

Family of Faith College



2011-2012 Academic Catalog

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CHANGE OF INFORMATION NOTICE

This catalog is designed to assist current and prospective students in regard to the academic programs and administrative policies and procedures of Family of Faith College. Individuals making inquiries about details not covered in this catalog are cordially invited to visit our website or contact the college for further information.

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission requirements, graduation requirements, program requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

STATEMENT OF NONDISCRIMINATION

Family of Faith College, and those persons acting in official capacities on behalf of the College, will not discriminate in hiring practices, enrollment procedures, or administrative policies against any person on the basis of race, color, national origin, sex, or physical ability.

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Table of Contents

ii----	Academic Calendar	
ii----	Application Deadlines	
Introduction		
1----	Mission Statement	
2----	Institutional Goals	
2----	Academic Objectives	
3----	Philosophy of Education	
4----	Description and Governance	
4----	Accreditation	
4----	Statement of Faith	
College Covenant		
5----	College Covenant	
Student Services		
8----	Bookstore	
8----	Campus Security	
8----	Computer Availability	
8----	Copy Machine & Printer	
8----	Dormitories	
8----	Facilities	
9----	Financial Aid	
9----	Graduate Employment	
9----	International Student Services	
9----	Library	
10--	Placement Services	
10--	Student Activities	
10--	Student Records	
11--	Students with Disabilities	
11--	Transcripts of Records	
Student Ministries		
12--	Morning Prayer	
12--	Christian Service	
12--	Mission Trips	
Admission Information		
13--	General Admission Requirements	
13--	Application Deadlines	
13--	U.S. Student Applications	
13--	International Student Applications	
14--	Part-Time Students	
14--	Transfer Students	
14--	Online Students	
Registration Information		
15--	Registration and Scheduling	
15--	Catalog Requirements	
15--	Course Numbers	
15--	Audit of Courses	
16--	Credit by Examination	
16--	Credit by Demonstrated Competency	
17--	Transfer of Credit	
17--	Transfer from Certificate to Degree	
17--	Withdrawal	
17--	Course Cancellation	
Online Courses		
18--	Online Course Options	
18--	Enrollment in Online Courses	
18--	Refund Policy for Online Courses	
Financial Information		
19--	Tuition and Fee Schedule	
19--	Outstanding Accounts	
20--	Financial Aid	
20--	Refund Policy	
Academic Information		
21--	Attendance	
21--	Class Standing	
21--	Examinations	
21--	Grading System	
21--	Grade Policies	
22--	Incomplete Courses	
22--	Independent Study	
22--	Late Assignment Policy	
22--	Other Policies and Procedures	
23--	Alcohol and Drug-Free Campus Policy	
24--	Academic Probation, Suspension	
24--	Behavioral Probation, Suspension, & Expulsion	
25--	Financial Suspension	
25--	Grievances and Appeals	
Graduation Information		
26--	Graduation Requirements	
26--	Graduation Honors	
26--	Graduation Rates	
Degree Requirements		
27--	Bachelor of Arts in Church Ministry	
28--	Bachelor of Arts in Church Ministry-Bus. Emphasis	
29--	Certificate in Church Ministry	
30--	Bachelor of Arts in Education	
Course Descriptions		
Biblical/Theological Courses		
31--	Biblical/Theological Courses (BIB)	
General Education Courses		
32--	English Courses (ENG)	
32--	General Courses (GEN)	
32--	History Courses (HIS)	
32--	Math Courses (MAT)	
33--	Science Courses (SCI)	
Professional Courses		
33--	Professional Business Courses (BUS)	
34--	Professional Ministry Courses (MIN)	
35--	Professional Education Courses (PED)	
Personnel and Index		
37--	Faculty Roster	
38--	Instructors	
39--	Trustees, Administrators, Staff	
41--	Index	

Academic Calendar

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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SEPTEMBER						
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OCTOBER						
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DECEMBER						
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Fall 2011

August 15
Student Orientation
August 16
First day of class
August 31
Last Day to Add/Drop

Last Day to Add/Drop

September 5
Labor Day Break
November 3-5
ICLC Conference

November 7
Monday holiday
November 24-25
Thanksgiving Break

December 5-9
Exam Week

Spring 2012

January 9
All Student Orientation
January 10
First day of class

January 24
Last Day to Add/Drop

March 1-3
ICLC Conference
March 5
Monday Holiday

March 19-23
Spring Break

April 6
Good Friday
May 7-11
Exam Week

May 11
Graduation

JANUARY						
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29	30	31				

FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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27	28	29	30	31		

**Attendance is taken at Conference sessions

Application Deadlines:

- Fall semester = April 1. Spring semester = October 1.
- International students are strongly advised to get their application forms in early!

College Mission

Mission Statement

Family of Faith College was founded by the decree of the Holy Spirit for the purpose of educating, discipling, and training laborers for the Kingdom of God. The college equips students, or laborers, spiritually, academically, and practically to accomplish the Great Commission through effective service in churches, Christian schools, and businesses. The college exists to provide higher education and training in the unique environment of the New Testament pattern of church government. This government and oversight, both in churches and in the college, is provided by apostles, prophets, evangelists, pastors, and teachers working as members of teams bound together in deep covenant relationships.

Accomplishing the Mission

In order to accomplish this mission, the faculty and staff have designed a variety of traditional, online, modular, non-traditional, and guided independent study courses for Family of Faith College students. A student can take advantage of a variety of courses in order to reach his or her educational goals:

- **Traditional** courses offer a student the opportunity to take classes on campus during a 16 week fall or spring semester.
- A large selection of **online** courses are available to FFC students with several start dates throughout the year.
- **Non-traditional** courses are offered through the **ADVANCE** degree completion program. Courses meet one night each week and a student completes a 3-credit hour course in 5 weeks. Students may create a degree completion plan, or they may take only the courses they desire for further training.
- **Modular** courses, normally offered in ICLC network churches, follow an intensive seminar approach and include pre-seminar and post-seminar assignments.
- **Guided independent study** (GIS) courses follow individual timetables and normally include a student guide of assignments, quizzes, projects, and assessments. GIS courses are best accomplished when accompanied by voluntary regional or church-based study groups.

This catalog contains information for students completing the traditional program of our college. Additional information regarding online courses has been included for those students wishing to utilize these courses. Please contact the college office for additional information regarding the **ADVANCE** program courses and for modular and GIS courses.

Academic Objectives

Institutional Goals

In order to accomplish its mission, Family of Faith College has designed institutional goals so that each student will be prepared for a life of dedication and service to God. These goals incorporate growth in the student's mental abilities, professional abilities, personal character, and spiritual life. Upon completion of his studies at Family of Faith College, each student will:

1. Know the Word of God, have a sound theology, and be equipped to grow as a disciple of Christ in building the Kingdom of God.
2. Be professionally educated and trained in a specific field of study and be ready to function in a church, a Christian school, or a business.
3. Have a general education that will complement the specific chosen field of study.
4. Reflect the character of the revealed Christ through a devoted and selfless life in both vocational performance and daily living.
5. Function in the New Testament church according to the five-fold ministry church government pattern while exemplifying one's understanding of authority and submission.
6. Desire to go to the nations to build, to intercede, and to advance the Kingdom of God in all the earth.
7. Follow each instruction given by the Holy Spirit just as demonstrated by Christ in obedience to the Father.

Academic Objectives

The college's academic programs are designed to enable students to achieve the college's Institutional Goals by achieving the following Comprehensive Objectives and Specific Program Objectives unique to each program:

Comprehensive Objectives

1. Exercise proficiency in grammar, mechanics, and usage in speaking and writing.
2. Articulate a Biblical worldview as it applied to historical events, contemporary issues, and a worldwide penetration of the gospel.
3. Demonstrate the basic scientific and mathematical skills needed to function in today's society.
4. Identify the principles of Christian character development.
5. Know the books of the Bible, their contents, and their backgrounds.
6. Identify and comprehend the fundamentals of Christian doctrine.
7. Identify and exhibit the principles of intercession.
8. Prove their commitment to interceding for the community and the world.
9. Demonstrate their ability to hear and obey the Holy Spirit.

Specific Program Objectives

Students completing the **Bachelor of Arts in Church Ministry** will accomplish the Comprehensive Objectives and will be able to:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Demonstrate leadership ability in various ministries of the church.
4. Detail principles necessary for the continued and successful worldwide penetration of the gospel with reference to the move of God in the church past and present.

Academic Objectives

Students completing the **Bachelor of Arts in Church Ministry (Business Emphasis)** will accomplish the Comprehensive Objectives and will be able to:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Demonstrate leadership ability in various ministries and in management and business operations.
4. Prepare and analyze financial statements.
5. Use biblical, statistical, economic, and legal principles in order to make sound business decisions.

Students completing the **Bachelor of Arts in Education** will accomplish the Comprehensive Objectives and will be able to:

1. Verbalize a biblically sound philosophy of Christian education and discourse the philosophical, social, and historical foundations of education.
2. Describe the relationship between human development, behavior adjustment, the learning process, and individual differences.
3. Demonstrate the use of a variety of instructional methods and evaluation and assessment procedures.
4. Be skilled in the use of classroom management principles.
5. Identify and apply the Oklahoma's General Competencies for Licensure and Certification and incorporate into lesson plans the Priority Academic Student Skills (PASS) of the Oklahoma State Department of Education and the national teaching standards.
6. Exhibit mastery and teaching ability in the subjects of math, reading, language arts, science, history, art, music, physical education, health, computers, and Bible in a Christian classroom.

Students completing the **Certificate in Church Ministry** will be able to:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Identify the principles of Christian character development.
4. Know the contents of the books of the Bible and their backgrounds.
5. Identify and comprehend the fundamentals of Christian doctrine.
6. Identify and exhibit the principles of intercession.
7. Detail principles necessary for the continued and successful worldwide penetration of the gospel with reference to the move of God in the church past and present.

Philosophy of Education

We believe that the Holy Bible is the true, infallible, and literal Word of God. The unquestionable philosophy of this College is that all aspects of life, including education, must agree with the Word of God. Any portion of education that is untenable with God's Word is not only useless, but damaging. It is the intent of this College to establish the power, harmony, peace, wisdom, knowledge, and understanding that the Word of God brings into the lives of those who know, understand, and obey the fullness of it.

Education is more than learning information. Both what is learned and how students are taught to live will determine their ability to fulfill their vocation and call of God. Their lives must be filled and shaped by every aspect of the life of Christ. Only then will education reach its full potential of usefulness in building the Kingdom of God.

