

# **BETHEL BIBLE COLLEGE OF THE CARIBBEAN - JAMAICA CATALOGUE 2016 - 2020**

*Make Every Effort to Present Yourself Approved to God.*

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The Catalogue contains information regarding governance, admissions, fees, and policies and procedures pertaining to the programmes of study that are offered at Bethel Bible College of the Caribbean – Jamaica. The College reserves the right to modify, revoke, or add policies or procedures at anytime

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| <p>Bethel Bible College of the Caribbean – Jamaica is sponsored by the New Testament Church of God in Jamaica and Grand Cayman, with headquarters at 8 Fairway Avenue, Kingston 5, Jamaica, and international headquarters in Cleveland, Tennessee, U.S.A.</p> |
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## **SECTION      GENERAL INFORMATION**

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AFFILIATION  
ACCREDITATION  
MEMBERSHIPS

### **HISTORICAL ABSTRACT AND LOCATION**

The first educational endeavour of the New Testament Church of God in Jamaica was the founding of three (3) grammar schools for underprivileged children by Rev. F. I. Thibodeau, a Canadian visitor to the island in 1943. In 1944, one (1) of these schools developed into a Bible Training School under the direction of Thibodeau's successor, David L. Lemons. The school was called the Evangelical Institute, located at Stony Hill. In 1953 the property at Stony Hill was sold under the name of Jamaica School of Theology. The school was then held in temporary quarters. After a while the School relocated to Water Lane in Montego Bay, St James. In 1956 it was again relocated, this time to Windsor Castle in St. Mary, and was renamed Bethel Bible College (BBC). In 1984 the leadership of the New Testament Church of God in Jamaica took the decision to relocate the College to a more central and accessible location, so that it would be better able to serve churches and the Jamaican community in general, hence the present site at 7 Patrick Road, Mandeville.

In 2012, the Caribbean Field Director and the Caribbean Board made the decision that all the theological institutions within the region be integrated. Consequently, all the schools in the English-speaking Caribbean will have the name Bethel Bible College of the Caribbean; each school will add the name of its country in its appellation. As such, the local institution is now named Bethel Bible College of the Caribbean – Jamaica.

Today, Bethel Bible College of the Caribbean – Jamaica lies approximately one and a half (1½) miles north of the Mandeville town centre. It sits on three acres of land that is set for growth and development. The future beckons for this noble institution.

## STATEMENT OF FAITH

We believe:

1. In the verbal inspiration of the Bible
2. In one God eternally existing in three persons: namely, the Father, the Son and Holy Ghost.
3. That Jesus Christ is the only begotten Son the Father, conceived of the Holy Ghost and born of the Virgin Mary. That Jesus was crucified buried and raised from the dead. That He ascended to Heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. That justification, regeneration and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth through faith in the blood of Christ, through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Spirit.
10. In water baptism by immersion, and that all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine healing is provided for all in the atonement.
12. In the Lord's Supper and washing of the saint's feet.
13. In the pre-millennial second coming of Jesus Christ. First, to resurrect the righteous and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous and eternal punishment for the wicked.

## **MISSION**

The mission of Bethel Bible College is to advance the Kingdom of God by producing spiritually equipped, socially aware, morally sound and servant-oriented individuals who will contribute to the transformation of the church and the world.

## **VISION**

We are a growing Pentecostal institution providing training in theology and Christian ministry that produces balanced and holistic individuals impacting the church and the nations.

## **PHILOSOPHY**

Bethel Bible College embraces the view that theological education should be biblical, evangelical, Pentecostal, practical, and wholistic. It must be both contextually relevant and globally sensitive. The educational context should be viewed as a learning community in which both learners and instructors are on a journey of reflection, exploration, learning, and transformation.

