assignment is approved or denied. If the request is denied, the student will be assigned to a Regular Student Ministry team.
- The deadlines for requesting an Independent Student Ministry assignment are: **June 30th (for the Fall Semester); and by October 31st (for the Spring semester)**. Any requests after these deadlines may **not** be considered.

Distance Education Student Ministry

The Ministry Director will work with students enrolled in a Distance Education program to fulfill their student Ministry requirements. Distance Education students will fulfill their student ministry through service in a local church or other ministry. The same minimum hours of student ministry will be required (approximately 20 hours of actual onsite ministry). The Ministry Director will communicate with each Distance Education student directly to work out a tailored plan. To successfully complete their student ministry requirements, students must submit a [Final Student Ministry evaluation Jot Form](#); additionally, the student ministry site leader will be asked to fill out a semester-end evaluation of the student (which will be sent directly to the site leader from the Ministry Department).

Student Ministry Team Leaders

Student Ministry Team Leaders are appointed by the Ministry Director and have the responsibility to organize and facilitate their respective team's assigned ministry at their Ministry Host Site. This includes communication with the Ministry Host Site leader, with their team, and with the Ministry Department. They must be in good academic standing, demonstrate the heart of a servant-leader, and have good

communication skills. For more details concerning the qualifications and responsibilities, please see the [Student Leadership Qualification Requirements](#) policy in the Appendix.

Other Information

Additional Ministry Opportunities

Occasionally, a student may become aware of an opportunity to engage in a ministry or volunteer service opportunity outside of their assigned Student Ministry assignment. While volunteering and service are highly encouraged, any such ministry or volunteer service opportunity should not conflict with the student's assigned Student Ministry. The only exception would be for Ministry-Related Excused Absences. Such requests are submitted by the ministry leader to the Provost prior to approval.⁵¹

Background Checks

Because we take very seriously the trust that our Ministry Host Site partners are extending to EBC in allowing students to serve in their organizations and ministries, the Ministry Department requires all incoming first-semester Freshmen students to submit a background check, using a third-party service. Students may not be able to go on their student ministry assignment until they have successfully submitted this background check. Completion of EBC's required background check does not necessarily preclude the student from any requirement by a Ministry host site to complete an additional background check according to their specific requirements and needs.

Student Ministry Changes and Cancellations

Occasionally, organization supervisors may contact a team leader or team member regarding a change in place, time, or activity with regard to a Student Ministry. Changes must be reported promptly to the Ministry Director.

It is sometimes necessary to cancel a scheduled Student Ministry due to unforeseen circumstances. When a Student Ministry is canceled by a host organization, or it appears that cancellation is advisable due to weather, team leaders are to contact the Ministry Director.

Absences And Replacements

Excused absences from Student Ministry must be communicated to the Team Leader and must be approved by the Ministry Director at least one week in advance (unless due to illness or other unforeseen reasons).

When students are unable to participate in a scheduled Student Ministry (whether it is an excused or unexcused absence), they are responsible for securing a replacement team member, as necessary. The team leader, prior to the Student Ministry time, must approve any replacement. Team leaders must consult with the Ministry Director prior to an absence. For those whose Student Ministry takes place during the weekend, it is expected that absences will be taken responsibly and with consideration for the ministry the team is serving. Team leaders are especially expected to set a leadership example in these decisions.

Weekly Student Ministry Report

The team leader is responsible for the completion (or delegation in his/her absence) of the [Weekly Student Ministry Report](#) after each assignment. The report must be completed thoroughly and specifically on each occasion, with particular attention given to the attitude among team members, as well as any testimonies from the ministry assignment. The weekly report is to be turned in to the

⁵¹ See: [Attendance: Additional Excused Absences](#)

Ministry Director within one day of the ministry assignment. Students who are assigned to an Independent Student Ministry assignment must the [Independent student ministry weekly report](#).

Transportation

Student-owned vehicles

The availability of student-owned vehicles is vital to the overall Student Ministry effort. When student vehicles are used for transportation to and from a Regular Student Ministry, the vehicle owners will be reimbursed according to current Elim mileage rates.

Cash reimbursement is available for the vehicle owner in the Accounting Office. Hours for reimbursement pickup are established each semester and communicated to the Team Leaders through the Ministry Department. All outstanding reimbursements must be picked up no later than by 5:00 PM on the Friday of Finals week of each semester; otherwise, the outstanding reimbursement will be forfeited.

School-owned vehicles

In the event that student-owned vehicles are not available or adequate for a Student Ministry assignment, the Ministry Director may assign school-owned vehicles if they are available.

The following guidelines regulate the use of school vehicles:

- Drivers of school vehicles must possess a current, valid operator's license, be at least 18 years of age, and must have registered with the Ministry Director prior to the assignment.
- Only drivers who have experience in driving in winter conditions (snow and ice) will be allowed to drive under such circumstances.
- Drivers must have a valid driver's license and may be subject to verification of license history.
- Only Elim students, staff, and faculty are permitted to drive school-owned vehicles.
- Upon return to the campus, the driver of the school vehicle must complete the odometer reading and mileage on the Vehicle Request Form and submit it with the keys.
- Keys are issued at the main office during normal business hours and are to be returned in person or dropped in the on-campus mail slot in the Student Center.

Instruction to All Students

As ministers-in-training, your impact in the lives of those you touch will be eternal! The fruit of your ministry as an Elim student will be determined by your heart attitude. "Give yourself fully to the work of the Lord, because you know that your labor in the Lord is not in vain" (1 Corinthians 15:58). In keeping with this principle, all students are expected to conduct themselves according to the guidelines as follows:

- Students are expected to honor the authority and instructions of the Student Ministry host.
- Students are expected to dress and conduct themselves in a manner appropriate to the student dress code as defined in the Student Handbook.
- It is inadvisable to minister to persons of the opposite sex on an individual basis. If such an occasion arises, observe the following:
 - Conduct "private" conversations in "public"—you can find privacy in full view of others.
 - Recruit a team member of the opposite sex at the first opportunity to join in the conversation.
 - Avoid intimate conversation, which might undermine your purpose as a minister.

- Be aware of your own frailties as an individual: whether you are a minister or not, you are human!
- Do not give out personal phone numbers. The only phone number to be provided in such a circumstance is that of the Ministry office: 585-582-8251.
- Materials and curriculum needed for Student Ministries are provided by host organizations.
- Relationships between team members are to be kept casual, particularly while traveling to and from, as well as during, the Student Ministry.

Student Ministry Waivers

Students with a year of full-time ministry experience, or at least two years of part-time ministry experience⁵², may be eligible for student ministry waiver.

Procedure:

- Each student requesting a waiver of their student ministry requirements must complete the [Ministry Experience JotForm](#).⁵³
- The submitted form will notify the Ministry Director of the request, who will then verify the prior ministry experience within one week.
- Upon verification of the prior ministry as meeting the Student Ministry requirements, the Ministry Director will communicate this to the student, and task the Registrar in Populi to process the student ministry waiver in the student's academic transcript.
- If it is deemed the student's prior ministry experience does not satisfy the Student Ministry requirements, the Ministry Director will also communicate this to the student, and he/she must fulfill his/her Student Ministry requirements.

Placement of Graduates

The Ministry office facilitates EBC students and alumni by connecting them with ministries around the world that are interested in receiving Elim graduates. Posting the requests and bringing them to the attention of the students in various ways will accomplish this. Students are highly encouraged to regularly check elimplacement.org for regularly updated ministry opportunities. The Ministry Director is available to students who have questions or are seeking guidance on pursuing the next steps after Elim. Students should contact the Ministry Director (ministry@elim.edu) if they have any questions.

⁵² There may be instances where ministry experience was not paid; these will be considered on a case-by-case basis.

⁵³ Incoming students may request this form from the Admissions Department (admissions@elim.edu); available under links in Populi

ADMISSIONS INFORMATION

General Info

How to Apply

Instructions and application forms for enrollment into any of Elim's programs are included in our application packet or on our website. Students can request an admissions packet or apply online at www.elim.edu/apply. To contact our admissions office, call 585-582-8260 or email us at admissions@elim.edu. Mailing Address: Elim Bible Institute and College, 7245 College St., Lima, NY 14485.

When to Apply

Application for admission to Elim may be made any time following the applicant's junior year in high school. It is highly recommended for students to have their paperwork in before May 1st for the fall semester, and before October 1st for the spring semester.

Christian Experience

Successful candidates for admission will typically have known Jesus Christ as their personal Lord and Savior for at least one year. They should be committed to Christ and dedicated to a life of holiness. They will also have evidenced a growing maturity within a local church fellowship for at least one year before the submission of their application.

Non-Discrimination Policy

Elim Bible College does not discriminate regarding students on the basis of race, color, sex, age, and national or ethnic origin in the administration of admissions, educational policies, or work scholarship programs. EBC reserves the right to admit only those persons who share and abide by its Statement of Faith, Mission Statement, Core Values, and Standards of Personal Conduct.⁵⁴

Reservation Deposit

The applicant will be notified of the Admissions Committee's decision as soon as possible after receiving all appropriate forms and materials. This usually takes about one week after all application items have been received. The payment of a non-refundable Reservation Deposit will reserve the accepted student's place on campus. It will also serve to secure any institutional aid being offered to the applicant. The Reservation Deposit will be credited to the student's total costs at the time of registration. More information on Reservation Deposits can be found under [Paying for School](#).

Requirements⁵⁵

General Requirements for Admission to Elim

1. A completed application.
2. Proof of secondary education. This may include:
 - a. An official completed high school transcript.
 - b. Homeschooled applicants must submit a high school transcript and a letter from the student's respective Superintendent of Schools, or comparable chief school administrator, certifying the student has completed the substantial equivalent of a four-year high school course.
 - c. SAT scores are not required in order to be admitted to attend Elim Bible Institute and College. However, SAT scores are used to assess your eligibility for EBC's academic scholarship.

⁵⁴ TRACS Accreditation Standard I.7.2; Non-Discrimination Policy

⁵⁵ TRACS Accreditation Standard I.7.2; Admissions Requirements policy

3. Applicants must be clearly connected to one local church, through regular attendance, for a minimum of one year. A Senior Pastor or other church leader reference may be requested at the discretion of the Admissions Director or Admissions Committee.
4. A \$50 application fee.

Requirements For Canadian Students

1. All general requirements for full-time admissions are required.
2. International applicants are required by the U.S. government to enroll as full-time students.
3. Canadian applicants must complete a Canadian income verification form.
4. At the discretion of the admissions committee, Canadians residing in Quebec may be asked to submit proof of English proficiency as outlined in the international applicant's section of the ***Admissions Requirements policy***.

Requirements For International (Non-Canadian) Students

1. All general requirements for full-time admissions are required.
2. International applicants are required by the U.S. government to enroll as full-time students.
3. Proof of English proficiency by providing a TOEFL or IELTS exam with a passing grade.
4. International applicants must prove that they have the financial backing to afford to attend Elim. Their request for enrollment at Elim may be denied if one or more of the following scenarios are true:
 - a. The applicant is unwilling to pay a \$7,500 down-payment (including Reservation Deposit) toward their bill.
 - b. The applicant does not show adequate financial resources in the Income Verification portion of the International application.
 - c. The applicant does not include documentation (like bank statements) that clearly confirms the applicant's or the applicant's sponsor's ability to pay for school.

Note: Students who meet only the minimum requirements may be required to enroll in our Writing Lab. They will also be offered tutoring and extended time on tests/exams and will be allowed to use a translation device or a dictionary at the discretion of the teacher.⁵⁶

Other Proofs of Secondary Education

1. A High School Equivalency Diploma AND transcript (when applicable), as required by the state or country in which the applicant resided at the time of fulfilling equivalency requirements;
2. A previously earned college degree, with transcript, granted from a degree-granting institution. Approved degree-granting institutions must be accredited within the U.S. or approved by the Ministry of Education in the college's respective country.
3. Completed 24 semester hours or the equivalent as a recognized candidate for a college-level degree or certificate at an approved degree-granting institution, including the following:
 - a. six semester hours or the equivalent in English Language Arts (including writing, speaking, and reading),
 - b. three semester hours or the equivalent in Mathematics,
 - c. three semester hours or the equivalent in Natural Sciences,
 - d. three semester hours or the equivalent in Social Sciences,
 - e. three semester hours or the equivalent in Humanities, and

⁵⁶ International Students Educational Needs policy

- f. six semester hours or the equivalent in any other courses within the registered degree or certificate program.

See the *Admissions Requirements* policy for more details and exceptions.

Other Admissions Info

Health Report

Accepted students will be sent an acknowledgment letter and a Personal Health Report, which includes questions about their past and present health needs and immunizations. The student then must complete the personal health report and have their doctor complete and sign the statement. Forms must be submitted by Aug. 1st (Dec. 15th mid-term students) and late submissions will result in a late fee. Please refer to the ***Immunization Policy*** for more details. *Note: New York State law requires that each student submit a completed Personal Health Report before they can be enrolled at Elim.*

Transfer Of Credits/Units⁵⁷

Please refer to [Transfer of Credits/Units](#) under Academic Information.

⁵⁷ Transfer of Credits policy; TRACS Accreditation Standard II.17.4

FINANCIAL INFORMATION⁵⁸

Tuition and Fees⁵⁹

The table below provides an estimate of our current costs. For guidance on how the specific Estimated Out of Pocket cost is calculated for each student, please review [Paying for School](#) section.

2025-2026 On-Campus Fee Schedule			
Degree or Credit Earning Programs, or Undeclared			
Standard Enrollment	Semester	Year	Note
Full-time Tuition	\$4,990	\$9,980	Flat rate for 12-18 credits.**
Housing	\$1,950	\$3,900	Housing & Food package billed as a single unit
Food	\$2,250	\$4,500	
Full-time Student Fee*	\$250	\$500	
Est. Total	\$9,440	\$18,880	

Part-Time Enrollment	Semester	Year	Note
Part-time Student Fee*	\$150	\$300	Part-time enrolled students taking courses on campus
Tuition	\$419 Per Credit		3-credit course \$1257. Applies to students enrolled in 1-11 credits/units or over 18 credits**
Audit Cost (Flat rate**):	\$220 Per 3-Credit Course		1-credit Audit course \$200

Spiritual Enrichment Certificate			
Standard Enrollment	Semester	Year	Note
Tuition & Fees	\$2,000	\$4,000	Flat rate billed as a single unit
Housing & Food	\$2,250	\$4,500	Flat rate billed as a single unit
Est. Total	\$4,250	\$8,500	

No institutional financial aid is available for this program.

⁵⁸ TRACS Accreditation Standard II.17.2

⁵⁹ TRACS Accreditation Standard II.17.8

*Student fees up to \$150 per semester are non-refundable. Any amount above \$150 will be refunded according to the schedule outlined in the Refund Policy

**For full-time students, audit fees will be applied to courses once the credit and audit unit total exceeds 18 credit/audit units. At that point, costs will be charged per unit over 18 credits/audit units in conjunction with the flat rate costs listed above. Not all courses are eligible to be audited (See [Auditing Courses](#) policy).

2025-2026 Distance Education Fee Schedule			
Degree or Certificate Programs			
DE Enrollment	Semester	Year	Note
Technology Fee*	\$150	\$300	
Tuition	\$333 Per Credit \$999 Per 3-Credit Course	\$7,992 (24 credits)	<i>Tuition rate remains the same regardless of part-time or full-time enrollment.</i>
Half-time (one course per session; two courses per semester)	\$1,998		
Full-time (two courses per session; four courses per semester)	\$3,996		
Audit Cost** (Flat rate):	\$220 Per 3-Credit Course		<i>1-credit Audit course \$200</i>

Please Note – Only one fee schedule will be applied. All students living on campus, whether in dorms or apartments, or taking at least one in-person class, will be billed the On-Campus Fee Schedule.

*Student fees up to \$150 per semester are non-refundable. Any amount above \$150 will be refunded according to the schedule outlined in the Refund Policy

**Not all courses are eligible to be audited (See [Auditing Courses](#) policy).

2025-2026 FEE SCHEDULE	
<i>All fees are subject to change without notice and are subject to the Refund policy.</i>	
Mandatory Fees	
Application Fee (one time)	\$50
Degree Completion Fee (AAS, BS programs) ⁶⁰	\$65
Graduation Fee for BS Graduates <i>Includes renting a bachelor's hood. Purchasing the hood, add \$30.</i>	\$20
Certificate Completion Fee (Launch, SEC programs)	\$30
<i>For a list of required textbooks and course materials, refer to the Required Books pdf located in the shared files in Populi.</i>	
Fees for International Students	
Admissions Packages	\$150
International Student Orientation Fee (1 st Semester Freshman only)	\$100
Other College Costs/Fees	
Small Lessons Additional Fee (Voice or Instrument Lessons)	\$200
Parking Permit – Dorm Student ⁶¹	\$50 (per semester)
Parking Permit - Commuter	\$25 (per semester)
Life Ministry Experience (LME)	\$50 (per credit)
LME Application Fee	\$120
Internship Exemption Application	\$120
Internship Credits Granted	\$50 (per credit)
Internship Waived Without Credits	\$0

⁶⁰ Graduation regalia not included in the fee.

⁶¹ Dorm Students who have a car on campus for less than 8 weeks will only be charged \$25.

2025-2026 FEE SCHEDULE

All fees are subject to change without notice and are subject to the [Refund policy](#).

Other College Costs/Fees Continued

Dorm Guest ***	\$10 (per night)
Extended Stay for Dorm students over scheduled breaks ***	Refer to Student Extended Stay and Dorm Guest Request Form and Fees procedure
Official Transcript	See Parchment for Fees
Unofficial Transcript (Regular Mail)	\$15
Payment Plan Setup Fee	\$10 (per semester)
Copies (black & white/color) per standard copy	.10/.30 (per copy)
Meal Tickets	per meal
Breakfast	\$8
Lunch / Dinner	\$12
1 Day Pass (1 each B/L/D ticket)	\$20
5 Day Passes (5 each B/L/D tickets)	\$85
Commuter Deal: 10 Meal Tickets (\$7.50 per meal) *	\$75
Commuter Deal: 50 Meal Tickets (\$7.00 per meal) *	\$350
Fines and Late Fees	
Late Class Registration Fees	\$25
Late Fee for Reservation Deposit	\$50
Late Fee for Vehicle Registration Form	\$25
Late Fee for Health Forms	\$25
Late/Missed Payment Fee	\$25 (per payment)
Lost Mailbox Key	\$25
Lost Dorm Key	\$25
Lost MD Key	\$50
ID Card Replacement	\$20 (per card)
Returned Check Charge	\$25
Parking Fines	\$25 (per ticket)
Library Fines	\$0.25 per day
False Fire Alarm Fine (When caused by negligence)	\$50
Tampering with Fire Equipment Fine	\$500 per violation
Dorm Cleaning/Repair Fee	Contingent on damages

⁶²* Students who are the dependent of a full-time staff member are eligible for a 50% discount on the commuter deals.

*** These arrangements require authorization from the Deans' Department

Paying for School

All students are expected to pay their semester charges in full or have a payment plan established one week before the start of each semester (See Step 3, Option 2 below). This section will cover important financial deadlines pertaining to a student's bill, as well as ways to make a payment and details about establishing a payment plan.

US and Canadian Students

Step 1 | The Reservation Deposit

All incoming students are required to pay a \$250 non-refundable Reservation Deposit. See the [Important Financial Deadlines](#) section for more details. The student's dorm room or place in class is not reserved until the deposit is received.

NOTE: There is a \$50 late fee if the Reservation Deposit is received after the due date and Institutional Aid may be revoked.

Step 2 | Receiving & Understanding your Bill

Receiving an invoice and "Paying for School" is done through the Student Billing office. In order to receive an accurate invoice for school, students must first complete all the steps to apply for Financial Aid with the Financial Aid office. Please contact the Financial Aid office directly with any questions.

Once Financial Aid is finalized, students will be provided with an invoice which clarifies their total remaining costs for the upcoming semester. The "Estimated Out of Pocket Cost" is calculated by taking the total of all the charges for the semester, subtracting the estimated Financial Aid, and subtracting all of the payments made to date.

The "Estimated Out of Pocket" as shown on the student invoice should be settled upon receipt and must be settled no later than one week prior to the start of classes. See the [Important Financial Deadlines](#) section for more details.

Students should keep in mind that the "Estimated Out of Pocket Cost" is subject to change. Adjustments to Financial Aid, student enrollment, or the addition of fines or fees could affect the total cost for which the student is ultimately responsible.

Step 3 | Settling the Bill

Option #1: Pay the Bill in Full

Elim Bible College accepts the following payment methods:

- Checks made payable to Elim Bible Institute and College*
- Cash paid at the Accounting Window in the Student Center
- Credit or Debit Card (Visa, Master Card, Discover, American Express)
- Payments can be made directly to a student's account with a credit or debit card through [Populi](#).
- International payments can be made through FlyWire at flywire.com
- Payments can also be made to a specific student account through our [website](#).

**Bank fees incurred for returned checks and international exchanges are billed to the student's account.*

Option #2: Set up a Payment Plan

For out-of-pocket costs exceeding \$250, students may enroll in an automatic payment plan at www.elim.edu/payment-plan. Payment plans require a \$10 set up fee and a down payment. The down payment requirement is \$1500*, or if your total out of pocket is less than \$2500, then 25% of the total*.

