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Elim Bible Institute and College
Academic Catalog

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 Institute and 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 EBIC 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 EBIC. 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 Institute and 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).

EBIC 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. The Associate in Applied Science degree and one-year 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 Institute and 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®
EBIC is approved by the **NYS Division of Veterans Affairs, Bureau of Veteran's Education**, for the training of veterans.

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.

EBIC 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**. EBIC also participates in Enhanced Tuition Award (**ETA**) to help advance and assist eligible students who are New York State residents.

Elim Bible Institute and 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 EBIC, 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 their arrival, full-time students join local ministry, outreach teams. EBIC 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 teams of dance, drama, music, and leadership.

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 consists of elected Class Officers and provides a line of communication between the administration, faculty, and students. Meeting once a week, 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., A.A.S., 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.

For internship exceptions, refer to the Internships and Student Ministries section.

Preparation for a Christ-Centered Life
Single, full-time 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.

Student On-Campus Services 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, Student On-Campus Service 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 EBIC 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 Statement[1]

The mission of Elim Bible Institute and 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 Values[2]

- **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 Faith[3]

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 the right hand of the Father, and in His present priestly ministry. (Ro. 1:4; Matt. 1:18; 2 Cor. 5:21;

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[1] TRACS Accreditation Standard I.2.1
[2] TRACS Accreditation Standard I.4.1
[3] TRACS Accreditation Standard I.1.1

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 Objectives[4]

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 Institute and 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 EBIC faculty endeavor to give their lives, expertise, and time to the students entrusted to their care.

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[4] TRACS Accreditation Standard I.3.1

UNDERGRADUATE PROGRAMS[5]

Launch Certificate

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 Requirements[6]
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 Institute and College are met.

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[5] TRACS Accreditation Standard I.8.1, I.8.4, I.8.5, & I.8.9
[6] Graduation Requirements policy

Launch Certificate Courses – 33 Credits
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		
PRTH3043	Spiritual Formation: RTF	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

Youth Ministry

Fall Semester			Spring Semester		
MNST3133	Youth Ministry I - DE Only	3	**MNST3143**	Youth Ministry II - DE Only	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

Missions

Fall Semester			Spring Semester		
BESC4343	Intercultural Communication	3	**MNST3033**	Missionary Life	3
BIBL1013	Old Testament Literature	3	**BIBL1023**	New Testament Literature	3
PRTH1013	Foundations for Life	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

*Elective options may be found under the General Education Elective Courses section.

^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

Fall Semester			Spring Semester		
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	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

+If this class is not offered, Philosophy of Christian Music or Music Theory II can be taken.

Crossroads

Fall Semester			Spring Semester		
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	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

College Prep

Fall Semester			Spring Semester		
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	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

*Apologetics I might be substituted with Crossroads 1 when required or approved.

^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	Foundations for Life	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

*Elective options may be found under the General Education Elective Courses section.

Business

Fall Semester			Spring Semester		
BABM1003/ NSMA2103/ BABM2313/ BABM3203	Introduction to Business & Entrepreneurship *or* Computer Skills *or* Essentials of For-profit Accounting *or* Principles of Finance - *All DE Only*	3	**ECON1003/ BABM2303/ BABM3113/ BABM3213**	Microeconomics *or* Essentials of Nonprofit Accounting *or* Starting and Managing Nonprofit Organizations** *or* Fundraising Development - *All DE Only*	3
ENGL1013	College Composition	3	**BIBL1023**	New Testament Literature	3
BIBL1013	Old Testament Literature	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

**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

A.A.S. Degree
HEGIS Number: 5623

EBIC's A.A.S. 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.A.S. 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.A.S. 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. 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. Degree Graduation Requirements[7]
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 Institute and College are met.

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[7] Graduation Requirements policy
[8] TRACS Accreditation Standard I.8.12

A.A.S. Courses – 62 Credits

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

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	Foundations for Life	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.

		INTP1033	Primary Internship	3
Summer Semester		**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 – DE Only	3	**BIBL4063**	Book of Hebrews – DE Only	3

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

Bachelor of Science in Theology

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 Requirements[9]
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 EBIC.[10]

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

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[9] Graduation Requirements policy
[10] 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.

	General Education Core Requirements (60 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	
NSMA####	Mathematics/Natural Science Elective	3	
NSMA2103	Computer Skills	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
	Concentration Courses (See Next Page)	6	
	Language Electives (See Next Page)	6	

	Major Core Requirements (52 credits required)		
Course #	**Course Name**	**Credits**	**Prerequisites**
PRTH1013	Foundations for Life	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	
PRTH3043 or THEO4073 or BIBL####	Spiritual Formation: RTF *or* Advanced Theology** *or* 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	
	Concentration Courses (See Next Page)	6	
	Bible Electives (See Next Page)	6	

General Electives⁺ (9 credits required)			
Course #	**Course Name**	**Credits**	**Prerequisites**
	General Electives*	9	See General Education Elective Courses

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

***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 Electives.

⁺**Business Minor** requirements can be used to fulfill the General Electives requirements.

Concentrations – Choose One (12 credits required)

Pastoral Ministry

Course #	**Course Name**	**Credits**	**Prerequisites**
MNST3013	Pastoral Ministry	3	
MUSC3023	Worship Leadership	3	
PSYC3013	Basic Christian Counseling – On Campus Only	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 – On Campus Only	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 – On Campus Only	3	
MUSC3063	Worship and Cultural Expression – DE Only	3	
MUSC4013	Music Theory I – DE Only	3	
MUSC4043	Music Theory II – DE Only	3	MUSC4013 Music Theory I

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	

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	

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

Student Ministries (6 semesters required)	
Course #	**Course Name**
STMN1	Student Ministry 1#
STMN2	Student Ministry 2#
STMN3	Student Ministry 3#
STMN4	Student Ministry 4#
STMN5	Student Ministry 5#
STMN6	Student Ministry 6#
#All Student Ministries are structured as pass/fail. For further information, see the _Student Ministries_ section.	

Business Management Minor – 18 Credits

Business Management Minor Core Requirements (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

Business Management Minor Electives (6 credits required)			
Course #	**Course Name**	**Credits**	**Prerequisites**
BABM2313	Essentials of For-Profit Accounting	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	

Bachelor of Science in Business Management

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 one-year 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 Requirements[11]
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. Two semesters of completed Student Ministries.
4. Students transferring from other institutions must complete at least 25% of their program at EBIC.[12]

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

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[11] Graduation Requirements policy
[12] 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.

General Education Core Requirements (63 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
	Concentration Courses	6	See Previous Section
	General Education Electives*	12	See Previous Section or General Education Elective Courses

Major Core Requirements – DE Only (46 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	Essentials of For-Profit Accounting	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	
	Concentration Courses	6	See Previous Section
	Business Electives	3	See Previous Section

Minor Core Requirements (12 credits required)

Course #	Course Name	Credits	Prerequisites
THEO1033	Theology I	3	
THEO2033	Theology III	3	
	Bible / Theology Minor Electives	6	See Previous Section

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

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)

Course #	Course Name	Credits	Prerequisites
BABM4173	Project Management	3	

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
THEO4073	Advanced Theology	3	THEO1033 Theology I & THEO1043 Theology II
THEO4063	Theology VI	3	THEO1033 Theology I & THEO1043 Theology II

Student Ministries (4 semesters required)

Course #	Course Name
STMN1	Student Ministry 1[#]
STMN2	Student Ministry 2[#]
STMN3	Student Ministry 3[#]
STMN4	Student Ministry 4[#]
STMN5	Student Ministry 5[#]
STMN6	Student Ministry 6[#]

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

Online Education[13]

EBIC offers the following programs online:

- [Launch Certificate](#) (Spiritual Formation, Youth Ministry, Missions, Worship Leadership, Crossroads, College Prep, Theology and Biblical Studies, and Business)
- [A.A.S. in Biblical and Theological Studies](#)
- [B.S. in Theology (BSTH)](#)
- [B.S. in Business Management (BSBM)](#)

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

Students can also enroll in online classes taken for credit without being admitted to a program. Most of the Launch certificate program can also be completed online; however, the track specific courses might only be offered in a Virtual Live mode. Some BSTH concentration courses and language electives will require a student to join the class in Virtual Live mode.

Virtual Live Classes

Virtual live classes are an easy way to join a live classroom session. By utilizing a simple webcam and a solid internet connection, students can log into the class from home and virtually join the EBIC residential students on campus. The professor simultaneously teaches a physical and virtual class. This means that online students have to attend the class in real-time as if they were actually on campus. If a class is held at 8:00 am on Mon/Wed/Fri, the student must log in at that time. Attendance and class participation is essential. Virtual online students are required to fulfill the same class assignments as residential students for that class.

Please note:
Some Virtual Live classes are very popular and might not be available to online students. Full-time residential students have precedence. Enrollment for part-time students is done based on a first-come-first-serve basis as seats are available with a maximum of 30 students per class. Federal Financial Aid might be available contingent on the student's eligibility and enrollment.

Distance Education (Standard Mode)

Asynchronous 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. However, there are no preset times to connect online. This format allows students to complete their work by the due date when it best fits their schedule.

Required

- Based on the mode of study, students are required to complete the appropriate orientation. Refer to the Online Enrollment policy.
- DE students must confirm their enrollment by participating in their classes by the end of the first week each semester. Failure to participate may result in withdrawal from the class.

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[13] TRACS Accreditation Standard I.7.2

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 one EBIC class 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 one local church, through regular attendance, for a minimum of one year. 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.

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 Institute and College are met.