## **CORE VALUES**

Bethel Bible College is a Holiness Pentecostal College serving the global mission of the Church of God within the context of its strategic location in the Caribbean. Outlined below are the Institution's core values:

1. A Pentecostal biblically based theology.
2. An ethos that supports a dual emphasis on academic and spiritual formation thus uniting scholarship and holiness for everyone in the learning community.
3. A community that promotes reflection and scholarly, practical writing.
4. A curriculum that allows space for critical reflection with opportunities for the integration of academic and field based experiences.
5. A curriculum that reflects the local church ministry ideals while seeking to influence its practices.
6. A student and community friendly atmosphere that uses technology to enhance efficiency and effectiveness.
7. An emphasis on leadership development.

8. Faculty who lead in exemplifying a commitment to scholarship and holiness.
9. Faculty who take time to mentor students and are accessible.
10. Faculty and students who are learners as well as teachers.
11. The practice of wise stewardship of financial resources in fulfilling its mission.
12. Flexibility within the College's mission to address different learning circumstances.
13. Knowledge of how to adapt well to change in a post modern era.

## **INSTITUTIONAL GOALS**

Bethel Bible College offers sound theological and ministry training relevant to the needs of church and society. The College's goals are to develop and produce students who are:

1. Spiritually mature, biblically and theologically grounded leaders who are able to impact society through their witness.
2. Critical thinkers with a sound academic base who understand and can respond to the philosophical challenges of this age.
3. Committed to the highest level of integrity and who are prepared to resist and challenge the immoral influences of this age.
4. Equipped with the requisite ministry tools to respond to the complex ministry demands that will confront them in the church and society.
5. Excellent communicators who are prepared to teach and proclaim the Gospel of Jesus Christ in every context.
6. Empowered by the Holy Spirit to live Christ-like lives and to serve the world in a Christ-like manner.
7. Committed to life-long learning thus remaining relevant and ready to respond to the emerging challenges and opportunities of life and ministry.
8. Emotionally intelligent and caring leaders with the ability to maintain strong healthy relationships and who are competent problem solvers.



9. Passionate for community and national development and are willing to contribute selflessly in keeping with the values and dictates of the Kingdom of God.
10. Global thinkers, who can prepare those they lead to recognize, interpret and respond to global trends that challenge their faith and threaten their existence.

## **INSTITUTIONAL OBJECTIVES**

1. Strengthen faculty, expand academic resources, and broaden the College's academic offerings, including the introduction of new programmes and the strengthening of existing ones.
2. Encourage and sustain deeper spirituality and ministry preparedness driven by biblical values and a Pentecostal theology.
3. Strengthen College's public relations efforts and deepen its community outreach.
4. Improve administrative and financial management to achieve greater efficiency, financial accountability and more effective use of resources.
5. Create a more student friendly environment where the academic, social, emotional, physical and spiritual needs of students are met.
6. Strengthen partnership with related Colleges and organizations that will benefit Bethel and its students.
7. Acquire and maintain necessary equipment to add quality to the teaching learning environment and improve and expand facilities to satisfy growing needs.
8. Increase opportunities for laity and clergy to be trained and better equipped for ministry and missions.

## **AFFILIATION**

The College may be described as a denominational under-graduate school that exists to prepare persons for Christian ministry in the Holiness-Pentecostal context. The College is a non-profit religious institution and organization established and controlled by the New Testament Church of God in Jamaica and Grand Cayman with headquarters at 8 Fairway Avenue, Kingston 5, and international headquarters in Cleveland, Tennessee, USA.

## **ACCREDITATION**

Bethel Bible College is registered with the University Council of Jamaica (UCJ). Its Bachelor of Theology and Diploma in Theology programmes have been nationally accredited by the UCJ since July 2006. This national accreditation has afforded the College's programmes national, regional and international recognition.

Denominationally, Bethel has a Level 3 certification from the Church of God Education Department in Cleveland, Tennessee, USA. This makes its programmes acceptable and portable within the Church of God denomination worldwide.