The remaining “Estimated Out of Pocket Cost” would be financed into seven automatic payments occurring on the 1st and 15th of each month. The first installment for the Fall semester is September 15th and the first installment for the Spring semester is February 1st.

If the student wishes to set up a manual (or non-automatic) payment plan, they must appeal to the Accounting office for approval.

**The Reservation Deposit counts towards the down payment.*

International Students

Step 1 | The Reservation Deposit

All incoming international students are required to pay a \$250 non-refundable Reservation Deposit.* See the [Important Financial Deadlines](#) section for more details. The student’s dorm room or place in class is not reserved until the deposit is received.

NOTE: If the Reservation Deposit is not received by the due date, the student’s application may be deferred.

**Please see Refund Policy for specific exceptions which may apply to international students.*

Step 2 | Down Payment

International Students are required to have a Down Payment of \$7,500* paid to their account **before the Form I-20 and admissions documents will be sent out.** See the [Important Financial Deadlines](#) section for more details.

** The Reservation Deposit payment of \$250 counts towards the Down Payment requirement. Students on specific international scholarships may have a different down payment requirement. Contact the Admissions office to see if this exception applies to your case.*

Step 3 | Receiving & Understanding your Bill

International students will be provided with an invoice via their assigned elim.edu email address which clarifies the total remaining costs for the upcoming semester. The “Estimated Out of Pocket Cost” is calculated by taking the total of all the charges for the semester, subtracting the estimated Financial Aid, as well as all of the payments made to date.

International students must contact the Accounting office directly for instructions on settling the remaining balance of their bill. Contact accounting@elim.edu or 585-582-8314. International Students may have their Form I-20 withheld if they fail to fulfill their financial obligations, particularly payment of the \$7,500 down payment.

Payment Plan Agreement

When establishing a payment plan with EBC, students are agreeing to the following terms and conditions:

- Any balance not paid prior to the start of the semester will constitute a loan with EBC and is due according to the terms selected in the payment plan.
- Students are fully responsible to pay all school expenses incurred while attending Elim Bible College including any charges that may be added at a later date (fines, late fees, dorm cleaning/repair fees, lost key fines, etc.)
- The payments must be received by the due dates established with the Accounting Department or a late fee of \$25 will be charged to their account for each missed payment.
- Grades will not be released until the outstanding bill is paid in full.
- All correspondence regarding the student's account will be sent to the student's email address that has been assigned to them by Elim Bible Institute and College.
- Students who have two outstanding payments at any one time during the course of the semester are considered delinquent and may be asked to leave school if sufficient financial arrangements cannot be made with the Accounting Department.
- Delinquent accounts may be sent to a collection agency. The student will be responsible for any expenses incurred by Elim Bible Institute and College. Failure to repay the loan will cause additional charges to the student's account such as legal fees, court costs, interest, and any fees incurred by the collection agent. The collection agency will have the option of a credit bureau reporting on delinquent loans.

In addition, students with a delinquent account may be prohibited from registering for future courses and/or changing programs, or from receiving a degree, diploma, or certification.

Financial Delinquency

Any students failing to pay his or her college account on time may be excluded from all classes, lectures, examinations, dormitories, meals in the dining hall, and graduation until the payment or a satisfactory arrangement is made. The student may also be denied grades and degrees if payments are not made on time. If it becomes necessary to engage the services of a collection agency or attorney to effect collection or settle any dispute in connection with the terms, the student is subject to pay any and all costs incurred.

Financial Assistance⁶³

Institutional Financial Aid⁶⁴

Institutional financial aid* is awarded based on a student's financial need, sourced from the current year's FAFSA (International students: Admissions Application, Canadian students: Income Verification Form). Once a student's financial application has been reviewed by the Financial Aid Office, the student will be notified by email if they have been awarded institutional aid.

For information about institutional financial aid eligibility, rules and exceptions please contact the Financial Aid Office at financialaid@elim.edu or review EBC's [Institutional Financial Aid policy](#).

Types of Institutional Aid

Academic Scholarship

Incoming freshmen who meet eligibility will receive either \$2,000 or \$3,000 for the academic year. Eligibility is based on both high school GPA and SAT scores. College students may submit their official college transcript in place of high school GPA and SAT scores.

Campus Employment

Campus Employment is funds earned through part-time employment on the Elim Campus. Students awarded this position as part of their Institutional Financial Aid are typically awarded between 60 to 150 hours for one semester at the prevailing student wage.

Church Match Scholarship

EBC may match the support from a student's church up to \$1,000 per academic year. Limited to one church per academic year and is based on first come- first served.

Pastors and Missionaries Scholarships

Scholarships for active pastors and missionaries or dependents of active pastors and missionaries up to 24 years old per academic year. Elim Fellowship-affiliated organization: \$1,200, non-Elim Fellowship-affiliated organization: \$800. These scholarships are mutually exclusive with other scholarships.*

RA Scholarship

Students who are given the position of RA are awarded \$1,000 per academic year as long as they remain active RA's.

Recruiting Scholarship

Incoming freshmen who start an EBC application at a recruiting event or with an EBC recruiter or staff member may receive \$500 for their freshman year.*

Referral Scholarships

Incoming Freshmen who have been referred by either a Pastor or EBC alumni may receive a \$500 one-time scholarship.*

⁶³ TRACS Accreditation Standard I.10.5

⁶⁴ TRACS Accreditation Standard I.10.1

*Mutually exclusive scholarships and/or discounts. EBC's Financial Aid Office will award the scholarship/discount that best benefits the student, if eligible for multiple mutually exclusive categories.

Alumni Discounts

Discounts for EBC alumni who have completed an Elim certificate or degree program, or dependents of an EBC alumni who attended and did not complete a certificate or degree program. Audit courses do not qualify for discounts. Alumni who completed a program at EBC will receive a 10% tuition discount per academic year, no enrollment limitations. Alumni to full-time, incoming freshmen, dependents may receive a \$1,000 one-time scholarship.*

Sibling Discount

Applicable to **full-time** siblings only. Each sibling will receive a \$1,000 scholarship per academic year as long as both/ all siblings are actively enrolled at EBC as FT students. It is mutually exclusive with some institutional aid.

Student Spouse Discount

Applicable to spouses of **full-time** students only. Discount is given to the spouse with greater financial need after the last dollar amount. Both spouses need to be enrolled in a program and must submit a FAFSA. 15% discount on last dollar regardless of enrollment, 20% discount last dollar for a spouse of a FT employee regardless of enrollment.

**Mutually exclusive scholarships and/or discounts. EBC's Financial Aid Office will award the scholarship/discount that best benefits the student, if eligible for multiple mutually exclusive categories.*

To read more about these scholarships, visit our [website](#) or contact the Financial Aid Office at financialaid@elim.edu.

Veteran Benefits

Elim Bible College is approved by the New York State Division of Veterans Affairs, Bureau of Veteran's Education, for the training of veterans and other eligible persons. Contact the Financial Aid Office for further details at financialaid@elim.edu. For more information, see [Veterans Affairs](#) under Financial Policies.

Federal Student Aid

The Free Application for Federal Student Aid (FAFSA) is an Application used to apply for Federal Aid. Federal Aid includes the Pell Grant, FSEOG Grant, Federal Work-Study, and Direct Loans. Federal Direct Loan options include Subsidized, Unsubsidized, and PLUS loans. To apply visit <https://fafsa.ed.gov/>. Elim's Federal School Code: 042514

To read about eligibility and requirements visit the [Federal Student Aid website](#) or contact the Financial Aid Office.

New York State Tuition Assistance Program

The New York State Tuition Assistance Program (TAP) is a state-funded grant available to eligible New York residents, to assist in paying a student's tuition. To apply visit <https://www.tap.hesc.ny.gov/totw/>. Elim's TAP Code: 0580

To read about eligibility and requirements visit the [New York State TAP website](#) or contact the Financial Aid Office.

Enhanced Tuition Assistance Program

The Enhanced Tuition Award (ETA) program provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive

\$6,000 through a combination of their TAP award, ETA award, and a match from their private college. To apply visit <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid/nys-grants-scholarships-awards/enhanced-tuition-awards.html>.

To read about eligibility and requirements visit the [Enhanced Tuition Award website](#) or contact the Financial Aid Office.

Estimated 2025-2026 Cost of Attendance⁶⁵

Estimated 2025-2026 Cost of Attendance May Range Between \$19,500 - \$21,000 for the Following Programs:

- [Launch Certificate](#)
- [Associate in Applied Science in Biblical and Theological Studies](#)
- [Bachelor of Science in Business Management](#)
- [Bachelor of Science in Theology](#)

Direct cost paid to EBC (Refer to [Tuition and Fees](#)):

- Tuition & Fees
- Room & Board

Indirect cost not paid to EBC (may vary with each student):

- Books & Supplies: \$700
- Loan Fee: \$40
- Parking Fee: \$100
- Other Expense: \$1,100-\$1,800

All expenses are estimated and subject to change without notice.

Other Financial Opportunities

Summer Crew

A vital part of our campus operation is our Summer Crew program. Students on Summer Crew live in the dorms and work 40 hours a week in an assigned department on campus. Wages earned* will be credited to the student's EBC account. Any credit on the student's account will be applied towards the upcoming academic year. Student's earnings will be split evenly between semesters.

Summer crew students do not get compensated for holidays or time off. Students who are scheduled to attend RA training do not get paid for that week.

Summer Crew students may opt to receive a weekly cash stipend.* If the student chooses to receive this stipend, the stipend amount will be deducted from their account and thus reduce the amount credited to their account.

Stowaway

Stowaway students live in the dorms and make a minimum weekly payment* that is applied to their

⁶⁵ Cost of Attendance is the amount the Financial Aid Office estimates it will cost a student to attend EBIC while living in the dorms. Cost may vary based on a student's academic level as there are different costs associated with each year.

⁶⁶* Amounts determined by Elim each summer

bill for the upcoming school year. Meals are not included in this arrangement. Room is free for students who enroll in the Fall semester as residents on a full-time basis. Otherwise, students are expected to pay for a room.

Boarder

Students live in the dorms and make a weekly payment* to pay for lodging. Meals are not included in this arrangement; however, meal tickets for the Dining Hall may be purchased through the Accounting Office.

To apply for any of the above opportunities, please contact the Campus Life Office by emailing campuslife@elim.edu or by phone at (585) 582-8206. For further details about these opportunities, please reference the *Summer Opportunities* policy.

Financial Policies

Tuition, Room and Board [Refund Policy](#)

(See [Appendix A](#))

Institutional Financial Aid Refund

(See [Institutional Financial Aid Policy](#))

Non-Discrimination Policy

Elim Bible College complies with all applicable discrimination laws.

FERPA

Elim Bible College complies with all regulations of the Family Educational Rights and Privacy Act (FERPA). More information on FERPA can be found [online](#).

For More Information

Elim makes every effort to assist you financially in reaching your goal of completing Elim debt-free. For more financial information, or to speak with someone about crafting a financial plan for your specific situation you can contact our Financial Department at 585-582-8314 or email us at accounting@elim.edu.

Important Financial Deadlines

U.S. and Canadian Students – 2025-2026	
<u>Fall Semester</u>	
August 1	<p>Reservation Deposit Due Date for Incoming Freshmen: <i>\$250 non-refundable reservation deposit due only for incoming students who have completed the Admissions process by May 1st</i></p> <p>Institutional Financial Aid deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p> <p>Campus Employment Paperwork due.</p> <p>Church Match Scholarship Submission deadline for Fall semester</p>
August 21	Fall bill must be paid in full or a payment plan and down payment must be submitted. *
September 15	First payment plan installment is due. (Automatic payment due dates are the 1 st and 15 th of each month.)
<u>Spring Semester</u>	
November 1	<p>Reservation Deposit Due Date for Incoming Freshmen: <i>\$250 non-refundable reservation deposit due only for incoming students who have completed the Admissions process by May 1st</i></p> <p>Institutional Financial Aid deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p>
December 1	<p>Campus Employment Paperwork due.</p> <p>Church Match Scholarship Submission deadline for Spring semester</p>
January 2	Spring bill must be paid in full or a payment plan and down payment must be submitted.*
February 1	First payment plan installment is due. (Automatic payment due dates are the 1 st and 15 th of each month.)
<u>Summer</u>	
June 1st	Summer bill must be paid in full or a payment plan and down payment must be submitted. *

* For details on the down payment and how to settle your bill, review [Paying for School](#).

International Students – 2025-2026	
<u>Fall Semester</u>	
May 1	<p>Reservation Deposit Deadline for Incoming Freshmen: <i>Non-refundable reservation deposit due only for incoming students who have completed the Admissions process by May 1st. Application may be deferred if Reservation deposit not received by due date.</i></p> <p>Institutional Financial Aid deadline. After this date, we cannot guarantee availability of Institutional Aid funds.</p>
July 15	<p>Down Payment remainder of \$7500 is due. *</p> <p><i>NOTE: The Down Payment and Reservation Deposit must be paid before a Form I-20 is issued. Returning International Form I-20's may be withheld if all elements are not in place by this date.</i></p>
August 1	Church Match Scholarship Submission deadline for Fall semester
<u>Spring Semester</u>	
October 15	<p>Reservation Deposit Deadline for Incoming Freshmen: <i>Non-refundable reservation deposit due only for incoming students who have completed the Admissions process by November 1st. Application may be deferred if Reservation deposit not received by due date.</i></p> <p>Institutional Financial deadline. After this date we cannot guarantee availability of Institutional Aid funds.</p>
November 15	<p>Down Payment remainder of \$7500 is due. *</p> <p><i>NOTE: The Down Payment and Reservation Deposit must be paid before a Form I-20 is issued. Returning International Form I-20's may be withheld if all elements are not in place by this date.</i></p>
December 1	Church Match Scholarship Submission deadline for Spring semester

*For details on the down payment and how to settle your bill, review [Paying for School](#) or contact our Accounting Department at accounting@elim.edu.

INTERNATIONAL STUDENTS

Requirements for Issuing an I-20

Before a Form I-20 can be issued to international applicants, the following steps must be completed:

1. The applicant must be officially accepted to Elim Bible Institute and College.
2. The applicant must pay the required down payment.
3. The applicant must submit the Intent to Enroll Form.
4. The applicant must submit the International Form I-20 Information Request Form with the correct personal information.

International Student Orientation

International students arrive early on campus to settle in and participate in the international student orientation the week prior to the start of the semester. The purpose is to allow the international students time to orient themselves to the campus and the culture. The students' identities will be verified during this time.

Academic Help

All students are welcome to attend the weekly Writing Lab in the Library. International students whose first language is not English are eligible for tutoring and extended time on exams during their first year of study.

International Internships

Students who are involved in ministry in their home country can apply for either Alternate Primary Internship, Alternate Degree Internship, or internship exemption. Please refer to the [Internships and Student Ministries](#) section for details.

If an international student receives a full scholarship, the scholarship will cover the tuition for the 3-credit Primary Internship under the following conditions:

1. The internship must be completed in the student's home country.
2. The student must finish the internship by the end of the summer term, including the timely submission of all required documentation as outlined in the internship syllabus.

Optional Practical Training (OPT)

OPT, as defined by the U.S. Citizenship and Immigration Services, is “temporary employment that is directly related to an F-1 student’s major area of study.” Students who are enrolled in either an associate’s or bachelor’s program are able to apply for either pre-completion (must have been already enrolled on a full-time basis for one full academic year) or post-completion OPT and receive up to 12 months of OPT employment authorization. Students enrolled in the Launch Certificate will not be approved by EBC for OPT.

Applying for OPT

Students applying for OPT should submit a request to the Registrar through email for an institutional recommendation. The Registrar will submit the recommendation in SEVIS prior to the student submitting their I-765 form. For post-completion OPT, students can apply within 90 days of their graduation date, but no later than 60 days after their graduation date. Once submitted, the Registrar will communicate this to the student, at which point the student will need to file Form I-765, Application for Employment Authorization, with USCIS.

It is crucial that the student submits the I-765 form within 30 days of the recommendation. If the form is not submitted within this time frame, the request will be denied. It is the responsibility of the student to ensure that the I-765 form is properly submitted with all of the necessary information that USCIS requests. Although the Registrar and other Designated School Officials (DSOs) are available to guide the students through the process of applying for OPT, they are not responsible for making certain that the student has followed through with successfully submitting the necessary documentation; DSOs will also not be involved in assisting the student in attempting to find a place of employment related to the student's major area of study.

After OPT Approval

If the student's OPT request is approved, they will receive an EAD card in the mail from USCIS which will allow them to begin their OPT employment once the "Valid From" date printed on the card is reached. Once the student is employed, they will need to send the Registrar the following information:

- Title and brief description of the position
- Supervisor name, email, and phone number
- Name and address of the place of employment

The Registrar will then update the student's profile in SEVIS with the employer information which was provided. Once the end date of the OPT is reached, unless the student will be transferring to another school for further education, the Registrar will complete the student's program in SEVIS, at which point the student will be required to leave the country within 60 days.

COURSE DESCRIPTIONS

BIBLE AND THEOLOGY

BIBL2013 Romans and Galatians: This course is an in-depth study of Paul's Epistle to the Galatians and his Epistle to the Romans. The course will consider Galatians as an early sample of Paul's preaching and teaching, set forth to combat the dangers of legalism. It will examine Romans as Paul's magnum opus, his full-orbed presentation of the plan of salvation in the gospel with its implications for living in victory day by day, loving God and loving people. Both books will be considered as resources for evangelism. The course will seek to focus on the Lord Jesus as the Christ whom Paul preached, the source and goal of our faith.

BIBL2023 Prophets of Israel: This course focuses on prophet ministry as it occurs in the Old Testament and relevant applications for contemporary society. Such topics as origins, function, messages, and messiah will be discussed as found both in the non-writing and writing prophets.

BIBL2033 Synoptic Gospels: An introduction of the writings of Matthew, Mark, and Luke examining the life, work, and person of Jesus Christ. It examines the similarities and contrasts between the synoptic gospels, exploring several genres of literary criticism.

BIBL2043 John's Writings: An overview examining the unique writings, era, and life of the Apostle John, which includes his profound gospel; three epistles, and the Revelation of Jesus Christ.

BIBL2053 Acts and Paul's Letters: A rich overview of the origin of the Church, the outpouring of the Holy Spirit, and the missionary expansion of the Body of Christ—in combination with the letters of Paul—as they relate to early Church history and life today.

BIBL4063 Book of Hebrews: The study of the book of Hebrews will enable the student to grasp the High Priestly ministry of Jesus Christ and its significance to every Christian believer. This course will examine the critical New Testament scholarship of the book of Hebrews and it will facilitate the student's ability to research, interpret the ancient text, and write academic research essays.

BIBL4073 Book of Isaiah: An examination of the magisterial work of one of the most important figures in the Old Testament, the Prophet Isaiah. This course reviews the historical background, theological themes, scholarship, and application of this important book while highlighting the glorious Messianic vision it contains. With a greater understanding of the rich contribution Isaiah makes to our faith, students will be better prepared to incorporate it into Christian faith and ministry.

THEO1013 Hermeneutics: This course instructs students how to use Bible study methods, tools, aids, techniques, and commentaries applicable to present day.

THEO1033 Theology I: This course begins the student on the path of theological inquiry through a study of Prolegomena (introductory matters), Bibliology (the origins and translations of the Bible), Theology Proper (the nature and character of God), and Creationism (Christian Anthropology and a biblical study of Creation).

THEO1043 Theology II: This course focuses on Hamartiology (the doctrine of sin), Christology (the person and work of Christ), and Soteriology (the doctrine of salvation). It is a study of the key teachings of the entrance of sin and the fall of mankind, Christ's person and work of salvation, and the application of salvation to mankind. It concentrates on the atoning work of Christ and the marvelous grace of God

leading to salvation, election, sanctification, justification, regeneration, conversion, and adoption.

Prerequisite: THEO1033 Theology I.

THEO2033 Theology III: This course focuses on Pneumatology (the person and work of the Holy Spirit) exploring the areas of the Baptism of the Holy Spirit, charismatic gifts, ministries, and the fruit of the Holy Spirit.

THEO2043 Evangelism in a Postmodern World: This course aims to unpack the current worldview of postmodernism and the fundamental aspects of biblical evangelism. By fusing the two together, students will learn to faithfully engage our changing culture with relevance and clarity.

THEO3043 Theology IV: This course studies two theological topics: 1) Ecclesiology—the study of the Church; and 2) Eschatology—the study of end times and last things. Prerequisite: THEO1033 Theology I and THEO1043 Theology II.

THEO4073 Advanced Theology: This course studies three theological systems that attempt to explain the way God has related to his people throughout human history: Kingdom Theology; Covenant Theology; and Dispensational Theology. It examines the relationship between the Old and New Testaments, the relationship between the Old and New Covenants, and the relationship between the physical nation of Israel and the Church of Christ. Prerequisite: THEO1033 Theology I and THEO1043 Theology II.

THEO4053 Theology V: This course looks at the spiritual effects of the cross of Jesus Christ for those who believe through an examination of the doctrines of justification and sanctification. A critical evaluation will be made of the various denominational and theological views of justification and sanctification. A detailed analysis will be made of the relationship between effective and forensic justification and of the concepts of theosis and deification as they relate to justification. An in-depth assessment will be made of the Wesleyan, Reformed, Anabaptist/Pentecostal, and Augustinian perspectives of sanctification. Prerequisite: THEO1033 Theology I and THEO1043 Theology II.