Accreditation/Statement of Faith

Description and Governance

Family of Faith College is a private, non-profit, residential, non-denominational, post-secondary, degree granting college founded in 1992 by Dr. Sam Matthews and Family of Faith Fellowship. The College is governed by a Board of Trustees with daily oversight given by the President, the Vice-President of Academic Affairs, the Vice-President of Student Affairs, the Director of Spiritual Life, and the Vice-President of Finance and Operations, and the Vice-President of Resource Development.

Accreditation

Family of Faith College holds accredited status by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407-207-0808).

The College is licensed by the Department of Homeland Security to admit international students.



Statement of Faith

The educational instruction and all other activities of Family of Faith College shall at all times be based upon and be consistent with the following beliefs:

1. The Bible is the mind of Christ and is the inspired, only infallible and authoritative Word of God. (Ps. 119:105, 160; 2 Tim. 1:13, 3:16-17; 2 Pet. 1:20-21)
2. There is one God manifested in three personalities: Father, Son, and Holy Spirit. God is the creator and ruler of the universe. (Gen. 1:1, 26-27, 3:22, Ps. 90:2; Is. 9:6; Matt. 1:22-23, 28:19; Jn. 1:1-15; 2 Cor. 13:14; 1 Pet. 1:2)
3. The reality of Satan and his present control over unregenerate man does exist. (John 10:10; 2 Cor. 4:4)
4. Christianity is based upon the following:
 - ✦ The deity of our Lord Jesus Christ. (Heb. 4:14-15)
 - ✦ His sinless life. (Rom. 1:3-4)
 - ✦ His miracles. (Acts 2:22)
 - ✦ His vicarious and atoning death through His shed blood. (Rom. 5:8-11; Is. 53:4-12)
 - ✦ His bodily resurrection. (1 Pet. 1:3)
 - ✦ His ascension to the right hand of the Father. (Acts 2:34)
 - ✦ His personal return in power and glory as Lord of lords and King of kings. (Titus 2:13)
5. The fall of man and his lost state makes necessary a rebirth through confession and belief in the Lord Jesus Christ. (Rom. 7:23)
6. The reconciliation of man to God is by the substitutionary death and shed blood of our Lord Jesus Christ. (Rom. 5:1; 1 Cor. 15:3-4; Gal. 3:26; Eph 2:8-9)
7. The resurrection of believers unto everlasting life and blessing in heaven, and the resurrection of unbelievers unto everlasting punishment in the torments of hell. (John 5:28-29)
8. The present supernatural ministry of the Holy Spirit among believers on the earth since the day of Pentecost and continuing until our Lord's return. The Holy Spirit brings conviction, salvation, sanctification, and empowering for the believer and for Christ's church. (Acts 1:8-11; 1 Cor. 2:12, 3:16; 2 Cor. 3:17)

College Covenant

9. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. (Matt. 3:13-17, 28:19-20; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 8:35-39, 16:30-33; Rom. 6:3-5; Col. 2:12)
10. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of Jesus and anticipate His second coming. (Matt. 26:26-30; Mark 14:22-26; Luke 22:19-20; Acts 2:41-42, 20:7; 1 Cor. 10:16, 21, 11:23-29)
11. The church is built by Jesus. The church is His body, and He is filling all things within His church. Jesus is the head of His church. The church is to announce the manifold wisdom of God and is to make disciples of all nations. (Matt. 16:18, 28:18-20; Eph. 1:18-23, 2:19-22, 3:8-12)
12. The ministry gifts of Ephesians 4:11 are seen as imperative in the building of the church. God has placed these gifts in His church for its growth and maturity. (1 Cor. 12:28; Eph. 4:11-13)
13. Oversight by a plurality of elders is to be given to the church. These elders function as equals, with one elder to serve as the first among equals. (Acts 15; 1 Tim. 3:1-7; Titus 1:5; 1 Peter 5:1-5)
14. The local church is to be autonomous; however, the local elders are to relate to extended eldership for oversight, encouragement, counsel, or correction. (Acts 15)

College Covenant

Our goal is to make disciples, taught of the Lord, who are life-witnesses in "conduct, speech, love, faith, and purity" as stated in 1 Timothy 4:12. As disciples of Christ, faculty and students must be ever increasing in the qualities of the nature of Christ. According to 2 Peter 1:3-8, that nature should possess diligence, moral excellence, knowledge, self-control, perseverance, godliness, brotherly kindness, and love. As we become more like Christ, we will be useful and fruitful in the true knowledge of our Lord.

This college is a community of people brought together for the purpose of training laborers for the Kingdom of God. It is our desire to guide students using biblical principles. These biblical principles will be taught and lived by the staff. The Holy Spirit's law of liberty, having set them free from the law of sin and death, will enable the instructors to impart the life of the Spirit, not the legalism of the law. We believe these principles will bring about a heart change, not just behavior modification. We expect our students to desire to be discipled. Students, along with their parents and church leaders, chose the Family of Faith College for the purpose of becoming laborers. In love we will instruct, correct, exhort, rebuke, and chastise. It is expected that the students will put forth a quality effort to hear and obey the voice of the Holy Spirit.

Each student accepted into Family of Faith College and each college employee understands that he is now part of a community. The people in this community seek to glorify God in every aspect of their lives. This community is one in which brothers and sisters in Christ encourage, support, and correct each other. Policies have been set in order to clarify expectations and indicate the behavior expected of Family of Faith College students. The college faculty and administration believe these standards are biblically based and integral to the life and calling of a Kingdom laborer. It is not the intent of the college leaders to legalistically detail these standards, therefore each principle of the College Covenant is followed by examples of the lifestyles expected of disciples of Christ. Each student, faculty member, and staff member is expected to bring every area of his life under the control of the Holy Spirit. It is the hope and prayer of campus leaders that each member of the college community will covenant with God to live as a mature Christian with an increasingly Christ-like nature. Because of this, each student and employee is asked to carefully read,

College Covenant

consider, and sign the College Covenant. Students and employees who do not support and sign the College Covenant will be invited for discussion and counsel with the college administrators.

1. Recognizing Jesus as the author and finisher of my faith and the Word of God as the supreme source of all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek His Kingdom and righteousness, "all these things shall be added." (Matt. 6:33; Heb. 12:1-2; James 1:5-6; 1 Pet. 1:24-25; 1 John 2:5-6, 5:3-5)
2. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, through faithful group worship at school and church, and throughout my daily life both on and off campus. (Ps. 119:11; Matt. 7:7-11, 16:24; Col. 2:6-7; 1 Thes. 5:17; 1 Tim. 4:12; 2 Tim. 2:15; Heb. 10:25; Jam. 1:22; 1 Pet. 1:13-16; 1 Jn. 2:5-6, 5:3ff)
One is expected to maintain a life of personal devotion to the Lord through daily prayer and Bible study, through faithful attendance at Family of Faith Church or a church that is in relationship with International Christian Leadership Connections, and through faithful attendance to Morning Prayer. The college does not specify a dress code. However, whether on or off campus, one's apparel should be discrete and appropriate, reflecting the Christ and not the world. Finally, one's conduct on and off campus should be godly, above reproach, blameless, pure, and an example for those younger and older.
3. I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Rom. 12:2; 1 Cor. 1:4-7; Phil. 2:5-8; Col 3:23)
Students are expected to attend class, be attentive in class, and take responsibility for their course assignments and examinations. Faculty and staff are expected to adequately prepare for classes, keep abreast of developments in their fields of study, and present godly, relevant, and factual information in class.
4. I will keep my body pure before the Lord, practice good health habits, and regularly participate in wholesome physical activities. (Rom. 1:21-32, 12:1; 1 Cor. 3:16-17, 6:13-7:9; 2 Cor. 12:21; Gal. 5:19-26; Col. 3:3-6; 1 Thes. 4:3-8)
One is expected to abstain from alcohol, tobacco, illegal drugs, and sexual immorality. The college has specific policies on maintaining an alcohol and drug free campus (available in the College Policy Manual and Academic Catalog). Marriage is a covenant between a man and a woman who are obeying God's direction to become one to fulfill His calling. Sexual relationships outside a marriage are wrong. Furthermore, one should eat well, exercise, and cultivate cleanliness, neatness, and strength into their daily lives.
5. I will yield my personality to the Holy Spirit. (Acts 1:8, 2:1-4; Rom. 12:2; 1 Cor. 9:22; Gal. 5:22-23; Eph. 5:1-21; Phil. 2:5-8; Col. 3:5-17; James 5:14-16)
As the Holy Spirit takes more control, one will deny the flesh, put off the "old man" and take on the "new man" in Christ. The following list indicates, but does not comprehensively detail, behavior that is unacceptable for Family of Faith College students or employees at any time, whether on or off campus: speaking indecent or profane language; gossip; viewing or handing out indecent or profane writing or pictures; fighting, verbally or physically; lying, stealing, and cheating; gambling; involvement in witchcraft, the occult, astrology or secret societies; weapons, explosives, or fireworks at the college or in vehicles. Furthermore, all are expected to use godly discernment in their musical selections and should not participate in any anti-Christ, immoral, unethical, or violent musical expressions.
6. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. Furthermore, I will seek to share the love of Christ practically through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called.

College Covenant

(Matt. 10:8, 28:19-21; Jn. 15:17; 1 Cor. 9:22, 12:18-31, 15:58; 2 Cor. 5:18-19; Eph. 4:11-12; 1 Jn. 2:20)

One will participate in ministry teams through the College's Christian Service Program, in his church, and in mission opportunities into which the Lord directs him.

7. During my training at Family of Faith College, I will "seek first the Kingdom of God and His righteousness" in all areas of my life, including my calling, my future spouse (if applicable), and my finances. Jesus is the Lord of every area of my life, and I desire to walk in the fullness of His destiny for me. Therefore, regarding all major life decisions, I will seek and submit to counsel from my pastor, elders, and parents. (Matt. 6:33; Heb. 13:17; Psalm 32:8)

One is expected to prayerfully seek the Lord regarding every decision of his life, for God has promised to guide each of His children. A word or leading of the Lord regarding major life decisions (such as one's calling, one's major, and even one's future spouse) should be submitted to one's church eldership for confirmation and for counsel. If the decision regards one's future spouse, both individuals will be counseled, and if all are in agreement, the relationship can change from a brother and sister relationship to a growing romantic and committed relationship that should culminate in a marriage covenant. Trusting God while walking out such a righteous and pure experience will enable one to experience the true meaning of being "one flesh" with the person he/she loves. One is to prayerfully examine himself as to whether he is fulfilling his financial obligations before the Lord to family, friends, community, work, school and church. Believing God for the ability to pay financial obligations in a timely manner and learning God's direction in finances is preparation for life.