## **MEMBERSHIPS**

BBC is a member of the following organizations:

- Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE)
- Caribbean Evangelical Theological Association (CETA)
- College Libraries Information Network (COLINET)
- Joint Committee for Tertiary Education (JCTE)

## SECTION II

## COLLEGE PERSONNEL

BOARD OF GOVERNORS  
ADMINISTRATION  
EXTENSION SCHOOL COORDINATORS  
MAIN CAMPUS FACULTY  
EXTENSION FACULTY

### BOARD OF GOVERNORS

Bethel Bible College operates under a Board of Governors. The statements below describe the appointment of the Board of Governors.

The Board is appointed by the National Executive Council on a two-year basis. Members appointed are eligible for re-appointment after two (2) years. The Administrative Bishop serves as Chairman.

#### Board Members:

|                                     |                                    |
|-------------------------------------|------------------------------------|
| <i>Chairman</i>                     | - Rev. Dr. Wellesley A. Blair      |
| <i>President</i>                    | - Rev. Dr. Donald Roberts          |
| <i>Alumni Association President</i> | - Rev. Eitel Morris                |
| <i>NEC Liaison</i>                  | - Rev. James Small                 |
| <i><b>Education Consultant</b></i>  | - <b>Elaine Foster-Allen</b>       |
| <i>Legal Representative</i>         | - Mrs. Veronica Mowatt             |
| <i>Engineer</i>                     | - Mr. Clive Wint                   |
| <i>Law Enforcement Officer</i>      | - Miss Jevane Bent                 |
| <i>Businesswoman</i>                | - Mrs. Victorine McDaniel-Peterkin |
| <i>Businessman</i>                  | - Mr. Horace Fisher                |
| <i>Student Council Rep.</i>         | - Mr. Dermaine Rose                |
| <i>Minister of Religion</i>         | - Rev. Lenox Walker                |

## **ADMINISTRATION**

### **OFFICE OF THE PRESIDENT**

|                                      |   |                         |
|--------------------------------------|---|-------------------------|
| President                            | - | Rev. Dr. Donald Roberts |
| Executive Assistant to the President | - | TBD                     |
| Receptionist                         | - | TBD                     |

### **ACADEMIC AFFAIRS**

|                                      |   |                       |
|--------------------------------------|---|-----------------------|
| Academic Dean                        | - | Dr. Earlmont Williams |
| Administrative Assistant to the Dean | - | Mrs. Davine Young     |

### **ADMISSIONS AND SPECIAL PROJECTS**

|                        |   |     |
|------------------------|---|-----|
| Director of Admissions | - | TBD |
|------------------------|---|-----|

### **STUDENT AFFAIRS**

|                             |   |                    |
|-----------------------------|---|--------------------|
| Director of Student Affairs | - | Rev. L. Joy Skeene |
|-----------------------------|---|--------------------|

### **BUSINESS DEPARTMENT**

|                  |   |                      |
|------------------|---|----------------------|
| Business Manager | - | Mrs. Neveene O'Brien |
|------------------|---|----------------------|

### **LIBRARY**

|           |   |                    |
|-----------|---|--------------------|
| Librarian | - | Mrs. Carlene Marsh |
|-----------|---|--------------------|

### **STUDENT COUNCIL**

|                                |   |                   |
|--------------------------------|---|-------------------|
| President                      | - | Mr. Dermaine Rose |
| 1 <sup>st</sup> Vice President | - |                   |
| Secretary                      | - |                   |
| Secretary/Treasurer            | - |                   |
| PRO                            | - |                   |

### **EXTENSION COORDINATORS**

|               |   |                      |
|---------------|---|----------------------|
| Portland      | - | Rev. Glendon Young   |
| Kingston      | - | Rev. Nigel Martin    |
| Lucea         | - | Ms. Shermaine Lloyd  |
| Montego Bay   | - | Ms. Kenesha Robinson |
| St. Ann's Bay | - | Mrs. Carla White     |