THEO4063 Theology VI: This course will cover the following areas of theology: Angelology and Demonology (the study of angels and demons); Spiritual Gifts; and Miracles, Signs and Wonders. Prerequisite: THEO1033 Theology I and THEO1043 Theology II.

BUSINESS COURSES

BABM1003 Introduction to Business & Entrepreneurship: This course provides an introductory survey to entrepreneurship and business fundamentals. Through the framework of the business model canvas, the course also explores the fundamental considerations of planning, launching, owning, and managing a successful small business enterprise.

BABM2313 Accounting Principles I: This course will provide students with an overview of accounting, which is a set of activities that translates day-to-day business transactions into quantifiable information useful for decision-making. In this course students will learn how to analyze financial statements (balance sheet, income statement and cash flow statement) and interpret them for outside decision makers such as investors, creditors, and the government. It will give students an examination of managerial accounting, which provides information in the form of decision-making tools (break-even analysis, cost of capital analysis, incremental-value analysis, NPV analysis, IRR analysis, tax analysis, valuation analysis, and ROE analysis) useful for various managerial decisions.

BABM2303 Essentials of Nonprofit Accounting: This course will provide a special focus on the accounting and financial management of churches. Given the important role churches play in the wellbeing of its members and society, the IRS has offered tax-free (501C3) status of churches. Special topics in this course will include contributions, bill payments, payroll, reimbursements, budgeting, month-end financial requirements, year-end auditing issues and form 990 annual filings. Being a good steward of the tax-free status will help churches enjoy this privilege for years to come.

BABM2403 Principles of Marketing: This course is designed to serve as a practical, experiential introduction to the basic principles of marketing and their application in ventures of various sizes. Learners will investigate a biblical theology of marketing and familiarize themselves with contemporary developments in the field. Special emphasis is given to gaining real world competency in applying the principles of marketing to situations they are likely to encounter throughout their careers.

BABM3103 Business Law: This course will explore the legal environment that businesses operate within. We will cover the broad landscape of legal frameworks, government, and courts as well as specific areas involving business liability, lawsuits, contracts, bankruptcy, and legal formations. These topics will help any business professional navigate these common areas of legal tradition to safely operate a business in today's economy.

BABM3113 Starting and Managing Non-profit Organizations: This course provides an overall picture of the process behind starting and managing a nonprofit organization. A special focus will be given to the planning, organizing, leading, and controlling within the nonprofit sector. Students will gain step-by-step guidance on how to prepare for the launch of a nonprofit and the management skills to effectively direct it.

BABM3123 Compensation and Benefits Management: This course will provide an overview of the design and management of compensation systems and give students strategic approaches to maximizing an organization's effectiveness through compensation. Special emphasis will be given to topics like pay determination, job analysis, performance evaluations, benefit plans, and employee incentive programs.

BABM3203 Principles of Finance: This course provides an overview of vital concepts related to the theory and practice of financial management. It is designed to equip you with an intuitive knowledge of financial principles and understand the market in which corporate organizations operate, create, and assess value, and communicate decisions to financial stakeholders. The course addresses financial decision-making from both the viewpoint of an investor seeking to make intelligent investment choices and a business manager trying to maximize the value of his or her firm's stock.

BABM3213 Fundraising Development: This course will provide students with an overview of a comprehensive fundraising strategy. Students will gain understanding of the various aspects of fundraising development, including topics like, equipment and technology, online communication, board involvement, bequests and legacy gifts, grant writing, and special events.

BABM3223 International Finance: This course focuses on financial management of the firms that operate in the increasingly globalized business environment, and decisions that maximize the value of multinational corporations (MNCs). Its core competencies include international investment management, cross-border acquisitions, international capital budgeting, and multinational cash management and trade financing. Specific topics discussed will include foreign exchange markets, managing exchange rate risk and various other risk management issues.

BABM3423 Digital Marketing: This course introduces the student to this exciting, significant part of a business' marketing mix: marketing on the Internet. Students will use the internet as a source for market

research, a communication medium and as a distribution channel. Cyberspace is very fluid, and every effort will be made to fully understand the potential of this medium.

BABM3703 Global Business Environment: The global business environment course is designed to help students develop the ability to evaluate the impact of crucial business environmental factors on multinational firms and how these firms should respond to them. The main areas covered include foundations of global business, global business environment, and global business strategy. In addition, essential insights on the global landscape such as culture, economic development, ethics, and information technology are also treated.

BABM4133 Employee Training and Development: This course will equip the student with a broad knowledge of employee training and development practices. Major emphasis will be given to the identification of training and development needs through needs assessments, strategic training methods, program design, training evaluation, and traditional and technology-based training methods.

BABM4143 Human Resource Management: Presents an overview of the roles, practices, procedures, and legal requirements in human resource management. Students will explore 5 main HR priorities within an organization: Talent Management, Compensation & Benefits, HR Compliance, Training & Development, Information Systems.

BABM4153 Strategic Planning: In this course, students take the view of an organization's general manager. They address how firms use their resources (technology, managerial know-how, employees, capital, etc.) to pursue their goals and adapt to the environment (competition, customers, economic/political/sociological conditions, global, and domestic markets). Strategic management is about setting priorities for where a firm wants to go and how to get there. Students work to develop managerial skills such as leadership, communication, and data analysis.

BABM4163 Nonprofit Governance: This course focuses on the nonprofit sector, its development, and current status. Students will explore various nonprofit governance structures contingent on the status of the organization (public vs. private; secular or religious), their authority, appointment to trusteeship, as well as their responsibilities. They will examine the principles of effective nonprofit governance and frameworks applied to decision making, administration, and management in light of various governance models. Issues and challenges facing the leadership of nonprofit organizations, and their impact on the organizations as well as the society at large will be heavily considered. Real world examples will be evaluated and critiqued.

BABM4173 Project Management: This course provides the student with conceptual material on project management techniques appropriate in system/subsystem management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution, emphasis will be placed on project oversight issues across the various business units and functions.

BABM4413 International Marketing: This course provides an analysis of the techniques, procedures, and strategies used by multinational firms. Specific emphasis is given to the economic, cultural, political/legal, and technological factors that influence the marketing of consumer and business goods. It will also include methods and sources of data for determining products to sell and countries in which to sell them from a Christian global perspective.

BABM4433 Marketing Management: This course is a capstone study of the issues of managing the marketing function. The student will learn to develop responsive marketing strategies that meet customer needs. The course focuses on advanced marketing concepts, the role of marketing in the organization, and the role of marketing in society. Topics include market segmentation, product development,

promotion, distribution, and pricing, marketing research, international/global marketing, and careers in marketing.

BABM4503 College to Career: This course provides practical guidance in how to develop and communicate a personal mission and value statement, build a compelling resume and personal brand through social media, evaluate personality inventories for career planning, and find professional development opportunities.

BABM4514 Internship: The internship COOP will provide students with practical work experience alongside professional mentors. Students will actively engage in professional development activities and build the practical skills needed to thrive in the workplace.

MINISTRY

MNST3013 Pastoral Ministry: An introduction into what it means to be a shepherd, with emphasis on the personal spiritual qualities necessary in the making of an effective pastor.

MNST3113 Prophetic Ministry: Introduction to prophetic ministry in biblical theory and practice.

MNST3133 Youth Ministry I: This course will educate the student in the philosophy, principles, foundational elements, and skills necessary for youth ministry. It will train the student to apply Biblical principles to contemporary adolescent culture for effective youth ministry.

MNST3143 Youth Ministry II: This course teaches how to develop a comprehensive youth program, relate youth ministry effectively to the total life of the local church, and how the youth worker can balance his or her own life and ministry.

MNST3033 Missionary Life: This is a practical course aimed at preparing students for life and ministry on the mission field. The course covers the various spiritual, personal and practical aspects of preparation for serving long-term in cross-cultural ministry. Additionally, the course aims to prepare students for the unique challenges of cross-cultural ministry both at home and abroad. Topics will include: the missionary call, choosing a missions agency, support raising, communication, culture and language adaptation, incarnational ministry, maintaining physical/emotional/mental health, spiritual warfare, navigating crises, and more.

MNST4153 Pedagogy and Camp Leadership: This class will focus on two important aspects of ministry to children. First, its pedagogical aspect will train in the areas of childhood religious education curriculum development. Second, it will focus on the areas of children's recreational education and camp organization and administration.

PRTH1013 Foundations for Life: This course provides an overview of Christian discipleship and the outworking of faith in all areas of life, including spiritual formation, relationships, work, media consumption, personal loss, ministry, and a response toward current issues. such as transgenderism and addictions.

PRTH1033 Spiritual Formation: The Spiritual Formation course uses the Restoring the Foundations: Healing and Deliverance material. It walks the student through four areas of spiritual health: 1) Release from ancestral patterns of sin and brokenness, 2) Turning ungodly beliefs into Godly beliefs, 3) Healing for soul and spirit hurts, and 4) Freedom from evil oppression.

NATURAL SCIENCE / MATHEMATICS

NSMA2103 Computer Skills: This course develops the digital skills essential for success in academic and professional settings, with a focus on intermediate to advanced features of Microsoft Excel, Word, and PowerPoint. Students will learn to create complex multimedia presentations, apply advanced Excel functions and formulas for data analysis, and utilize professional formatting tools in Word. The course emphasizes quantitative reasoning, data organization, and problem-solving, aligning with the mathematical competencies required in the natural sciences. Hands-on projects provide practical experience to build confidence and proficiency in using these key business applications. (Students can test out of this course.)

NSMA2203 Quantitative Analysis I: This course is designed to introduce students to basic and intermediate concepts of number sense and quantitative analysis. The course is designed to help students conceptualize abstract quantitative concepts as they relate to real-world problems and everyday life. The course provides extensive examples to help students explain and apply concepts. The course covers logic, basic number sense, algebraic concepts, geometry and visual modeling, and probability. This course will additionally provide students with the knowledge and skills to manage financial resources.

NSMA2213 College Algebra: This course provides a comprehensive introduction to the foundations of mathematics typically taught in a traditional college algebra course. This core course develops problem-solving strategies and establishes a firm foundation for higher levels of mathematics. Students will gain practical knowledge by solving and applying equations to real-life situations. They will explore a variety of functions and understand how they are used to model complex phenomena (e.g., polynomial, quadratic, rational, exponential, and logarithmic). Data and trends will be summarized and visualized by creating and implementing graphs. Finally, students will feel empowered with the skills to succeed in math, science, business, and programming.

NSMA2223 Business Mathematics: The intent of the course is to primarily teach the basic college level math skills needed to deal with finances, loans, investments, and others. It incorporates real world mathematical applications. Topics will include, but are not limited to, the mathematics of mathematical modeling, taxes, personal budgeting, and consumer decision making skills.

HUMANITIES / FINE ARTS

BESC4503 History of Missions: This course covers the history of Christian missions from the book of Acts to the 21st century. It will introduce the student to the major movements and trends of Christian missions over the centuries.

BIBL1013 Old Testament Literature: This course is a survey of the Old Testament historical events and themes. There is special attention given to the content of culture, historical, geographical background, and practical application of the major Old Testament themes.

BIBL1023 New Testament Literature: A general overture of the books of the New Testament with an emphasis on authorship, uniqueness, canonicity, and historicity. It is an opportunity for the student to get to know the people, places, and events in the New Testament, and relate them to the times in which we live.

BIBL3033 Hebrew Poetry and Wisdom Literature: This in-depth study of Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon, and Ruth will aid students in making practical application of God's timeless wisdom in a high-tech, stress-filled, impersonal world.

ENGL1013 College Composition: This course focuses on the basic tools and skills that are necessary for effective written and oral communication. The student will compose essays to demonstrate a mastery of composition skills, demonstrate a familiarity with the APA style manual, and communicate skillfully through the means of writing functions, which include the accurate use of grammar, spelling, punctuation, style, and composition formats.

ENGL1033 Advanced Writing: Advanced Writing is designed to help students discover and gain expertise in writing within their community, vocation, and future ministry environments by exploring composition structures for public, digital, professional, and creative contexts. The course will guide students in developing skills for communicating with a distinctive voice within the rapidly changing environment. Prerequisite: ENGL1013

HIST2013 History of the Christian Church: A historical analysis of the Church enabling students to gain an understanding of the primary leaders, movements, and schools of thought throughout the centuries.

HIST2023 History of Ancient Israel: This course provides an overview of Israel's history highlighting worship practices, significant characters, and major events as recorded in the Old Testament.

HUMN3023 World Religions: This course introduces students to five of the most widely recognized religions in the world today: Christianity, Judaism, Islam, Hinduism, and Buddhism. Students will learn the basic tenets of each faith in order that they may gain the ability to discuss each religion and its corresponding history, practice, and relationship to other faiths.

HUMN4513 Introduction to Biblical Greek: The primary objective of this course is to master the basic structures of biblical Greek grammar and syntax presented in the text and supplementary materials, in order to functionally apply these to the reading of the Greek Bible. Emphasis throughout is placed on the meaning of larger sense units (viz., sentences and paragraphs). Consequently, words are analyzed and defined in terms of specific contexts. This procedure is designed to produce sensitivity to the language that will be sufficient for an exegesis of the New Testament text.

HUMN4523 Intermediate Biblical Greek: The primary objective of this course is to introduce and master advanced concepts in biblical Greek grammar and syntax presented in the text and supplementary materials, in order to apply these to the reading of the Greek Bible. The goal of this course is to produce proficiency in Greek for scholarly research, including exegesis of biblical text.

HUMN4613 Introduction to Biblical Hebrew: The primary objective of Biblical Hebrew I is to introduce the grammar, syntax, and vocabulary of the Hebrew Bible for the development of exegetical skills. Emphasis is placed on developing proficiency in reading and translating the Old Testament.

HUMN4623 Intermediate Biblical Hebrew: The primary objective of this course is to build proficiency in grammatical and syntactical structures of the Hebrew language that are sufficient for the analysis of narrative texts and exegesis of biblical text. The goal of this course is to produce proficiency in Hebrew for scholarly research.

MUSC3023 Worship Leadership: This course teaches music appreciation and the impact music has on people. Different types of music and styles are introduced. The concept of song writing and its importance is also taught with the emphasis on song lyrics and how it can help people to worship and pray. The nature of biblical worship and its significance as well as a heart of a worship leader is emphasized in this course.

MUSC3053 Philosophy of Christian Music: A course for dialoguing and developing personal convictions about issues: the nature of Christian music, cross-over music, copyright issues, excellence in music, the worship music industry, sacred versus secular, the place of secular music in the life of a believer, music in missions and evangelism, and the power of music.

MUSC3063 Worship and Cultural Expression: This course provides an introduction to the wealth of various cultural, ethnic, and denominational expressions of worship in the Body of Christ. Students will also discuss the attitudes we might have toward those whose worship and music are different than ours.

MUSC4033 Foundations of Music Theory: A course for learning and applying the fundamental aspects of the language of music, with an emphasis on the chord structure and progression of music currently used in worship.

MUSC4043 Music Theory II: A second-level music course, including instruction in fundamental aural skills, musical dictation, and basic principles of composing and arranging music. Prerequisite: MUSC4013 Music Theory I.

PHIL1013 Christian Worldview and Ethics: The Christian Worldview and Ethics course aims to equip believers with an understanding of the Christian worldview and how it shapes morality and ethics. Special emphasis will be given to competing worldviews and how they change and weaken the beliefs and morals of unsuspecting Christians. Students in this course will learn how to compare and contrast the Christian worldview with other leading worldview systems. Students will strengthen their personal understanding and commitment to living out their Christian faith and witness in a world searching for clear, life-enhancing truths that have been tested and proven effective.

PHIL1213 Business Ethics: This course provides an in-depth analysis of Biblical concepts and current approaches to making ethical decisions in business. Through application to contemporary moral issues facing business leaders, students will build their personal business ethic philosophy and create a leadership plan to implement ethical decision making into the organizations they lead.

PHIL3313 Leadership and Management: This course provides a comprehensive overview of leadership and management principles and offers practical techniques leaders can use to learn how to lead themselves, influence others, and effectively manage organizations or churches they lead. Special consideration will be given to emotional intelligence, communication, team development, conflict management, servant leadership, caring for staff/volunteers and leading change.

PHIL2023 Apologetics I: This course is an introduction to Apologetics that examines major topics often considered when defending Christian belief. Students will learn how to defend their faith with sound reasoning and evidence that provide answers to common objections to biblical faith.

PHIL3033 Apologetics II: This course builds on the learning from Apologetics I by advancing the student's knowledge of evidential, presuppositional, and philosophical arguments for faith. Emphasis is given to more advanced objections to Christianity and the theories and arguments used in response. Examples include the problems posed by postmodernity, by pluralism, and by the existence of evil, suffering, and pain.

BEHAVIORAL / SOCIAL SCIENCES

BESC3403 Organizational Behavior: This course will explore various aspects of group dynamics in organizations and ways to increase organizational effectiveness. Special emphasis will be given to topics like motivation, diversity, conflict, stress, change management and organizational culture.

BESC3413 Consumer Behavior: This course focuses on understanding and predicting consumer behavior by integrating theories from psychology, sociology, anthropology, and economics. Topics include the importance of consumer behavior and research; internal influences such as motivation and involvement, personality, self-image, lifestyle, perception, learning, attitude formation and change, and communication; external influences such as culture, subculture, social class, reference groups and family, and the diffusion of innovations; and consumer decision making.

BESC4343 Intercultural Communication: A study designed to enable students to comprehend the mental, emotional, and moral characteristics of different cultures, including the religious patterns found in various societies.

COMM2013 Public Speaking and Preaching I: This course will explore the basics of public oral communication and its application to speaking in a church setting. It will include an examination of the call to preach, forming a message, constructing, and delivering a sermon.

COMM2033 Public Speaking: This course will explore the basics of public oral communication and its application to speaking in a church setting.

COMM2203 Family Communications and Conflict Resolution: This course will analyze theories of interpersonal conflict and the role of communication in establishing peaceful family relationships. Special emphasis will be given to personal assessment in conflict management and the power of forgiveness in maintaining relational unity. Students will gain personal and professional techniques to manage and resolve conflict within their relationships.

COMM3023 Public Speaking and Preaching II: This course will continue to develop the student's oral communication skills for use in a church setting as a lab course where oral presentations will be the focus of class time and grading. Prerequisite: COMM2013 Public Speaking and Preaching I.

ECON1003 Microeconomics: This course will inform students on how businesses operate and the influence that economic decision making has on markets, industries, and competition. In this course, students will explore what it means to think on the margin and understand the key principles of economics, including supply and demand; the impact of cost, utility, and externalities on businesses and markets; the impact of government policies and taxing; different forms of markets; the roles of profit and elasticity and competition; wages and how production decisions are made; and the factors of production.

ECON2013 Macroeconomics: This course will explore the moving parts and dynamic elements that go into making an economy function. Students will learn key concepts and tools economists use to analyze the three major economic markets: Goods, Money, and Labor. Thinking critically, the class will learn different theories and approaches economists use to address expansion and contractions in these markets and obtain an informed view of policies we face in the real world.

PSYC1013 Marriage and the Family: The student will learn the basis of building a healthy life-long relationship, acquire knowledge of the foundation of a Christian marriage and family, gain understanding of effective communication skills, identify basic conflict resolution techniques, as well as develop awareness of the Bible-based principles applicable to raising healthy children.

PSYC1033 Crossroads I: Life Coaching: This course is designed to help students discover how God has revealed His call on their lives through personal revelation, personality design, passion, and past experience to engage them in a life of purpose.

PSYC3013 Basic Christian Counseling: This course is designed to deepen self-awareness, discover steps leading to personal healing and growth, to expand students understanding of behavior and possible contributing factors. It introduces the scope and width of Christian counseling methodology. It is also intended to equip students with the awareness of people's needs, the development of skills needed to assist others with life's problems through the application of Scripture, as well as the recognition of situations when referring such individuals to a professionally trained counselor is needed.

OTHER

BABM1002 Financial Management: This 2-credit course introduces students to foundational principles of financial management with an emphasis on personal financial decision-making. Students explore topics including financial goal setting, budgeting, cash flow analysis, credit and debt management, insurance and risk management, saving and investing, retirement planning, and ethical financial practices. The course emphasizes practical application, financial literacy, and responsible stewardship, equipping students with the knowledge and skills necessary to manage personal finances effectively and to make informed financial decisions in both personal and professional contexts. *Non-transferable.*

CAPS4013 Capstone: The Capstone Course is the final course for the Bachelor of Science in Theology. It is a culminating educational experience and instrument of evaluation to fulfill the requirement for producing a statement of faith, core value, and vision.

EDUC1021 College Success: College Success is required of all first-time freshmen entering EBC. It is designed to ensure students have foundational study skills, information literacy, and critical thinking necessary for successful completion of college-level assignments. All students who previously have completed a degree are exempt from taking this course. (Students can test out of this course.)

INTA1033 Alternate Primary Internship: Our programs allow room for alternate internships that are tailored to particular individuals, especially for married students or single parents who cannot so easily leave their families for weeks at a time. Opportunities to serve in a local church, on the foreign field with a missionary, or with a specialized ministry that is especially appropriate to their calling would be examples of what an alternate internship should look like. A minimum of 150 hours of service is required to fulfill the Alternate Primary Internship requirements. All Alternate Primary Internship options must first be approved by the Ministry Director.