8. If I become aware of a sin issue in the life of another, I will follow the biblical directive to go to him in private to seek restoration and repentance. If he does not listen, I will seek counsel from the appropriate college authority about how to proceed. (Matt. 18:15-17; 1 Tim. 3:16-17)
9. I will submit myself to the leadership of Family of Faith College and any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at Family of Faith College is a privilege and not a right. I determine to give my best and to prayerfully support Family of Faith College and its philosophy of providing a quality education without compromising the Word of God. Should I, at any time, be concerned or confused about the implications of these principles, I will openly and honestly seek counsel from a faculty member or administrator. (1 Cor. 16:15-16; Heb. 13:17)

I desire to be a disciple of Christ, to become more like Him, and to glorify His Name on the earth. I join with the faculty, staff, and other students of Family of Faith College as we covenant with God and dedicate our lives fully to Him. If I choose to conduct myself contrary to this covenant, I understand that I will be counseled for discipline or dismissal. I have not signed this covenant without fully understanding its purpose and its implications upon my life.



Go into all the world and preach the good news to every creature.

- Mark 16:15

Student Services

Bookstore

The college maintains an updated list of required textbooks and costs as well as a list of online bookstores that students may use to purchase, rent and re-sell textbooks. Please go to the Family of Faith College website (www.familyoffaithcollege.edu) and click on TEXTBOOKS to find these resources.

Campus Security

In accordance with the Higher Education Act, the college publishes a Campus Security Report regarding security policies and procedures and campus crime statistics. The college also publishes a Fire Safety report that includes fire statistics, the annual fire safety report, and a fire log. Both these reports are available through the office of the Vice-President of Finance and Operations.

Computer Availability

Computers are available in the library for word processing, research, and internet access during regular library hours. The technology fee paid by each student covers the use of the computers and internet access. Printing fees are not included and must be paid as they are incurred.

Copy Machine and Printer

College students have access to the copy machine and printer in the library and pay accrued charges to the librarian. Students must use their own discretion so as not to commit copyright law infractions.

Dormitories

Dormitory space is available to Family of Faith College students. Students desiring to live in a dormitory should contact the college office or indicate this desire on the application forms. *All students of Family of Faith College are required to live in the college dorms unless the college administration approves a written request for a waiver.* Specific waivers for exception to this policy must be submitted to the Vice-President of Student Affairs by the student. Waiver requests will be evaluated by a Housing Committee, which will be composed of faculty, student (non-voting member), and administration representatives. Unless otherwise indicated, waiver requests for off-campus accommodations will be approved for the following categories of students: (1) all students whose parents live in the Shawnee / Seminole / Meeker area and who desire to live at home; and (2) juniors, seniors, and second-year certificate students. Students who demonstrate a need for closer supervision (academic, financial, or disciplinary) may be required to live in the dorms, regardless of status. This will be determined by committee members.

A freshman **may** be approved to live with a local family. Availability of housing space will be considered. Consideration may be given to age and experience of the student. Priority will be given to current student residents who desire to remain. Remaining available spaces will be allocated as follows: (1st) incoming freshmen, (2nd) students who demonstrate need for additional supervision, and (3rd) all other categories of students.

Facilities

Family of Faith College is located on 127 acres of highway front property seven miles north of Shawnee in central Oklahoma. Shared facilities include a 28,000 square foot multi-purpose building containing a 750-seat sanctuary, a gymnasium with adjoining kitchen facilities, 23 classrooms and offices, and a library. In addition, there is also another 10,000 square foot gymnasium, an 1,100 square foot classroom building, and three mobile units for faculty offices and student housing.

Financial Aid Office

Students who are seeking financial aid, are directed to register with the online Virtual Financial Aid Office on the FFC website (www.familyoffaithcollege.edu). There, you will be directed in completing all necessary steps to determine your eligibility for financial aid. Your first step is to complete the Free Application for Federal Student Aid (www.fafsa.ed.gov). Should you have any questions at all, you should contact Rhonda Gaines, the FFC Financial Aid Director.

Graduate Employment

Family of Faith College has 96 graduates who are located in 8 nations and 13 states of the US. An internal review showed that 30% of these have completed graduate degrees with another 5% currently enrolled in graduate programs. Also, 73% of our graduates are in leadership positions in their local church either as a paid full-time workers, paid part-time workers, or volunteer workers. Furthermore, 59% are working in occupations directly related to their major fields of study.

International Student Services

Family of Faith College seeks to assist its international students as they transition into college life in this country. The college provides a special orientation time and a Director of International Studies for international students.

Library

Family of Faith College operates a library of books and technological resources supporting its curriculum. The library is open weekdays from 8:45 a.m. to 3:30 p.m. When needed, a student may check out a key from the librarian for evening use. Library policies are detailed in the *Library Handbook* issued to each student at orientation. Training is offered in using computers for academic database research and in using the *Athena Library Automation Program*.

Placement Services

The role of "placement" at this institution involved the mission of the college, an understanding of the five-fold ministry, and the roles of the pastor and the apostolic team. The five-fold ministry is a term taken from Ephesians 4:11ff.: God ". . . gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers for the equipping of the saints for the work of service, to the building up of the body of Christ." As the members of the apostolic team travel and advise in their sphere of ministries throughout the world, they become increasingly aware of the professional needs around them and of the people called to fill those needs. Each graduate of Family of Faith College works with his home pastor and the apostolic team members to become part of a five-fold ministry team. In this context, placement is not job advertising. Rather, it is literally placing a person in a God-ordained ministry or position. The apostolic leaders understand the needs of the nations and the ministers they support, so they can also direct and advise the ministers and release a graduate into a position with certainty and continue a relationship of support and counsel for the graduate in the future.

We have alumni serving in the nations of Japan, Lebanon, Germany, France, Malaysia, Switzerland, South Africa, and la Reunion. Also, 30% of FFC graduates have successfully completed master degrees through The King's College and Seminary, Southwestern Baptist Theological Seminary, Oral Roberts University, Southwestern Christian University, Southern Nazarene University, Oklahoma Christian University, Walden University, the University of Alaska Southeast, Evangel University, the US Sports Academy, and Regent University.

Student Services

Student Activities

Orientation day is a day of fellowship and fun activities for all new and returning students. Social events are planned each quarter and are subject to change to meet the needs of all involved. Nights out in Shawnee and Oklahoma City, day trips, volleyball games, and movie nights are just some of the fun activities planned. The Family of Faith Christian School also hosts the annual Alumni Game each year! Events are announced at Morning Prayer and on bulletin boards. Social events are also encouraged for camaraderie and fellowship among the student body which can be held in the Common Room, which is open daily until 12pm. This allows for group meals, study groups and fun time together. Students are reminded to mindfully abide by the rules set for these functions. See the "Student Fellowship" section of the *Dorm Life Guidelines* for more information which can be obtained from the Vice President of Student Affairs.

ICLC National Conferences are scheduled twice a year, usually in November and March. Students and faculty members are blessed and strengthened through the impartations during the conference and the fellowship times between sessions. In order to enable the college community to attend, classes are dismissed on the Friday of and Monday after each conference.

Student Records

A permanent file of each student record is maintained in the Registrar's Office. The original student record, together with all enclosed documents, is considered the property of Family of Faith College. Student files contain correspondence and communications between the student, the college, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

Family of Faith College hereby designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, phone number, attendance dates, student classification, e-mail address.

Category II: Previous institution(s) attended, major field of study, awards, honors, graduating information.

Category III: Past and present participation in officially recognized activities, date and place of birth.

Category IV: Grade reports and interim class evaluations by code number or ID number.

In addition to the directory information listed above, educational record information includes disciplinary and financial records.

Currently enrolled students who are not classified as dependents of a parent (as defined in Section 152 of the Internal Revenue Service Code of 1954) may decide to withhold disclosure of any category of information under FERPA. If the student is classified as a dependent, the parent(s) claiming the student as a dependent can have educational record information released without authorization of the student. Upon matriculation, students will sign an authorization for releasing any or all categories of educational record of directory information to specific people or groups. Due to the unique relationships Family of Faith College has with constituent ministries, students are advised to authorize disclosure of educational records and directory information to parents and church leaders. To change disclosure authorization while continuing as a student, written notification must be received in the Registrar's Office prior to the second week of each semester. The complete policy on disclosure of educational record information is found in the Family of Faith College *Policies and Procedures Manual*.

Student Services

Student with Disabilities

Family of Faith College is committed to the training of laborers for the Kingdom of God. We recognize the obligation to meet the needs of those students who come to us with physical and mental handicaps. If you have special needs, we ask that you speak with the Vice-President of Student Affairs in order to make sure every necessary accommodation is provided.

Transcripts of Records

Upon written request, a student may receive a transcript of his permanent record. The first one will be free of charge, but each additional copy will be charged a fee. A transcript will not be issued for a student with an unpaid account balance.

Student Ministries

Morning Prayer

Morning Prayer is a time to unite hearts in prayer and faith to believe for God's presence, power, and provision and to intercede for His Kingdom to expand in all the earth. Participation in Morning Prayer is a direct response to one's relationship with God. Therefore, all students attending Family of Faith College are required to attend Morning Prayer on the specified days and times as announced during orientation. No more than 20% of the days can be missed, and an absence should only be the result of an illness or an unavoidable situation. If a student is more than 15 minutes late, he will be considered absent. When a student is tardy three times, it will count as one absence. Students must pass Morning Prayer each term to graduate. Students who are consistently late or absent will be counseled and disciplined in order to achieve the intimacy with God that is required of a productive laborer in the Kingdom of God.

Christian Service

The student ministry program at FFC, is designed to reinforce Biblical principles taught in classrooms and give students a practical outlet to live those principles. Through Christian service, students are equipped to be mature in spirit, soul, and body, and to be ready for ministry upon graduation. The Christian service program gives students a real world outlet to be salt and light while valuing the expression of Christ in the local church. Through Christian service, students are given a major relative ministry in the local church or community. While applying practical and spiritual teaching, students are allowed to express what they are learning in the classroom environment. Based on the idea of servant leadership, students express themselves by serving ministries and the local church in all areas available. Through these opportunities, we believe that students develop into mature leaders in the Body of Christ while being able to think creatively from their experience in real church ministry. By working in teams and placing students in Christian service, students develop character traits that ministries find attractive when searching for staff. By placing an emphasis on both spiritual maturity and a servant's heart, students develop the character of Christ while allowing themselves to be led by the Holy Spirit in personal ministry.

Mission Trips

Students are occasionally invited to go on mission trips during a school term. Faculty and administrators desire to enable students to participate in mission trips since they are excellent opportunities for training, impartation, and experience. Students need to recognize the added burden a trip like this places upon one's studies, finances, and personal life. Any student who wants to go on a mission trip should first seek to be faithful in course work, prayer, service, finances, and conduct. As soon as a trip is planned, a student must make application in writing to the Vice-President of Academic Affairs. After the absences are approved, the student must complete the required form indicating each instructor's approval and the make up dates of any missed examinations or course work. The general rule is that any assignment already indicated in a course syllabus must be completed before the student leaves, while missed examinations will be made up within one week of the student's return. Students representing the college on the foreign mission field are expected to display diligence and godly character before, during, and after the trip. In general, students in their first year of college are not encouraged to go on mission trips that exceed five class days.