## MAIN CAMPUS FACULTY

### Full-time Faculty

- Rev. Dr. Donald Roberts  
D.Min., Pentecostal Theological Seminary  
M.A., Caribbean Graduate School of Theology  
B.A., Jamaica Theological Seminary
- Rev. Dr. Earlmont Williams  
D.Phil., Oxford Graduate School, Cleveland, TN  
M.Div., Caribbean Graduate School of Theology  
M.A., Caribbean Graduate School of Theology  
B.Th., Bethel Bible College
- Rev. L. Joy Skeene  
M.A., St. Stephen's College  
B.A., Jamaica Theological Seminary  
Dip.Teach., Shortwood Teacher's College

### Part-time Faculty

- Rev. Cornell Shaw  
M.A. (Cand.), Northern Caribbean University  
B.A., Jamaica Theological Seminary
- Rev. Oakley Greaves  
M. A., Luther Rice Seminary  
B. A., Luther Rice Seminary
- Rev. Kevin Page  
M. A., Caribbean Graduate School of Theology  
B. Th., Bethel Bible College
- Rev. Owayne Frater  
M.A., Caribbean Graduate School of Theology  
B.Th., Bethel Bible College
- Rev. Ajilon Ferdinand  
D.Min. (Cand.), Northeastern Seminary  
M.A., Caribbean Graduate School of Theology  
B.Th., Bethel Bible College
- Mrs. Andrea Roberts  
M.Sc., University of the West Indies

Post Grad. Dip. in Education, Mico University College  
B.Sc., University of the West Indies

- Mrs. Debbie Ann McLean-Bernard  
M.Sc., Northern Caribbean University  
B.A., Jamaica Theological Seminary  
Dip.Ed., The Mico University College
- Dr. Fay Williams  
Ph.D., Prairie View A&M University  
M.P.H., University of the West Indies  
B.Ed., University of Windsor  
B.Sc., Central Washington UNiversity
- Dr. Rose-Marie Wilson  
Ph.D., Chemistry, University of the West Indies  
M.Sc., University of Nottingham  
B.Sc., University of the West Indies  
Dip.Teach., Church Teacher's College
- Mrs. Shaw-Allen  
M.Sc., Northern Caribbean University  
B.A., University of Wisconsin- Whitewater  
Dip.G&C- Sam Sharpe Teachers' College

## **EXTENSION FACULTY**

### Kingston Faculty

- Rev. Nigel Martin
- Rev. Kevin Page
- Rev. Dwayne Gordon
- Rev. Owayne Frater
- Mrs. Verona Brown
- Rev. Dr. Roy Notice

### Portland Faculty

- Rev. Glendon Young
- Rev. Robert Phillips

Lucea Faculty

- Rev. Everton Robinson
- Rev. Dave Lewis
- Ms. Shermaine Lloyd

Montego Bay Faculty

- Rev. Clement Clarke
- Rev. Everton Robinson
- Rev. Neville Malcolm
- Mrs. Hyacinth Williams

St. Ann's Bay Faculty

- Rev. Mario Reid
- Rev. Lois Daley
- Rev. Kori Morris
- Mr. Salomon Smith





## **SECTION III**

## **STUDENT LIFE**

STUDENT ASSOCIATION  
STUDENT ACTIVITIES  
STUDENT ACCOMMODATION

**Rev. L., Joy Skeene, M.A., B.A., Dip. Teach.**  
**Director of Student Services**

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Student Services at Bethel Bible College of the Caribbean, Jamaica carries a broad range of integrated support programmes inclusive of Internship, the Students' Association and the Work Scholarship Programmes. All these services are carefully monitored to ensure that each student receives the optimum help and guidance that he/she needs. The student service department aims at creating a more student friendly environment where the academic, social, emotional, physical and spiritual needs of students are addressed. Students are at the centre of the mission of Bethel Bible College. Therefore, the College seeks to develop and equip students to offer effective service to the church and society.

Our programmes educate, guide, and provide access to resources that help students navigate their individual, academic, and spiritual pathways. All Student Services programmes strive to impart the essential values of critical thinking, respect, accountability, self-advocacy, goal setting and life skills development for meeting the holistic needs of students.