INTP1033 Primary Internship: The internship is in collaboration with the New York School of Urban Ministry (NYSUM). The student will have multiple opportunities to experience a wide variety of ministries and community service outreaches, which serve the needs of people who are disenfranchised, disabled, and homeless.

INTA2011 Alternate Degree Internship: With the approval of the Ministry Director, students may opt to fulfill the Alternate Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, cross-cultural ministry with a missionary/ministry in a foreign mission field, or any other specialized ministry. A minimum of 50 hours of service is required to fulfill the Alternate Degree Internship requirements.

INTD2011 Degree Internship: Students who have successfully completed the Primary Internship, and who are enrolled in the AAS program, must complete 50 additional internship hours in order to fulfill the Degree Internship requirement. Such students will enroll in the Degree Internship. Students are encouraged to fulfill their Degree Internship requirements by serving either at EBC's Impact Summer Camp, or any other summer camps organized by Elim Fellowship. Students may opt to fulfill the Alternate Degree Internship by seeking out an internship opportunity that is in line with their ministry calling. Examples include local church ministry, cross-cultural ministry with a missionary/ministry in a foreign mission field, or any other specialized ministry. All Alternate Degree Internship options must first be approved by the Ministry Director. Prerequisite: INTP1033 Primary Internship.

PRTH102 Victorious Christian Living: A scriptural exploration of the truth of the promised victory, that is available to the believer in his daily life, through the work of the Cross and the power of the Holy Spirit. *Non-transferable.*

PRTH3041 Releasing the Anointing: This course is a practical study of the Holy Spirit's presence, power, and authority released through the anointing in the lives of individual believers and in the ministry of the Body of Christ, the Church. *Non-transferable.*

WORSHIP / MUSIC

MUSC1001 Elementary Piano: Elementary Piano is an opportunity to learn the basic skills for playing the piano, especially in a worship setting. The student will learn basic chords and rhythms and will begin to play simple worship music.

MUSC1011 Choir: Choir is a course designed to give opportunity for students desiring to enhance their musical and creative abilities through group singing. Students will learn the basic skills of melody, harmony, and rhythm in the context of singing. Student must be able to sing reasonably well. A brief and undemanding audition will be given at the first rehearsal. The ability to read music is desired, but not mandatory.

MUSC1091 Elementary Guitar: Elementary Guitar is a practical course of instruction and hands-on learning for the purpose of comprehending and assimilating the music theory knowledge and instrumental techniques necessary to play the acoustic guitar for worship.

MUSC2001 Intermediate Piano: Intermediate Piano is an opportunity to continue to develop the skills necessary for playing the piano in a worship setting. The course will include further instruction in chord groups, chordal inversions, and rhythmic styles, as well as transposing songs, playing introductions, and transitioning between worship songs.

MUSC2091 Intermediate Guitar: This is a course for intermediate students and will prepare the student with a good foundation for playing the guitar for the accompaniment of worship music with a worship team.

MUSC3033 Worship Leadership Lab: This course equips students with practical skills needed to lead worship in a variety of settings, overseeing and rehearsing worship teams, hands-on training for operating sound and projection. Two hours of the class are held in the classroom, and the third hour is a student-led, one-hour 'Encounter' evening worship service.

THTR1013 Theatre: This course focuses on the basic tools and skills that are necessary for effective theatrical productions. The student will be involved in an actual theatrical production during the semester.

through acting, stage creation, prop compilation, and library research for this play and plays as a literary genre. *Non-transferable.*

FACULTY AND ADMINISTRATION⁶⁷

FULL-TIME FACULTY

Daniel Ndune Kautu, Ph.D., M. Div., BSTH Program Chair
Carolina University, Emmanuel Christian Seminary

Bible, Ministry, Philosophy, Theology

THEO1033 *Theology I*; HIST2013 *History of the Christian Church*; PHIL2023 *Apologetics I*;
MNST3013 *Pastoral Ministry*; PHIL3033 *Apologetics II*; PRTH3043 *Spiritual Formation RTF*;
THEO3043 *Theology IV*; CAPS4013 *Capstone*; THEO4063 *Theology VI*

Rimon Armaly, MA

Trinity International University

Bible, General Education, Theology

THEO1013 *Hermeneutics*; BIBL3033 *Hebrew Poetry and Wisdom Literature*; BIBL2023 *Prophets of Israel*; HIST2023 *History of Ancient Israel*; HUMN4613 *Introduction to Biblical Hebrew*;
HUMN4623 *Intermediate Biblical Hebrew*; HUMN4513 *Introduction to Biblical Greek*;
HUMN4523 *Intermediate Biblical Greek*

PART-TIME FACULTY

Danuta Case, Ph.D., Ed. S.

Regent University

General Education, Ministry

PSYC1013 *Marriage and the Family*; NSMA2103 *Computer Skills*

ADJUNCT

Bryan Albert, MBA

Rochester Institute of Technology

Business Management and Administration (DE Only)

BABM4413 *International Marketing*

Anthony Annan, Ph.D. in Business Administration, MBA

Georgia State University, University of Pennsylvania

Business Management and Administration (DE Only)

BABM3203 *Principles of Finance*

Michael Balonek, Ph.D., MA in Ethnomusicology

University of Allahabad, Bethel University

Music (DE Only)

MUSC3023 *Worship Leadership*; MUSC3033 *Worship Leadership Lab*; MUSC3063 *Worship and Cultural Expression*; MUSC3053 *Philosophy of Christian Music*; MUSC4033 *Foundations of Music Theory*

⁶⁷ TRACS Accreditation Standard I.7.2

Alicia Belcher, Ph.D., MATL
Northcentral University, Aurora University

Mathematics (DE Only)

NSMA2203 *Quantitative Analysis I*; NSMA2213 *College Algebra*

Timothy Case, M. Th.
University of Wales at Bangor

Theology

BIBL1013 *Old Testament Literature*; THEO1043 *Theology II*; THEO2033 *Theology III*;
THEO4053 *Theology V*; THEO4073 *Advanced Theology*

Michael Cavanaugh, M. Th.
Bakke Graduate University

General Education

COMM2013 *Public Speaking and Preaching I*; COMM3023 *Public Speaking and Preaching II*

Brenda Collier, MA in Library and Information Science
University of Illinois

Philosophy

EDUC1021 *College Success*; PRTH1013 *Foundations for Life*

Jan Drayer, MTS
Regent University

Theology (DE Only)

THEO1033 *Theology I*; THEO1043 *Theology II*; BIBL2033 *Synoptic Gospels*; BIBL4063 *Book of Hebrews*

Sylvia Evans, BA in Classical Languages
Houghton College

Practical Theology

PRTH102SEC *Victorious Christian Living* (non-transferable); PRTH3041 *Releasing the Anointing* (non-transferable); PRTH3042 *Understanding the Leadership Anointing* (non-transferable)

Shaun Fowler, MBA, BSBM Program Chair
Rochester Institute of Technology

Business Management and Administration (DE Only)

ECON1003 *Microeconomics*; ECON2013 *Macroeconomics*; BABM3103 *Business Law*;
BABM4163 *Nonprofit Governance*

Lillian Harding, Ph.D. in Business Management, Executive MBA
Capella University, Howard University School of Business

Business Management and Administration (DE Only)

BABM1003 *Introduction to Business & Entrepreneurship*; BABM4503 *College to Career*;

BABM3213 *Fundraising Development*; BABM4153 *Strategic Planning*

Greg Harp, M. Div.
Northeastern Seminary

Psychology

PSYC1033 *Crossroads: Life Coaching*; PSYC3013 *Basic Christian Counseling*

Wayne Hedlund, MA
Regent University

Business Management and Administration (DE Only)

PHIL3313 *Leadership and Management*; BABM4133 *Employee Training and Development*;
BABM4143 *Human Resource Management*

Carol Hinman, MA in Business Management
Regent University

Business Management and Administration (DE Only)

BABM2313 *Accounting Principles I*; BABM2303 *Essentials of Nonprofit Accounting*

Scott Laird, MA in Theological Studies
Northeastern Seminary

Music

MUSC1091 *Elementary Guitar*; MUSC1101 *Elementary Bass Guitar*; MUSC3023 *Worship Leadership*; MUSC3033 *Worship Leadership Lab*

James Laughlin, MA in Transformational Leadership
Northeastern Seminary

Humanities, Missions

BESC4343 *Intercultural Communication*; THEO2043 *Evangelism in a Postmodern World*

Bryan Long, M. Div.
Gordon-Conwell Theological Seminary

Bible, Ministry (DE Only)

COMM2013 *Public Speaking*; HIST2013 *History of the Christian Church*; COMM3023 *Public Speaking and Preaching II*; BIBL2013 *Romans and Galatians*; MNST3133 *Youth Ministry I*; MNST3143 *Youth Ministry II*; THEO2043 *Evangelism in a Postmodern World*; BIBL4073 *Book of Isaiah*

Philip McNeill, M. Div.
Northeastern Seminary

Ministry

MNST3113 *Prophetic Ministry I*

George Muguro, D. Min., M. Div.
Multnomah University, Nations University

Humanities, Missions (DE Only)

MNST3033 *Missionary Life*; BESC4343 *Intercultural Communication*

Joseph O'Donnell, Ph.D., EdD, M. Div.
Evangelical Theological Seminary, Liberty University

Business Management and Administration (DE Only)

BIBL1013 *Old Testament Literature*; BIBL1023 *New Testament Literature*; PHIL1013 *Christian Worldview and Ethics*; BESC3413 *Consumer Behavior*

Elisabeth Ose, MA
The College of Saint Rose

General Education

ENGL1013 *College Composition*; ENGL1033 *Advanced Writing*; MNST4153 *Pedagogy and Camp Leadership*

Richard Raines, MTS, Th. M.
Regent University

Theology (DE Only)

THEO2033 *Theology III*; THEO3043 *Theology IV*; THEO4053 *Theology V*; THEO4063 *Theology VI*; HUMN4513 *Introduction to Biblical Greek*; HUMN4523 *Intermediate Biblical Greek*

Mason Rambarose, MA in Christian Apologetics
Liberty University

Philosophy (DE Only)

PHIL2023 *Apologetics I*; PHIL3033 *Apologetics II*

Adam Rondeau, Ph.D., MA of Theological Studies
Louisiana Baptist University & Seminary, Liberty University

Bible (DE Only)

BIBL2053 *Acts and Paul's Letters*; BIBL3033 *Hebrew Poetry and Wisdom Literature*; BIBL2043 *John's Writings*; PRTH3043 *Spiritual Formation RTF*

Haniel Singh, Ph.D. Executive Leadership, M. Div. in Theology
Liberty University

Business Management and Administration (DE Only)

BABM3423 *Digital Marketing*

Matthew Slisher, MA
Columbia International University

Humanities, Missions (DE Only)

BESC4503 *History of Missions*; HUMN3023 *World Religions*

Harry Vellekoop, B.S. in Organizational Management
Roberts Wesleyan College

Missions

BESC4503 *History of Missions*; MNST3033 *Missionary Life*

Kelly Walsh, B.S. Music Education
Roberts Wesleyan College

Music

MUSC1001 *Elementary Piano*; MUSC1011 *Choir*; MUSC1121 *Voice – Small Group Lessons*
(non-transferable); THTR1013 *Theatre* (non-transferable)

Diane Wiater, Ph.D. Organizational Leadership, M.A. in Communications
Regent University

Business Management and Administration (DE Only)

BABM2403 *Principles of Marketing*; BABM3113 *Starting and Managing Nonprofit Organizations*

Thomas Worth, D. Min.
Northeastern Seminary

Bible

BIBLE2013 *Romans and Galatians*; BIBL2033 *Synoptic Gospels*

PRESIDENT'S CABINET

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Dr. Danuta Case, *Executive Vice President and Provost*

Lisa Waldman, *Admissions Director*

Andrew Weiler, *VP of Business Affairs*

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Ph.D., LPC, Cornerstone University

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Shaun Fowler, *Chief Financial Officer, BSBM Program Chair*

MBA, Rochester Institute of Technology

Andrew Weiler, *VP of Business Affairs*

BS in Organizational Management, Roberts Wesleyan College

Brenda Collier, *Head Librarian, Special Needs Coordinator*

MA in Library and Information Science, University of Illinois

Gabriel Cepeda, *Campus Life Director, Worship Assistant and Tech Director, Campus Safety Coordinator*

BS in Theology, Elim Bible College

Jonathan Pellicano, *Food Service Director*

AAS, Elim Bible College

Dominic Renaldo, *Student Account Manager*

BS in Theology, Elim Bible College

Jannet Ortiz, *Executive Secretary*

Jeffery Haley, *Associate Dean of Students, Ministry Director*

AAS, Elim Bible College

Jemimah Ndune, *Financial Aid Director*

BS Cum Laude in Accounting and Business Management, Milligan University

Lori Camiolo, *Dean of Students, Title IX Coordinator*

MA in Marriage and Family Therapy, Assemblies of God Theological Seminary

Lisa Waldman, *Admissions Director*

BS in Elementary Education/Early Childhood Education, Millersville University

Ashley Allen, *Institutional Effectiveness Director, Assistant to the Provost, IT Analyst*

AA in Liberal Arts, GCC

Calli Weiler, *Admissions Counselor*

BS in Christian Leadership and Management, Regent University

Christopher Rice, *Grounds Coordinator*

BS in Theology, Elim Bible College

Conor Girvin, *Facilities Director*

BS in Theology, Elim Bible College

Daniel Slater, *Housekeeping Coordinator*

Guy Gabriel, *Pastor Liaison*
Diploma, Elim Bible College

Ian Laird, *Servant Ministry Coordinator*
BS in Theology, Elim Bible College

Joe Letarte, *Maintenance Technician*
AAS, Elim Bible College

Josiah Gariboldi, *Maintenance Technician*

Josiah Houseal, *Groundskeeper*
BS in Theology, Elim Bible College

Lillianna Renz, *Assistant to the Pastor Liaison*
BS in Sociology, Columbus State University

Mary Novinger, *Payroll Specialist, Human Resources Manager*
Diploma, Elim Bible College

Miguel Todd, *Assistant Cook*

Robert Jones, *Lead Marketing Associate*
BS in Business Management, Elim Bible College

Samuel Case, *Registrar, IT Director*
BS in Theology, Elim Bible College

Sergeline Hogu, *Financial Aid Assistant, Front Desk Receptionist*
BS in Business Studies with a concentration in Accounting, Stockton University

BOARD OF TRUSTEES

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Mr. Benjamin Hartzler, *Chairman of the Board*

Dr. Fred Antonelli, *President*

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Rev. Joshua Finley, *Freedom Church, Bel Air, MD*

Rev. Greg Falco, *Elim Life Church, Lima, NY*

Mr. Benjamin Hartzler, *Mid-State Roofing and Coating, Inc., Belleville, PA*

Rev. Donald Black, *Bethel Park, PA*

Rev. Sammy Foster, *Glen Burnie, MD*

Rev. Mike Wing, *Lockport, NY*

Non-Voting Members

Dr. Danuta Case, *Elim Bible College*

Special Counsel

Rev. Bernard Evans

Rev. David Spencer

APPENDIX A

Refund Policy⁶⁸

Applies to:	Students	Overseer:	Student Account Manager
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	Accounting Department Financial Aid Registrar Deans' Department
Created on:	7/13/2016	By:	Chris Lampson / Danuta Case
Revised on:	08/01/2025	By:	Dr. Danuta Case

Policy Statement

Refunds are issued when a student accumulates a credit balance on their account due to an overpayment or billing adjustment (see Credit Balance Refund section below).

Reservation Deposits

Reservation deposits are non-refundable. Extenuating circumstances may be considered and must be approved by the Provost.

Tuition Refunds

Because tuition costs become a flat rate for full-time students (12-18 credits/units), no credit will be applied if a student drops a course while still being enrolled as a full-time student. If a student withdraws (or drops below 12 credits), then tuition will be credited to the student's account according to the schedule below:

- **Residential Courses**

Drop period*:	100%
1st week after drop period:	75%
2nd week after drop period:	50%
3rd week after drop period and beyond:	No refund

**Fall drop period = 2 weeks | Spring drop period = 3 weeks (due to Week of Prayer)*

- **Distance Education (DE) Courses (Duration = 8 weeks)**

Drop period:	100%
1st week after drop period:	50%
2nd week after drop period and beyond:	No refund

Applies to Session A and Session B of each semester.

- **Auditing**

Drop period:	100%
1st week after drop period:	No refund

⁶⁸ TRACS Accreditation Standard II.17.8

Housing

If a student withdraws after a semester begins, the student may be eligible for a partial housing refund. Because of the costs of preparing and reserving a student's room, housing is refunded according to the schedule below:

1st and 2nd week of the semester:	75%
3rd week of the semester:	50%
4th week of the semester:	25%
After 4th week:	No refund

Food

If a student withdraws after a semester begins, the student may be eligible for a partial food refund.

Standard Food Refund

Because of the costs of preparing meals, food is refunded at a prorated rate according to the number of weeks the student was on campus.

Since school breaks are incorporated into each semester, food is calculated on a 15-week basis. This means that the charge for each week is equal to the total cost of food for the semester divided by 15.

The student that withdraws is charged for food for the number of weeks since the beginning of the semester. The remainder is refunded. The student is charged for the entire week during which they leave campus. A new week starts on Mondays.

Refund Formula

Semester Food Cost – (Semester Food Cost / 15 x number of weeks since semester began).

For example, if a student leaves on Wednesday during the fourth week of the semester, the student will be charged for four weeks of food and refunded the rest of the semester food cost.

SEC Food Refund

Due to the Housing & Food discount and different tuition rate given to students enrolled in the Spiritual Enrichment Certificate, no refund will be issued to SEC students leaving campus in the third week after the add/drop period.

Internships

Students register for internships the same way they register for normal classes. However, certain fees and plans are put into action immediately following the end of the summer term registration. Students who withdraw from an internship after the end of the summer term registration will be responsible for all incurred expenses on their behalf. If a student withdraws from an internship within 5 days after the start day of the internship, the student will receive a full tuition refund minus incurred expenses and fees. No refund will be made to a student withdrawing from an internship beyond the 5 days of the internship starting date. A student may appeal to the Executive Vice President and Provost to consider special circumstances and grant exceptions.

Reservation Deposit Refund Policy

The reservation deposit is non-refundable at all times, except for first year international students whose VISAs are denied. If an international student is not able to attend due to denial of their student VISA, the Reservation deposit payment minus any non-refundable fees (DHL fees) will be refunded.

If a student should decide to defer their application, the Reservation Deposit will remain available to the student as a credit balance (negative value) showing on their student account for up to one calendar year from the date of the deferment.

If a student should decide to withdraw, or a student who had deferred falls out of communication regarding their deferred application for more than one year, then the Reservation Deposit fee will be charged to the account to bring the account to balance.

If a student withdraws and the balance on their account after all adjustments is less than the Reservation deposit, the difference will be charged to the student's account.

Involuntary Withdrawal

If a student is asked by Elim Bible College to leave for financial, medical, family crisis and/or health reasons EBC reserves the right to use a prorated refund schedule for tuition and room and board in cases where it is to the mutual benefit of EBC and the student.

Credit Balance Refunds

Every account with a credit balance at the end of a semester will be reviewed. If a student received Institutional Financial Aid, the aid amount will be reduced by any credit remaining on the student's account. If the credit balance exceeds the total Institutional Financial Aid (excluding Campus Employment), the excess amount will either be:

- Refunded to the student, or
- Rolled over to the next semester with the student's written consent.

Federal and state grants will be managed in accordance with applicable regulations. Non-federal or state credit balance refunds will be processed within **30 business days** from the date the refund request is received.

For incoming students who have paid but have not attended, refunds will be issued directly to the individuals who made the payments. If a student withdraws after the semester begins, any third-party payment of **\$500 or more** will be refunded to the original payer.

If a student's account balance is \$0 and they have unworked Campus Employment hours, EBC reserves the right to cancel those remaining hours to prevent additional credit from accumulating, based on institutional need.

*If a credit due to worked Campus Employment hours accumulates on a student's account

- The credit will be refunded to the student; or
- If a PLUS Loan is on the account for that semester the credit will go back to the parent/student as indicated on the PLUS Loan paperwork (*see below for details*); or
- The credit will be rolled over to the next semester only with a student's written consent

PLUS Loans and Credit Balance Refunds

If a credit balance results from a Parent PLUS Loan, the Financial Aid Office must review the loan application to determine whether the credit should be issued to the parent or the student. The office will refer to the "Credit Balance Option" section of the PLUS Loan application to identify the designated recipient.

Institutional Financial Aid⁶⁹

Applies to:	Students	Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	Financial Aid Assistant
Created:	10/21/2016	By:	Rachel Yoder / Sarah Ames
Revised on:	06/13/2025	By:	Jemimah Ndune

Policy Statement:

Institutional financial aid is awarded based on the information provided from a student's Financial Aid Application (specified below).

All Institutional Aid is intended to be used as a supplement to state and federal financial aid. Any Institutional Aid given to students cannot exceed their total bill minus the Reservation Deposit.