Admission Information

General Requirements

All applicants must be committed Christians with a strong desire to be equipped as laborers for the Kingdom of God. Applicants must complete and return to the Registrar's Office all admission forms with the application fee. An application will not be processed until all procedures are complete, and the forms and the fee are received.

Application Deadlines

Application deadlines are April 1 for the fall term and October 1 for the spring term. **Due to the processing time for tests, visas, etc., international students should allow a minimum of six months to complete all application procedures.**

Admission Requirement for U.S. Students

U.S. Student Application packet consists of:

1. U.S. Student Application & Photo
 2. Application Fee
 3. Biographical Sketch & Statement of Call
 4. Academic Recommendation
 5. Pastoral Recommendation
 6. All High School and/or College Transcripts
 7. ACT or SAT Scores
 8. GED Scores (if applicable)
 9. College Covenant
 10. Statement of Faith
- All applicants must have a high school diploma with a minimum 2.0 GPA or a GED.
 - Applicants for a four-year program must take the ACT or SAT and have a minimum composite score of 20 for the ACT and 720 for the SAT in order to be admitted without probation.

Admission Requirement for International Students

International Student Application packet consists of:

1. Int'l Student Application & Photo
 2. Application Fee
 3. Biographical Sketch/Statement of Call
 4. Academic Recommendation
 5. Pastoral Recommendation
 6. High School and/or College Transcripts
 7. TOEFL Documentation
 8. Confidential Financial Statement
 9. Guarantor & Bank Certification
 10. College Covenant
 11. Statement of Faith
- All applicants must have a high school diploma or equivalent.
 - All applicants for whom English is a second language and have not graduated from an English speaking school are required to present a minimum paper-based score of 500 or a minimum computer-based score of 173 on the *Test of English as a Foreign Language (TOEFL)*. All other international students have the option of taking the TOEFL or ACT.
 - All applicants must complete a *Confidential Financial Statement* and *Guarantor and Bank Certification* confirming their ability and intent to pay all tuition, fees, room, board, books, and any additional expenses incurred while attending the college.
 - It is recommended that medical insurance be secured for the duration of studies before arrival. Insurance is not readily available in the U.S. for foreign students.
 - Each applicant must finalize agreements with the Registrar for the I-20 to be issued.
 - Applicant must obtain a student visa from the nearest U.S. Consulate after the I-20 is issued.
 - Dropping below full-time enrollment can put an international student's visa status in jeopardy, therefore international students must take at least 12 credit hours per semester.

Admission Information

Part-Time Students

U.S. students may enroll on a part-time basis with the approval of the college administration. (International students dropping below full-time can put their student visas in jeopardy.) Each part-time student must complete the same application and registration requirements that are required for a full-time student. Part-time status is enrollment in one to eleven credit hours per semester. A degree may be earned on a part-time basis, but all requirements must be completed within ten years from the date of first enrollment.

Transfer Students

Students transferring from other institutions must complete all of the enrollment forms. Those desiring to transfer credit hours must have a complete, official transcript forwarded to the Vice-President of Academic Affairs from the former institution. All hours transferred must meet current college credit transfer policies. Transfer students with an overall grade point average below 2.0 may be admitted on probation at the discretion of the Admissions Committee.

Admission Requirement for Online Students

Online students must submit the same admissions information as traditional students or ADVANCE degree-completion program students.

All Application forms
are located on the FFC website:
www.familyoffaithcollege.edu.

Registration Information

Registration and Scheduling

All full-time and part-time students are required to complete all admission procedures and pre-registration. In order to receive credit for any course, a student must be properly enrolled in the course and the college office must have a record of enrollment. Registration day for each semester will be published on the Family of Faith College calendar for each school year. Students registering after the official day of registration will pay a late fee. Incoming students will receive their schedules at orientation. Returning students must pre-register during the designated time each semester. The normal full academic load is considered to be 15-16 semester hours. A course load of less than twelve semester hours is considered part-time status, and a course load of more than eighteen semester hours requires approval from the Vice-President of Academic Affairs before registration for the semester. Students may add or drop a course without academic penalty during the first two weeks of the semester; however, an add / drop fee will be assessed whenever a course is added or dropped after the first day of classes.

Catalog Requirements

Students must follow the program plans as listed in the catalog published for their year of entry. If the college changes program requirements, continuously enrolled students may choose to either continue with the original program requirements or change to complete ALL of the revised program requirements. Any student not maintaining continuous enrollment must meet the requirements of the catalog of the most recent year of entry. Course substitutions are only allowed in extreme circumstances and must be approved by the Vice-President of Academic Affairs.

Course Numbers

The letters in each course number represent the curriculum area of the course:

BIB	Bible and Theology	MAT	Mathematics
BUS	Business	MIN	Ministry
ENG	English	PED	Professional Education
GEN	General Education	SCI	Science
HIS	History		

The last digit in the course number indicates the number of credit hours awarded for a given course. The middle digit helps distinguish courses at the same level and with the same number of credit hours. The first digit of the course number indicates the level at which the faculty recommend the course be taken:

100	Entry-Level Courses	500	ADVANCE degree completion courses
200	Sophomore Level Courses	600	ADVANCE degree completion courses
300	Junior Level Courses		
400	Senior Level Courses		

Audit of Courses

Any course may be audited with the approval of the College Registrar. No enrollment procedures are required, but proof of payment must be received from the College Registrar and furnished to the course instructor before admission to class. An audit fee plus any appropriate lab fee for each course must be paid in advance. Audited courses will not be recorded on a student's transcript.

Audit students are expected to attend all classes, complete all homework, but they will not take any exams. No course credit will be given for audited courses.

Registration Information

Credit by Examination

Family of Faith College accepts up to 30 credits from exams taken through the following programs:

1. Family of Faith College specialized exams in English Composition, College Algebra, and General Biology I;
2. CLEP;
3. International Baccalaureate;
4. Advanced Placement; and,
5. Military Training.

The Family of Faith College exams are offered one week before the semester begins. Students interested in taking any of these tests should register with the Registrar. There is an administrative fee for each exam. A fee will be applied to all credits accepted as a result of examination. Please see the college office for more information.

A student may receive credit for other freshman and sophomore level courses by taking the College Level Examination Program (CLEP) subject examinations. Anyone desiring to take these tests must see the Vice-President of Academic Affairs. After scores are received, an interview will be scheduled to determine credit to be awarded.

International students who have successfully completed International Baccalaureate (“IB”) courses may receive credit for those courses if the courses are compatible with the program of study at Family of Faith College. The student must submit an original copy of the transcript showing the final course grade and, if necessary, an English translation of the transcript and explanation of the marking system used. A fee may be applied for credits awarded.

If a student completed an advanced placement (“AP”) course or courses in high school and successfully completed the course final exam, credit may be awarded for that course. The student must submit the original copy of the official notification of the final score. A fee may be applied to credits awarded.

Military veteran students who have completed military training related to their chosen field of study at Family of Faith College may receive course credit for that training. The student must submit a transcript and/or certification of completion and written explanation of how the training relates to the specific course of study. A breakdown of time spent in training (classroom versus practical) must be included. Specific course credits may be awarded after a conference between students and members of the Family of Faith College faculty and/or administration. A fee may be applied to credits awarded.

Credit by Demonstrated Competency (CDC)

Credit by Demonstrated Competency (CDC) is awarded to students in recognition of knowledge gained through non-college courses, on-the-job training, personal study, or other means whereby specific knowledge is gained. Credit may be granted for knowledge gained that is equivalent to content taught in a specific course at Family of Faith College and corresponds to a specific degree plan for which the applicant is enrolled. A maximum of 30 hours can be awarded for CDC. Applicants for CDC will submit a portfolio that specifically documents knowledge gained for each specific course. The specific portfolio requirements are available in the Family of Faith College Policy and Procedures manual. CDC requests must be submitted prior to the last semester of the junior year. There is a fee for review of each course request. If the credit is applied to a specific course, tuition will be charged for the credit hours awarded for that course, unless the student elects to substitute the course with a higher-level course taken at Family of Faith College, in which case no tuition will be charged.

Registration Information

Transfer of Credit

The college will consider the transfer of credit hours from accredited college-level institutions for courses that are similar in content to those offered at this college. If the applicant transfers from a non-accredited college-level institution, transfer credit will be based upon the course description and the educational qualifications of the instructor. The applicant may be required to furnish a course description catalog from the transferring institution before judgment will be made concerning the transfer of credit. The administration of the Family of Faith College reserves the right to refuse the transfer of credit hours from any institution that does not meet academic standards that are deemed reasonable. Only those courses carrying a grade of at least a "C" will be considered for transfer. Regardless of the applicant's grade point average at the transferring institution, a grade point average of 2.0 or more must be attained in courses at this college to satisfy graduation requirements. In addition, a student must complete a senior year of at least twenty-four (24) semester hours.

Transferring from Certificate to Degree

Students may transfer from a certificate to a degree program after approval is obtained from the Admissions Committee. A statement of intent to transfer should be made to the registrar who will submit the student's letter and a copy of his transcript to the committee for a decision. Upon approval of the transfer, credit will be given for those courses in which a "C" or better was obtained. No credit will be given for audited courses. Credit for courses transferred from other institutions will follow the same guidelines as stated in the "Transfer of Credit" policy.

Students currently enrolled in a certificate program who transfer to a degree program must meet all admissions requirements for the degree program, including high school diploma.

Withdrawal

If any student is forced to withdraw from the college, regardless of the circumstances, it must be done in an official manner. If a student withdraws in good standing, i.e. passing the class at the time of withdrawal, and all current fees are paid, the student's permanent record shall indicate that the withdrawal is reversible, and the student may return in subsequent semesters without completing admission procedures as a new student. A notation of "WP" will be placed in the student's transcript indicating a withdrawal in good standing.

If any student withdraws without good standing, admission procedures as a new student must be completed and all outstanding fees must be paid before re-entry will be considered. Students withdrawing without good standing shall have a record in the Registrar's Office that indicates a dishonorable withdrawal and a grade of "WF" shall be recorded for all courses during the semester of withdrawal.

Course Cancellation

Any course without sufficient enrollment may be canceled by the college administration without prior notice. Any student signed up for a course that is canceled will not pay the add/drop fee.