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	NSMA2203	Quantitative Analysis I – DE Only	3
NSMA2203	Quantitative Analysis I – DE Only	3	NSMA2213	College Algebra – DE Only	3
NSMA2213	College Algebra – DE Only	3	MUSC3063	Worship and Cultural Expression – DE Only	3
COMM3023	Public Speaking and Preaching II	3			
MUSC3023	Worship Leadership	3	PSYC3013	Basic Christian Counseling	3
HUMN3023	World Religions	3	BIBL3033	Hebrew Poetry and Wisdom Literature	3
MUSC3053	Philosophy of Christian Music - DE Only	3	MUSC4043	Music Theory II – DE Only *(Prereq: Music Theory I)*	3
BESC3403	Organizational Behavior - DE Only	3	PHIL3033	Apologetics II	3
MUSC4013	Music Theory I – DE Only	3	BESC3413	Consumer Behavior - DE Only	3
BESC4343	Intercultural Communication	3	HUMN4523	Intermediate Biblical Greek *(Prereq: Intro. to Biblical Greek)*	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			

**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.

Business Certificates

The non-degree-granting certificate programs are focused primarily on gaining practical business skills. They are designed to equip you with tools and skills needed to:

1. Start a new nonprofit organization and develop a deeper understanding of the art of fundraising and marketing.
2. Develop administrative skills, learn to analyze financial statements, understand financial concepts, and know how to apply them at for-profit and non-profit organizations.
3. Acquire skills necessary to lead organizations, manage projects, resolve conflicts, and plan strategically.
4. Understand marketing principles and their applications, examine tools available, and develop responsive marketing strategies.

Earn a business certificate in less than a year by taking only two classes a semester via Distance Education:

Launching a Non-Profit organization (12 credits)

Fall Semester		Credits	Spring Semester		Credits
BABM2403	Principles of Marketing	3	BABM3113	Starting and Managing Nonprofit Organizations	3
BABM3203	Principles of Finance	3	BABM3213	Fundraising Development	3

Business Management (12 credits)

Fall Semester		Credits	Spring Semester		Credits
BABM3203	Principles of Finance	3	PHIL3313	Leadership and Management	3
BABM4153	Strategic Planning	3	BABM4173	Project Management	3

Marketing Strategies (12 credits)

Fall Semester		Credits	Spring Semester		Credits
BABM2403	Principles of Marketing	3	BESC3413	Consumer Behavior *(Prereq: Principles of Marketing)*	3
BABM3423	Digital Marketing	3	BABM4433	Marketing Management *(Prereq: Principles of Marketing)*	3

Church Administration (12 credits)

Fall Semester		Credits	Spring Semester		Credits
NSMA2103	Computer Skills or Intermediate Excel	3	PHIL1313/ BABM4133	Leadership and Management *or* Employee Training and Development	3
BABM2313	Essentials of For-profit Accounting	3	BABM2303	Essentials of Non-profit Accounting	3

Spiritual Enrichment Certificate

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 admitted to this program must live on campus and 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 Institute and 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

Fall Semester		Spring Semester	
PRTH101SEC/ PRTH304SEC	Foundations for Life *or* Spiritual Formation: RTF	**PHIL101SEC/ PSYC101SEC**	Christian Worldview and Ethics *or* Marriage and the Family

ELECTIVES

Fall Semester		Spring Semester	
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
PRTH304SEC	Spiritual Formation: RTF	**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 Hour[14]

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**. For distance education mode, 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 nine hours of academic work per week for a 15-week semester. [15]

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

Students are classified academically in three ways:
- Academic Enrollment Status
- Academic Grade Level
- Provisional Status (see *Retention and Disciplinary Action policy*)

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

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.[16]

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

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

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[14] TRACS Accreditation Standard I.7.2; Credits and Units policy
[15] https://www.carnegiefoundation.org/faqs/carnegie-unit/
https://www2.ed.gov/about/offices/list/ous/international/usnei/us/credits.doc
[16] Not all courses are eligible to be audited (See Auditing Courses policy).

- Freshmen (1st year): 0-23 credit/unit hours
- Sophomore (2nd year): 24-59 credit/unit hours
- Junior (3rd year): 60-91 credit/unit hours
- Senior (4th year): 92 + credit/unit hours

Some social privileges, such as placement in the yearbook 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 EBIC. On the occasion that a student transfers in 24 or more credits/units, the Dean's department reserves the right to determine the social classification of the entering student.

Other Information

Enrollment And Verification Of Student Identities[17]
Elim Bible Institute and 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, EBIC 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.

Elim does not charge for this student identity verification.

Personal Computers
All students are required to have a laptop with Microsoft Word and Excel installed (Google documents are not sufficient for written assignments). All academic work must be submitted in electronic format unless otherwise directed by the instructor.

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.

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[17] TRACS Accreditation Standard II.17.6; Enrollment and Verification of Student Identities policy

Changes In Registration And Withdrawal[18]

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 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. *Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.*
2	DROP ONLY	Students may drop courses by Friday at 5:00 pm. *Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.*
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.

For Summer Courses

*Week #	Withdrawal	Notes
Students may only ADD a course prior to the start of the course.		
1	DROP	Students may drop courses by Friday at 5:00 pm. *Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.*
2-4	W AUD	Students may switch to audit (AUD) if they currently are passing a course or they may choose to withdraw (W).
5-6	WP/WF	Students will receive withdrawal pass (WP) or withdrawal fail (WF) based on their grades at the time of withdrawal.
7-8	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript.

***"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.*

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[18] Adding and Dropping Courses policy; TRACS Accreditation Standard I.7.2

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 Withdrawal[19]
A student may be involuntarily withdrawn from EBIC 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 issue 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)

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. [20]

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. [21]

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 List[22]
Elim Bible Institute and 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 Fall and Spring semesters. These guidelines apply to all students matriculated into an Elim Bible Institute and College program. Please note that these lists are not compiled for a Summer Session.

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[19] Withdrawing from the Institution policy
[20] Transferring from Launch to AAS policy
[21] Undeclared to Program policy
[22] TRACS Accreditation Standard I.7.2

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

Awards[23]

The following awards may be conferred upon graduates from the B.S. in Theology program:
- **Academic Excellence Award** – recognizes and honors extraordinary academic scholarship and may be given to the Valedictorian and Salutatorian of the class; 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.

Privacy of Educational Records (FERPA)[24]

Elim Bible Institute and College (EBIC) 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. EBIC 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.[25]

EBIC 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

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[23] TRACS Accreditation Standard I.7.2
[24] TRACS Accreditation Standard II.17.8; FERPA policy
[25] Retrieved from https://populi.co/about/security/.

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 EBIC 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/Units[26]

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 EBIC Transfer of Credits policy to determine the credits that apply toward a program at EBIC. 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 EBIC.

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 EBIC 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.

Please see the Transfer of Credits policy for more information.

Recognition of Non-Standard Academic Accomplishments

EBIC 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 EBIC in the following ways:

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[26] Transfer of Credits policy; TRACS Accreditation Standard I.7.2

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, EBIC 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 EBIC 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.[27]

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

Life Ministry Experience[28]

Life Ministry Experience (LME) is intended for the purpose of recognizing education that has taken place outside of the typical college course environment. EBIC 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 EBIC to assess the student-submitted documents for college-level learning and to award an appropriate level of academic credit.

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.

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[27] Transfer of Credits policy
[28] Life Ministry Experience policy

Transcripts[29]

Official transcripts are released to a student or an institution upon receiving a written request submitted via EBIC'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 <u>official transcript</u> 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 <u>unofficial transcript</u> 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:

<u>Students' Access to Transcripts</u>

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.

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[29] Transcripts policy

Grades[30]

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.

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

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

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 EBIC 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		Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5	Must pass at least 67% of all attempted credits	
Third	>= 2.0		
Fourth	>= 2.0		
Fifth	>= 2.0		
Sixth	>= 2.0		
Seventh	>= 2.0		
Eighth	>= 2.0	122	Up to 183 credits

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[30] 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		Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5	Must pass at least 67% of all attempted credits	
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 EBIC 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. [31]

Retention and Academic Disciplinary Action[32]
All Faculty and Staff at EBIC 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.

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[31] Satisfactory Academic Progress policy
[32] 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 EBIC. 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
- o 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.
- o 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.
- o 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.
- o 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.
- o Incompletes will not be granted for normal life situations such as vacations, work schedules, ministry, etc.
- o 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.
- o 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 EBIC 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.

Virtual Live Attendance (Residential Students)
EBIC has made virtual connections available to all classes. However, they are not considered to be equivalent for being in class in-person. Virtual connections are intended to be a blessing for situations when you are not able to come to class, such as being sick. Unless you are registered for virtual attendance, students are expected to be in class in-person. All virtual attendance for in-person classes must be approved by either an instructor or the Provost.

Joining virtually will be treated as an unexcused absence unless you have communicated with your teacher in advance and the reason for not coming to class was approved.
If you do not excuse your physical absence in class first, it will be treated as an unexcused absence.

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 frequently through the use of various technology tools making transformational learning and substantial interaction possible.

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 Institute and 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 after class or during a break.
- Please refrain from eating in the classroom.
- Students wishing to use laptops are permitted to do so as long as they comply with the ***Electronic Devices in the Classroom*** policy**.**
- 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 Institute and 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:
  o Any unauthorized giving or receiving of information during an exam is considered cheating.
  o 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.
  o Students who have taken an exam should not discuss the exam in the presence of students who have yet to take it.
  o 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:
  o Part or all of a written or spoken assignment copied from another person's manuscript.
  o Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet, or internet source.
  o 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 Procedures[33]
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.

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[33] Academic Integrity policy

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 EBIC 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 EBIC. 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 <u>all</u> failed courses. Upon successful completion of all program requirements, disciplinary action may be removed from the student's academic transcripts.[34]

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

Artificial Intelligence Use Policy

EBIC recognizes the tremendous benefits and transformative opportunities of artificial intelligence which can enrich student learning and aid in doing research. At the same time, integrity and transparency are considered essential in the life of each Christian and are fundamental to the principles of Christian education. As such, EBIC students are expected to use AI tools responsibly and ethically. The use of AI tools for tests, quizzes, or exams is prohibited. Inserting AI generated content into written assignments without proper citation will be regarded as plagiarism and cheating.

Copyright Infringement[35]

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 Infringement[36]

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 EBIC '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 EBIC systems, or transmit them over EBIC networks.
- Please see the Off Campus Access to Physical Materials procedure for information on how distance education students can loan portions of digital copies.

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[34] Grade Appeal Process policy; Academic Grievance policy
[35] Copyright Infringement policy
[36] 34 CFR 668.14(b) and FSA Handbook 2-155

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.[37]

Resolving Conflicts / Filing a Complaint[38]

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 Institute and 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 Process[39]
A complaint may be initiated by a student who believes they have been treated unjustly. EBIC provides a way for students to address personal grievances and file complaints regarding EBIC, 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.