Awarded institutional aid is subject to adjustments or cancellations due to changes that include, but are not limited to, a student's

- Financial situation
- Enrollment status
- Satisfactory Academic Progress; or
- Residency status

Institutional financial aid includes campus employment and scholarships. Financial Aid is awarded based on a student's need and is applied to tuition, housing and food, and program-specific fees (mandatory fees).

Procedure:

Institutional Financial Aid Eligibility Requirements

- Be enrolled full-time (12 or more credits/units) in either a certificate or degree program, unless otherwise specified.
 - If a student enrolls in less than 12 credits/units at any time their financial aid may be reduced or cancelled accordingly.
 - Classes taken for audit are not eligible for financial aid and do not count toward enrollment for purposes of financial aid.
 - Should a student choose to change his/her program to Undeclared at any time, their financial aid award may be reduced or canceled.
- Residency may influence institutional aid ability (i.e., on-campus, commuter, distance learner)
- Complete Financial Aid forms by the applicable deadlines
 - Domestic students:
 - FAFSA
 - NYS TAP Application, if applicable
 - NYS ETA Application, if applicable
 - EBC Loan Request Form
 - Freshman International students:
 - Income Verification section of EBC's Admission Application
 - Canadian students:
 - OSAP Application (if a resident of Ontario)

⁶⁹ TRACS Accreditation Standard II.17.12

- EBC's Income Verification Form
- Pay the Reservation Deposit
 - A student's financial aid may be revoked if the deposit is not paid on time.
- Meet the SAP Requirements
 - If the student does not meet SAP standards specified in EBC's Satisfactory Academic Progress policy, a student's financial aid package may be revoked.
 - After a student receives his or her SAP notification, the Financial Aid Director and EVPP will evaluate if a student who does not meet SAP exhibits financial need, and EBC may offer institutional aid on a case-by-case basis. If significant progress is not made within a year as determined by the EVPP, the student will lose eligibility to receive institutional aid.
- Be in good standing with the Dean of Students regarding the Community Life Guidelines as specified in the Student Handbook.

EBC reserves the right to reassess Institutional Aid eligibility at any time. In addition to this, EBC also reserves the right to make any Institutional Aid mutually exclusive. If a student's institutional aid exceeds his or her direct cost, the aid may be canceled or reduced.

Securing Institutional Financial Aid

To secure Institutional Financial Aid Awards, a student will need to pay a Reservation Deposit. A student's Institutional Aid award may be revoked if the payment is not received by the applicable deadlines. For a concise listing of Important Financial Deadlines reference in the [Academic Catalog](#).

Academic Scholarship

Incoming freshmen who meet eligibility will receive either \$2,000 or \$3,000 for the academic year. Eligibility is based on both high school GPA and SAT or ACT scores. College students may submit their official college transcript in place of high school GPA and SAT or ACT scores. A student must submit official test scores and High School GPA before August 1.

An incoming freshman is eligible for EBC's Academic Scholarship if a student has

- A minimum high school GPA of 3.5
- A minimum SAT score of 1150 or ACT score of 23

If a student has completed at least two years of collegiate study, the minimum cumulative GPA of 3.5 is considered. If less than three years of study have been completed, the high school GPA will be used when evaluating eligibility.

The FA Director awards Academic Scholarship for each consecutive year contingent on full-time enrollment and a cumulative EBC GPA of 3.5 or higher. If any of these criteria are not met, a student will lose their Academic Scholarship for the remainder of their enrollment at EBC.

Campus Employment

The FA Director awards Campus Employment and all decisions are reviewed and approved by the EVPP. The results are passed to the Campus Employment Coordinator, who then administers all aspects of the Campus Employment process.

Campus Employment wages are applied directly to the student's bill, and all awarded hours must be worked to receive the full award/package value.

A student may lose their Campus Employment position and therefore, forfeit that portion of their financial aid package for a semester if a student

- Does not submit all the required paperwork by the applicable deadlines

- Violates their Campus Employment contract in any way

If a student fails to meet minimum performance standards (evaluated by their supervisor), is tardy, and/or misses their scheduled shift, their Campus Employment supervisor will verbally address the issue with the student.

If poor performance continues, the Campus Employment supervisor will provide the student with a written notice in the form of an email. After two such emails, a student's Campus Employment hours may be reduced or terminated for that semester.

Under normal circumstances, a student with two written warnings will NOT be granted Campus Employment in the following semester - UNLESS there was a clear change in attitude. If such a change occurs, an appeal to work the next semester would need to be submitted to and approved by the FA Director.

Suspension, missed shifts, incomplete paperwork, and/or failure to complete all assigned work hours may result in the loss of Campus Employment hours missed during that time.

Withdrawal

If a student withdraws or is required to withdraw before a semester is over, their institutional aid package may be reduced or canceled. Please reference the Withdrawal Policy in the Policy Manual for details on how to properly withdraw.

Only Campus Employment hours that have been worked before a student's withdrawal will be awarded to their account. Any unearned Campus Employment will be canceled.

Refunds and Credit Balances

For information on refunds and credit balances, please refer to the Refund Policy in the Policy Manual.

Financial Aid Appeals

If a student wishes to appeal for a change in their Financial Aid package, they will need to email their request to the Financial Aid Office. The FAO will email the student an appeal form. The completed form will be brought to the Financial Aid Director and EVPP, who will decide on the appeal's outcome.

Declining Financial Aid

If a student desires to decline any portion of their Financial Aid Package after accepting the aid, they will need to email their request to the Financial Aid Office.

The Financial Aid Office will contact the Campus Employment Coordinator—if Campus Employment is being declined—and verify that the student's position has been filled. If the Campus Employment Coordinator releases the student from their Campus Employment, the Financial Aid Office will decline the student's aid as requested.

Veteran Affairs

Applies to:	VA Students	Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	Financial Aid Assistant
Created:	8/1/2019	By:	Leah Marsh
Revised on:	6/13/2025	By:	Jemimah Ndune

Policy Statement:

In accordance with Title 38 US Code 3679 subsection (e), Elim Bible College adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending. Elim Bible College will not.⁷⁰

- Prevent nor delay a VA student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 G.I. Bill® benefits.⁷¹

Recipients covered by Veterans Affairs funding may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Elim Bible College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

⁷⁰ VA Catalog Addendum 2019

⁷¹ PL 115-407 Section 103

Elim Bible College maintains that we:⁷²

- Will alert individuals of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.
- Will inform an enrolled covered individual of the availability of federal financial aid, not administered by VA that is offered by the institution.
- Will prohibit automatic renewal of a covered individual in a course and/or programs.
- Will ensure each covered individual approved of the enrollment in a course.
- Will allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.
- Will accommodate short absences for such services in the Armed Forces.

⁷² [Executive Order -- Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members](#)

Default Policy

Applies to:	Students	Overseer:	EVPP
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	Admissions Director Financial Aid Department IE Director
Created on:	11/4/2014	By:	Joe Farage
Revised on:	6/15/2022	By:	Danuta Case

Policy Statement:

Elim Bible College strives to support its students in all aspects of their connection to EBC. This starts when they first show interest and carries through to graduation and follow up with alumni after graduation.

Procedure:

Recruiting

In recruiting, EBC looks for recruiting events based on their location, cost, and projected audience. We do this in order that we may reach out to high school students, homeschoolers, and others that may be considering options for college. Refer to the Recruiting policy for more details. This time starts when a student shows interest in the college and continues to when they start an application. During this time, the Recruitment Event Coordinator and Admissions Director are mainly responsible for the student.

Admissions

All admissions application documents are available on EBC's website or by request by emailing admissions@elim.edu. Once all application documents have been received, we send the application to the Admissions Committee to make a decision on acceptance. Refer to the Admissions Requirements policy for specifics on the admissions process as it relates to different students. This time begins when the student starts an application and continues until they are accepted and enrolled or have canceled. The Admissions Counselor and Admissions Director are ultimately responsible for the student during this time.

Ability to Benefit

EBC does not accept an ability-to-benefit test. (See the Ability-to-Benefit policy.)

Exit Interviews

Prior to graduating or leaving college, borrowers are required to complete an exit counseling session. The purpose of the exit counseling session is to help students understand their rights and responsibilities as a Direct Loan borrower. The exit counseling session will consist of the following:

- Online exit session through <https://studentloans.gov/myDirectLoan/index.action>
- Meeting with the Financial Aid Officer who will provide the student with the following information:
 - Tools to estimate and manage debt
 - Repayment options
 - Borrower's responsibilities
 - Options for loan consolidation and possibility of debt forgiveness
 - *Repaying Your Student Loans* publication
 - Student's Loan Servicer Information

Follow-up process for graduates

All graduating students are asked to take the Exit Survey in order to assess their learning outcomes and provide the institution with feedback on how to improve various processes. Students enrolled in the

AAS/BS in Theology programs are also required to take the Biblical Knowledge Exam, which provides us with direct feedback on how much Bible knowledge the graduating students acquired. All graduating students are also required to take the E-Proficiency Profile (EPP) exam or ETS Major Field Study test adapted to their field of study.

Every three years the academic office issues an alumni survey to all our recent graduates asking them to provide us with feedback on our college from an alumni perspective, their job, and ministry status.

Graduation and Retention

All Faculty and Staff at EBC strive to help students to successfully complete the program they enrolled in. Their progress is monitored, and several services are provided in order to help those who are struggling academically. Each student's academic progress is evaluated at mid-semester. More details are described in the Retention and Academic Disciplinary Action policy.

Executive Vice President and Provost (EVPP) and Registrar's Office are ultimately responsible for the student from the time a student is accepted and enrolled until their graduation. The registrars maintain all student cohorts and the graduation and retention rates are calculated and then presented to faculty, the Board of Trustees, as well as the President's Cabinet.

Career Counseling Services

Elim Bible College offers guidance to graduating students in making career decisions in various ways. For details refer to the Student Handbook in the "Student Services" section under "Career counseling".

Default Prevention and Management Plan

Applies to:	Students	Overseer:	Financial Aid Officer
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	
Created on:	11/5/2015	By:	Danuta Case / Sarah Ames
Revised on:	8/11/2022	By:	Shannon Nguyen

Policy Statement:

As a new college participating in the Direct Loan program, Elim Bible College implements the nine Default Prevention and Management Activities given in this Policy.

Procedure:

Section I: Early Stages of Enrollment

Entrance Counseling

Every Title IV eligible student has the option to borrow federal student loans.⁷³ These students may request federal student loans by completing EBC's Loan Request Form. By requesting to borrow federal loans, students are then responsible to complete loan Entrance Counseling, which may be accessed via the Loan Request Form (<https://studentaid.gov/entrance-counseling/>). All first-time loan borrowers will receive an email at the beginning of their first semester containing information regarding how to find out who their loan servicer is and other information about repayment. The Provost also meets with the student body at the beginning of the school year to provide loan information and management.

Financial Literacy for Borrowers

Each EBC student accepting federal loans will be provided material and the following resources:

1. Accepting a loan for the first time
 - Loan Information
 - SAP Policy
2. While attending Elim, communication of a borrower's enrollment status, academic progress and other relevant information for the prevention and management of loan defaults is a school-wide effort and is the responsibility of the following offices:
 - Financial Aid Office
 - Academic Office
3. Post-enrollment or dropping to less than half time

Prior to graduating, leaving college or dropping to less than half time, borrowers are required to complete an exit counseling session within two weeks. Students will be sent an email with exit counseling information from a financial aid officer. The email will be sent immediately to students who drop to less than half time, and graduating students will be sent the email one month prior to graduation. The purpose of the exit counseling session is to help students understand their rights and responsibilities as a Direct Loan borrower. The exit counseling session will consist of the following:

 - Online exit session through <https://studentloans.gov/myDirectLoan/index.action>
 - Upon request, students have the option to meet with a financial aid officer who will provide the student with the following information:
 - Tools to estimate and manage debt
 - Repayment options

⁷³ Less than half time students are not eligible to borrow federal student loans.

- Borrower's responsibilities
- Options for loan consolidation and possibility of debt forgiveness
- *Repaying Your Student Loans* publication
- Student's Loan Servicer Information

If a student does not complete his or her exit counseling in a timely manner, within the two weeks given, the Financial Aid Director will continue to follow up with the student using their Elim and personal email until it is complete. If a graduating student does not finish exit counseling prior to graduation weekend, a financial lock will be placed on his or her account, and the EVPP will be notified. If a student who dropped to less than half time does not complete exit counseling after 30 days, a financial lock will be placed on his or her account, and the EVPP will be notified.

Withdrawals

See Withdrawal policy for student withdrawing procedures.

Timely and Accurate Enrollment Reporting

Timely and accurate enrollment reporting to the Secretary is required by regulation. Elim's Third-Party Servicer reports enrollment status changes to the Secretary once every two months. This ensures that borrowers receive their full grace period, and that the contacts from the loan servicer occur in the appropriate timing and sequence.

NSLDS Date Entered Repayment (DER) Report

After students leave Elim Bible Institute and College, the Financial Aid Officer will request the DER Report from the NSLDS monthly and check it against EBC's information, correcting any errors in the data.

Late Stage Delinquency Assistance (LSDA)

Borrowers who are more than 240 days but less than 361 days delinquent in making a payment on a subsidized or unsubsidized student loan are considered in late stage delinquency.

The Financial Aid Officer will help the Direct Loan servicer to stay in touch with Elim alumni borrowers, serving as a liaison between delinquent borrowers and guarantors and the Direct Loan Servicer. The Financial Aid Officer will do this through retrieving delinquency information from NSLDS' Delinquent Borrower Report, contacting the student to inform them of their delinquency and assisting them in resolving their situation.

Loan Record Detail Report (LRDR) Data Review

The Financial Aid Officer is responsible for processing EBC's Cohort Default Rate draft every **February**. The Financial Aid Officer will download default management reports, request the Loan Record Detail Report, review the data, and correct incorrect data reflected in their CDR draft within the deadlines established by the Department of Education.

Analyze Defaulted Loan Data to Identify Defaulter Characteristics

Financial Aid Officer will gather information to discover who is defaulting at EBC and why. This information will be used to improve EBC's default prevention and management practices and initiatives. Information gathered will include high school attended, demographics, grades, and so on.

Satisfactory Academic Progress

Applies to:	Students	Overseer:	Registrar
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	EVPP Assistant Registrar Financial Aid Director
Created on:	11/13/2015	By:	Danuta Case
Revised on:	6/13/2024	By:	Emily Cepeda

Policy Statement:

Federal regulations require that all students make satisfactory academic progress (SAP) in a program of study in order to maintain eligibility for financial aid. Satisfactory progress is a measure of the student's achievement at the end of each semester. It is measured by a qualitative standard (students must maintain a minimum cumulative GPA) and a quantitative standard (students must earn a certain percentage of credits attempted). These standards are consistently applied to all categories of students (full-time and part-time students), and all degree programs and the Launch Certificate provided at Elim Bible College.

Procedure:

GPA, pace of completion, and maximum timeframe will be reviewed at the end of every semester for every program. Grades for the spring semester will be finalized a week before the summer term begins in order to provide sufficient time for the Financial Aid Office to complete NSLDS and ETA Reports. This will ensure ETA students have the opportunity to enroll in a summer class as needed if they have not maintained the 30-credit requirement within the fall and spring semesters.

GPA and Pace of Completion Requirements:

For full-time students within the BS program:

BS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	>=1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5		
Third	>= 2.0		
Fourth	>= 2.0		
Fifth	>= 2.0		
Sixth	>= 2.0		
Seventh	>= 2.0		
Eighth	>= 2.0	122	Up to 183 credits

For full-time students within the AAS program:

AAS			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	>=1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5		
Third	>= 2.0		
Fourth	>= 2.0		

Fifth	≥ 2.0		
Sixth	≥ 2.0	62	Up to 93 credits

Launch			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	
First	≥ 1.0	Must pass at least 67% of all attempted credits	
Second	≥ 1.5		
Third	≥ 2.0	32	Up to 48 credits

Students who do not meet the above criteria will be placed on academic warning and will be notified in writing.

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.
- Pass/Fail courses.

Attempted credit hours are defined as any credits/units the student is enrolled in after the drop/add period every semester. Earned credits are those for which the student earned at least a grade of D- or P.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades will also count as attempted credit hours even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by EBC count as both, attempted and earned credits.
- Credits for courses in which a student receives an I (incomplete) grade at the end of a semester.

The Pace of Completion Ratio is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.

Part-Time Students:

Students who are enrolled at EBC on part-time basis are required to meet the same GPA standards as specified before. They also must earn 67% of their attempted credits required for the selected program's completion in order to continue being eligible for federal financial aid. However, their timeframe takes into consideration the number of attempted credits. Part-time students are evaluated for satisfactory academic progress after every 12 attempted credits.

Maximum Timeframe

Maximum credit hours allowed to receive financial aid equal 150% of the credit hours published as being required for the completion of the program.

The maximum limit applies to all attempted credit/unit and transfer hours accepted from any other college, regardless of whether the student received financial aid to pay for the courses. After a student has attempted credits/units beyond the maximum timeframe, he/she is no longer eligible to receive federal financial aid at EBC.

Financial Aid Warning:

Students who fail to meet the SAP standards will receive one subsequent term of financial aid while given Academic Warning status. This status may only be assigned to students who were meeting SAP requirements in the prior semester or this is their first term.

A student will be placed on financial aid suspension at the end of the financial aid warning period if he or she fails to attain the required standards. While on suspension a student is not eligible for any financial aid. However, such students may attend EBC at their own expense until the above standards are met.

Financial Aid Appeal:

Students who have faced extraordinary circumstances may appeal the denial of financial aid to the Executive Vice President and Provost. Supporting written documentation of the circumstances explaining why the student was not able to meet the SAP standards must be submitted. The documentation must also include explanation of what has changed (or will change) that will allow the student to once again meet the SAP requirements. When a student's SAP appeal is approved, a student will be assigned a status of Financial Aid Warning and is once again eligible to receive financial aid. An academic plan will be developed in order to increase the likelihood of his/her academic success. Failure to follow such a plan will result in the loss of financial aid eligibility. Such a student will be placed on Financial Aid Suspension.

Financial Aid Suspension:

Students will be placed on Financial Aid Suspension if they:

Are not meeting the SAP standards at the end of their Financial Aid Warning semester.

- Have attempted more than 150% credits required to complete their certificate/degree program.
- Failed to follow the terms of their academic plan while being assigned the Financial Aid Warning status.

Regaining good academic standing:

Students who have been given a Financial Aid Denial Status will remain in that status until they meet the SAP criteria specified above. Students may regain good academic standing and financial eligibility by successfully completing courses previously failed or courses passed with a "D" at their own expense and raising their cumulative GPA. They will still be evaluated for pace and maximum timeframe in the educational program.

Institutional Academic Degree Suspension:

Students on academic probation for two consecutive semesters who have not demonstrated significant academic improvement will be issued an Institutional Academic Degree Suspension warning for the following term. If they do not pass all courses while on warning during that term, the student will be suspended from their degree program. They may continue to take classes as an undeclared student if they so desire.

SAP for TAP

In accordance with Section 145-2.2 of the Regulations of the Commissioner of Education, each institution participating in State student financial aid programs determines a student's academic standing based on satisfactory academic progress standards approved by the Commissioner. The approval is required for continuation of state student financial aid programs. Since this chart doesn't distinguish between term GPA and cumulative GPA, the following minimums have been established.

Note: The chart expresses a minimum cumulative GPA required at the beginning of the given semester. If that is not met – a student will become ineligible to receive TAP for that semester.

Before being certified for this payment:	First	Second	Third	Fourth	Fifth	Sixth
A student must have accrued at least these many credits:	0	9	18	30	42	52
With at least this grade point average (GPA):	0	1.0	1.5	2.0	2.0	2.0

Return of Title IV-Refund Repayments⁷⁴

Applies to:	Students	Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	
Created on:	10/8/2015	By:	Sarah Ames
Revised on:	5/26/2023	By:	Jemimah Ndune

Policy Statement:

Upon request, Elim will provide: 1) any refund policy with which the school must comply, 2) the requirements for the treatment of Title IV funds when a student withdraws, 3) the requirements and procedures for officially withdrawing from the school, and 4) how post-withdrawal disbursements (PWD) will be processed.

Return of Title IV Requirements

- A student who never began attendance at Elim will not require a Return of Title IV (R2T4) calculation
- A student is considered to have withdrawn if they do not complete all the days in the payment period (semester) that they were scheduled to complete.
- If a student withdraws after the sixty percent point of the semester, the student has earned one hundred percent of the scheduled Title IV funds and no Return of Title IV (R2T4) calculation will be required.
- A student who withdraws, however, before the sixty percent point in a semester will need the R2T4 calculation completed.

NOTE: If a student withdraws before Title IV funds are disbursed, Elim determines the Title IV funds earned by the student and follows the procedures for making a post-withdrawal disbursement. This is completed even if a student paid all institutional charges and ceased enrollment before Title IV funds were disbursed.

Procedure:

Definitions

For the purposes of this policy, the term “Title IV Funds” includes Federal Pell Grants, Federal Direct Loans, Federal Parent (PLUS) Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG). Calculations are not required for the Federal Work-Study Program, because wages are earned through work, not through attendance.

For this policy, “Title IV grant or loan assistance” includes assistance only from the Direct Loan, Federal Pell Grant, and FSEOG programs (this does not include the non-Federal share of FSEOG awards).