Online Courses

Online Course Options

Family of Faith College is excited to be a member of the Knowledge Elements Educational Network (KEEN) through which the college is able to a large number of online courses. Credits earned through these online courses are considered the same as if you took them at the FFC campus. If you are interested in taking an online course, please follow the procedures below.

Enrollment Procedures for Online Courses

1. **Apply to Family of Faith College.** Applications are available from the college office or online at www.familyoffaithcollege.edu. Please note that application deadlines for online courses are April 1 for the fall and summer semesters, and October 1 for the spring semester.
2. **Discuss plans with Family of Faith College Registrar** to help in determining what courses are needed, what online courses are available, and the scheduling options.
3. **Determine personal aptitude for online courses.** Visit the KEEN website found at <http://www.knowledgeelements.com>. Click on the "RESOURCES" link at the top right of the homepage, then scroll down and click the "[Access Your Online Learning Aptitude](#)" link. Take the brief survey to help determine personal functionality of the online course environment.
4. **Register for the courses with the Registrar** and arrange payment. Tuition at FFC is \$170.00 per credit hour. Online courses are three credit hours each. There is an additional fee of \$100.00 per online course fee. Thus, the total, per online course, will be \$610.00. If these courses contribute toward the completion of a degree program at Family of Faith College, there may be eligibility for federal financial aid. To determine this, complete the *Free Application for Federal Student Aid (FAFSA)*. Paper copies of the *FAFSA* may be obtained from the Financial Aid office at FFC, or it can be filled out via the internet at www.fafsa.gov.
5. Once payment is arranged, **one can be enrolled by the Registrar** into the courses and KEEN will be informed of registration. One will then receive a user -ID and password from KEEN.
6. **Purchase textbooks.**

Refund Policy for Online Courses

The most significant date for online courses is the Class Start/ First Login Day.

1. If a student withdraws in writing before the first login day of online classes, the student will be entitled to a 100% refund of tuition.
2. If a student withdraws in writing during the first week of online classes, the student will be entitled to a 90% refund of tuition.
3. If a student withdraws in writing during the second week of online classes, the student will be entitled to a 40% refund of tuition.
4. After the second week of online classes, no tuition refund will be given.
5. Please note that withdrawal from online courses will affect Title IV amounts (including PELL grants) and may need to be repaid.
6. The Online Course Fee is NOT refundable.

Financial Information

Tuition and Fee Schedule

Tuition

Tuition	\$170 per credit hour*
Audit Fee	\$75 per course

Administrative Fees

Application Fee	\$25 one-time fee
Add / Drop Fee	\$20 per course
Credit by Exam	\$10 per exam
Graduation Fee.....	\$50
Late Registration	\$50 per semester
Library Fee	\$20 per semester
On-Line Course Fee	\$100 per course
CDC Evaluation	\$5 per course
Student I.D.....	\$10 per semester
Syllabus Fee.....	\$5 per credit hour
Technology Fee	\$75 per semester
Transcript Request	\$3 per request

Books

The college maintains a virtual bookstore and keeps a list of online bookstores that students can use to purchase textbooks. Through the virtual bookstore, students may buy new or used textbooks, rent textbooks, and sell their books back at the end of a semester. Students are strongly encouraged to have their own copy of all texts used for their classes. Please go to the Textbook section of the college website: www.familyoffaithcollege.edu.

Dormitory

Dormitory Deposit.....	\$50 one-time fee
Dormitory	\$800 per semester*

*Installments

Tuition (excluding online courses) and dormitory expenses may be paid in four or five equal monthly payments. All other fees must be paid in full at the start of the semester or as otherwise incurred. Arrangements must be made at the beginning of each semester. **Balances must be paid in full at the end of each semester.**

Credit Cards

The college accepts VISA and MasterCard payments.

Outstanding Accounts

Transcripts will not be released for anyone who is not making satisfactory and faithful progress in paying his outstanding account balance.

Financial Information

Financial Aid

With the help of the Financial Aid Director, students utilize the Virtual Financial Aid Office (VFAO) to complete the financial aid process. Each student seeking financial assistance must complete the *Free Application for Federal Student Aid (FAFSA)* and include the Family of Faith College federal school code. This number insures that our VFAO receives the *Institutional Student Information Record (ISIR)* so that potential sources for financial assistance can be identified. Students and prospective students are encouraged to complete their tax forms and *FAFSA* early in the calendar year because some monies are only awarded early in the calendar year.

Additional documentation is usually required to process a student's financial aid package, be sure that you have your income tax records, W2's, and Social Security documents. To receive and retain financial aid, students must meet all federal standards regarding documentation and Satisfactory Academic Progress. Details of these standards will be provided to all students receiving financial aid.

The VFAO can be located at www.familyoffaithcollege.edu.
Once you register as a user with the VFAO, follow the link to the Student Interview Center.
You will then be directed to a link to complete the FAFSA.
The Federal School Code for Family of Faith College is 036763

Refund Policy for On-Campus Courses*

If a student decides to terminate his enrollment at Family of Faith College prior to the end of the semester, he must notify the registrar *in writing* specifically noting his termination date if he is seeking a refund of monies. Refunds due to the student will be paid within 30 days from the termination date. All other refunds will be paid within 60 days from the termination date. In all instances, the refunds shall be calculated from the last date of attendance.

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid less the stated application fee.

Three-Day Cancellation: All monies paid by an applicant will be refunded if requested within three days of enrolling and making an initial payment.

Other Cancellations:

1. Termination prior to the 1st day of class: applicant is entitled to a refund of all monies paid minus the application fee.
2. Termination during the 1st week of the semester: the college retains 10% of the stated tuition, not to exceed \$350.
3. Termination during the period from after the 1st week through the 8th week of the semester: the college retains not less than 10%, but pro-rates refunds on the number of days of class before withdrawal.
4. Termination after the 8th week of the semester: the student is not entitled to a refund of tuition. Therefore, the college will retain 100% of the stated tuition.
5. Monies paid for housing not used as a result of termination will be refunded on a pro-rata basis, using a 30-day month as a basis for calculating the daily charge.

Repayment of Federal Aid: If the tuition, fees and housing costs were paid with financial aid monies, all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to **repay** money to the aid programs from which the money was awarded.

*The refund policy for online courses
is found on page 18.

Academic Policies

Attendance

All students enrolled in classes, regardless of status, are required to attend all scheduled classes. If a class is missed, it is the student's responsibility to make up any assigned work to the course instructor's satisfaction. The extent of work to be made up will be determined by the individual instructor. A student missing ten percent of the semester class hours will be reported to the Vice-President of Academic Affairs by the course instructor. Any student absent for more than twenty percent of the scheduled class hours in the semester will receive a grade of "F" for the course regardless of the actual grade achieved. Exceptions to this policy may be granted only under very extraordinary circumstances by written petition to the College President or his designated representative.

Class Standing

Freshman	Less than thirty-two (32) credit hours completed
Sophomore	Thirty-two (32) to sixty-three (63) credit hours completed
Junior	Sixty-four (64) to ninety-five (95) credit hours completed
Senior	More than ninety-five (95) credit hours completed

Examinations

All examinations must be taken on the designated date at the designated time set by the course instructor. If an examination is missed, the student is required to contact the appropriate course instructor who will decide if and how the examination is to be made up. Penalties incurred for such are at the discretion of the individual faculty member.

Grading System

Grade	Grade Points	Other Notations
A (100-90)	4.0	I Incomplete
B (89-80)	3.0	WP Withdrawal in Good Standing
C (79-70)	2.0	WF Dishonorable Withdrawal
D (69-60)	1.0	AU Audit
F (59-0)	0.0	CR Credit
		FX Failure, Excess Absences

Grade Policies

A student may repeat a course once in which a grade of "D" or "F" is received. All final grades earned will appear on the official transcript, but if a course is repeated, only the most recent grade will be used in calculating the student's grade point average. If a student repeats a course at another institution, the grade received at this college is the only grade that will be used to determine grade point average. Students must obtain advance approval from the College Registrar to repeat a course and the student will pay normal tuition prices for courses repeated.

- A student receiving a failing grade at mid-term is required to meet within two weeks with the course instructor assigning the grade.
- See *Late Assignment Policy* regarding incomplete work.
- Instructors submit grades to the college office within two weeks after the completion of a semester, then grade reports are mailed within three working days.

Academic Policies

Incomplete Courses

If a student is unable to complete course requirements during a term, he can discuss with his instructor the possibility of obtaining an “Incomplete” for the course. If the instructor agrees, the student may receive up to two extra weeks to complete course requirements. If a student does not discuss this option with the instructor and does not fulfill all coursework, the student will receive an “F” for the course.

Independent Study

Independent study courses are those in which the source, content, learning activities, and evaluation criteria are devised by the student with the guidance of the instructor. Written approval must be obtained from the Vice-President of Academic Affairs. No more than twelve hours may be earned in this manner for the degree program, and the courses may not duplicate standard catalog courses. Courses may be approved at the 200, 300, and 400 levels and will be numbered “2IS”, “3IS”, or “4IS”.

Late Assignment Policy

At the start of each course, students will generally receive a course syllabus listing course requirements, test dates, and assignment due dates. All assignments are due at the beginning of the class period. Work turned in after the beginning of class incurs a penalty of five (5) points. The work must be turned in by 3:30 p.m. the day after it is due to avoid additional penalty. An extra penalty of five (5) points per day will be incurred for each day late (after 3:30 p.m.) including weekends and holidays.

Other Policies and Procedures

Family of Faith College has established policies regarding plagiarism, cheating, academic continuance, and other important issues in higher education. If not included in this catalog, the policies are included in syllabi, announced at orientation, or shared as needed. The *FFC Policies and Procedures Manual* is available in the college office. Any questions regarding the policies and procedures of the college should be directed to the Vice-President of Academic Affairs or the Vice-President of Student Affairs.

Alcohol and Drug - Free Campus Policy

Family of Faith College seeks to ensure the health and well-being of all students and employees. Therefore, it has been and shall continue to be the policy of this college to prohibit the illegal use, possession, sale, delivery, or manufacture of drugs, or the possession, use, or sale of alcohol by any college student or employee.

All FFC employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws.

Legal sanctions under local, state, and federal law:

Federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver or sell controlled substances. The college shall take all actions necessary and consistent with state and federal law and applicable college policy to eliminate illegal drugs and alcohol from the college community.

Health risks associated with use of illicit drugs and/or abuse of alcohol:

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts, or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs, and their harmful side effects, can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is, whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phenylclidine (PCP), and lysergic acid diethyl amide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including: organic damage, impairment of psychological processes and mental functioning, and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly, or in certain combinations, may cause death.

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs:

FFC provides confidential counseling to students having drug and alcohol related problems. This service is furnished at no cost to the students. Referral services are also provided for professional counseling, treatment, and rehabilitation programs that are available. The cost of these professional services is normally the responsibility of the individual concerned or his insurance carrier.