The College takes seriously its commitment to the students, both inside and outside the classroom. The Student Services Centre oversees/facilitates the following services and programmes:

1. Student counselling records
2. Student Work Program/Scholarship
3. Orientation
4. Counselling
5. Health
6. Placement and career guidance ( Internship and Practicum)
7. Library
8. Dining

9. Covenant Group Spiritual Formation,
10. Residential life
11. Recreational life
12. Spiritual life
13. Student Council
14. Campus Community Service
15. Discipline

## **STUDENT WORK PROGRAMME/ SCHOLARSHIP**

A limited number of scholarship and work-aid opportunities are available for qualified students. The scholarship opportunities are as follows:

1. Student Work Scholarship
2. President's Scholarship
3. Campus Community Service

The Student Work Scholarship provides assistance to students who are experiencing difficulty in paying their school fees. The student receiving the scholarship must have attended the College for at least one (1) year. The programme therefore provides employment for students who will be paid for work rendered, at a rate not less than the government of Jamaica's minimum wage standard. Students participating in the programme are not allowed to work in excess of twenty five (25) hours per week. To be eligible, applicants must meet the following criteria:

1. Have a GPA of at least 2.7
2. Complete a Work Scholarship application form
3. Be enrolled as a full-time resident student
4. Be willing to sign a "Terms of Agreement" contract.

Campus Community Service serves to subsidize the cost of the student's education. In agreeing to study at the College, the student indicates a willingness to participate actively in the overall maintenance of the campus. This includes the area of general upkeep of the College's grounds and buildings. Hired help is kept to a minimum to reduce overheads; therefore, students are given the opportunity to assist in carrying out daily cleaning duties, kitchen duties (when assigned) and other maintenance work two afternoons per week. This service is considered to be a significant contribution to the operation of the College, and results in approximately twenty-five

percent (25%) reduction in the fees charged. The general guidelines of Campus Community Service are outlined in the *Student Handbook*.

From time to time individuals, churches, and groups, offer to sponsor students, and some of our students have received significant assistance from these sources.

## **ORIENTATION**

One week is designated for orientation of new students. This includes a full day meeting with the administrative staff and faculty. There are special meetings in which students get an opportunity to interact with the leadership of the College. At these meetings, relevant and specific information pertaining to studying and living at Bethel is provided to the new students. The senior students also take the new students through a routine to familiarize them with the general operations of the College.

New students are normally guided and trained in the use of the library and in the development of effective study methods and skills via a course in Academic Writing. The librarian is usually an integral part of this course.

## **COUNSELLING SERVICES AND PSYCHOLOGICAL ASSESSMENT**

The College offers counselling services to its students. Full-time faculty members offer counselling, advice, support, and assistance to students who are in need. This is significant because all our full-time faculty members are pastors. In addition, senior students mentor junior students and offer counselling and guidance.

The goal of the counselling services is to see young men and women develop and celebrate wholeness in the six domains of life- spiritual, emotional, mental, physical, relational, and economical- as they themselves seek to bring wholeness to others.

### **Components of the Programme**

1. ***Enrichment*** This includes services which will enable the student who is already in a state of wellbeing to grow and improve the quality of his or her life.

## **2. *Prevention***

This includes services that anticipate the deterioration of students who are at risk of moving into a dysfunctional state of being. A key aspect of the prevention programme is the spiritual formation course.

## **3. *Treatment***

This has to do with interventions for dysfunctional students and includes offering services which will move these students to a state of well-being. A key aspect of the treatment programme is the individual session.

## **A Brief Structure of the Counselling Programme**

### ***Individual Counselling***

How students access the counselling service?

1. At the beginning of the school year each student is assessed. Students are recommended for counselling on the basis of the assessment results.
2. By Referral: Students may be referred to the services by any member of the staff or faculty. [A referral form must be filled out by the referee.]
3. Students who voluntarily seek help.

Effective September 2016, students will be required to undergo a thorough psychological assessment before the commencement of their Bethel journey. This assessment must be done by a qualified clinical psychologist or a psychiatrist. The results will be sent to the College for further action. The College is in the process of engaging a clinical psychologist.