Calendar days – all days within the semester a student was scheduled to complete. Calendar days include every day of the week, including weekends. Scheduled breaks of at least five consecutive days are excluded from the number of calendar days in a semester a student was scheduled to complete.⁷⁵

⁷⁴ TRACS Accreditation Standard II.17.12

⁷⁵ From FSA Handbook 5-72 through 5-73

Necessary Steps

- Document a student's withdrawal date, which is always the last date of their academic attendance
- Confirm a student's withdrawal date within **fourteen days** of a student's last date of attendance (referred to as the date of determination)⁷⁶

Unofficially Withdrawn Students

A student will be considered unofficially withdrawn if they

- Stop attending without officially withdrawing⁷⁷; or
- Do not earn a passing grade in at least one course over an entire semester (Unless Elim can document that they attended school but failed that semester)

When a student withdraws during a semester, the amount of Title IV funds that they earned up to that point is determined on a pro-rata basis. For example, if a student completed 30% of the semester, they earn 30% of the aid they were originally scheduled to receive. Once a student has completed more than sixty percent of the semester, they earn all the aid they were scheduled to receive for that semester.

Calculation Formula
$$\frac{\text{the total number of calendar days in the semester}}{\text{the number of calendar days completed before the student's date of determination}} =$$

Percentage of semester completed

Post-Withdrawal Disbursement

If a student's total amount of Title IV grant and/or loan aid earned (Direct Loan, Pell Grant and FSEOG) is greater than the amount of Title IV and/or loan aid disbursed to the student or for them via a parent PLUS loan:

- The difference will be treated as a post-withdrawal disbursement

A post-withdrawal disbursement will be made from available grant funds before available loan funds. If outstanding charges exist on a student's account, Elim will credit the student's account with all or a portion of any:

- Grant funds that make up the post-withdrawal disbursement
 - These can only be applied toward tuition, fees, and room and board charges (Elim will need the student's permission to use grant funds for all other school charges.)
- Loan funds that make up the post-withdrawal disbursement (Only after obtaining confirmation from the student or parent (in the case of a PLUS loan))

Elim will directly disburse to the student—no later than **forty-five days** after their date of determination—any post-withdrawal grant funds not credited to the student's account.

A post-withdrawal loan disbursement will only be done after Elim obtains the student's or parent's (in the case of a PLUS loan) confirmation that they still desire to have the loan funds disbursed. Written notification will be sent to the student or parent within **thirty days** of the date of determination and will include several required criteria (see Notification Template).

Based on when a student or parent responds to the written notification, EBC will follow these procedures:

⁷⁶ If a student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification. The school is NOT required to administratively withdraw a student who has been absent for 14 days (or less if applicable). However, after 14 days, it is expected to have determined whether the student intends to return to classes or to withdraw.

⁷⁷ For the Elim's official withdrawal procedure reference the Withdrawal Policy in the Policy Manual.

- Timely Response – When a student or parent confirms a post-withdrawal disbursement of loan funds credited to the student’s account or confirms their desire to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, Elim will disburse the funds as requested no later than **one hundred and eighty days** after the date of determination.
- Late Response (do not respond within **twenty-five days** from when the notification was sent) – Elim will notify a student or parent if it is decided that a post-withdrawal disbursement of loan funds, as requested, will be made or not due to their late response.
- Do not Respond – No portion of the post-withdrawal disbursement loan funds will be credited to the student’s account or disbursed to the student.

Elim will document in a student’s file the result of any notification made including

- Whether the student accepted or declined the loan funds; and
- The final decision made concerning the disbursement

Return of Funds/Overpayment

If a student’s total amount of Title IV grant and/or loan aid earned is less than the amount of Title IV grant and/or loan aid disbursed to the student or parent (PLUS loan):

- The difference must be returned by Elim and/or the student back to the Title IV programs: and
 - A student is not required to return a portion of a grant overpayment that is equal to or less than fifty percent of the total grant aid that was disbursed or that could have been disbursed to them for the semester. Neither are they required to return it if a grant overpayment amount is fifty dollars or less.
- No additional disbursements will be made to the student for that semester

Elim will notify a student within **thirty days** of the date of determination when the student owes a grant or loan overpayment.

The loan overpayment is returned by the student/parent to:

- Any Title IV loan program by the terms of the loan within **forty-five days**.

A student who owes a grant overpayment will remain eligible for Title IV aid through and beyond **forty-five days** from the date Elim sent them a notification of the overpayment, if:

- A student repays the overpayment in full to Elim
- A student enters into a repayment agreement with Elim, which will include terms that permit a student to repay the overpayment while maintaining their Title IV aid eligibility
 - Repayment in full must be within two years of the date of determination
- A student signs a repayment agreement with the US Secretary of the Department of Education (ED), which will include terms that permit a student to repay the overpayment while maintaining their Title IV aid eligibility

Elim will report the overpayment to the NSLDS:

- If a student does not pay the overpayment in full or enter into a repayment agreement with Elim or the Secretary of ED before **forty-five days** after Elim sent the overpayment notification to the student: or
- Any time a student fails to meet the terms of the repayment agreement with Elim or the ED Secretary

A student with an overpayment becomes ineligible for Title IV aid:

- If the student does not pay the overpayment in full or enter into a repayment agreement with Elim or the US ED Secretary following the **forty-five-day** period after receiving the overpayment notification; or
- Any time of the date a student fails to meet the terms of the repayment agreement with Elim or the US ED Secretary

Elim must return Title IV funds no later than **forty-five days** after the date of determination:

Title IV aid disbursed to a student as of the date of determination-the amount of Title IV aid earned by the student
= amount Elim owes for R2T4

$$\begin{aligned} & \text{Total institutional charges owed by the student for the semester} \\ & \quad \times \text{the percentage of Title IV aid the student did not earn} \\ & = \text{amount of funds to be returned} \end{aligned}$$

After Elim returns the unearned funds for which it is responsible, the following calculation is done:

Student's total amount of unearned Title IV aid- unearned aid that Elim is required to return
= student and/or parent's amount owed for R2T4

The order of the return of Title IV funds is as follows:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loan
- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Opportunity Grant
- Other State Aid
- Private and Institutional Aid

Institutional Refunds

See Refund Policy

Late Disbursements

An otherwise eligible student becomes ineligible to receive Title IV funds on the date that

- The student is no longer enrolled at Elim as at least a half-time student for the period of enrollment for which a Direct Loan was intended; or
- The student is no longer enrolled at Elim for the award year—applicable to awards under the Federal Pell Grant and FSEOG programs.

A student who becomes ineligible (or the student's parent for a PLUS loan), qualifies for a late disbursement if before the date the student became ineligible*

- The ED Secretary processed a SAR or ISIR with an official expected family contribution and
 - Elim certified or originated a Direct loan; or
 - Elim gave an FSEOG award to the student

*Limitations:

- Elim may not make a late disbursement of any Title IV funds unless it received a valid SAR or a valid ISIR for the student by the deadline date established by the ED Secretary in a notice published in the [FEDERAL REGISTER \(HTTPS://WWW.FEDERALREGISTER.GOV/\)](https://www.federalregister.gov/).

- Elim may not make a late disbursement later than **180 days** after the date of determination; or for a student who did not withdraw, **180 days** after the date the student became ineligible.
- Elim may not make a second or subsequent late disbursement of a Direct loan unless the student successfully completed the period of enrollment for which the loan was intended.
- Elim may not make a late disbursement of a loan under the Direct Loan program if the student was a first-year, first-time borrower unless the student completed the first 30 days of his or her program of study.

Provided a student who becomes ineligible satisfies the above conditions, Elim is allowed to make late disbursements in the following manner and for the following circumstances

- If the student withdrew during a semester, Elim must make any post-withdrawal disbursement required
- If the student successfully completed the semester, Elim will provide the student (or parent) the opportunity to receive the amount of Title IV funds that the student (or parent) was eligible to receive while the student was enrolled at Elim.
 - For a late disbursement in this circumstance, Elim may credit the student's account to pay for current and allowable charges but must pay or offer any remaining amount to the student or parent
- If the student did not withdraw but ceased to be enrolled as at least a half-time student, Elim may make the late disbursement of a Direct loan to pay for educational costs that Elim determines the student incurred for the period in which the student was eligible.

Refund Deadlines/Requirements*

Confirm the student's withdrawal date	14 days (from their last day of attendance)
Send notifications for loans to students and/or parents	30 days (within the date of determination)
Send notification to students of a grant overpayment	30 days (within the date of determination)
Elim Performs R2T4 calculations	5 days (after the date of determination)
Post-withdrawal Disbursement of grant funds to the student	45 days (after the date of determination)
Elim students or parents Return funds	45 days (within the date of determination)
Students/parents do R2T4	45 days (after written notification)
No post-withdrawal disbursement of loan funds if no response to the notification	25 days (after the written notification was sent)
Post-withdrawal Disbursement of loan funds to student/parent	180 days (after the date of determination)
Late Disbursement	180 days before the date of determination

*Note:

Any action taken after a deadline in this policy, even a correction, is a violation of that deadline.

Penalties for Drug Law Violations

Applies to:	Students	Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	
Created on:	2/2/2016	By:	Sarah Ames
Revised on:	5/26/2023	By:	Jemimah Ndune

Policy Statement:

Elim recognizes the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of:

- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics, unless prescribed by a physician.

The above is not to be personally used, possessed, sold, or distributed on or away from the campus.

Per Federal regulations, each college must provide every student upon enrollment a separate clear and conspicuous written notice with information on the penalties associated with drug-related offenses.

An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)) and does not include alcohol or tobacco.

Procedure:

Penalties for Drug Law Violations per Federal Guidelines

The FAFSA Simplification Act eliminated the prohibition on receiving Title IV aid for students with drug-related convictions. A student who has been convicted for the possession or sale of illegal drugs while enrolled doesn't lose eligibility for FSA funds.

A conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record does not count, nor is a determination or judgment arising out of a juvenile proceeding.

Each incoming Freshman will receive this policy via email from the FA Director at the beginning of their first semester.

Pell Disbursement for Books and Supplies

Applies to:	Students	Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	Student Accounts Manager
Created on:	2/18/2015	By:	Sarah Ames
Revised on:	6/14/2022	By:	Shannon Nguyen

Policy Statement:

The Accounting Department provides, no later than seven days after the start of each semester, funds for Federal Pell Grant eligible students to purchase their required books, if:

- Ten days before the beginning of the semester, Title IV funds could have been disbursed: and
- Disbursed funds would have created a Title IV credit balance

The amount EBC provides to these students is the lesser of

- The presumed Title IV credit balance: or
- The amount needed by the student, as determined by Elim

The Accounting Department notifies the Financial Aid Office of students eligible for this provision for books. Eligible students are then notified of their eligibility via email from the Financial Aid Office a week before classes begin.

If an eligible student wishes to receive EBC's provision for books and supplies, they must contact the Financial Aid Office by 5pm on the first day of classes. If a student does not contact the Financial Aid Office by that time, it is assumed that they would like to opt out of this provision for books and supplies.

If a Federal Pell Grant eligible student chooses to use EBC's provision for books and supplies, as written above, the student is considered to have authorized EBC to use the Title IV funds in that way and Elim does not need to obtain a written authorization to disburse the funds.

The amount EBC provides to these students will not exceed the cost of required textbooks and will not exceed the Title IV funds they are eligible to receive.

The chart below illustrates the period of a student's ineligibility for Federal Student Aid funds.

	Possession of Illegal Drugs	Sale of Illegal Drugs
First offense	1 year from the date of conviction	2 years from date of second conviction
Second offense	2 years from date of conviction	Indefinite period
Three or more offense	Indefinite period	Indefinite period

A student may regain eligibility the day after the period of ineligibility ends or when he/she successfully completes a drug rehabilitation program after their most recent drug conviction.

Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program includes at least two unannounced drug tests and satisfies at least one of the following requirements:

- Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
- Is administered or recognized by a Federal, State, or local government agency or court;
- Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company
- Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor

Transfer of Credits⁷⁸

Applies to:	Students	Overseer:	Registrar
Published in:	Policy Manual Academic Catalog	Additional Reviewers:	EVPP Admissions Director Admissions Counselor
Created on:	9/16/2014	By:	Danuta Case
Revised on:	6/17/2025	By:	Samuel Case

Policy Statement:

The transferability of credits is subject to EBC's Transfer of Credit policy and requires the submission of official transcripts (see below) to the Registrar. The official transcripts will be evaluated to determine the credits that apply toward a program at EBC. Consideration will be given only to courses for which the student earned a "C" (2.0) or better. A minimum of 25% of the program must be completed at EBC.

Transfer reviews from non-accredited institutions will only take place during the regular academic year. They will not take place between June 1 and August 15.

The transfer of Bible and Theology courses typically does not have a time limit on the validity of course credits. However, the Academic Office reserves the right to evaluate and compare any courses completed more than 10 years ago to determine their equivalency. A time limit may apply to courses that have undergone significant curriculum changes.

Official Transcripts

All official transcripts must be requested from the college by the student and:

- official transcripts received via mail must be original documents and must include an official stamp from the college.

- official transcripts received electronically may only be received directly from the college (ex. via email or transcript delivery service). Electronic copies of transcripts sent to EBC from the applicant will always be considered "incomplete transcripts" and not processed as "official" documents.

Procedure:

The Registrar requires official transcripts from all institutions attended and does not submit a suggestion for the award transfer credits before receiving the relevant official transcript(s). Students should use this [JotForm](#) to submit their request for transfer of credits.

Transferring from an accredited institution:

If the institution, from which the previous education was received, was an **accredited institution**, the request will be submitted to the Executive Vice President and Provost. When approved, the registrar will record transferred credits on the student's academic record. Up to 75% of a program may be transferred to EBC from an accredited institution.

Transferring from a non-accredited institution:

If the institution, from which the previous education was received, was a **non-accredited institution**, then the faculty of EBC will review the quality of the course offering, timeliness of the work, the grade requirements and the comparability of the courses offered and determine if and how much credit will be granted. This will be done on a course-by-course basis, at the regularly scheduled faculty meeting. At such

⁷⁸ TRACS Accreditation Standard II.17.4

times, the faculty will vote on the proposal and it will be recorded in the faculty minutes. The Registrar will record the transferred credits on the student's academic record. No more than 25% of a program may be transferred to EBC from a **non-accredited institution**, with the exception of EBI, Inc. – the predecessor of Elim Bible College, as all details of courses taught and the academic rigor applied at EBI, Inc. is well understood.

Transferring CLEP and LME Credits:

If the student wishes to receive credit via a prior learning assessment, EBC will grant credits in accordance with the Council for Adult and Experiential Learning (CAEL) standards and LME guidelines (Life Ministry Experience policy).

Credits are not awarded by the CLEP program itself. They are awarded pending review of courses and official scores by the EBC Registrar's office. The minimum required passing score for CLEP exams is 50 points.

No more than 15 credits will be allowed through LME. All applicable and equivalent CLEP credits will be accepted. The Registrar will provide the student reasons for refusal or acceptance of transfer credits.

Transferring AP Classes from High School:

An official score report must be submitted to EBC prior to transfer consideration. Only equivalent AP classes with an exam score of minimum 3 points on a 1 to 5 scale will be considered.

Auditing Courses

Applies to:	Students	Overseer:	Registrar
Published in:	Policy Manual	Additional Reviewers:	EVPP Assistant Registrar
Created on:	7/18/2019	By:	Danuta Case
Revised on:	2/5/2024	By:	Samuel Case

Policy Statement:

Online standard, music, and language courses are not eligible for auditing. Only residential classes can be audited. Students may take a limited number of eligible courses. EBC staff is allowed to audit eligible courses without any restriction – as long as the course does not exceed its maximum seating capacity. Auditing classes with 30 or more students enrolled is not allowed (exceptions may be made for Helimission students).

Procedure:

Full-time Students

Students taking 12 to 18 credits in a semester may audit one course per semester for free. If a full-time student would like to audit more than one course in a semester, it must first be approved by the Provost. The standard audit fee will apply if the number of credits exceeds 18.⁷⁹

Part-time Students

Students taking less than 12 credits a semester may only audit up to TWO courses per academic year at the standard price rate.

Payment Requirement

Any student that is charged an audit course fee is required to pay the balance due by the end of the first week of classes. If no payment is made, the Student Account Manager will issue a warning at the beginning of the second week of classes, notifying the student that if they do not pay the audit course fee by the end of the second week, they will be dropped from the select class. If a payment is still not received by the end of the second week, the Registrar will drop the student from the class which they were attempting to audit.

⁷⁹ Academic Catalog: Financial Information – Tuition and Fees – Audit Cost

Campus Residence Change

Applies to:	Students	Overseer:	Dean of Students
Published in:	Procedure Manual	Additional Reviewers:	Admissions Director Registrar
Created on:	9/27/2019	By:	Leah Wilson
Revised on:	9/24/2024	By:	Ashley Allen / Dr. Case

Policy Statement:

Students have the option to take certain courses at Elim Bible College via Distance Education delivery types. This is reflected in Populi's "Campuses" and "Residence" fields. If a distance learner decides to take classes at the Lima campus for the first time, they must go through the Admissions office. If a decision is made by May 1st, the Admissions office will modify the residence field as needed. If a decision is made after May 1st, see below. When a student switches from the Distance Education campus, there is a different set of expectations that are relevant to on-campus and commuter students. These expectations, noted below, will need to be communicated clearly to the student.

The deadline for a distance learner to switch campuses is August 15th for the Fall term and December 15th for the Spring term.

If a commuter wishes to live on campus, they should contact the Dean directly.

Procedure:

Undeclared Students

Undeclared students wishing to matriculate into a certificate or degree program must go through Admissions as specified. Please refer to the Undeclared to Program policy for more information.

Same Program – Residence Change

After a student submits an application, Admissions populates the Residence field in Populi. By May 1st, Admissions has already been assigning residence. If the new student changes their residence prior to May 1st, Admissions can update the field.

Changes in residence may be requested to be modified after May 1st and prior to the August 15th deadline. Such decisions must be presented to the Dean for approval. If an exception is granted, the dean will modify the Residence field in Populi and inform the following staff:

- EVPP
- Director of Ministry
- Campus Life Director
- Financial Aid
- Student Account Manager

The Financial Aid department will run monthly summaries to verify the Residence field and assigned campuses on:

- December 20th
- June 1st
- July 1st
- August 1st

Please note DE Fee Schedule exceptions are listed in the Academic Catalog.

Student Complaint Process⁸⁰

Applies to:	Students	Overseer:	EVPP
Published in:	Policy Manual Academic Catalog Website	Additional Reviewers:	President President's Cabinet IE Director
Created on:	2/10/2016	By:	Danuta Case / Emily Sanders
Revised on:	6/3/2025	By:	Ashley Allen

Policy Statement:

A complaint may be initiated by a student when he/she believes they have been treated unjustly. EBC provides a way for students to address personal grievances and file any complaints, whether the grievance is against EBC or its staff and faculty or another student or tenant. Anonymous complaints or feedback for EBC, faculty, or staff may also be submitted to the "Suggestion Box" located in the College Hall Student Lounge.

Recommended procedure for resolving grievances with EBC faculty or staff:

1. Each student is encouraged to first attempt to resolve his/her grievance by consulting with the accused staff/faculty member.
2. If the student believes that the issue has not been resolved, he/she should communicate with the faculty/staff supervisor.
3. If the student still believes the issue has not been resolved, he/she may submit a [Student Complaint \(https://form.jotform.com/60406376635962\)](https://form.jotform.com/60406376635962) form. This form is sent directly to the Executive Vice President and Provost (EVPP) as well as the President. The EVPP will investigate the matter unless the complaint concerns him/her. At that point, the President may appoint another person to handle the matter or he/she may choose to address it him/herself. The process may require contacting other parties involved and offering to meet with the student individually, as well as meeting with other members involved in the matter.
4. Once all of the information from the investigation has been gathered, the EVPP (or another designated, unbiased employee) will issue a letter/email that determines the position of the school on the matter. This letter/email will be sent to all the individuals associated with the complaint and it will include information about appealing the decision, including the President's Cabinet members. A written appeal may be sent from the student to the President's Cabinet within five business days of receiving the letter.
5. If the student feels that he/she has been treated unfairly in the process outlined above or that the issue has not been resolved in a satisfactory manner:

Any student may report the incident to:

- a. New York State's Office of College and University Evaluation or Office of the Professionals. Allegations of criminal offenses or alleged violations of New York State law may be made directly to the New York State Board of Regents. [NYSED Complaint Procedure: https://www.nysed.gov/college-university-evaluation/complaints](https://www.nysed.gov/college-university-evaluation/complaints)
- b. Transnational Association of Christian Colleges and Schools: [TRACS Complaint Form: https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf](https://tracs.org/Documents/3.TRACSComplaintForm-AgainstInstitution_000.pdf)

⁸⁰ TRACS Accreditation Standard II.17.3

Distance Education students from out-of-state locations may report the incident to:

- c. [New York State Portal Entity \(https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process\)](https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process) for complaints related to State Authorization Reciprocity Agreements (SARA)⁸¹. As indicated on the [NC-SARA website](#), the following applies:
 - i. Complaints against EBC must first go through the college's above procedures for resolving grievances.
 - ii. Complaints regarding student grades or student conduct violations are governed entirely by EBC policy and the laws of New York State. (See Grade Appeal Process policy for details).
 - iii. If a person bringing a complaint is not satisfied with the outcome of EBC's process for handling complaints, the complaint may be appealed, within two years of the incident about which the complaint is made, to the [New York State Portal Entity \(https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process\)](https://www.nysed.gov/college-university-evaluation/sara-student-complaint-process) against EBC. The resolution determined by the New York State Portal Entity will be final, except for complaints that fall under the provision "vi" below.
 - iv. While the final resolution of the complaint rests with the New York State Portal Entity, the SARA State Portal Entity where the student resides may assist as needed. The final disposition of a complaint resolved by the home state shall be communicated to the SARA State Portal Entity in the state where the student lived at the time of the incident leading to the complaint, if known.
 - v. The information regarding the number and disposition of appealed complaints that are not resolved at the institutional level will be available to the public on their [website](#).
 - vi. The *SARA Policy Manual* does not prevent a state from using its general laws to pursue action against an institution that violates those laws.
6. Academic-related complaints will be stored in the Provost's office, and all other complaints will be stored digitally on a Google Drive with two people having access to it, which are the IE Director and the EVPP.