Penalties and Sanctions:

Appropriate action shall be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act as implemented by this policy by a student of the college shall be reported to the Vice-President of Student Affairs or the Director of Spiritual Life. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy

Academic Policies

may include one or more of the following: (1) Recommendation for professional counseling, (2) Warning/ Reprimand, (3) Probation, (4) Mandatory participation in, and satisfactory completion of, a drug and alcohol abuse program or a rehabilitation program, (5) Suspension, (6) Expulsion, (7) Referral for prosecution, or (8) Other appropriate disciplinary actions.

Academic Probation and Suspension

If the cumulative GPA is below the minimum GPA listed below, the student is placed on academic probation.

- If a student has attempted 1-23 credit hours, he must have a minimum 1.50 GPA
- If a student has attempted 24-39 credit hours, he must have a minimum 1.75GPA
- If a student has attempted 40-55 credit hours, he must have a minimum 1.90 GPA
- If a student has attempted 56 credit hours, he must have a minimum 2.00 GPA

Failure to reach the above minimum averages for two consecutive semesters will result in the suspension of the student from the college. Students under academic suspension may apply to the Vice-President of Academic Affairs for reinstatement. Reinstatement of the student is not automatic, but depends on the quality of evidence submitted to justify the belief that normal progress will be made toward satisfaction of program requirements. Reinstated students must pass all courses attempted for each succeeding semester. Students under academic probation and reinstated students may be required to limit their course loads to the minimum full-time requirement of 12 credit hours.

Behavioral Probation, Suspension, Expulsion

Students are expected to sign and abide by the College Covenant. Anyone observed or reported violating the Word of God in any ethical or moral way at any time will be brought before a Disciplinary Committee that may recommend corrective and restorative action. The Committee's actions may include, but not be limited to, probation, suspension, or expulsion. The student may defend himself before the Committee.

Probation:

Students committing infractions not requiring suspension or expulsion may be placed on disciplinary probation by the Disciplinary Committee. The probationary period will last thirty (30) days, but may be extended by the Committee. During this period the student will complete whatever disciplinary instructions given by the Committee. Failure to complete the instructions will result in an extension of probation or other such action the Committee deems necessary. During the probationary period, all class attendance and exam privileges will be retained. The student's transcript will not denote disciplinary probation. Students placed on disciplinary probation may not appeal to the Appeals Board.

Suspension and Expulsion:

Students may be placed on suspension by the Committee with the length of time being at the discretion of the Committee. The suspended student will not be allowed to attend class, turn in assignments, take exams, do make up work, or receive tapes of missed classes. The student will receive a grade of "0" for class work and exams during the period of suspension. When the Committee determines that the suspension should be terminated, the student will receive written permission to return to class. The student's transcript will note the dates of suspension. If the Committee determines that the student has not made sufficient progress during the suspension period, the student may be expelled.

The Committee may immediately expel a student for moral or disciplinary failure or after an unsuccessful period of suspension. The student's transcript will reflect the date of expulsion. Students disqualified from attending Family of Faith College for disciplinary reasons may apply for re-entry after one

Academic Policies

full academic year has elapsed. The student must satisfy inquiries of the Appeals Board concerning character and conduct changes to the Board's complete satisfaction. The student must submit at least three character reference letters with his application for readmission, one of which must be a detailed account from his pastor. The Appeals Board has final authority and must give its approval before the Admissions Committee can act on the application for re-admission.

Financial Suspension

Formal and legally binding arrangements for payment of tuition and fees will be made with the Financial Aid Office at the time of enrollment. All charges must be paid by the end of the semester to enroll the next semester. Students who have remaining balances at the end of a semester will be placed on financial suspension. These students will receive budget counseling with a strict plan to pay back the obligation.

Grievances and Appeals

Grievances:

The student should first attempt to quickly resolve all grievances with instructors, staff, or administrators. If the issue cannot be resolved, the student should present a written and detailed account of grievances to the Vice-President of Academic Affairs or the Vice-President of Student Affairs. The matter will be presented to the Grievance Committee appointed by the President. If the student's grievance involves any member of the Grievance Committee, the President or his delegated authority will appoint an alternate member for this particular case. The Grievance Committee's decision is final, and the President will receive a full report of the findings.

Appeals:

Any student who has been suspended or expelled by the Disciplinary Committee may appeal in writing to the Appeals Board within two working days of notification of the Committee's action. The Board must meet within seven working days of receipt of the appeal. The Board may investigate the situation and call witnesses. The decision of the Board is final. If a student has a complaint about the college's institutional policies or procedures, he or she may contact the Association for Biblical Higher Education (ABHE, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407-207-0808.)

Graduation Information

Graduation Requirements

Each candidate for graduation must:

- Complete the entire prescribed curriculum for his chosen field of study, including coursework, Morning Prayer, and the Christian service program.
- Earn a minimum of a 2.0 grade point average at Family of Faith College.
- Receive at least “C” grade in all professional education courses for education majors and all biblical/theological and ministry courses for ministry majors.
- Complete at least one year in residence at Family of Faith College.
- Display the development of Christian character.
- Complete a graduation interview with the College President or his designated representative during the semester of graduation.
- Be recommended for graduation by the faculty.
- Be current on all financial obligations with Family of Faith College.
- Attend commencement activities.

Graduation Honors

To achieve academic recognition at Family of Faith College, a student must have completed at least sixty-four credit hours at this college and must have completed all graduation requirements. The scholastic honors, according to grade point average, are as follows:

Summa cum laude	3.70 - 4.00
Magna cum laude	3.50 - 3.69
Cum laude	3.30 - 3.49

Graduation and Retention Rates

In compliance with the Student-Right-to-Know Act of 1991, Family of Faith College reports the following graduation and retention rates. The Spring, 2011, graduation rates for students who began studies in 2004 and completed their studies within 150% of the normal time is 29%. The Transfer-out Rate for this same cohort is 14%.

Degree Requirements

Bachelor of Arts in Church Ministry

Specific Program Objectives

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry will be able to do the following:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Demonstrate leadership ability in various ministries of the church.
4. Detail principles necessary for the continued and successful worldwide penetration of the gospel with reference to the move of God in the church past and present.

BIBLICAL / THEOLOGICAL STUDIES 42 Hours **Science Requirement 6 hours (choose two)**

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology I
BIB 233	Basic Theology II
BIB 303	Biblical Basis of Church Leadership
BIB 313	Tabernacle
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles I
BIB 343	Pauline Epistles II
6 hours	Biblical / Theological Studies Electives

SCI 223	Earth Science
SCI 243	General Chemistry I
SCI 263	General Biology I

PROFESSIONAL STUDIES 49 hours

MIN 203	Homiletics & Preaching Lab
MIN 213	Evangelism
MIN 231	Biblical / Theological Research Meth.
MIN 253	Church History I
MIN 263	Church History II
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 343	Principles of Biblical Counseling
MIN 413	Comparative Religions
MIN 423	Pastoral Ministry
MIN 433	Christian Ethics
MIN 443	Church Administration
MIN 453	Senior Paper
MIN 473	Senior Practicum
PED 203	Introduction to Christian Education
6 hours	Professional Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition I
ENG 123	English Composition II
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 313	Global Society
3 hours	General Studies Electives

History Requirement 6 hours (choose two)

HIS 133	World History
HIS 143	Contemporary History
HIS 333	Introduction to Geography

Math Requirement 3 hours (choose one)

MAT 213	Trigonometry / Pre-calculus
MAT 223	College Algebra
MAT 233	College Geometry

Degree Requirements

Bachelor of Arts in Church Ministry - Business Emphasis

Specific Program Objectives

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry (Business Emphasis) will be able to do the following:

1. Interpret and exegete the Word of God as he ministers the Word through preaching and teaching.
2. Articulate a biblical philosophy of leadership, vital church ministries, ethical issues, and evangelism.
3. Demonstrate leadership ability in various ministries and in management and business operations.
4. Prepare and analyze financial statements.
5. Use biblical, statistical, economic, and legal principles in order to make sound business decisions.

BIBLICAL/THEOLOGICAL STUDIES 42 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology I
BIB 233	Basic Theology II
BIB 303	Biblical Basis of Church Leadership
BIB 313	Tabernacle
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles I
BIB 343	Pauline Epistles II
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition I
ENG 123	English Composition II
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 313	Global Society

Math Requirement 6 hours

MAT 223	College Algebra
MAT 353	Probability and Statistics

History Requirement 6 hours (choose two)

HIS 133	World History
HIS 143	Contemporary History
HIS 333	Introduction to Geography

Science Requirement 6 hours (choose two)

SCI 223	Earth Science
SCI 243	General Chemistry I
SCI 263	General Biology I

PROFESSIONAL STUDIES 48 hours

BUS 213	Accounting Concepts for Managers
BUS 233	Microeconomics
BUS 243	Organizational Behavior
BUS 313	Management Principles
BUS 333	Entrepreneurship & Small Business
BUS 343	Financial Management
MIN 203	Homiletics & Preaching Lab
MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 443	Church Administration
MIN 433	Christian Ethics
MIN 343	Principles of Biblical Counseling
MIN 413	Comparative Religions
MIN 473	Senior Practicum
PED 203	Introduction to Christian Education

Certificate Requirements

Certificate in Church Ministry

Specific Program Objectives

Students completing the Certificate in Church Ministry will be able to do the following:

1. Interpret and exegete the Word of God as he ministers the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Identify the principles of Christian character development.
4. Know the contents of the books of the Bible and their backgrounds.
5. Identify and comprehend the fundamentals of Christian doctrine.
6. Identify and exhibit the principles of intercession.
7. Detail principles necessary for the continued and successful worldwide penetration of the gospel with reference to the move of God in the church past and present.

BIBLICAL / THEOLOGICAL STUDIES 36 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology I
BIB 233	Basic Theology II
BIB 303	Biblical Basis of Church Leadership
BIB 313	Tabernacle
BIB 323	Synoptic Gospels
BIB 333/343	Pauline Epistles I or II
3 hours	Biblical / Theological Studies Elective

PROFESSIONAL STUDIES 24 hours

MIN 203	Homiletics
MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 413	Comparative Religions
MIN 423	Pastoral Ministry
MIN 433	Christian Ethics
3 hours	Professional Studies Elective

Degree Requirements

Bachelor of Arts in Education

Specific Program Objectives

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Education will be able to do the following:

1. Verbalize a biblically sound philosophy of Christian education and discourse the philosophical, social, and historical foundations of education.
2. Describe the relationship between human development, behavior adjustment, the learning process, and individual differences.
3. Demonstrate the use of a variety of instructional methods and evaluation and assessment procedures.
4. Be skilled in the use of classroom management principles.
5. Identify and apply the Oklahoma's General Competencies for Licensure and Certification and incorporate into lesson plans the Priority Academic Student Skills (PASS) of the Oklahoma State Department of Education and the national teaching standards.
6. Exhibit mastery and teaching ability in the subjects of math, reading, language arts, science, history, art, music, physical education, health, computers, and Bible in a Christian classroom.