## **HEALTH**

The Student Services Department of the College is committed to providing services that promote healthy lifestyles and cater to the physical wellbeing of all students. The health services respond to student accidents, infectious and non-infectious diseases and psychological disorders. Each student makes an annual non-refundable contribution to the program to cover any eventuality.

### **Specific Policies-Accidents**

#### **1. Minor Accidents**

Minor accidents must be treated using first aid methods. The dorm supervisors and select student council representatives (having knowledge of first aid) are the key personnel to be contacted in this regard.

## **2. Major Accidents**

For major accidents resulting in more severe injury, students must be taken immediately to the doctor or to a hospital for professional assistance.

## **3. Financial Aid**

The institution will assist in offsetting the medical expenses of students from health fees.

### **General Procedures Pertaining to Health Policy**

Whenever a student becomes ill to the point that he/she misses a class, such illness must be verified by the dorm supervisor or the Office of Student Services. The student fills out a form which is sent to the Student Services department. In this way the students will be duly granted academic considerations.

## **INTERNSHIP AND PRACTICUM**

The College also performs a vital service with ministry placement and follow-up. Most of Bethel's students are members of the New Testament Church of God and upon completion of their studies are recommended to the Administrative Bishop for placement in pastoral and/or other areas of Christian ministry. Prior to this recommendation, however, it is mandatory that all students complete one academic year of internship. This includes on site pastoral experience at a local church where they are being mentored by a senior pastor.

The essential purpose of the internship exercise is to give the student the opportunity to put into practice his/her theoretical understanding of ministry, garnered in his/her first three years of study, so that students can gain experience that will better equip him/her to take up the pastorate, after he completes his final year. The programme aims to produce ministers who have the capacity to participate in, and reflect theologically on ministry, in order to enhance their future involvement in the Christian service

Students pursuing the Minor in Guidance and Counselling may choose to complete their practicum at a school where they might eventually gain employment. They have other options in terms of completing other requirements elsewhere to meet the minimum standards of the Ministry of Education. Career guidance is provided throughout the tenure of each student.

## **LIBRARY SERVICES**

The James L. Gooden Library serves the purposes of study and research. The Library has computers which are used for typing and research. It also provides photocopying and printing services. To ensure that students receive the best usage of the library, the opening hours have been extended and there are additional workers. The other services provided by the Library are outlined in Criterion VI of this Self Study.

## **CAFETERIA**

The College provides three (3) meals per day for students, faculty, and staff members. If part-time, non-residential students, and visitors, wish to have meals on campus, this is made available at a subsidized cost. Subsidized meals are made possible by the monthly contributions, specific to this cause, from the various districts of churches in the New Testament Church of God. The campus cafeteria is located on the first floor of Building B (See respective Appendix for layout of campus).

## **COVENANT GROUP MEETING/SPIRITUAL FORMATION SESSIONS**

The Spiritual Formation/Covenant Group (Small Accountability Group) model serves as a means of helping students to become mature leaders and disciples of Jesus Christ as they seek to balance their educational experience with a personal devotion to the Lord Jesus Christ. For this purpose, the College provides an integrative spiritual experience throughout the students' journey in the area of Student Services. The covenant groups provide a vital support mechanism throughout the students' life in both academic and non-academic activities.

Covenant Group Meetings are held on specific days of the week that are set aside for that purpose. All first year students are required to participate. Covenant Groups are student-led discipleship groups that focus on shared formation for ministry. Each group is comprised of four to eight (4-8) students, a faculty advisor, and a student leader.

Groups strive to give tangible expression to the body of Christ as members share their journey in the Faith, build each other up in faith, and surrender to the lordship of Christ. The experience is designed to help students integrate ministerial formation with ongoing spiritual formation.

The goals set for students are as follows:

1. To develop an appreciation for the role of the Body of Christ (Community of Faith and Love) in spiritual and ministerial formation.
2. To understand the purpose and nature of spiritual disciplines through critical reflection on their practice.
3. To comparatively relate one's own spiritual journey with the testimonies of others and to interpret them against the background of the Biblical account of redemption.