For details, please refer to the Student Complaint Process Policy.

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[37] Student Due Process policy
[38] TRACS Accreditation Standard I.7.2
[39] TRACS Accreditation Standard II.17.3; Student Complaint Process policy

ACADEMIC CALENDAR[40]

Fall 2024			
Aug 19-23	M-F	RA Orientation/International Students Arrive	Contact the Resident Life Directors of arrival time
Aug 22	Th	New Students Arrive	Arrival time: 1-4 pm
Aug 22	Th	Welcome Dinner	5 pm
Aug 23	Fri	New Student Orientation	College Hall C202: Academic Orientation – 10 am-noon Dean's Orientation – 1-3 pm
Aug 25	Sun	Returning Students Arrive	Arrival time: 6-9 pm
Aug 26	**M**	**Classes Begin**	**First class @ 8 am**
Aug 30	F	Add Period ends	5 pm
Sep 06	F	Drop Period ends	5 pm
Sep 09	M	Student Ministries Begin	
TBD	F	Student-Staff Outing	Tab 12pm
TBD	W	EF One Day Conference	ELC – 9 am-3 pm
Sep 27-28	F-Sat	Foundation's Weekend	Begins Fri at 7 pm – Staff and students should plan to attend
Oct 12-16	Sat-W	Fall Recess	
Oct 14-25	M-F	Registration for Spring Classes (2 weeks)	Set up appointment with Registrar
Oct 21	M	Mid-point of Semester	
Oct 22-25	T-F	Missions Week	Extended chapel services and Fri evening service
Nov 13-17	M-F	Last Week to Withdraw	
Nov 22-24	F-Sun	Theater Production	
Nov 27-Dec 1	W-Sun	Thanksgiving Break	Students may leave Tues after classes.
Dec 01	Sun	Student Ministries End	
Dec 06	F	Last Day of Classes	
Dec 9-12	**M-Th**	**Exam Week**	
Dec 12	F	Fall Term Ends	
Dec 13	Sat	Semester Break Begins	

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[40] TRACS Accreditation Standard II.17.8

Spring 2025

Date	Day	Event	Details
Jan 12	Sun	RA's Arrive	
Jan 12	Sun	New Students Arrive	Arrival time: 1-4 pm
Jan 12	Sun	All Students Return	Arrive by 10 pm
Jan 13-17	**M-F**	**Week of Prayer**	**No regular classes**
Jan 14	Sun	New Student Academic Orientation	College Hall - 3 pm
Jan 20	**M**	**Classes Begin**	**First class @ 8 am**
Jan 24	F	Add Period Ends	5 pm
Jan 27	M	Student Ministries Begin	
Jan 31	F	Drop Period Ends	5 pm
Feb 15-23	Sat-Sun	Winter Recess	
Mar 04-07	T-F	Worship Emphasis Week	
Mar 14-15	F-S	Prophetic Presbytery	
Mar 24	M	Mid-Point of Semester	
Apr 07-11	M-F	Registration for Summer	Set up appointment with Registrar
Apr 14-18	M-F	Last Week to Withdraw	
Apr 14-25	M-F	Registration for Fall	Set up appointment with Registrar
Apr 17- 21	Th-M	Easter Break	Students may leave Wed after classes. Return Mon, 10 pm.
May 04	Sun	Student Ministry Ends	
May 09	W	Last Day of Classes	
May 12-15	**Th-M**	**Exam Week**	**Students should plan to stay through graduation.**
May 16	Th	Graduation Rehearsal	ELC - 8:30am
May 16-17	Th-Sun	Commencement Weekend	All students are required to attend the baccalaureate and graduation ceremony.
May 17	Sat	Spring Term Ends	

Summer 2025

Date	Day	Event	Details
May 19	**M**	**NYSUM Internship Begins**	**Students Depart**
TBD	T-Th	Elim Fellowship Conference	
Jun 07	F	NYSUM Internship Ends	**Students Return**
Jun 09	**M**	**Online Classes Begin**	8 weeks
Jun 13	F	Drop Period Ends	5pm
Jul 14-18	M-F	Last Week to Withdraw	
Aug 01	**F**	**Online Classes End**	

LIBRARY[41]

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.

Laptops[42]

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.

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[41] TRACS Accreditation Standard I.7.2

[42] 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

Standard Internship Programs

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 (EBIC-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 EBIC-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, or 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 EBIC Ministry Department will send this directly to the supervisor).

Internship Exemption and Credit Transfer
EBIC 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](#).[43]
- 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.[44]
2. Hands on, practical ministry experience is an essential component of students' training and development for servant leadership in ministry.[45]

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[43] Incoming students may request this form from the Admissions Department (admissions@elim.edu); available under links in Populi
[44] Mat. 5:16; 1 Pet. 3:15; Eph. 4:12
[45] Luke 9:1-6; 10:1-12

Objectives
- To provide the opportunity to share the Gospel.
- To ensure that students maintain a proper balance between academic effort and Christian service.
- To help students recognize and develop spiritual gifts and abilities, as well as exercise such gifts responsibly.
- To encourage flexibility in students through exposure to a variety of practical ministries.
- 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 help strengthen and encourage host organizations.
- 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. While 20 hours is the baseline expectation, it is expected that students assigned to a regular student ministry team[46] 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 (each semester):

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.

Below is a detailed explanation of expectations regarding these two criteria.

Attendance and Participation
- o Excused absences from Student Ministry must be approved by the Ministry Director in advance.
- o 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.
- o Two or more unexcused absences will result in the student having to meet with the Ministry Director, and also the possibility of receiving a grade of 'F' for their Student Ministry course.
- o 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

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

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 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 EBIC 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.[47]

Background Checks

Because we take very seriously the trust that our Ministry Host Site partners are extending to EBIC 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 EBIC'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

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

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 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 experience[48], may be eligible for student ministry waiver.

Procedure:
- Each student requesting a waiver of their student ministry requirements must complete the Ministry Experience JotForm.[49]
- 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 EBIC 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.

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

[49] 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 Institute and 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. EBIC 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.[50]

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.

Requirements[51]

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 EBIC's academic scholarship.

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[50] TRACS Accreditation Standard I.7.2; Non-Discrimination Policy
[51] 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 (Not 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.[52]

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

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[52] 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/Units[53]

Please refer to Transfer of Credits/Units under Academic Information.

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[53] Transfer of Credits policy; TRACS Accreditation Standard II.17.4

FINANCIAL INFORMATION[54]

Tuition and Fees[55]

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.

2024-2025 ON-CAMPUS FEE SCHEDULE			
Standard Enrollment	**Semester**	**Year**	**Note**
Full-time Tuition	$4,990	$9,980	*Flat rate for 12-18 credits.** *
Housing	$1,850	$3,700	*Room & Board package billed as a single unit*
Food	$2,100	$4,200	
Full-time Student Fee*	$250	$500	
Est. Total	**$9,190**	**$18,380**	

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	**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**	

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[54] TRACS Accreditation Standard II.17.2

[55] 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).*

2024-2025 DISTANCE EDUCATION (STANDARD MODE) FEE SCHEDULE			
Online Enrollment	**Semester**	**Year**	**Note**
Full-time Tuition	$4,188	$8,376	*Flat rate for 12-18 credits**
Full-time Student Fee*	$150	$300	
Est. Total	**$4,338**	**$8,676**	

Part-time Enrollment	**Semester**	**Year**	**Note**
Part-time Student Fee*	$100	$200	
Tuition	$349 Per Credit		*3-credit course $1,047. 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*

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, whether residentially or through Virtual Live[56], will be billed the On-Campus Fee Schedule. The Distance Education Fee Schedule applies to all summer courses.*

2024-2025 FEE SCHEDULE *All fees are subject to change without notice and are subject to the Refund policy.*	
Mandatory Fees	
Application Fee (one time)	$50
Degree Completion Fee (AAS, BS programs)[57]	$65
Graduation Fee for BS Graduates *Includes renting a bachelor's hood. Purchasing the hood, add $30.*	$20
Certificate Completion Fee (Launch, SEC programs)	$30
*For **a list of required textbooks and course materials** refer to the Required Books pdf located in the shared files in Populi.*	
Fees for International Students	
Admissions Packages	$150
International Student Orientation Fee (1st Semester Freshman only)	$100
Other College Costs/Fees	
Small Lessons Additional Fee (Voice or Instrument Lessons)	$200

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[56] *Exceptions apply to Virtual Live classes that are required for the completion of a degree program and do not have a Distance Education alternative. A DE student taking such classes out of necessity will be billed the Distance Education Fee Schedule.*

[57] **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).
 Graduation regalia not included in the fee.

2024-2025 FEE SCHEDULE	
All fees are subject to change without notice and are subject to the _Refund policy_.	
Other College Costs/Fees Continued	
Parking Permit – Dorm Student[58]	$50 (per semester)
Parking Permit - Commuter	$25 (per semester)
Yearbook Fee	$36 (Spring 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
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 (Digital)	$7
Official Transcript (Regular Mail)	$10
Unofficial Transcript (Regular Mail)	$7
Payment Plan Setup Fee	$10 (per semester)
Copies (black & white/color) per standard copy	.10/.30 (per copy)
Fax	.50- $3.50 (per page)
Meal Tickets	per meal
Breakfast	$6
Lunch / Dinner	$7.50
1 Day Pass (1 each B/L/D ticket)	$17
5 Day Pass (5 each B/L/D tickets)	$75
Commuter Deal: 10 Meal Tickets ($6.50 per meal) *	$65
Commuter Deal: 50 Meal Tickets ($6.00 per meal) *	$300
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)

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

[59] * _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_

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

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. 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 Institute and 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 EBIC, 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 EBIC 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 Institute and 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 Assistance[60]

Institutional Financial Aid[61]

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 EBIC'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
EBIC 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 EBIC application at a recruiting event or with an EBIC recruiter or staff member may receive $500 for their freshman year.*

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

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[60] TRACS Accreditation Standard I.10.5

[61] TRACS Accreditation Standard I.10.1

*Mutually exclusive scholarships and/or discounts. EBIC'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 EBIC alumni who have completed an Elim certificate or degree program, or
   dependents of an EBIC 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 EBIC 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 EBIC 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. EBIC'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 Institute and 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 2024-2025 Cost of Attendance[62]

Estimated 2024-2025 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 EBIC (Refer to [Tuition and Fees](#)):
- Tuition & Fees
- Room & Board

Indirect cost not paid to EBIC (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.