BIBLICAL / THEOLOGICAL STUDIES 30 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology I
BIB 233	Basic Theology II
PED 203	Introduction to Christian Education
6 hours	Biblical / Theological Studies Electives

PROFESSIONAL STUDIES 60 hours

PED 211	Elementary Education Practicum
PED 213	Child & Adolescent Development
PED 223	Teaching Exceptional Learners
PED 233	Meth./Mat. of Teaching Math
PED 243	Meth./Mat. of Teaching Reading
PED 253	Computers in the Classroom
PED 292	Portfolio Creation
PED 313	Meth./Mat. of Teaching Language Arts
PED 323	Meth./Mat. of Teaching Science
PED 333	Meth./Mat. of Teaching History
PED 343	Meth./Mat. of Teaching Art & Music
PED 353	Meth./Mat. of Teaching Health and PE
PED 363	Meth./Mat. of Teaching Bible
PED 410	Teaching Internship (10 hours)
PED 422	Tests & Measurements
PED 432	Classroom Management

PED 441	Portfolio Completion
PED 443	Storytelling & Children's Literature
PED 463	Diagnostic Reading Instruction
3 hours	Professional Studies Elective

GENERAL STUDIES 39 hours

ENG 113	English Composition I
ENG 123	English Composition II
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 313	Global Society
History Requirement 6 hours (choose two)	
HIS 133	World History
HIS 143	Contemporary History
HIS 333	Introduction to Geography
Math Requirement 3 hours (choose one)	
MAT 213	Trigonometry / Pre-calculus
MAT 223	College Algebra
MAT 233	College Geometry
Missions Focus 3 hours (choose one)	
MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
Science Requirement 6 hours (choose two)	
SCI 223	Earth Science
SCI 243	General Chemistry I
SCI 263	General Biology I

Course Descriptions

Biblical / Theological Studies

BIB 103 Christian Character Development

A study of the basic Christian character : humility, selflessness, forgiveness, moral purity, clear conscience, seeking God, sensitivity to God, and living for God.

BIB 113 Biblical Principles of Intercession

An in-depth Biblical study of the principles of intercession based on the book *Rees Howells, Intercessor*. Emphasizes principles of faith, obedience, and possession by the Holy Spirit.

BIB 123 New Testament Survey

A study of the books of the New Testament with respect to title, author, date, background, key words, key verses, purpose, message, outline, summary, application.

BIB 133 Old Testament Survey

A study of the books of the Old Testament with respect to title, author, date, key words and verses, purpose, message, outline, summary, and the way each book points to Jesus Christ.

BIB 213 Old Testament Prophets

An examination of how the prophetic tradition of Israel developed and how it continues to operate in the New Testament church. This course includes a study of the Major Prophets: Isaiah, Jeremiah, Ezekiel, and Daniel.

BIB 223 Basic Theology I

General survey of doctrines of the Bible, Christ, the goodness and greatness of God, Holy Spirit, man, and sin.

BIB 233 Basic Theology II

A continuation of Basic Theology I with an emphasis on the doctrines of salvation, end-times, demons and angels, and the church.

BIB 303 Biblical Basis of Church Leadership

An intense study and practical expression of the working of the five-fold ministry within the church today.

BIB 313 Tabernacle

A study of the Tabernacles of Moses and David and the Temple of Solomon with respect to the way in which they provide a pattern for modern Christianity.

BIB 323 Synoptic Gospels

A collective study of the synoptic gospels including an examination of how they structurally relate to the New Testament as a whole and their interrelation to each other. *Pre-requisite: BIB 133.*

BIB 333 Pauline Epistles I

A review of Paul's life, travel, and teachings, and a study of his earlier epistles: 1 & 2 Thessalonians, 1 & 2 Corinthians, Galatians, and Romans. *Pre-req: BIB 133.*

BIB 343 Pauline Epistles II

A study of the prison and pastoral epistles of Paul. *Pre-requisite: BIB 133.*

BIB 353 Christology

A study of the person of Jesus Christ with an emphasis on incarnational aspects and various Christian and non-Christian responses to the orthodox position developed by the Caledonian Council concerning the deity and humanity of Jesus. The student will develop his answer to the questions "Who do men say that Jesus is?" and "Who do **you** say that Jesus is?" *Pre-requisite: BIB 223.*

BIB 363 Creation Theology

A study and contrast of the foundation for creationism and theology with respect to scripture, science, and society. Current issues that are related to these beliefs are explored. The student will develop a foundation for his belief in this area.

Course Descriptions

BIB 383 **Psalms**

A study of the book of Psalms with an emphasis on its historical backgrounds and relation to present day worship.

BIB 40X **Special Studies - Bible**

Specialized program of research and development of knowledge and skills in the area of biblical studies.

BIB 433 **General Epistles**

A detailed study of the Jewish background to Hebrews accompanied by an analysis of the writings of James, Peter, and John as seen in light of their original historical setting and their relevance for today.

General Studies

ENG 113 **English Composition I**

A review and practice of the academic writing process including grammar rules.

ENG 123 **English Composition II**

An expanded study and practice of clear, correct, and effective academic writing with limited grammar review.

GEN 113 **Fundamentals of Speech**

An introduction to the basic principles and techniques of public speaking and practice in presenting various forms of public speaking using those elements.

GEN 213 **Sociology**

A general study of social interactions and the products of social interactions, such as cultures, socializing, and the major institutions of society with respect to societies throughout the world. Includes practical application of sociological situations in development of critical thinking skills.

HIS 113 **U.S. History**

A survey of American culture, politics, and government.

HIS 123 **U.S. Government**

An introduction to the development of the government of the United States with a focus on its structure, function, power, and philosophy.

HIS 133 **World History**

The development of civilization from the writings of the ancients to 1500 AD. From a Christian perspective, this course encompasses political, cultural, literary, and religious influences on that development.

HIS 143 **Contemporary History**

Covers the period from 1500 AD to the present, surveying events that shaped the development of modern nations, including those of Africa and Asia.

HIS 313 **Global Society**

A historical review of global perspectives and problems as well as various solutions to these problems.

HIS 333 **Introduction to Geography**

A survey of world regions, emphasizing their cultural aspects and physical features.

MAT 213 **Trigonometry / Pre-calculus**

A study of trigonometric functions and their graphs, fundamental identities, logarithms with applications.

MAT 223 **College Algebra**

Equations, inequalities, polynomial functions, rational functions, graphs, determinants, series, sequences and probability.

MAT 233 **College Geometry**

A study of advanced Euclidean Geometry concerning circles, polygons, triangles, congruence, loci, constructions, and similarity. *Pre-requisite: MAT 213.*

Course Descriptions

MAT 353..... Probability and Statistics

A study of the theory of probability using the language and notations of sets including the Cartesian product sets, the basis of calculus of probability for experiments with finite sample space, permutation, combination and the binomial theorem. *Pre-requisite: MAT 223.*

SCI 223 Earth Science

A general introduction to geology, oceanography, and meteorology. An understanding of heat and pressure dynamics is helpful. Includes laboratory and field work.

SCI 243 General Chemistry I

An introduction to the non-quantitative aspects of the concepts of matter, stoichiometry, chemical bonding, electronic configurations, periodic trends, solution properties, chemical problem solving, and properties of gases. Naming of inorganic ions, covalent molecules, and dimensional analysis is also covered.

SCI 263 General Biology I

A study of scientific method, levels of organization, the cell, photosynthesis, respiration and genetics. Concentration is on vascular and non-vascular plants, as well as algae, bacteria, and viruses.

Professional Studies—Business

BUS 213..... Accounting Concepts for Managers (also BUS 533)

This course provides an overview of accounting from the perspective of a non-accounting manager. It helps to develop the tools to understand the essentials of how finance functions within an organization. This includes internal controls, the function of accounting, historical accounting data and financial planning.

BUS 233..... Microeconomics (also BUS 523)

Introduction to the microeconomics theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

BUS 243..... Organizational Behavior (also BUS 603)

Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

BUS 313..... Management Principles (also BUS 503)

A study of the five parts of managing organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

BUS 333..... Entrepreneurship & Small Business (also BUS 633)

Creativity, opportunity, leadership, excellence and profit combined into an entrepreneurial approach to achieve the mission in small businesses.

BUS 343..... Financial Management (also BUS 643)

The financial principles and accepted practices which need to be mastered by all managers including banking, money, credit, financial instruments, investments, financial planning, internal and external auditing, profit, stocks, bonds and other financial forms will be examined.

Course Descriptions

Professional Studies—Ministry

MIN 203..... Homiletics and Preaching Lab

A study and practicum of preaching with an emphasis on personal preparation, structure of the message, text selection, and delivery of the message.

MIN 213..... Evangelism

A study of the biblical basis of local church evangelism and personal evangelism.

MIN 223..... Models of Cell Ministry

A study of how cell methods and small group principles of ministry are used to build healthy discipleship and evangelism in the local church.

MIN 231..... Biblical and Theological Research Methods

Basic techniques in the use of resources to develop a thesis and carry out biblical research. Prepares the ministry student for doing the senior paper.

MIN 243..... Youth Ministry

A consideration of the principles, methods, and materials in youth work that develop effective Christian leadership in this ministry of the church. Vision, balanced programs, and the cultural and spiritual needs of youth today will be examined.

MIN 253..... Church History I

Studies the state religions of Europe, political events that led to the Reformation, and the key people involved.

MIN 263..... Church History II

Covers the period of church history from the Reformation to the present, noting the state religions of Europe, political events, and key personalities leading up to the 21st century.

MIN 303..... Introduction to Modern Missions

A study of the theology and strategy of missions, as well as the spiritual and practical preparation of the missionary for cross-cultural work as part of a world ministry team. An understanding of world history from 70 AD to the present provides a helpful background to this course.

MIN 313..... Church Planting

A study of various principles and methods used in church planting.

MIN 343..... Principles of Biblical Counseling

A study designed to show how God's Word can be effectively used in crisis and vocational counseling.

MIN 353..... Awakenings and Revivals

A historical approach to the spiritual awakenings and revivals that have occurred around the world.

MIN 40X Special Studies - Church Ministry

Specialized program of research and development of knowledge and skills in the area of church ministry.

MIN 413..... Comparative Religions

A comprehensive study of Christianity and a comparative analysis of various world religions and cults.