## **STUDENTS' ASSOCIATION**

The Students' Association is governed by its constitution and guided by its mission statement and the Student Handbook. The Mission Statement, which concisely captures the ideals and guiding philosophy of the Association, reads as follows:

To provide a forum for the expression and the addressing of the interests, opinions and needs of all students of Bethel Bible College towards upward mobility and a holistic development of students while working harmoniously with administration being guided by sound spirituality and professionalism.

Membership becomes automatic upon enrollment and subsequent engagement in studies at Bethel Bible College. Membership therefore consists of all students who study at the institution.

## **STUDENT ACTIVITIES**

### *Chapel*

All students are required to attend Chapel services twice per week.

### *Bethel Day*

The entire Student Body spends one Sunday each month at a local church, and participates in the ministries of that church for the entire day

### *Prayer Groups*

Prayer is a vital aspect of the Christian life. Therefore, the association encourages students to be involved in prayer groups.

### *Mission Week*

In collaboration with the President's office, a week is designated for the purpose of sensitizing the students to the denomination's involvement in missions and to encourage their participation in this endeavour.

### *Pentecostal Heritage Day*

This takes place annually and provides the opportunity for the students to examine and reflect on the history of the Pentecostal Movement. An overview of the development of the denomination is also presented.

### *College Fun Day*

At the end of the first semester the Student Association, in collaboration with the College administration, hosts a fun day for the entire College family. This provides the opportunity for relaxation and social interaction among students and other members of the College community.

## **STUDENT ACCOMMODATION**

### *Housing*

The College provides dormitories for male and female students. Although the College admits married students, there is no on-campus provision to accommodate their spouses and children.

### *Cafeteria*

Three meals are provided daily for residential students.



## **SECTION IV                      FINANCIAL INFORMATION**

### **PAYMENTS FINANCIAL ASSISTANCE**

**Mrs. Neveene O'Brien, M.B.A., B.A.**  
**Business Manager**

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#### **PAYMENTS**

Students are not deemed fully registered until all financial obligations have been met, or arrangement made for payment. Failure to conform to this stipulation may result in the student not being able to sit final examinations. Candidates for graduation will not receive their certificates until all financial obligations have been settled.

#### **FINANCIAL ASSISTANCE**

A limited number of Scholarships and work-aid opportunities are available for students who are qualified. Among these are:

1. The Alumni Scholarship
2. The President's Scholarship
3. The Women's Ministry Scholarship
4. Work-Study Programme

The Work-Study Programme provides assistance to students who have demonstrated difficulties in paying their school fees. The student receiving the subsidy must have attended the College for at least one (1) year. The programme provides employment for students who will be paid for work rendered at a rate not less than the government of Jamaica's minimum wage standard. Students participating in the programme will not be allowed to work in excess of twenty-five (25) hours per week. To be considered for participation, the applicant must meet the following criteria:

1. Have a GPA of at least 2.7
2. Complete Work Study application form.
3. Be enrolled as a full-time resident student
4. Be willing to sign a Terms of Agreement contract



## **SECTION V**

## **ADMISSIONS**

GENERAL ADMISSIONS POLICY  
ADMISSION INTO BETHEL'S PROGRAMMES  
ADMISSIONS PROCEDURES  
OTHER ADMISSIONS PATHS

**TBD**

**Director of Admissions**

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### **GENERAL ADMISSIONS POLICY**

It is the policy of Bethel Bible College that all who are high school graduates, or the equivalent, and who can benefit from the programmes and services of the College, shall be eligible for admission. Others may also, under certain circumstances, be considered for admission. In order to accommodate the various interests and goals of persons requesting admission to the College, applicants, depending on their objectives and educational background, are admitted to the programmes and courses of the College in the following categories: degree, diploma, certificate, non-degree or special students.