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[62] 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.

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 EBIC 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 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.

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[63] * Amounts determined by Elim each summer

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 Institute and College complies with all applicable discrimination laws.

FERPA
> Elim Bible Institute and 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 – 2024-2025	
Fall Semester	
May 1	**Reservation Deposit Due Date for Incoming Freshmen:** *$250 non-refundable reservation deposit due only for incoming students who have completed the Admissions process by May 1st* **Institutional Financial Aid** deadline. After this date we cannot guarantee availability of Institutional Aid funds.
August 1	**Campus Employment** Paperwork due. **Church Match Scholarship** Submission deadline for Fall semester
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 1st and 15th of each month.)
Spring Semester	
November 1	**Reservation Deposit Due Date for Incoming Freshmen:** *$250 non-refundable reservation deposit due only for incoming students who have completed the Admissions process by May 1st* **Institutional Financial Aid** deadline. After this date we cannot guarantee availability of Institutional Aid funds.
December 1	**Campus Employment** Paperwork due. **Church Match Scholarship** Submission deadline for Spring semester
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 1st and 15th of each month.)
Summer	
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 – 2024-2025	
Fall Semester	
May 1	**Reservation Deposit Deadline for Incoming Freshmen:** *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.* **Institutional Financial Aid** deadline. After this date, we cannot guarantee availability of Institutional Aid funds.
July 15	**Down Payment** remainder of $7500 is due. * *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.*
August 1	**Church Match Scholarship** Submission deadline for Fall semester
Spring Semester	
October 15	**Reservation Deposit Deadline for Incoming Freshmen:** *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.* **Institutional Financial** deadline. After this date we cannot guarantee availability of Institutional Aid funds.
November 15	**Down Payment** remainder of $7500 is due. * *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.*
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.

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 that 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 EBIC 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.

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.

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.

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 **Essentials of For-Profit Accounting:** 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' 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 exchanges 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.

PRTH3043 **Spiritual Formation RTF:** The Spiritual Formation RTF 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 focuses on acquiring and mastering skills necessary for effective performance in the college and business world. Students will learn how to take advantage of the intermediate to advanced features of MS Word, PowerPoint, and Excel. Areas of concentration include creating a complex multimedia presentation, the use of various Excel functions and formulas, and more advanced Word features. (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 primary to 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. <u>Prerequisite</u>: 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 it's 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.

MUSC4013 **Music Theory I**: 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

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 EBIC. 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 EBIC'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 ADMINISTRATION[64]

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*; PRTH1013 *Foundations for Life*; HIST2013 *History of the Christian Church*; 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*

Cana Fuest, M. Ed., DE Coordinator
Liberty University

Bible, Philosophy

BIBL1013 *Old Testament Literature;* BIBL1023 *New Testament Literature (DE)*; EDUC1021 *College Success*; PHIL1013 *Christian Worldview and Ethics (DE)*; PHIL2023 *Apologetics I*

Matthew Slisher, MA, Ministry Director
Columbia International University

Humanities, Missions

PHIL1013 *Christian Worldview and Ethics*; HUMN3023 *World Religions*; MNST3033 *Missionary Life*; BESC4503 *History of Missions*; BESC4343 *Intercultural Communication*; THEO2043 *Evangelism in a Postmodern World*

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 (Distance Ed Only)

BABM4413 *International Marketing (DE)*; BABM4433 *Marketing Management (DE)*

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[64] TRACS Accreditation Standard I.7.2

Anthony Annan, Ph.D. in Business Administration, MBA
Georgia State University, University of Pennsylvania

Business Management and Administration (Distance Ed Only)

BABM3203 *Principles of Finance (DE)*

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

Mathematics (Distance Ed Only)

NSMA2203 *Quantitative Analysis I (DE)*; NSMA2213 *College Algebra (DE)*

Michael Balonek, Ph.D., MA in Ethnomusicology
University of Allahabad, Bethel University

Music (Distance Ed Only)

MUSC3063 *Worship and Cultural Expression (DE);* MUSC3053 *Philosophy of Christian Music (DE)*

James Blake, M.Th., MBA
Mount Vernon Nazarene University

Bible

BIBL2053 *Acts and Paul's Letters*; BIBL1023 *New Testament Literature*

Dave Berthin, M. Div., M Ed.
Tyndale University College & Seminary, Roberts Wesleyan College

Bible

BIBL4063 *Book of Hebrews*

John Camiolo, Jr, MA in Counseling
Roberts Wesleyan University

Business Management and Administration (Distance Ed Only)

PHIL1213 *Business Ethics (DE)*; BESC3403 *Organizational Behavior*

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

Theology

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 (Distance Ed Only)

EDUC1021 *College Success*; PRTH1013 *Foundations for Life (DE)*

Cory Cummings, MA in Organizational Leadership
Regent University

Business Management and Administration (Distance Ed Only)

BABM4153 *Strategic Planning (DE)*

Jan Drayer, MTS
Regent University

Theology (Distance Ed Only)

THEO1033 *Theology I (DE);* THEO1043 *Theology II (DE)*

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

ECON1003 *Microeconomics*; ECON2013 *Macroeconomics*

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

Business Management and Administration (Distance Ed Only)

BABM4503 *College to Career*; BABM3213 *Fundraising Development*

Greg Harp, M. Div.
Northeastern Seminary

Psychology

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

Wayne Hedlund, MA
Regent University

Business Management and Administration (Distance Ed Only)

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

Wayne Hill, Juris Doctor
University of Notre Dame Law School

    Business Management and Administration (Distance Ed Only)

        BABM3103 *Business Law (DE)*; BABM4163 *Nonprofit Governance (DE)*

Carol Hinman, MA in Business Management
Regent University

    Business Management and Administration (Distance Ed Only)

        BABM2313 *Essentials of For-Profit Accounting (DE)*; BABM2303 *Essentials of Nonprofit Accounting (DE)*

Scott Laird, MA in Theological Studies
Northeastern Seminary

    Music

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

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

    Bible, Ministry (Distance Ed Only)

        COMM2013 *Public Speaking (DE);* HIST2013 *History of the Christian Church*; COMM3023 *Public Speaking and Preaching II (DE);* BIBL2013 *Romans and Galatians (DE);* MNST3133 *Youth Ministry I (DE);* MNST3143 *Youth Ministry II (DE)*

Philip McNeill, M. Div.
Northeastern Seminary

    Ministry

        MNST3113 *Prophetic Ministry I*

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

    Philosophy (Distance Ed Only)

        PHIL2023 *Apologetics I (DE); PHIL3033 Apologetics II (DE)*

Alice Meyer, MA in Pedagogy of Music Theory
Eastman School of Music

    Music (Distance Ed Only)

        MUSC4013 *Music Theory I (DE)*; MUSC4043 *Music Theory II (DE)*

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

    Business Management and Administration (Distance Ed Only)

        BESC3413 *Consumer Behavior (DE)*

Elisabeth Ose, MA
The College of Saint Rose

General Education

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

David Phillips, D. Min., M. Div. in Biblical Languages
George Fox Seminary, New Orleans Baptist Theological Seminary

Bible (Distance Ed Only)

BIBL1013 *Old Testament Literature (DE)*

Richard Raines, MTS, Th. M.
Regent University

Theology (Distance Ed Only)

THEO2033 *Theology III (DE);* THEO3043 *Theology IV (DE);* THEO4053 *Theology V (DE);* THEO4063 *Theology VI (DE)*

Adam Rondeau, MA of Theological Studies
Liberty University

Bible (Distance Ed Only)

BIBL2053 *Acts and Paul's Letters*; BIBL3033 *Hebrew Poetry and Wisdom Literature (DE);* BIBL2043 *John's Writings (DE)*

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

Business Management and Administration (Distance Ed Only)

BABM3423 *Digital Marketing (DE)*

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)

Thomas Worth, D. Min.
Northeastern Seminary

Bible

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

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

Business Management and Administration (Distance Ed Only)

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

PRESIDENT'S CABINET
Dr. Fred Antonelli, *President*

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

Lisa Waldman, *Admissions Director*

Andrew Weiler, *VP of Business Affairs*

STAFF
Dr. Fred Antonelli, *President*
    Ph.D., LPC

Dr. Danuta Case, *Executive Vice President and Provost*
    Ph.D., Regent University

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 Institute and College

Jonathan Pellicano, *Food Service Director*
    AAS, Elim Bible Institute and College

Dominic Renaldo, *Student Account Manager*
    BS in Theology, Elim Bible Institute and College

Jannet Ortiz, *Executive Secretary*

Jemimah Ndune, *Financial Aid Director*
    BS Cum Laude in Accounting and Business Management, Milligan University

Leah Waters, *Marketing Director*
    AAS, Elim Bible Institute and College

Lori Camiolo, *Associate Dean of Students*

Lisa Waldman, *Admissions Director*
    BS in Elementary Education/Early Childhood Education

Timothy Fuest, *Associate Dean of Students*
    BS in Biblical Studies and Pastoral Ministry, Nyack College

Armand Walker, *Recruiter*

Ashley Allen, *Institutional Effectiveness Director, Assistant to the Provost, IT Analyst, Title IX Interim Coordinator*
    AA in Liberal Arts, GCC

Calli Weiler, *Admissions Assistant*

Christopher Rice, *Grounds Coordinator*
    BS in Theology, Elim Bible Institute and College

Conor Girvin, *Facilities Director*

Daniel Slater, *Housekeeping Coordinator*

Emily Cepeda, *Financial Aid Assistant*
    AAS, Elim Bible Institute and College

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

Ian Laird, *Recruiter*
    BS in Theology, Elim Bible Institute and College

Jack Thorpe, *Maintenance Assistant*

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

Josiah Gariboldi, *Maintenance Technician*

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

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

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

Miguel Todd, *Assistant Cook*

Robert Jones, *Marketing Assistant*

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

Sergeline Hogu, *Front Desk Receptionist*

Shaniah Bell, *Admissions Counselor*
    AAS in Marketing, FLCC

BOARD OF TRUSTEES

APPENDIX A

Refund Policy[65]

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:	03/21/2024	**By:**	Dominic Renaldo

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).