All links to various complaint forms are available on the website at <https://elim.edu/student-life/student-achievement/>.

Procedure for grievances against another student or tenant:

1. Each student is encouraged to first attempt to resolve their grievance by consulting with the offending student or tenant, according to the Matthew 18 principle. If a student, for whatever reason, feels unsafe to do so alone, such a student is permitted to ask another person, or they may ask a dean, to assist them in the confrontation. It is, however, the responsibility of the student themselves to state their concerns with whom they have a grievance.
 - a. For student–student issues: the student will meet with the offending student, sharing their concern respectfully. The student will send a follow-up email to the offending student recapping the meeting.
 - b. For student–tenant issues: the student will meet with the offending tenant, sharing their concern respectfully. The student will send a follow-up email to the Executive Vice President and Provost (EVPP) recapping the meeting with the tenant.

⁸¹ Distance Education students from out-of-state locations should follow NC-SARA's process of filing complaints. Note that such complaints are addressed by the State Portal Entity, which in New York is OCUE.

2. If the student still believes the issue has not been resolved, they may submit a [Student Complaint \(https://form.jotform.com/60406376635962\)](https://form.jotform.com/60406376635962) form. This form is sent directly to the EVPP as well as the President. The EVPP will investigate the matter and determine the path to resolution.

All links to various complaint forms are available on the website at <https://elim.edu/student-life/student-achievement/>.

Sexual harassment or sexual violence grievances can be filed using the Title IX complaint form at <https://form.jotform.com/62215047777156>. Students also have the right to file a complaint with the Office of Civil Rights at <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. For further information, refer to the *Sexual Violence Response* policy and the *Title IX Policy*.

Life Ministry Experience Guidelines

Applies to:	Students	Overseer:	Registrar
Published in:	Policy Manual Academic Catalog LME Application ⁸²	Additional Reviewers:	EVPP Admissions Director Admissions Counselor
Created on:	9/5/2016	By:	John Miller / Danuta Case
Revised on:	1/5/2026	By:	Ashley Allen / Dr. Case

Policy Statement:

EBC will accept up to 15 credits for prior learning that has taken place outside of the typical college course environment (not including CLEP exams) as stated in the Transfer of Credits policy. **Elim requires that a student be at least 25 years of age to begin the LME process.** The burden of proof is always upon the student to sufficiently document prior learning experience and show evidence that a satisfactory level of knowledge and expertise has been developed and is comparable to a similar college course. It is the task of EBC to assess the student-submitted documents for college-level learning and to award an appropriate level of academic credit.

Consideration of life ministry experience may include the following:

- Non-traditional or non-accredited college
- Seminar training
- Educational experiences
- Prior training
- Work or military-related experiences
- Ministry experiences
- Life experiences

The applicant will document and identify significant events, people, and experiences that have contributed to substantial college-level learning and achievement. Questions about the LME process should be first directed to the Registrar at (585) 582-1230, extension 8218, or Academic Office, extension 8210.

Procedure:

Academic credit can be given for a student's prior learning and life ministry experience by comparing them to the applicable EBC's course syllabi.

Steps to receive credit for prior learning and experience:

The registrar will provide you with the courses' syllabi so that you can see the learning outcome objectives.

- Write an LME essay summarizing the evidence of your prior learning that meets the objectives of the course (for detailed guidelines look below).
- Prepare all supporting documentation.
- Request a reference letter from the supervisor/pastor/leader of your prior ministry assessing how well you did and what skills you acquired.
- Fill out and submit the [LME application \(https://form.jotform.com/90145588639166\)](https://form.jotform.com/90145588639166) form to the academic office with the LME essay, the reference letter, and all supporting documentation attached should come to the Registrar.

Upon receiving such an application, the following will take place:

⁸² When this policy is updated, the LME Application will be updated with the newest version.

- The registrar will review the application and ensure that all supportive documents are submitted as required.
- The Executive Vice President and Provost (EVPP) will review the application form and will designate an instructor to carefully review and assess all submitted documentation.
- The registrar will inform the Student Account Manager about such an application and request to have the student charged the appropriate LME application fee.
- The instructor will give a written proposal to the EVPP, within 10 business days, supported with solid arguments stating why credits should or should not be granted.
- Full-time Faculty reviewing LME documentation per 3-credit course will receive a \$50 LME stipend. Adjunct Faculty will receive a \$100 LME stipend.
- Based on evidence provided, the EVPP will make the final determination of either granting or not granting the LME credits and inform the registrar about the decision made.
- If LME credits are granted, the EVPP will request the Student Account Manager to charge the student additional LME fees for credits/units granted.
- The Registrar will update the student's account and reflect the LME credits/units when financial obligations have been fulfilled.

The following are guidelines for LME documentation:

1. For the LME essay:
 - Include detailed but summarized experiences in a concise format.
 - Format the essay in a professional way that meets college-level learning standards. Its target length should be between 1000 – 2000 words.
 - Indicate the years (dates) of work and the job or ministry positions held. Include responsibilities related to each position.
 - Give the names, addresses, email addresses, and phone numbers of people who can verify your work experiences.
 - Describe any relevant non-traditional training and its duration.
2. Supporting documentation:
Clear evidence of prior learning must be provided. This may include books read, research done, papers written, presentations made, workshops attended, or other similar documentable methods of prior learning. The evidence submitted should be focused on comparing the life experience to a specific Elim course, in order to demonstrate a one-to-one equivalent between the LME and the course syllabus as much as possible. The evidence should demonstrate that the specific course syllabus objectives have been met.

Supporting evidence may commonly include the following:

- Books read - given in an annotated bibliography format.
- Research essays or other previously written documents may be attached in their entirety.
- PowerPoint presentations may be attached in their entirety.
- Audio evidence may be attached as an mp3 file and Video evidence may be attached as an mp4 file.
- YouTube or Vimeo links may be added as supporting evidence.

Student Fee Description

On-Campus Student Fee <i>(\$250 per semester)</i>
Student Technology Resources Library Resources IT Support Academic Advising Academic Support Career Services Student Ministries Campus Life Activities Campus Security Student Government Gym Facilities Residential Laundry Facilities Background Check

Online Student Fee <i>(\$150 per semester)</i>
Student Technology Resources Library Resources IT Support Academic Advising Academic Support Career Services

APPENDIX B - Residential Recommended Schedules

Bachelor of Science in Theology Residential Recommended Schedule

Freshman Year

Fall 1			Spring 1		
BIBL1013	Old Testament Literature	3	BIBL1023	New Testament Literature	3
ENGL1013	College Composition	3	PHIL1013	Christian Worldview and Ethics	3
PRTH1013/ PRTH1033	Foundations for Life <i>or</i> Spiritual Formation	3	PSYC1013	Marriage and the Family	3
THEO1013	Hermeneutics	3	ENGL1033	Advanced Writing**	3
THEO1033	Theology I	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:		16	Term credit total:		15
Summer Semester			INTP1033	Primary Internship	3

Sophomore Year

Fall 2			Spring 2		
COMM2013	Public Speaking and Preaching I	3	BIBL2013	Romans and Galatians	3
HIST2023	History of Ancient Israel	3	HIST2013	History of the Christian Church	3
PHIL2023	Apologetics I	3	THEO2043	Evangelism in a Postmodern World	3
	General Elective*	3	NSMA####	Mathematics/Natural Science Elective	3
NSMA2103	Computer Skills	3	THEO2033	Theology III	3
Term credit total:		15	Term credit total:		15
Summer Semester			INTD2011	Degree Internship	1

Junior Year

Fall 3			Spring 3		
THEO4073/ BIBL####	Advanced Theology** or 400-Level Bible Elective ⁸³	3	THEO3043	Theology IV**	3
PHIL3033	Apologetics II**	3	BIBL3033	Hebrew Poetry and Wisdom Literature	3
COMM3023	Public Speaking and Preaching II**	3		General Elective*	3
MUSC3053	Philosophy of Christian Music – DE Only (Session A) ⁺	3	BIBL####	BIBL Elective	3
	Concentration Elective	3		Concentration Elective	3
Term credit total:		15	Term credit total:		15

Senior Year

Fall 4			Spring 4		
THEO4053	Theology V**	3	THEO4063	Theology VI**	3
BIBL####	BIBL Elective	3	CAPS4013	Capstone	3
	General Elective*	3		Concentration Elective	3
	Concentration Elective	3	HUMN####	Intermediate Language Elective**	3
HUMN####	Elementary Language Elective	3			
Term credit total:		15	Term credit total:		12

⁸³ Available in the spring semester only.

*General Electives: Any 3-credit course not required within your program may be taken to fulfill such an elective. Business Minor requirements can be used to fulfill the General Electives requirements.

**Please refer to the Degree Plan for prerequisites.

[^]This requirement might be waived based on student's prior experience.

⁺See [Appendix C](#) for further details about Distance Education courses.

Concentrations – Choose One (12 credits required)

*Course is required for the concentration

Pastoral Ministry	Course #	Course Name	Credits	Fall		Spring		Summer
	MNST3013	Pastoral Ministry	3	X				
	MUSC3023	Worship Leadership	3	X				
	PSYC3013	Basic Christian Counseling	3			X		
	MNST3113	Prophetic Ministry	3			X		
	Course #	Course Name - DE Only*	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
	MUSC3063	Worship and Cultural Expression*	3				X	
	PHIL3313	Leadership and Management*	3				X	
Youth Ministry	Course #	Course Name	Credits	Fall		Spring		Summer
	PSYC3013	Basic Christian Counseling	3			X		
	MNST4153	Pedagogy and Camp Leadership	3	X				
	Course #	Course Name - DE Only*	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
	MNST3133	Youth Ministry I*	3		X			
	MNST3143	Youth Ministry II (Prereq: Youth Ministry I)*	3			X		
Worship Leadership	Course #	Course Name	Credits	Fall		Spring		Summer
	MUSC3023	Worship Leadership	3	X				
	MUSC3033	Worship Leadership Lab	3			X		
	Course #	Course Name - DE Only*	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
	MUSC3063	Worship and Cultural Expression*	3				X	
	MUSC4033	Foundations of Music Theory*	3					X
Missions	Course #	Course Name	Credits	Fall		Spring		Summer
	HUMN3023	World Religions	3	X				
	MNST3033	Missionary Life	3			X		
	MNST3113	Prophetic Ministry	3			X		
	BESC4343	Intercultural Communication	3	X				
	BESC4503	History of Missions	3	X				

Bible Electives (6 credits required)

Fall Semester			Spring Semester		
BIBL2023	Prophets of Israel	3	BIBL2053	Acts and Paul's Letters	3
BIBL2033	Synoptic Gospels	3	BIBL3033	Hebrew Poetry & Wisdom Literature	3
BIBL2043	John's Writings – DE Only (Session A)*	3			
BIBL4063	Book of Hebrews – DE Only (Session A)*	3	BIBL4073	Book of Isaiah – DE Only (Session B)*	3

Language Electives (6 credits required)

Fall Semester			Spring Semester		
HUMN4513	Introduction to Biblical Greek	3	HUMN4523	Intermediate Biblical Greek (Prereq: Intro. to Biblical Greek)	3
HUMN4613	Introduction to Biblical Hebrew	3	HUMN4623	Intermediate Biblical Hebrew (Prereq: Intro. to Biblical Hebrew)	3

*See [Appendix C](#) for further details about Distance Education courses.

Business Management Minor (DE Only) – 18 Credits

Minor Core Required Courses (12 credits required)						
Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BABM1003	Introduction to Business & Entrepreneurship	3	X			
BABM2403	Principles of Marketing	3		X		
BABM2303	Essentials of Nonprofit Accounting	3			X	
BABM3113	Starting and Managing Nonprofit Organizations**	3			X	

Minor Electives (6 credits required)						
Course #	Course Name - DE Only+	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BABM2313	Accounting Principles I	3		X		
BABM3103	Business Law	3			X	
BABM3203	Principles of Finance	3	X			
BABM3213	Fundraising Development	3				X
BABM3423	Digital Marketing**	3	X			
BABM4133	Employee Training and Development	3			X	
BABM4143	Human Resource Management	3		X		
BABM4153	Strategic Planning	3		X		
BABM4163	Nonprofit Governance**	3				X
BABM4413	International Marketing**	3		X		
BABM4433	Marketing Management**	3			X	

**Please refer to the Degree Plan for prerequisites.

Bachelor of Science in Business Management

Residential Recommended Schedule

Freshman Year

Fall 1		
BIBL1013	Old Testament Literature	3
ENGL1013	College Composition	3
PSYC1033	Crossroads: Life Coaching	3
THEO1013/ BIBL####	Hermeneutics or Bible Elective	3
EDUC1021	College Success^	1
Session A (Weeks 1-8)		
DE Only	BABM1003	Introduction to Business & Entrepreneurship
		3
Term credit total:		16
Spring 1		
BIBL1023	New Testament Literature	3
ENGL1033	Advanced Writing**	3
PHIL1013	Christian Worldview and Ethics	3
Session A (Weeks 1-8)		
DE Only	PHIL1213	Business Ethics
		3
Term credit total:		12
Summer 1		
ECON1003	Microeconomics	3

^This requirement might be waived based on student's prior experience.

Sophomore Year

Fall 2		
THEO1033	Theology I	3
PHIL2023	Apologetics I	3
NSMA2103	Computer Skills	3
Session B (Weeks 9-16)		
DE Only	BABM2313	Accounting Principles I
	BABM2403	Principles of Marketing
		3
Term credit total:		15
Spring 2		
PSYC1013	Marriage and the Family	3
Session A (Weeks 1-8)		
DE Only	BABM2303	Essentials of Nonprofit Accounting
		3
Session B (Weeks 9-16)		
DE Only	COMM2033	Public Speaking
	NSMA2203	Quantitative Analysis I
		3
Term credit total:		12

Junior Year

Fall 3		
General Education Elective		3
General Education Elective		3
Session A (Weeks 1-8)		
DE Only	ECON2013	Macroeconomics**
	BABM3203	Principles of Finance
		3
Session B (Weeks 9-16)		
DE Only	Business Concentration Course	
		3
Term credit total:		15
Spring 3		
THEO2033	Theology III	3
Session A (Weeks 1-8)		
DE Only	BABM3113	Starting and Managing Nonprofit Organizations**
		3
DE Only	Business Concentration Course	
		3
Session B (Weeks 9-16)		
DE Only	BABM3213	Fundraising Development
	PHIL3313	Leadership and Management
		3
Term credit total:		12
Summer 3		
DE Only	Session A (Weeks 1-8)	
	BABM4514	Internship^
		4
DE Only	BABM####	Business Elective
		3
Term credit total:		7

Senior Year

Fall 4		
Bible or Theology Elective		3
General Education Elective		3
Session A (Weeks 1-8)		
DE Only	Business Concentration Course	
		3
Session B (Weeks 9-16)		
DE Only	BABM4153	Strategic Planning
		3
Term credit total:		12
Spring 4		
General Education Elective		3
Session A (Weeks 1-8)		
DE Only	BABM3103	Business Law
	BABM4503	College to Career
		3
Session B (Weeks 9-16)		
DE Only	BABM4163	Nonprofit Governance**
		3
DE Only	Business Concentration Course	
		3
Term credit total:		15

**Please refer to the Degree Plan for prerequisites.

^A minimum of 320 hours required.

Concentrations – Choose One (12 credits required)

	Course #	Course Name - DE Only ⁺	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
Human Resource Management	BESC3403	Organizational Behavior ⁺	3	X				
	BESC3413	Consumer Behavior ⁺	3				X	
	BABM4133	Employee Training and Development ⁺	3			X		
	BABM4143	Human Resource Management ⁺	3		X			
Marketing	BESC3413	Consumer Behavior ⁺	3				X	
	BABM3423	Digital Marketing (Prereq: Principles of Marketing) ⁺	3	X				X
	BABM4413	International Marketing (Prereq: Principles of Marketing) ⁺	3		X			
	BABM4433	Marketing Management (Prereq: Principles of Marketing, Consumer Behavior, and International Marketing) ⁺	3			X		

Bible Electives (6 credits required)

Course #	Course Name	Credits	Fall		Spring	
THEO1043	Theology II (Prereq: Theo I)	3			X	
BIBL2013	Romans and Galatians	3			X	
BIBL2023	Prophets of Israel	3	X			
BIBL2033	Synoptic Gospels	3	X			
BIBL2053	Acts and Paul’s Letters	3			X	
BIBL3033	Hebrew Poetry & Wisdom Literature	3			X	
THEO3043	Theology IV (Prereq: Theo I & Theo II)	3			X	
THEO4053	Theology V (Prereq: Theo I & Theo II)	3	X			
THEO4063	Theology VI (Prereq: Theo I & Theo II)	3			X	
THEO4073	Advanced Theology (Prereq: Theo I & Theo II)	3	X			
Course #	Course Name - DE Only ⁺	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BIBL2043	John’s Writings ⁺	3	X			
BIBL4063	Book of Hebrews ⁺	3	X			
BIBL4073	Book of Isaiah	3				X

Business Electives (3 credits required)

Course #	Course Name - DE Only ⁺	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
BABM4173	Project Management ⁺	3					X
BABM2323	Accounting Principles II (Prereq: Accounting Principles I)	3					X
Or any business course from a concentration you are not enrolled in.							

For the recommended residential schedules for [Launch Certificate](#) or [Associate in Applied Science in Biblical and Theological Studies](#), see the [Undergraduate Programs](#) section.

General Education Elective Courses

Fall Semester				Spring Semester					
PSYC1033		Crossroads I: Life Coaching	3	HIST2013		History of the Christian Church	3		
HIST2023		History of Ancient Israel	3	PSYC3013		Basic Christian Counseling	3		
NSMA2103		Computer Skills	3	BIBL3033		Hebrew Poetry and Wisdom Literature	3		
COMM3023		Public Speaking and Preaching II	3						
MUSC3023		Worship Leadership	3	PHIL3033		Apologetics II	3		
HUMN3023		World Religions	3	HUMN4523		Intermediate Biblical Greek (Prereq: Intro. to Biblical Greek)	3		
BESC4343		Intercultural Communication	3						
BESC4503		History of Missions	3	HUMN4623		Intermediate Biblical Hebrew (Prereq: Intro. to Biblical Hebrew)	3		
HUMN4513		Introduction to Biblical Greek	3						
HUMN4613		Introduction to Biblical Hebrew	3						
DE Only	Session A (Weeks 1-8)			DE Only	Session B (Weeks 9-16)				
	MUSC3053		Philosophy of Christian Music		3	COMM2033		Public Speaking	3
	BESC3403		Organizational Behavior		3	NSMA2203		Quantitative Analysis I	3
Summer					MUSC3063		Worship and Cultural Expression	3	
DE Only	NSMA2213		College Algebra		3	BESC3413		Consumer Behavior	3
	MUSC4033		Foundations of Music Theory		3				

Courses cannot be used as a General Education Elective if required by your program.

**Additional Available Non-transferable Courses					
Fall Semester			Spring Semester		
PRTH102SEC	Victorious Christian Living	3	MUSC1011	Choir	1
MUSC1001	Elementary Piano	1	MUSC1001	Elementary Piano	1
THTR1013	Theatre	3	MUSC1091	Elementary Guitar	1
MUSC1091	Elementary Guitar	1	MUSC1101	Elementary Bass Guitar	1
MUSC1101	Elementary Bass Guitar	1	MUSC1121	Voice - Small Group Lessons	1
MUSC1121	Voice - Small Group Lessons	1	MUSC2001	Intermediate Piano	1
MUSC2001	Intermediate Piano	1	MUSC2091	Intermediate Guitar	1
MUSC2091	Intermediate Guitar	1	PRTH3041	Releasing the Anointing	1
			PRTH3042	Understanding the Leadership of Anointing	1

****These courses do not fulfill general education elective requirements.**

APPENDIX C - Distance Education Recommended Schedules

Launch Certificate DE Recommended Schedule

Spiritual Formation

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	PRTH1033	Spiritual Formation	3
PSYC1013	Marriage and the Family	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1013	Old Testament Literature	3	THEO1013	Hermeneutics	3
PRTH1013	Foundations for Life*	3	ENGL1013	College Composition	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC3013	Basic Christian Counseling	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

*Foundations for Life can be substituted for Theology II, offered in Spring Session B.