MIN 423..... Pastoral Ministry

A study of the life and service associated with the pastoral office gift, leadership principles, and pastoral duties.

MIN 433..... Christian Ethics

A study of biblical ethics with special emphasis on the ethics of Jesus and Paul. Modern ethical issues will be addressed from this biblical perspective.

MIN 443..... Church Administration

Provides a foundation for all aspects of administration of a church. Topics include time management, com-

Course Descriptions

munications, personnel management, and project management. The unique aspects of administration in foreign countries will be addressed.

MIN 453..... **Senior Paper**

Designed research and writing project for seniors studying under the personal guidance of an instructor with specialized research in biblical literature or church ministry. An oral defense of the paper will follow its submission. *Pre-requisite: MIN 231.*

MIN 463..... **Apologetics**

A study of theology devoted to the defense of the divine origin and authority of Christianity. *Pre-requisite: BIB 223.*

MIN 473..... **Senior Practicum**

Four-year ministry students fulfill a practicum in a particular field of call. Ministry students submit a project proposal that will be agreed upon by a faculty committee.

Professional Studies—Professional Education

PED 203..... **Introduction to Christian Education**

An overview of the philosophies of education and the distinctiveness of true Christian teaching that results in life-change. Foundations are laid, patterns are presented, varieties of teaching are revealed, and crucial roles in Christian teaching are exposed. Students will develop a personal philosophy of Christian education. This course is considered a Bible requirement for education majors because of its Biblical nature.

PED 211..... **Education Practicum**

Forty-five hours of working in a Christian school, assuming responsibilities in teaching and projects.

PED 213..... **Child & Adolescent Development**

A study of the physical, emotional, social, mental, and spiritual development of a child through adolescence. Character development is stressed.

PED 223..... **Teaching Exceptional Learners**

An overview of the learning characteristics, needs, and problems of the exceptional learner in school; implications of the learning, environmental, and cultural characteristics; strategies for accommodating the exceptional learner in the classroom.

PED 233..... **Methods and Materials for Teaching Math**

Explains methods and materials needed to teach math.

PED 243..... **Methods and Materials for Teaching Reading**

Presents skills needed to teach foundational phonics and reading skills.

PED 253..... **Computers in the Classroom**

Examines the technological transformation of the classroom and presents techniques for teaching, available software and hardware, and classroom use through hands-on training.

PED 292..... **Portfolio Creation**

Each student will compile a portfolio indicating mastery of educational competencies and objectives. This course introduces educational objectives and competencies, details portfolio specifications, and requires students to build the framework of their portfolios for later completion. *Pre-requisite: Sophomore status*

PED 313..... **Methods and Materials for Teaching Language Arts**

Presentation of skills needed to teach spelling, penmanship, and grammar skills. This course also emphasizes teaching the eight parts of speech, capitalization, punctuation, word usage, dictionary skills, reports, and letter writing.

PED 323..... **Methods and Materials for Teaching Science**

Presentation of objectives and materials for teaching science.

Course Descriptions

PED 333 **Methods and Materials for Teaching History**

Explains methods and materials needed to teach history and social studies.

PED 343 **Methods and Materials for Teaching Art and Music**

Theories, procedures, and basic materials needed to teach art and music.

PED 353 **Methods and Materials for Teaching Health & Physical Education**

Stresses the value of physical activity, fitness, health, safety, and nutrition.

PED 363 **Methods and Materials for Teaching Bible**

Presents ways of teaching Bible stories and use of teaching aids. Emphasis on practical helps, music, memory work, puppets, and drama. Practical experience is part of the course.

PED 40X **Special Studies - Education**

Specialized program of research and development of knowledge and skills in the area of education.

PED 410 **Teaching Internship**

Directed experience in teaching in a classroom. Ten hours credit.

PED 422 **Tests and Measurements**

Acquaints students with the administration and interpretation of assessment techniques.

PED 423 **Bulletin Boards**

A study of the importance and use of bulletin boards. Construction required.

PED 432 **Classroom Management**

Deals with behavioral strategies, time management, organization of materials, and parent and community relations.

PED 433 **Tutoring Children**

Gives twenty-five hours of experience tutoring in math or reading.

PED 441 **Portfolio Completion**

The completion of a student's educational portfolio and its review by a faculty committee.

PED 443 **Storytelling and Children's Literature**

A study of appropriate literature, techniques, and activities for presentation. Includes ten hours of service as an aide.

PED 463 **Diagnostic Reading Instruction**

Diagnostic Reading establishes the theoretical and practical steps of assessment and synthesis required to achieve effective reading instruction for a class and for individual students.

Faculty Roster

Faculty Members

Chris D. Belyeu (2000) Music

M.A. (Education) Oral Roberts University
B.A. (Education - Secondary Music) Family of Faith College

David Helseth (1992) Theology, Ministry, Science, Education

Ed.D. (Post-Sec. Christian School Admin.) Oral Roberts Univ., projected completion 2010
M.S. (Curriculum & Instruction - Sec. Science Education) Oklahoma State University
M.A. (Biblical Studies) American Bible College & Seminary
B.S. (Microbiology) Colorado State University

Paul Hollifield (2009) Music Ministry

M.A. (Church Music) Lee University
B.A. (Church Music) Lee College

Samuel Matthews (1992) Ministry, Bible

D.Min. Southwestern Baptist Theological Seminary
M.Div. Southwestern Baptist Theological Seminary
B.A. (Bible) Oklahoma Baptist University

Yasha Matthews (2007) Management

M.B.A. Oklahoma Christian University
B.A. (Secondary Education—Music) Family of Faith College

Deborah Mohabir (1998) Science, Education

M.S. (Biomedical Sciences) Manchester Metropolitan University (United Kingdom)
M.Ed. East Central State University
B.S. (Biomedical Sciences) University of Wolverhampton (United Kingdom)

Elaine Phillips (1995) Ministry

M.A. (Christian Education) Oral Roberts University
B.A. (Christian Education) Southwestern University

John Phillips (1995) Bible, Christian Ethics, History

M.Phil. (Divinity) University of Aberdeen (United Kingdom)
M.A. (Biblical Literature) Oral Roberts University
Graduate courses in History, Oklahoma State University
B.A. (New Testament) Oral Roberts University

Becky Prasad (2009) Church History, Missions, Theology

M.Div. Asbury Theological Seminary
B.S. (Biology) University of Toronto

Faculty Roster and Instructors

Faculty Members (continued)

Lauren Sadberry (2008) Education

M.A. (Education) Southern Nazarene University

B.A. (Elementary Education) Family of Faith College

Amy Shaw (2009)

M.S. (Management) Southern Nazarene University

B.A. (Education) Family of Faith College

R. David Walcott (1999) Mathematics, Physics, Microcomputers

M.S. (Physics) University of Oklahoma

B.S. (Physics) Polytechnic University, Brooklyn, NY

Amy Winter (2007) Ministry

M.A. (Counseling) Southern Nazarene University

B.A. (Church Ministry) Family of Faith College

Jennifer Winter (2009) Speech

M.A. (Christian Education) American Bible College and Seminary

B.A. (Music Therapy) Colorado State University

Instructors

Robby Dragman (2006) Ministry

M.A. (Ministry) Southwestern Christian University (in progress)

B.A. (Church Ministry) Family of Faith College

Atoya McDonald (1996) Educational Methods

B.S. (Education) Southwestern Oklahoma State University

Meghan Nelson (2011) English

B.A. (Education) Family of Faith College

Dae Sadberry (2008) Education Portfolio

B.A. (Education) Family of Faith College

Trustees, Administration, and Staff

Board of Trustees

Gary Alverson	Shawnee, OK
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Jim Willis	Shawnee, OK
Peter Worby	Regina, SK, Canada

Administrative Cabinet

College President	Samuel Matthews
Vice-President of Academic Affairs	Elaine Phillips
Vice-President of Operations	Vaughn Newman
Vice-President of Student Affairs	Rhonda Gaines
Director of Spiritual Life	Daniel Matthews

College Staff

Administrative Assistant	Maria Haeflinger
Bookkeeper	Ramona Janeway
Director of International Studies	David Walcott
Financial Aid Director	Rhonda Gaines
Librarian	Linda Stewart

Index

Academic Calendar	ii	Dormitories	8
Academic Objectives	2	Drug-Free Campus Policy	23
Academic Probation/Suspension	25	Examinations	21
Accreditation	3	Expulsion	24
Add / Drop Deadline	ii	Facilities	8
Administration & Governance	3, 39	Faculty Roster	37-38
Administrative Cabinet	39	Fees	19
Admission Requirements		Financial Aid	9, 20
General Requirements	13	Financial Suspension	25
International Students	13	Governance and Description	3, 39
Online Students	14	Grading System and Policies	21
Part-Time Students	14	Graduate Employment	8
Transfer Students	14	Graduation and Retention Rates	26
U.S. Students	13	Graduation Requirements	26
Alcohol/Drug-Free Campus Policy	23	Grievances, Appeals	25
Application Deadlines	ii, 13	Honors, Graduation	26
Application Fee	19	Incomplete Courses	22
Attendance	21	Independent Study	22
Audit of Courses	15	Institutional Goals	2
Behavior and Character Requirements	5	Instructors	38
Behavioral Probation, Suspension, Expulsion	35	International Students	9, 14
Books	8	Late Assignment Policy	22
Cancellation of Courses	17	Library	9
Catalog Requirements	15	Mission Statement	1
Certificate Requirements, Church Ministry	29	Mission Trips	12
Christian Service Program	12	Morning Prayer	12
Class Standing	21	Online Courses	18
College Covenant	5	Outstanding Accounts	19
Comprehensive Objectives	2	Part-Time Students	13
Computer Availability	8	Philosophy of Education	2
Confidentiality/Access to Student Records	10	Placement Services	9
Copy Machine	8	Probation	24-25
Course Cancellation	17	Refund Policy	20
Course Descriptions		Refund Policy, Online	18
Bible & Theology	31	Registration and Scheduling	15
Business	33	Retention and Graduation Rates	26
English	32	Staff Members	37-39
General Studies	32	Statement of Faith	3
History	32	Student Activities	10
Mathematics	32	Student Records	10
Ministry	34	Student Services	8-10
Professional Education	35	Students with Disabilities	10
Science	33	Suspension	24-25
Course Load	13	Table of Contents	i
Course Numbers	15	Transcripts of Records	11
Credit by Demonstrated Competency	16	Transfer from Certificate to Degree	17
Credit by Examination	16	Transfer of Credit	17
Degree Requirements		Transfer Students, Admissions	13
Church Ministry	28	Trustees, Board of	39
Church Ministry - Business Emphasis	28	Tuition	19
Education	30	Withdrawal	17
Description and Governance	3		