Mandatory Student Fees
Mandatory student fees are non-refundable up to $150. If a student withdraws, any amount above $150 will be refunded according to the schedule below:

    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)

Tuition
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:

Standard 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)

Condensed Courses (*Eight Week Summer Course*)

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

Summer drop period = 1 week

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[65] TRACS Accreditation Standard II.17.8

Audit Courses

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

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 Institute and College to leave for financial, medical, family crisis and/or health reasons EBIC 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 EBIC and the student.

Credit Balance Refunds

A student may request a review of any credit balance at the end of each semester or sign a form to rollover the available credit to the next semester. Any federal or state monies applied to a student's account will be handled according to regulations. In order to allow sufficient time to process a non-federal credit balance refund, the Accounting Department requires 30 business days from the receipt of the refund request to the issuance of the refund check.

For incoming students who have paid, but have not attended at that time, refund payments are issued directly to people who made payments on the student's account. If a student withdraws after classes begin or the semester comes to an end, any payment of $500 or more from anyone other than the student will be issued back to the third party. Any remaining credit balance may be issued directly to the student, though the institution reserves the right to make exceptions, as needed.

Any Federal money applied to the account will be handled according to USED regulations.

Cash refunds will not be issued for credit balances resulting from Institutional Financial Aid.* If the student does not complete their program or withdraws from EBIC and has a credit on their account and has Institutional Financial Aid, the student's Institutional Financial Aid will be reduced to bring the student's balance to $0.

If a student's account balance is $0 and they have Campus Employment hours yet to be worked, EBIC reserves the right to cancel their remaining Campus Employment hours in order to prevent a credit balance from accumulating, based on EBIC's 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 is caused by a Parent PLUS Loan the PLUS Loan application must be reviewed to determine if the student or parent should receive the credit balance resulting from the PLUS Loans. Contact the Financial Aid Office to review the application.

The Financial Aid Office will refer to the PLUS Loan application and check the "Credit Balance Option" field to determine who the credit balance recipient should be.

Institutional Financial Aid[66]

Applies to:	Students		Overseer:	Financial Aid Director
Published in:	Policy Manual Academic Catalog	**Additional Reviewers:**		Financial Aid Officer
Created:	10/21/2016		**By:**	Rachel Yoder / Sarah Ames
Revised on:	06/06/2024		**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, room and board, 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, online)
- Complete Financial Aid forms by the applicable deadlines
  - Domestic students:
    - FAFSA
    - NYS TAP Application, if applicable
    - NYS ETA Application, if applicable
    - EBIC Loan Request Form
  - Freshman International students:
    - Income Verification section of EBIC's Admission Application
  - Canadian students:
    - OSAP Application (if a resident of Ontario)

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[66] TRACS Accreditation Standard II.17.12

- ▪ EBIC's Income Verification Form
- • Pay the Reservation Deposit
  - o A student's financial aid may be revoked if the deposit is not paid on time.
- • Meet the SAP Requirements
  - o If the student does not meet SAP standards specified in EBIC's Satisfactory Academic Progress policy, a student's financial aid package may be revoked.
  - o 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 EBIC 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.

EBIC reserves the right to reassess Institutional Aid eligibility at any time. In addition to this, EBIC 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 EBIC'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 EBIC 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 EBIC.

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 Officer
Created:	8/1/2019	By:	Leah Marsh
Revised on:	6/8/2022	By:	Shannon Nguyen/Emily Cepeda

Policy Statement:

In accordance with Title 38 US Code 3679 subsection (e), Elim Bible Institute and 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 Institute and College will not:[67]

- 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.[68]

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 Institute and 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.

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[67] VA Catalog Addendum 2019
[68] PL 115-407 Section 103

Elim Bible Institute and College maintains that we: [69]

- 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.

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[69] 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 Institute and College strives to support its students in all aspects of their connection to EBIC. This starts when they first show interest and carries through to graduation and follow up with alumni after graduation.

Procedure:
Recruiting
In recruiting, EBIC 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 EBIC'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
EBIC 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 EBIC 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-semesters. 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 Institute and 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 Institute and 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.[70] These students may request federal student loans by completing EBIC'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 EBIC 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:
     o Tools to estimate and manage debt
     o Repayment options

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[70] Less than half time students are not eligible to borrow federal student loans.

- o Borrower's responsibilities
- o Options for loan consolidation and possibility of debt forgiveness
- o *Repaying Your Student Loans* publication
- o 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 EBIC'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 EBIC'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 EBIC and why. This information will be used to improve EBIC'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 programs provided at Elim Bible Institute and 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 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 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 EBIC 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 EBIC 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 assessed after their cumulative attempted credits equals 12.

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 EBIC.

Financial Aid Warning:
Students who fail to meet the SAP standards will receive one subsequent term of financial aid while given Financial Aid 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 EBIC 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 Repayments[71]

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.[72]

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[71] TRACS Accreditation Standard II.17.12
[72] From FSA Handbook 5-72 through 5-73

<u>Necessary Steps</u>
- 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)[73]

<u>Unofficially Withdrawn Students</u>
A student will be considered unofficially withdrawn if they
- Stop attending without officially withdrawing[74]; 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 $\frac{\text{the total number of calendar days in the semester}}{\text{the number of calendar days completed before the student's date of detoferofmination}} =$
Percentage of semester completed

<u>Post-Withdrawal Disbursement</u>
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, EBIC will follow these procedures:

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[73] 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.

[74] 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

Total institutional charges owed by the student for the semester
× the percentage of Title IV aid the student did not earn
= amount of funds to be returned

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
  o Elim certified or originated a Direct loan; or
  o 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/).

- 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:
<div align="center">

Penalties for Drug Law Violations per Federal Guidelines
</div>

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 EBIC 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 EBIC'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 EBIC's provision for books and supplies, as written above, the student is considered to have authorized EBIC 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 EBIC 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 Credits[75]

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:	6/12/2023	By:	Danuta Case

Policy Statement:
The transferability of credits is subject to EBIC'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 EBIC. Consideration will be given only to courses for which the student earned a "C" (2.0) or better. Minimum of 25% of the program must be completed at EBIC.

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 does not have a time limit on the validity of course credits. However, the Academic Office reserves the rights to evaluate and compare all courses completed more than 10 years ago in order to determine the equivalencies for older courses. Time limit may apply to courses with a changed curriculum.

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 EBIC 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 EBIC 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 EBIC will review the quality of the course offering, timeliness of the work, the grade requirements and the comparability of the course 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 times, the faculty will vote on the proposal and it will be recorded in the faculty minutes. The Registrar will

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[75] TRACS Accreditation Standard II.17.4

record the transferred credits on the student's academic record. No more than 25% of a program may be transferred to EBIC from a **non-accredited institution**, with the exception of EBI, Inc. – the predecessor of Elim Bible Institute and 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, EBIC 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 EBIC 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 EBIC 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/virtual live classes can be audited. Students may take a limited number of eligible courses. EBIC 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.[76]

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.

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[76] Academic Catalog: Financial Information – Tuition and Fees – Audit Cost

Student Leadership Qualification Requirements

Applies to:	Students	Overseer:	Dean of Students
Published in:	Policy Manual Academic Catalog Student Handbook	Additional Reviewers:	Ministry Director EVPP Worship Director Worship and Tech Coordinator
Created on:	7/26/2022	By:	Dr. Case / Ashley Allen
Revised on:	6/16/2023	By:	Cassandra Wilhelm

Policy Statement:
There are biblical principles of diligence, good stewardship, trustworthiness, and personal responsibility that are important traits for leadership and are also reflected in the academic area. Additionally, if a student is struggling academically, it is in the student's best interest to not have additional leadership responsibilities to focus on improving academically. Therefore, in keeping with EBIC's stated core value of Academic Excellence https://elim.edu/about/who-we-are/ student leadership positions (such as Resident Advisor, Student Worship Leader, Student Ministry Leader, and Student Council) will also have an academic eligibility requirement.

Procedure:
Spiritual Qualifications
Each member must:

- Model and grow in Elim's core values of expressive worship, prayer, integrity, holiness, and servant leadership.
- Have and maintain a good standing with the Dean of Students' Office. Violations of the Student Handbook requiring discipline may result in the suspension of the student from their leadership position(s).

Other Qualifications
Each student leader must:

- Be in good academic standing,
- Have good communication skills,
- Have the ability to connect with peers and leadership,
- Be an initiator,
- Possess leadership skills or the potential to develop them.
- Demonstrate teachability, humility, and the heart of a servant-leader,

Resident Advisors Requirements
Each leader must:

- Be at a minimum a sophomore, preferably a junior or senior,
- Have a cumulative GPA ≥ 2.5.

Please refer to the RA Duties and Selection Process procedure for further information.

Student Council Member
The EBIC Student government consists of four councils, with each representing their respective freshman, sophomore, junior, and senior classes. Each class elects a president, vice president, secretary, treasurer,

male representative, female representative, and international student representative. All representatives are elected as needed for enrollment.

The Freshman council will be elected mid-October. The sophomore, junior, and senior class elections will be held two weeks into the semester. If a student is removed from the council and needs to be replaced, the person with the second highest votes in the previous election may be offered the position or the replacement may be appointed by the class advisors or a Dean.

Each council is responsible to:
- Serve in helping the class fulfill their assigned responsibilities,
- Represent and advocate for their class and serve under the direction of an appointed faculty/staff member,
- Have the ability to appoint spiritual and social sub-committees that are responsible for organizing social events and planning class divided chapels.

Each member must:
- Have a cumulative GPA ≥ 2.5.

Student Ministry
Each leader must:
- Have completed at least one, preferably two, semesters of student ministry experience as a team member,
- Have a cumulative GPA ≥ 2.0.