Youth Ministry

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	MNST3133	Youth Ministry I	3
ENGL1013	College Composition	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
MNST3143	Youth Ministry II	3	THEO1013	Hermeneutics	3
BIBL1013	Old Testament Literature	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC1013	Marriage and the Family	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

Missions

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	BESC4343	Intercultural Communication	3
ENGL1013	College Composition	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
MNST3033	Missionary Life	3	THEO1013	Hermeneutics	3
BIBL1013	Old Testament Literature	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC1013	Marriage and the Family	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

Worship Leadership

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	MUSC3023	Worship Leadership	3
ENGL1013	College Composition	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
MUSC3033	Worship Leadership Lab+	3	THEO1013	Hermeneutics	3
BIBL1013	Old Testament Literature	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC1013	Marriage and the Family	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

Crossroads

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	PSYC1033	Crossroads I: Life Coaching	3
PSYC1013	Marriage and the Family	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1013	Old Testament Literature	3	THEO1013	Hermeneutics	3
ENGL1013	College Composition	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC3013	Basic Christian Counseling	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

College Prep

Fall 1						
Session A (Weeks 1-8)			Session B (Weeks 9-16)			
PHIL2023	Apologetics I*	3	THEO2043	Evangelism in a Postmodern World	3	
BIBL1023	New Testament Literature	3	THEO1033	Theology I	3	
Term credit total:					12	
Spring 1						
Session A (Weeks 1-8)			Session B (Weeks 9-16)			
BIBL1013	Old Testament Literature	3	THEO1013	Hermeneutics	3	
ENGL1013	College Composition	3	THEO1043	Theology II**	3	
EDUC1021	College Success^	1				
Term credit total:					13	
Summer 1						
Session A (Weeks 1-8)						
PHIL1013	Christian Worldview & Ethics					3
PSYC1013	Marriage and the Family					3
INTP1033	Primary Internship					3
Term credit total:		9				

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

Theology and Biblical Studies

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1023	New Testament Literature	3	THEO2033	Theology III	3
PSYC1013	Marriage and the Family	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
BIBL1013	Old Testament Literature	3	THEO1043	Theology II	3
PRTH1013	Foundations for Life*	3	THEO1013	Hermeneutics	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
ENGL1013	College Composition	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

*Foundations for Life can be substituted for Spiritual Formation, offered in Fall Session B.

Business

Fall 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
ENGL1013	College Composition	3	BABM1003/ NSMA2103/ BABM2313/ BABM3203	Introduction to Business & Entrepreneurship (Session A) or Computer Skills (summer) or Accounting Principles I or Principles of Finance (Session A)	3
BIBL1023	New Testament Literature	3	THEO1033	Theology I	3
Term credit total:					12
Spring 1					
Session A (Weeks 1-8)			Session B (Weeks 9-16)		
ECON1003/ BABM2303/ BABM3113/ BABM3213	Microeconomics (Summer) or Essentials of Nonprofit or Starting and Managing Nonprofit Organizations** or Fundraising Development (Session B)	3	THEO1013	Hermeneutics	3
BIBL1013	Old Testament Literature	3	THEO1043	Theology II**	3
EDUC1021	College Success^	1			
Term credit total:					13
Summer 1					
Session A (Weeks 1-8)					
PSYC1013	Marriage and the Family	3			
THEO2043	Evangelism in a Postmodern World	3			
INTP1033	Primary Internship	3			
Term credit total:		9			

^This requirement might be waived based on student's prior experience.

**Theology II can be substituted for Spiritual Formation (Fall Session B) or Foundations for Life (Spring Session A).

Associate in Applied Science in Biblical and Theological Studies

DE Recommended Schedule

Freshman Year

Fall 1		
Session A (Weeks 1-8)		
BIBL1023	New Testament Literature	3
PSYC1013	Marriage and the Family	3
Session B (Weeks 9-16)		
ENGL1013	College Composition	3
THEO1033	Theology I	3
Term credit total:		12
Spring 1		
Session A (Weeks 1-8)		
BIBL1013	Old Testament Literature	3
PRTH1013/ PRTH1033	Foundations for Life or Spiritual Formation	3
EDUC1021	College Success^	1
Session B (Weeks 9-16)		
THEO1013	Hermeneutics	3
THEO1043	Theology II**	3
Term credit total:		13
Summer 1		
Session A (Weeks 1-8)		
PHIL1013	Christian Worldview and Ethics	3
BIBL Elective		3
INTP1033	Primary Internship	3
Term credit total:		9

Sophomore Year

Fall 2		
Session A (Weeks 1-8)		
BIBL2013	Romans and Galatians	3
PHIL2023	Apologetics I	3
Session B (Weeks 9-16)		
THEO2043	Evangelism in a Postmodern World	3
THEO2033	Theology III	3
Term credit total:		12
Spring 2		
Session A (Weeks 1-8)		
HIST2013	History of the Christian Church	3
HIST2023	History of Ancient Israel	3
Session B (Weeks 9-16)		
COMM2033	Public Speaking	3
BIBL Elective		3
Term credit total:		12
Summer 2		
Session A (Weeks 1-8)		
NSMA####	Mathematics/Natural Science Elective	3
INTD2011	Degree Internship	1
Term credit total:		4

^This requirement might be waived based on student's prior experience.

Bible Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
BIBL2023	Prophets of Israel	3		X			X
BIBL2033	Synoptic Gospels	3			X		
BIBL2043	John's Writings	3	X				X
BIBL2053	Acts and Paul's Letters	3				X	
BIBL4063	Book of Hebrews	3	X				
BIBL4073	Book of Isaiah	3				X	

Associate in Applied Science in Business Administration

DE Recommended Schedule

Freshman Year

Fall 1		
Session A (Weeks 1-8)		
BABM1003	Introduction to Business & Entrepreneurship	3
BIBL1023	New Testament Literature	3
Session B (Weeks 9-16)		
THEO1033	Theology I	3
BABM2403	Principles of Marketing	3
Term credit total:		12
Spring 1		
Session A (Weeks 1-8)		
BIBL1013	Old Testament Literature	3
PHIL1213	Business Ethics	3
EDUC1021	College Success^	1
Session B (Weeks 9-16)		
THEO1013/ BIBL####	Hermeneutics or Bible Elective	3
ENGL1013	College Composition	3
Term credit total:		13
Summer 1		
Session A (Weeks 1-8)		
NSMA2103	Computer Skills	3
PHIL1013	Christian Worldview and Ethics	3
Term credit total:		6

^This requirement might be waived based on student's prior experience.

Sophomore Year

Fall 2		
Session A (Weeks 1-8)		
ECON2013	Macroeconomics**	3
BABM3203	Principles of Finance	3
Session B (Weeks 9-16)		
BABM2313	Accounting Principles I	3
THEO2033	Theology III	3
Term credit total:		12
Spring 2		
Session A (Weeks 1-8)		
BABM2303	Essentials of Nonprofit Accounting	3
BABM####	Business Elective	3
Session B (Weeks 9-16)		
COMM2033	Public Speaking	3
BABM####	Business Elective	3
Term credit total:		12
Summer 1		
Session A (Weeks 1-8)		
ECON1003	Microeconomics	3
PSYC1013	Marriage and the Family	3
Term credit total:		6

Bible Electives (3 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BIBL2023	Prophets of Israel	3		X		
BIBL2033	Synoptic Gospels	3			X	
BIBL2043	John's Writings	3	X			
BIBL2053	Acts and Paul's Letters	3				X
BIBL4063	Book of Hebrews	3	X			
BIBL4073	Book of Isaiah	3				X

Business Electives (3 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BABM3103	Business Law	3			X	
BABM3113	Starting and Managing Nonprofit Organizations (Prereq: Intro. to Business & Entrep.)	3			X	
BABM3123	Compensation and Benefits Management	3				
BABM3203	Principles of Finance	3	X			
BABM3213	Fundraising Development	3				X
PHIL3313	Leadership and Management	3				X
BESC3403	Organizational Behavior	3	X			
BESC3413	Consumer Behavior	3				X
BABM3423	Digital Marketing (Prereq: Principles of Marketing)	3	X			
BABM4153	Strategic Planning	3		X		
BABM4163	Nonprofit Governance (Prereq: Starting & Managing Nonprofit Org.)	3		X		

Bachelor of Science in Theology

DE Recommended Schedule

Freshman Year

Fall 1		
<i>Session A (Weeks 1-8)</i>		
BIBL1023	New Testament Literature	3
PSYC1013	Marriage and the Family	3
<i>Session B (Weeks 9-16)</i>		
ENGL1013	College Composition	3
THEO1033	Theology I	3
Term credit total:		12
Spring 1		
<i>Session A (Weeks 1-8)</i>		
BIBL1013	Old Testament Literature	3
PRTH1013/ PRTH1033	Foundations for Life or Spiritual Formation	3
EDUC1021	College Success [^]	1
<i>Session B (Weeks 9-16)</i>		
THEO1013	Hermeneutics	3
THEO1043	Theology II**	3
Term credit total:		13
Summer 1		
<i>Session A (Weeks 1-8)</i>		
PHIL1013	Christian Worldview and Ethics	3
INTP1033	Primary Internship	3
Term credit total:		6

[^]This requirement might be waived based on student's prior experience.

Junior Year

Fall 3		
<i>Session A (Weeks 1-8)</i>		
MUSC3053	Philosophy of Christian Music	3
BIBL####	400-Level Bible Elective	3
<i>Session B (Weeks 9-16)</i>		
COMM3023	Public Speaking and Preaching II**	3
Concentration Elective		3
Term credit total:		12
Spring 3		
<i>Session A (Weeks 1-8)</i>		
BIBL3033	Hebrew Poetry and Wisdom Literature	3
Concentration Elective		3
<i>Session B (Weeks 9-16)</i>		
BIBL Elective		3
THEO3043	Theology IV**	3
Term credit total:		12
Summer 3		
<i>Session A (Weeks 1-8)</i>		
ENGL1033	Advanced Writing**	3
NSMA2103/ NSMA####	Computer Skills or Mathematics/Natural Science Elective	3
Term credit total:		6

Sophomore Year

Fall 2		
<i>Session A (Weeks 1-8)</i>		
BIBL2013	Romans and Galatians	3
THEO2043	Evangelism in a Postmodern World	3
<i>Session B (Weeks 9-16)</i>		
PHIL2023	Apologetics I	3
THEO2033	Theology III	3
Term credit total:		12
Spring 2		
<i>Session A (Weeks 1-8)</i>		
HIST2013	History of the Christian Church	3
HIST2023	History of Ancient Israel	3
<i>Session B (Weeks 9-16)</i>		
COMM2033	Public Speaking	3
BIBL Elective		3
Term credit total:		12
Summer 2		
<i>Session A (Weeks 1-8)</i>		
NSMA####	Mathematics/Natural Science Elective	3
PHIL3033	Apologetics II**	3
INTD2011	Degree Internship	1
Term credit total:		7

Senior Year

Fall 4		
<i>Session A (Weeks 1-8)</i>		
THEO4053	Theology V**	3
Concentration Elective		3
<i>Session B (Weeks 9-16)</i>		
General Elective*		3
Elementary Language Elective		3
Term credit total:		12
Spring 4		
<i>Session A (Weeks 1-8)</i>		
THEO4063	Theology VI**	3
Intermediate Language Elective		3
<i>Session B (Weeks 9-16)</i>		
CAPS4013	Capstone	3
General Elective*		3
Term credit total:		12
Summer 4		
<i>Session A (Weeks 1-8)</i>		
General Elective*		3
Concentration Elective		3
Term credit total:		6

***General Electives:** Any 3-credit course not required within your program may be taken to fulfill such an elective. Please note that General Electives are different from [General Education Elective Courses](#).

**Please refer to the [Degree Requirements](#) for prerequisites.

⁺Available in the spring semester only.

Concentrations – Choose One (12 credits required)

*Course is required for the concentration

	Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
Pastoral Ministry	MNST3013	Pastoral Ministry*	3			X		
	MUSC3023	Worship Leadership	3		X			
	MUSC3063	Worship and Cultural Expression	3				X	
	PHIL3313	Leadership and Management	3				X	
	PSYC3013	Basic Christian Counseling*	3					X
Youth Ministry	PSYC3013	Basic Christian Counseling	3					X
	MNST3133	Youth Ministry I	3		X			
	MNST3143	Youth Min. II (Prereq: Youth Min. I)	3			X		
	MNST4153	Pedagogy and Camp Leadership	3					X
Worship Leadership	MUSC3023	Worship Leadership	3		X			
	MUSC3033	Worship Leadership Lab	3			X		
	MUSC3063	Worship and Cultural Expression	3				X	
	MUSC4033	Foundations of Music Theory	3					X
Missions	HUMN3023	World Religions*	3				X	
	MNST3033	Missionary Life	3			X		
	BESC4343	Intercultural Communication*	3		X			
	BESC4503	History of Missions	3	X				

Bible Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
BIBL2023	Prophets of Israel	3		X			X
BIBL2033	Synoptic Gospels	3			X		
BIBL2043	John's Writings	3	X				X
BIBL2053	Acts and Paul's Letters	3				X	
BIBL4063	Book of Hebrews	3	X				
BIBL4073	Book of Isaiah	3				X	

Language Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
HUMN4513	Introduction to Biblical Greek	3		X		
HUMN4523	Intermediate Biblical Greek (Prereq: Intro. to Biblical Greek)	3			X	

Business Management Minor – 18 Credits

Minor Core Required Courses (12 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
BABM1003	Introduction to Business & Entrepreneurship	3	X			
BABM2403	Principles of Marketing	3		X		
BABM2303	Essentials of Nonprofit Accounting	3			X	
BABM3113	Starting and Managing Nonprofit Organizations**	3			X	

Minor Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
BABM2313	Accounting Principles I	3	X				
BABM3103	Business Law	3			X		
BABM3203	Principles of Finance	3	X				
BABM3213	Fundraising Development	3		X			
BABM3423	Digital Marketing**	3	X				X
BABM4133	Employee Training and Development	3			X		
BABM4143	Human Resource Management	3		X			
BABM4153	Strategic Planning	3		X			
BABM4163	Nonprofit Governance**	3				X	
BABM4413	International Marketing**	3		X			
BABM4433	Marketing Management**	3			X		

Bachelor of Science in Business Management

DE Recommended Schedule

Freshman Year

Fall 1		
Session A (Weeks 1-8)		
BABM1003	Introduction to Business & Entrepreneurship	3
BIBL1023	New Testament Literature	3
Session B (Weeks 9-16)		
ENGL1013	College Composition	3
PSYC1033	Crossroads: Life Coaching	3
Term credit total:		12
Spring 1		
Session A (Weeks 1-8)		
BIBL1013	Old Testament Literature	3
PHIL1213	Business Ethics	3
EDUC1021	College Success^	1
Session B (Weeks 9-16)		
THEO1013/ BIBL####	Hermeneutics or Bible Elective	3
ENGL1033	Advanced Writing**	3
Term credit total:		13
Summer 1		
Session A (Weeks 1-8)		
ECON1003	Microeconomics	3
PHIL1013	Christian Worldview and Ethics	3
Term credit total:		6

^This requirement might be waived based on student's prior experience.

Junior Year

Fall 3		
Session A (Weeks 1-8)		
ECON2013	Macroeconomics**	3
BABM3203	Principles of Finance	3
Session B (Weeks 9-16)		
THEO1033	Theology I	3
Business Concentration Course		3
Term credit total:		12
Spring 3		
Session A (Weeks 1-8)		
BABM3113	Starting and Managing Nonprofit Organizations**	3
Business Concentration Course		3
Session B (Weeks 9-16)		
BABM3213	Fundraising Development	3
PHIL3313	Leadership and Management	3
Term credit total:		12
Summer 3		
Session A (Weeks 1-8)		
BABM4514	Internship ⁺	4
General Education Elective		3
Term credit total:		7

Sophomore Year

Fall 2		
Session A (Weeks 1-8)		
PSYC1013	Marriage and the Family	3
PHIL2023	Apologetics I	3
Session B (Weeks 9-16)		
BABM2403	Principles of Marketing	3
BABM2313	Accounting Principles I	3
Term credit total:		12
Spring 2		
Session A (Weeks 1-8)		
BABM2303	Essentials of Nonprofit Accounting	3
Bible or Theology Elective		3
Session B (Weeks 9-16)		
COMM2033	Public Speaking	3
NSMA2203	Quantitative Analysis I	3
Term credit total:		12
Summer 2		
Session A (Weeks 1-8)		
NSMA2103	Computer Skills	3
General Education Elective		3
Term credit total:		6

Senior Year

Fall 4		
Session A (Weeks 1-8)		
Business Concentration Course		3
General Education Elective		3
Session B (Weeks 9-16)		
THEO2033	Theology III	3
BABM4153	Strategic Planning	3
Term credit total:		12
Spring 4		
Session A (Weeks 1-8)		
BABM3103	Business Law	3
BABM4503	College to Career	3
Session B (Weeks 9-16)		
BABM4163	Nonprofit Governance**	3
Business Concentration Course		3
Term credit total:		12
Summer 4		
Session A (Weeks 1-8)		
BABM####	Business Elective	3
General Education Elective		3
Term credit total:		6

** Please refer to the [Degree Requirements](#) for prerequisites.

*Student Ministry 3 and Student Ministry 4 requirement waived for DE students.

⁺A minimum of 320 hours required.

Concentrations – Choose One (12 credits required)

	Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
Human Resource Management	BESC3403	Organizational Behavior	3	X				
	BESC3413	Consumer Behavior	3				X	
	BABM4133	Employee Training and Development	3			X		
	BABM4143	Human Resource Management	3		X			
Marketing	BESC3413	Consumer Behavior	3				X	
	BABM3423	Digital Marketing (Prereq: Principles of Marketing)	3	X				X
	BABM4413	International Marketing (Prereq: Principles of Marketing)	3		X			
	BABM4433	Marketing Management (Prereq: Principles of Marketing, Consumer Behavior, and International Marketing)	3			X		

Bible / Theology Minor Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B
THEO1043	Theology II (Prereq: Theo I)	3				X
BIBL2013	Romans and Galatians	3	X			
BIBL2023	Prophets of Israel	3		X		
BIBL2033	Synoptic Gospels	3			X	
BIBL2043	John's Writings	3	X			
BIBL2053	Acts and Paul's Letters	3				X
BIBL3033	Hebrew Poetry & Wisdom Literature	3			X	
THEO3043	Theology IV (Prereq: Theo I & Theo II)	3				X
THEO4053	Theology V (Prereq: Theo I & Theo II)	3	X			
BIBL4063	Book of Hebrews	3	X			
THEO4063	Theology VI (Prereq: Theo I & Theo II)	3			X	
BIBL4073	Book of Isaiah	3				X

Business Electives (3 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
BABM4173	Project Management	3					X
BABM2323	Accounting Principles II (Prereq: Acct Principles I)	3					X

Or any business course from a concentration you are not enrolled in.

General Education Electives (6 credits required)

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
HIST2013	History of the Christian Church	3			X		
HIST2023	History of Ancient Israel	3			X		
NSMA2213	College Algebra	3	X	X	X	X	X
PSYC3013	Basic Christian Counseling	3					X
COMM3023	Public Speaking and Preaching II	3	X				
HUMN3023	World Religions	3				X	
MUSC3023	Worship Leadership	3		X			
PHIL3033	Apologetics II	3					X
MUSC3053	Philosophy of Christian Music	3	X				
MUSC3063	Worship and Cultural Expression	3				X	
BESC3403	Organizational Behavior	3	X				
BESC3413	Consumer Behavior	3				X	
MUSC4033	Foundations of Music Theory	3					X
BESC4343	Intercultural Communication	3		X			
BESC4503	History of Missions	3	X				
HUMN4513	Introduction to Biblical Greek	3		X			
HUMN4523	Intermediate Biblical Greek (Prereq: Intro. to Biblical Greek)	3			X		

Courses cannot be used as a General Education Elective if required by your program.

General Education Elective Courses

Course #	Course Name	Credits	Fall Session A	Fall Session B	Spring Session A	Spring Session B	Summer
PSYC1033	Crossroads I: Life Coaching	3			X		
HIST2013	History of the Christian Church	3			X		
HIST2023	History of Ancient Israel	3			X		
COMM2033	Public Speaking	3				X	
NSMA2103	Computer Skills	3					X
NSMA2203	Quantitative Analysis I	3				X	
NSMA2213	College Algebra	3	X				
PSYC3013	Basic Christian Counseling	3					X
COMM3023	Public Speaking and Preaching II	3	X				
HUMN3023	World Religions	3				X	
MUSC3023	Worship Leadership	3		X			
BIBL3033	Hebrew Poetry and Wisdom Literature	3			X		
PHIL3033	Apologetics II	3					X
MUSC3053	Philosophy of Christian Music	3	X				
MUSC3063	Worship and Cultural Expression	3				X	
BESC3403	Organizational Behavior	3	X				
BESC3413	Consumer Behavior	3				X	
MUSC4033	Foundations of Music Theory	3					X
BESC4343	Intercultural Communication	3		X			
BESC4503	History of Missions	3	X				
HUMN4513	Introduction to Biblical Greek	3		X			
HUMN4523	Intermediate Biblical Greek (Prereq: Intro. to Biblical Greek)	3			X		

Courses cannot be used as a General Education Elective if required by your program.



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