Responsibilities of a Team Leader:
- Attend the orientation and training meetings scheduled at the beginning of each semester
- Be the team's primary point of contact for the Ministry Host Site leader as well as for the Ministry Department.
- Organize/facilitate all team members' involvement for the ministry assignments for each week.
- Lead weekly team meetings to pray and plan for the next ministry time.
- Submit a weekly student ministry evaluation (link in the Syllabus and in Populi). This should be submitted within 24 hours even if your team did not go and/or the team only met together for prayer and planning.
- Make sure the team is punctual.
- Will check that the personal appearance of each team member is consistent with the Ministry Host Site requirements.
- Consult with the Ministry Director about possible cancellations (i.e., weather related)
- Promptly report any concerns or issues that may arise within your team.

Student Worship Leader
Each leader must:
- Be at a minimum a sophomore, preferably a junior or senior
- Have been a part of the worship team for at least 1 year
- Meet music eligibility requirements
- Have a cumulative GPA ≥ 2.0

Each Worship Leader will:

- Work with the Worship Director to facilitate worship music for the different chapel services
- Submit a monthly student ministry evaluation form (if applicable)

- Attend the monthly team leaders meeting with the worship director
- Train and aid training other worship leaders under the leadership of the worship director
- Be the primary point of contact for the worship team
- Attend the worship events created by the worship department

Any exceptions to this policy must be reviewed for approval by the Executive Vice President or the President.

Student Extended Stay and Dorm Guest Request Form and Fees

Applies to:	EBIC Dorm Students	Overseer:	Dean of Students
Published in:	Procedures Manual Academic Catalog	Additional Reviewers:	Accounting Dept
Created on:	12/8/2021	By:	Nicole Spencer/Andrew Weiler/Gabriel Cepeda
Revised on:	2/17/2023	By:	Cassandra Wilhelm

Purpose:
Students requesting to host a friend in EBIC dorms during the school year or over the summer must get approval from the Dean's Department. If approved, the cost is $10 per night.

Students requesting to stay on campus during Fall Recess, Thanksgiving Break, and Easter Break will not be charged an extended stay fee.

Students requesting to stay on campus during Semester Break (the three-week break between semesters) will be charged a flat extended stay fee of $70 per week for the time they are on campus.

Students requesting to stay on campus during Winter Recess (in February) will be charged a flat extended stay fee of $70.

Note: Given the fact that opportunities are more limited for international students and that flights may not always be available at the end of a semester, EBIC will seek to work with international students in order to avoid paying extended stay fees. International students may be asked to work and/or volunteer when applicable.

Students finishing work hours (CE, SOS, and/or Summer Crew) after a semester must be approved by The Executive Vice President and Vice President of Business Affairs. In order to have the extended stay fee waived, the student must meet at least one of the following criteria:

1. They were scheduled poorly and were behind in hours due to EBIC's negligence.
2. They missed hours due to extenuating circumstances and EBIC has a need for them to work during the break.
3. EBIC has a need, and we are requesting that students stay and work.

Students staying on campus over the summer must be a part of one of the following programs:
- Summer Crew
- Summer Stowaway
- Summer Lodger
- Summer Volunteer

Process for Fall Recess, Thanksgiving, and Easter Break:
The Dean's Department will send an email to the students before the upcoming break with the [Extended Stay and Dorm Guest Request Form (https://form.jotform.com/220455978223157)](https://form.jotform.com/220455978223157). They will notify students about the deadline to submit the JotForm. If a student misses the deadline to apply their stay will not be approved. Students may not return from break earlier than the date and time listed on the Internal Events calendar without permission from the Deans.

After reviewing each request, the Dean's Department will grant or decline a request and inform the student of the decision via email. If a student did not receive approval and is found on campus during the Dean's walkthrough, the student will be charged a violation a fee of $50. It is important that the Dean's Department knows and approves of all residents on campus for safety and communication purposes.

All campus rules will be in place for those who are approved to stay on campus over break, except for an extension of curfew to 1:00 am each evening. The kitchen is closed during all breaks. It is important to note that there may not be RAs on campus during breaks.

Process for Christmas Break (break between semesters) and Winter Recess (in February):
The Dean's Department will send an email to the students before the upcoming break with the Extended Stay and Dorm Guest Request Form (https://form.jotform.com/220455978223157). They will notify students of the deadline to submit the JotForm. If a student misses the deadline to apply their stay will not be approved. The Dorm Stay Payment JotForm link will be included with the Extended Stay and Dorm Guest Request Form email. All students, national and international, will be charged the fee. Approval will not be granted unless the fee is paid in full by the deadline. Students may not return from break earlier than the date and time listed on the Internal Events calendar without permission from the Deans.

The fee for Semester Break is as follows:

- Each week begins on Sunday, so students must leave campus by midnight on the Saturday before.
- Students who wish to remain on campus beginning with or any time after each Sunday of break will be charged the flat extended stay of $70/week. This fee will not be pro-rated.
- Students can stay during one week ($70), two weeks ($140), or the entire break ($210).
- Students must commit to the duration of their stay by the application deadline.

The fee for Winter Break is as follows:

- The week begins on the first Sunday of break, so students must leave campus by midnight on the Saturday before.
- Students who wish to remain on campus beginning with or any time after the first Sunday of break will be charged the flat extended stay fee of $70. This fee will not be pro-rated.

If a student would like to apply for a waiver of the extended stay fee, they must use the Extended Stay Fee Waiver Application (https://www.jotform.com/build/230453729537057).

After reviewing each request, the Dean's Department will grant or decline a request and inform the student of the decision via email. If a student did not receive approval to stay on campus and is found on campus during the Dean's walkthrough, the student will be charged a violation fee of $50 on top of the flat extended stay fee. It is important that the Dean's Department knows and approves of all residents on campus for safety and communication purposes.

All campus rules will be in place for those who are approved to stay on campus over break, except for an extension of curfew to 1:00 am each evening. The kitchen is closed during this break. It is important to note that there may not be RAs on campus during breaks.

Process for Guest Dorms during the semester:
The student will need to fill out the Extended Stay and Dorm Guest Request Form (https://form.jotform.com/220455978223157) at least a week before the date they are planning to host their guest in their dorm. The Dean's Department will receive the request and after reviewing it, will grant or decline the request and inform the student of the decision via email.

If the request is granted, the Dean's Department will include in their email the Dorm Stay Payment JotForm link. It is important that students are reminded that approval is not complete until the fee is paid. Once payment is received the Dean's Department will email the student and the lead RA of the approval. The RA's will write the guest's name on the check-in form, drawing a line through the dates that do not apply. The guest will initial the check-in form just as the resident student they are visiting does.

It is important that the Deans know and approve all residents on campus for safety and communication purposes.

If a student did not receive approval or did not pay the fee by the deadline and their guest is found staying in the dorms, the student will be charged a violation a fee of $50 on top of the dorm guest fee. All campus rules will be in place for those who are approved to stay on campus. The fee does not cover meals in the cafeteria. The guest must purchase meal tickets at the accounting window if they desire to eat in the cafeteria.

Campus Change

Applies to:	Students		Overseer:	Registrar
Published in:	Policy Manual		**Additional Reviewers:**	Dean of Students
Created on:	9/27/2019		**By:**	Leah Wilson
Revised on:	12/21/2022		**By:**	Ashley Allen

Policy Statement:
Students have the option to take certain courses at Elim Bible Institute and College via Distance Education standard mode or Virtual Live 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, the EVPP and FT Dean need to be involved in approving such a decision. Once a decision is made, the Registrar will update the Campus and Residence fields to reflect this change. 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.

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 prior to the August 15th deadline. Such decisions must be presented to the Provost for approval. If an exception is granted, the department heads below will be informed.

Staff Members to be Notified
In addition to the EVPP and FT Dean, the registrar will notify the following staff members of the student's change of Residence:

- Director of Ministry
- Campus Life Director
- Financial Aid
- Student Account Manager

Student Fee Description

On-Campus Student Fee ($250 per semester)	Online Student Fee ($150 per semester)
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	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	Foundations for Life	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			
STMN1	Student Ministry 1#	a	**STMN2**	Student Ministry 2#	a
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
STMN3	Student Ministry 3#		**STMN4**	Student Ministry 4#	
Term credit total:		**15**	**Term credit total:**		**15**

Summer Semester		**INTD2011**	Degree Internship	1

Junior Year

Fall 3			Spring 3		
PRTH3043/ THEO4073/ BIBL####	Spiritual Formation: RTF *or* Advanced Theology** *or* 400-Level Bible Elective[77]	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	3	**BIBL####**	BIBL Elective	3
	Concentration Elective	3		Concentration Elective	3
STMN5	Student Ministry 5#		**STMN6**	Student Ministry 6#	
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**

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[77] *Available in the spring semester only.*

***Please refer to the Degree Plan for prerequisites.*

^*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.*

Concentrations – Choose One (12 credits required)					
Pastoral Ministry					
Fall Semester			*Spring Semester*		
MNST3013	Pastoral Ministry	3	**PSYC3013**	Basic Christian Counseling	3
MUSC3023	Worship Leadership	3	**MUSC3063**	Worship and Cultural Expression – DE Only	3
			MNST3113	Prophetic Ministry – On Campus Only	3
			PHIL3313	Leadership and Management – DE Only	3
Youth Ministry					
Fall Semester			*Spring Semester*		
MNST3133	Youth Ministry I – DE Only	3	**PSYC3013**	Basic Christian Counseling	3
MNST4153	Pedagogy and Camp Leadership	3	**MNST3143**	Youth Ministry II – DE Only *(Prereq: Youth Ministry I)*	3
Worship Leadership					
Fall Semester			*Spring Semester*		
MUSC3023	Worship Leadership	3	**MUSC3033**	Worship Leadership Lab	3
MUSC4013	Music Theory I – DE Only	3	**MUSC3063**	Worship and Cultural Expression – DE Only	3
			MUSC4043	Music Theory II – DE Only *(Prereq: Music Theory I)*	3
Missions					
Fall Semester			*Spring Semester*		
HUMN3023	World Religions	3	**MNST3033**	Missionary Life	3
BESC4503	History of Missions	3	**MNST3113**	Prophetic Ministry – On Campus Only	3
BESC4343	Intercultural Communication	3			
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	**BIBL4063**	Book of Hebrews – DE Only	3
BIBL2043	John's Writings – DE Only	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

Business Management Minor (DE Only)

Business Management Minor Core Requirements *(12 credits required)*					
Fall Semester			*Spring Semester*		
BABM1003	Introduction to Business & Entrepreneurship	3	**BABM2303**	Essentials of Nonprofit Accounting	3
BABM2403	Principles of Marketing	3	**BABM3113**	Starting and Managing Nonprofit Organizations**	3

Business Management Minor Core Requirements *(12 credits required)*					
Fall Semester			*Spring Semester*		
BABM2313	Essentials of For-Profit Accounting	3	**BABM3213**	Fundraising Development	3
BABM3103	Business Law	3	**BABM4133**	Employee Training and Development	3
BABM3203	Principles of Finance	3	**BABM4163**	Nonprofit Governance**	3
BABM3423	Digital Marketing**	3	**BABM4173**	Project Management	3
BABM4143	Human Resource Management	3	**BABM4433**	Marketing Management**	3
BABM4153	Strategic Planning	3			
BABM4413	International Marketing**	3			

**Please refer to the Degree Plan for prerequisites.

Bachelor of Science in Business Management
Residential Recommended Schedule

Freshman Year

Fall 1			Spring 1		
BIBL1013	Old Testament Literature	3	**BIBL1023**	New Testament Literature	3
ENGL1013	College Composition	3	**ENGL1033**	Advanced Writing**	3
PSYC1033	Crossroads: Life Coaching	3	**PHIL1013**	Christian Worldview and Ethics	3
BABM1003	Introduction to Business & Entrepreneurship – DE Only	3	**ECON1003**	Microeconomics – DE Only	3
EDUC1021	College Success*	1	**PHIL1213**	Business Ethics – DE Only	3
THEO1013/ BIBL####	Hermeneutics *or* Bible Elective	3			
STMN1	Student Ministry 1#		**STMN2**	Student Ministry 2#	
Term credit total:		**16**	**Term credit total:**		**15**

Sophomore Year

Fall 2			Spring 2		
THEO1033	Theology I	3	**PSYC1013**	Marriage and the Family	3
PHIL2023	Apologetics I	3	**COMM2033**	Public Speaking – DE Only	3
NSMA2103	Computer Skills	3	**BABM2303**	Essentials of Nonprofit Accounting – DE Only	3
BABM2313	Essentials of For-Profit Accounting – DE Only	3	**NSMA2203**	Quantitative Analysis I – DE Only	3
BABM2403	Principles of Marketing – DE Only	3	**PHIL3313**	Leadership and Management – DE Only	3
STMN3	Student Ministry 3#		**STMN4**	Student Ministry 4#	
Term credit total:		**15**	**Term credit total:**		**15**

Junior Year

Fall 3			Spring 3		
BABM3103	Business Law – DE Only	3	**THEO2033**	Theology III	3
BABM3203	Principles of Finance – DE Only	3	**BABM3113**	Starting and Managing Nonprofit Organizations** – DE Only	3
ECON2013	Macroeconomics** – DE Only	3	**BABM3213**	Fundraising Development – DE Only	3
	Business Concentration Course* – DE Only	3		Business Concentration Course* – DE Only	3
	General Education Elective*	3		General Education Elective*	3
Term credit total:		**15**	**Term credit total:**		**15**

Summer Semester		**BABM4514**	Internship^	4

Senior Year

Fall 4			Spring 4		
BABM4153	Strategic Planning – DE Only	3	**BABM4163**	Nonprofit Governance** – DE Only	3
BABM4503	College to Career – DE Only	3	**BABM####**	Business Elective	3
	Business Concentration Course* – DE Only	3		Business Concentration Course* – DE Only	3
	General Education Elective*	3		General Education Elective*	3
	Bible or Theology Elective	3			
Term credit total:		**15**	**Term credit total:**		**12**

***Please refer to the Degree Plan for prerequisites.*

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

^*A minimum of 320 hours required.*

Business Electives (3 credits required) – DE Only					
Fall Semester			*Spring Semester*		
			BABM4173	Project Management	3
Or any business course from a concentration you are not enrolled in.					

Bible / Theology Minor 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	3	**BIBL4063**	Book of Hebrews – DE Only	3
THEO4053	Theology V *(Prereq: Theo I & Theo II)*	3	**THEO1043**	Theology II *(Prereq: Theo I)*	3
THEO4073	Advanced Theology *(Prereq: Theo I & Theo II)*	3	**THEO3043**	Theology IV *(Prereq: Theo I & Theo II)*	3
			THEO4063	Theology VI *(Prereq: Theo I & Theo II)*	3

Concentrations – Choose One (12 credits required)					
Human Resource Management – DE Only					
Fall Semester			*Spring Semester*		
BESC3403	Organizational Behavior	3	**BESC3413**	Consumer Behavior	3
BABM4143	Human Resource Management	3	**BABM4133**	Employee Training and Development	3
Marketing – DE Only					
Fall Semester			*Spring Semester*		
BABM3423	Digital Marketing *(Prereq: Principles of Marketing)*	3	**BESC3413**	Consumer Behavior	3
BABM4413	International Marketing *(Prereq: Principles of Marketing)*	3	**BABM4433**	Marketing Management *(Prereq: Principles of Marketing, Consumer Behavior, and International Marketing)*	3

Student Ministries (4 semesters required)			
STMN1	Student Ministry 1[#]	**STMN2**	Student Ministry 2[#]
STMN3	Student Ministry 3[#]	**STMN4**	Student Ministry 4[#]
STMN5	Student Ministry 5[#]	**STMN6**	Student Ministry 6[#]
[#]*All Student Ministries are structured as pass/fail. For further information, see the* Student Ministries *section.*			

For the recommended residential schedules for Launch Certificate or Associate in Applied Science in Biblical and Theological Studies, see the Undergraduate Programs section.

APPENDIX C - Distance Education Recommended Schedules

Launch Certificate
DE Recommended Schedule

Fall 1			Spring 1		
	Launch Track Elective	3		Launch Track Elective	3
BIBL1023	New Testament Literature	3	BIBL1013	Old Testament Literature	3
PSYC1013	Marriage and the Family	3	ENGL1013	College Composition[78]	3
THEO2043	Evangelism in a Postmodern World	3	PRTH1013	Foundations for Life	3
THEO1033	Theology I	3	THEO1013	Hermeneutics	3
EDUC1021	College Success^	1			
Term credit total:		**16**	**Term credit total:**		**15**

Summer Semester			INTP1033	Primary Internship	3

^*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.*

Tracks	Course #	Course Name	Credits	Term
Spiritual Formation[78]	PRTH3043	Spiritual Formation: RTF	3	Spring
	PSYC3013	Basic Christian Counseling (On Campus or Virtual Live)	3	Spring
Youth Ministry	MNST3133	Youth Ministry I	3	Fall
	MNST3143	Youth Ministry II	3	Spring
Missions[78]	BESC4343	Intercultural Communication	3	Spring
	MNST3033	Missionary Life (On Campus or Virtual Live)	3	Spring
Worship Leadership	MUSC3023	Worship Leadership (On Campus or Virtual Live)	3	Fall
	MUSC3033	Worship Leadership Lab+ (On Campus or Virtual Live)	3	Spring
Crossroads	PSYC1033	Crossroads I: Life Coaching (On Campus or Virtual Live)	3	Fall
	PSYC3013	Basic Christian Counseling (On Campus or Virtual Live)	3	Spring
College Prep	PHIL1013	Christian Worldview and Ethics	3	Fall
	PHIL2023	Apologetics I*	3	Fall
Theology and Biblical Studies	THEO2033	Theology III	3	Fall
	THEO1043	Theology II	3	Spring
Business	BABM1003/ ECON1003/ BABM2313/ BABM3203	Introduction to Business & Entrepreneurship *or* Microeconomics *or* Essentials of For-profit Accounting *or* Principles of Finance	3	Fall
	NSMA2103/ BABM2303/ BABM3113/ BABM3213	Computer Skills *or* Essentials of Nonprofit Accounting *or* Starting and Managing Nonprofit Organizations** *or* Fundraising Development	3	Spring

[78]*College Composition can be taken as Distance Education in the Fall.*
+*If this class is not offered, Philosophy of Christian Music or Music Theory II can be taken.*
Apologetics I might be substituted with Crossroads 1 when required or approved. Apologetics I DE is available in the Fall only.
***Prerequisite: Introduction to Business & Entrepreneurship*

Associate in Applied Science in Biblical and Theological Studies
DE Recommended Schedule

Freshman Year

Fall 1			Spring 1		
BIBL1023	New Testament Literature	3	**BIBL1013**	Old Testament Literature	3
PSYC1013	Marriage and the Family	3	**PRTH1013**	Foundations for Life	3
PHIL1013	Christian Worldview and Ethics	3	**THEO1013**	Hermeneutics	3
ENGL1013	College Composition	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 2			Spring 2		
BIBL2013	Romans and Galatians	3	**COMM2033**	Public Speaking	3
PHIL2023	Apologetics I	3	**HIST2013**	History of the Christian Church	3
THEO2033	Theology III	3	**HIST2023**	History of Ancient Israel	3
THEO2043	Evangelism in a Postmodern World	3	**NSMA####**	Mathematics/Natural Science Elective	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**

***BIBL Electives**

Fall Semester			Spring Semester		
BIBL2023	Prophets of Israel – Virtual Only	3	**BIBL2053**	Acts and Paul's Letters	3
BIBL2033	Synoptic Gospels – Virtual Only	3	**BIBL3033**	Hebrew Poetry and Wisdom Literature	3
BIBL2043	John's Writings	3	**BIBL4063**	Book of Hebrews	3

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

Bachelor of Science in Theology
DE Recommended Schedule

Freshman Year

Fall 1			Spring 1		
BIBL1023	New Testament Literature	3	**BIBL1013**	Old Testament Literature	3
PHIL1013	Christian Worldview and Ethics	3	**THEO1013**	Hermeneutics	3
ENGL1013	College Composition	3	**ENGL1033**	Advanced Writing**	3
PSYC1013	Marriage and the Family	3	**PRTH1013**	Foundations for Life	3
THEO1033	Theology I	3	**THEO1043**	Theology II**	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1#		**STMN2**	Student Ministry 2#	
Term credit total:		**16**	**Term credit total:**		**15**

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

Summer Semester			**INTP1033**	Primary Internship	3

Sophomore Year

Fall 2			Spring 2		
BIBL2013	Romans and Galatians	3	**COMM2033**	Public Speaking	3
PHIL2023	Apologetics I	3	**HIST2013**	History of the Christian Church	3
THEO2033	Theology III	3	**HIST2023**	History of Ancient Israel	3
THEO2043	Evangelism in a Postmodern World	3		General Elective*	3
NSMA2103/ NSMA####	Computer Skills - Virtual *or* Mathematics/Natural Science Elective	3	**NSMA####**	Mathematics/Natural Science Elective	3
STMN3	Student Ministry 3#		**STMN4**	Student Ministry 4#	
Term credit total:		**15**	**Term credit total:**		**15**

Summer Semester			**INTD2011**	Degree Internship	1

Junior Year

Fall 3			Spring 3		
MUSC3053	Philosophy of Christian Music	3	**PHIL3033**	Apologetics II**	3
COMM3023	Public Speaking and Preaching II**	3	**BIBL3033**	Hebrew Poetry and Wisdom Literature	3
PRTH3043/ THEO4073/ BIBL####	Spiritual Formation: RTF – Virtual+/ Advanced Theology** – Virtual/ 400-Level Bible Elective+	3	**THEO3043**	Theology IV**	3
	BIBL Elective	3		BIBL Elective	3
	Concentration Elective	3		Concentration Elective	3
STMN5	Student Ministry 5#		**STMN6**	Student Ministry 6#	
Term credit total:		**15**	**Term credit total:**		**15**

Senior Year

Fall 4			Spring 4		
THEO4053	Theology V**	3	**CAPS4013**	Capstone	3
	General Elective*	3	**THEO4063**	Theology VI**	3
	General Elective*	3			
	Concentration Elective	3		Concentration Elective	3
HUMN####	Elementary Language Elective	3	**HUMN####**	Intermediate Language Elective	3
Term credit total:		**15**	**Term credit total:**		**12**

*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.

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

+Available in the spring semester only.

Concentrations – Choose One (12 credits required)					
Pastoral Ministry					
Fall Semester			*Spring Semester*		
MUSC3023	Worship Leadership - Virtual	3	**MNST3013**	Pastoral Ministry - Virtual	3
			PSYC3013	Basic Christian Counseling - Virtual	3
			MUSC3063	Worship and Cultural Expression	3
			MNST3113	Prophetic Ministry - Virtual	3
			PHIL3313	Leadership and Management	3
Youth Ministry					
Fall Semester			*Spring Semester*		
MNST3133	Youth Ministry I	3	**PSYC3013**	Basic Christian Counseling - Virtual	3
MNST4153	Pedagogy and Camp Leadership - Virtual	3	**MNST3143**	Youth Ministry II *(Prereq: Youth Ministry I)*	3
Worship Leadership					
Fall Semester			*Spring Semester*		
MUSC3023	Worship Leadership - Virtual	3	**MUSC3033**	Worship Leadership Lab - Virtual	3
			MUSC3063	Worship and Cultural Expression	3
MUSC4013	Music Theory I	3	**MUSC4043**	Music Theory II *(Prereq: Music Theory I)*	3
Missions					
Fall Semester			*Spring Semester*		
HUMN3023	World Religions - Virtual	3	**MNST3033**	Missionary Life - Virtual	3
BESC4503	History of Missions - Virtual	3	**MNST3113**	Prophetic Ministry - Virtual	3
			BESC4343	Intercultural Communication	3
Bible Electives (6 credits required)					
Fall Semester			*Spring Semester*		
BIBL2023	Prophets of Israel	3	**BIBL2053**	Acts and Paul's Letters	3
BIBL2033	Synoptic Gospels – Virtual	3	**BIBL4063**	Book of Hebrews	3
BIBL2043	John's Writings	3			
Language Electives (6 credits required)					
Fall Semester			*Spring Semester*		
HUMN4513	Introduction to Biblical Greek - Virtual	3	**HUMN4523**	Intermediate Biblical Greek - Virtual *(Prereq: Intro. to Biblical Greek)*	3
HUMN4613	Introduction to Biblical Hebrew - Virtual	3	**HUMN4623**	Intermediate Biblical Hebrew - Virtual *(Prereq: Intro. to Biblical Hebrew)*	3

Business Management Minor

Business Management Minor Core Requirements (12 credits required)					
Fall Semester			*Spring Semester*		
BABM1003	Introduction to Business & Entrepreneurship	3	**BABM2303**	Essentials of Nonprofit Accounting	3
BABM2403	Principles of Marketing	3	**BABM3113**	Starting and Managing Nonprofit Organizations**	3
Business Management Minor Core Requirements (12 credits required)					
Fall Semester			*Spring Semester*		
BABM2313	Essentials of For-Profit Accounting	3	**BABM3213**	Fundraising Development	3
BABM3103	Business Law	3	**BABM4133**	Employee Training and Development	3
BABM3203	Principles of Finance	3	**BABM4163**	Nonprofit Governance**	3
BABM3423	Digital Marketing**	3	**BABM4173**	Project Management	3
BABM4143	Human Resource Management	3	**BABM4433**	Marketing Management**	3
BABM4153	Strategic Planning	3			
BABM4413	International Marketing**	3			

**Please refer to the Degree Plan for prerequisites.

Bachelor of Science in Business Management
DE Recommended Schedule

Freshman Year

Fall 1			Spring 1		
BABM1003	Introduction to Business & Entrepreneurship	3	**BIBL1013**	Old Testament Literature	3
BIBL1023	New Testament Literature	3	**ENGL1033**	Advanced Writing**	3
PHIL1013	Christian Worldview and Ethics	3	**ECON1003**	Microeconomics	3
PSYC1033	Crossroads: Life Coaching - Virtual	3	**THEO1013/ BIBL####**	Hermeneutics *or* Bible Elective	3
ENGL1013	College Composition	3	**PHIL1213**	Business Ethics	3
EDUC1021	College Success^	1			
STMN1	Student Ministry 1#		**STMN2**	Student Ministry 2#	
Term credit total:		**16**	**Term credit total:**		**15**

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

Sophomore Year

Fall 2			Spring 2		
THEO1033	Theology I	3	**COMM2033**	Public Speaking	3
PHIL2023	Apologetics I	3	**NSMA2103**	Computer Skills	3
PSYC1013	Marriage and the Family	3	**NSMA2203**	Quantitative Analysis I	3
BABM2313	Essentials of For-Profit Accounting	3	**BABM2303**	Essentials of Nonprofit Accounting	3
BABM2403	Principles of Marketing	3		General Education Elective	3
STMN3*	Student Ministry 3#		**STMN4***	Student Ministry 4#	
Term credit total:		**15**	**Term credit total:**		**15**

Junior Year

Fall 3			Spring 3		
ECON2013	Macroeconomics**	3	**BABM3113**	Starting and Managing Nonprofit Organizations**	3
THEO2033	Theology III	3	**BABM3213**	Fundraising Development	3
BABM3103	Business Law	3	**PHIL3313**	Leadership and Management	3
BABM3203	Principles of Finance	3		General Education Elective	3
	Business Concentration Course	3		Business Concentration Course	3
Term credit total:		**15**	**Term credit total:**		**15**

Summer Semester			**BABM4514**	Internship^	4

Senior Year

Fall 4			Spring 4		
BABM4153	Strategic Planning	3	**BABM4163**	Nonprofit Governance**	3
BABM4503	College to Career	3	**BABM####**	Business Elective	3
	Business Concentration Course	3		Business Concentration Course	3
	General Education Elective	3		General Education Elective	3
	Bible or Theology Elective	3			
Term credit total:		**15**	**Term credit total:**		**12**

** *Please refer to the [Degree Requirements](#) for prerequisites.*

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

* *Student Ministry 3 and Student Ministry 4 requirement waived for DE students.*

^ *A minimum of 320 hours required.*

Business Electives (3 credits required)					
Fall Semester			**Spring Semester**		
			BABM4173	Project Management	3
Or any business course from a concentration you are not enrolled in.					

Bible / Theology Minor Electives (6 credits required)					
Fall Semester			**Spring Semester**		
BIBL2013	Romans and Galatians	3	BIBL2053	Acts and Paul's Letters	3
BIBL2023	Prophets of Israel – Virtual		BIBL3033	Hebrew Poetry & Wisdom Literature	3
BIBL2033	Synoptic Gospels – Virtual	3	BIBL4063	Book of Hebrews	3
BIBL2043	John's Writings	3	THEO1043	Theology II *(Prereq: Theo I)*	3
THEO4053	Theology V *(Prereq: Theo I & Theo II)*	3	THEO3043	Theology IV *(Prereq: Theo I & Theo II)*	3
THEO4073	Advanced Theology *(Prereq: Theo I & Theo II) – Virtual*	3	THEO4063	Theology VI *(Prereq: Theo I & Theo II)*	3

Concentrations – Choose One (12 credits required)

Human Resource Management					
Fall Semester			**Spring Semester**		
BESC3403	Organizational Behavior	3	BESC3413	Consumer Behavior	3
BABM4143	Human Resource Management	3	BABM4133	Employee Training and Development	3

Marketing					
Fall Semester			**Spring Semester**		
BABM3423	Digital Marketing *(Prereq: Principles of Marketing)*	3	BESC3413	Consumer Behavior	3
BABM4413	International Marketing *(Prereq: Principles of Marketing)*	3	BABM4433	Marketing Management *(Prereq: Principles of Marketing, Consumer Behavior, and International Marketing)*	3

Student Ministries (2 semesters required)			
STMN1	Student Ministry 1[#]	**STMN2**	Student Ministry 2[#]
STMN3	Student Ministry 3[#]	**STMN4**	Student Ministry 4[#]
STMN5	Student Ministry 5[#]	**STMN6**	Student Ministry 6[#]
[#]*All Student Ministries are structured as pass/fail. For further information, see the* Student Ministries *section.*			

Elim Bible Institute and College

7245 COLLEGE STREET, LIMA NY 14485
1.800.670.ELIM • 585.582.1230 • FAX: 585.582.8130
Email: ADMISSIONS@ELIM.EDU • WEB: WWW.ELIM.EDU