Admission to Bethel Bible College is based on two (2) broad factors:

1. Soundness in doctrine and approved Christian character, which is demonstrated by Christian stability, cooperation, and zeal in practical Christian work.
2. Evidence of academic ability to do tertiary level studies. The academic evidence is based on completion of high school or its equivalent.

The College endeavours not to discriminate in its admissions policy on the following bases: race, gender, colour, nationality and ethnicity. Provisions are made for all students accepted at the College to enjoy all the rights, privileges, programmes and activities available to students.

### **ADMISSION INTO BETHEL'S PROGRAMMES**

#### **Bachelor of Theology**

1. Regular Admission
  - a. The minimum standard for entry into this programme is five (5) Caribbean Secondary Education Certificate (CSEC) subjects (General or Technical Proficiency level- grades 1 or 2, and grade 3 as of 1998) or their equivalent in

General Certificate of Education (GCE) with a minimum passing grade of C. **English Language is mandatory.** Students from the United States of America and other countries having similar education systems are accepted upon completion of high school. Academic documents from these countries are normally meticulously scrutinized for consistency with national and international standards.

2. Transfer from a recognised and accredited tertiary institution with at least sophomore standing and a minimum of 30 transferable semester credits.

3. Provisional Admission

High school seniors and other applicants awaiting external results may be given consideration until the results of the examinations are available.

However, students must fulfil the requirements of the acceptance letter within 6 months of application, or the student will be required to withdraw.

## **Diploma in Theology**

1. Regular Admission

The standard for entry into this programme is five (5) Caribbean Secondary Education Certificate (CSEC) subjects (General or Technical Proficiency level grades, 1 or 2, and grade 3 as of 1998) or their equivalent in General Certificate of Education (GCE) with a minimum of grade C. **English Language is mandatory.**

2. Provisional Admission

High school seniors and other applicants awaiting external results may be given consideration until the results of the examinations are available.

However, students must fulfil the requirements of the acceptance letter within 6 months of application, or the student will be required to withdraw.

## **Certificate in Christian Ministry**

The minimum standard for entry into this programme is secondary level education. Persons with certificates, diplomas and degrees are also admitted to pursue this highly practical programme.

## **ADMISSION PROCEDURES**

To be considered for admission the prospective students must submit the following documents:

1. A completed Admissions Application Form.
2. Four (4) passport size photographs
3. Application fee of \$1000.00, which is non-refundable.
4. Proof of applicant's academic achievement in high school or other post-secondary academic work.
5. Three letters of recommendation from his/her District Overseer/pastor, an employer, teacher or businessman. For foreign students of the New Testament Church of God, letters of approval from their Administrative Bishop and their pastors are required.
6. A recent medical report from a licensed medical doctor.
7. A two-page typewritten (or a four-page handwritten) autobiography describing the student's experience in accepting the call to ministry, and listing ministerial experience.
8. Completion of an entrance examination administered by the College.

### **Decision on Application**

After all the documents are received, the Admissions Committee (comprising the President, the Director of Admissions, the Academic Dean and the Director of Student Services) is mobilized to interview each applicant. The Committee analyzes all the above documents; it looks for commitment to Christ, church involvement, and leadership ability. After careful consideration, the Committee makes a decision concerning the applicant. The decision is then communicated to the applicant.

### **OTHER ADMISSIONS PATHS**

#### **Mature Entry Students**

The College accepts a minimal percentage of mature students who do not meet the academic requirements for entry. This option is offered especially to pastors who desire to sharpen their ministry skills or pursue a degree while continuing to serve in their particular field of ministry. Mature students are admitted on the basis of the following guidelines:

1. The applicant should be involved in pastoral or general ministry for at least five (5) years.

2. Preference will be given to the applicants who are thirty-five (35) years and over and have obtained ministerial credentials.
3. Once accepted, this student is placed on probation for a minimum period of one (1) year, during which he/she must successfully complete sixteen (16) hours of class work, maintaining a GPA of 2.5 or higher.
4. After this trial period, the student must apply to be accepted into the regular college program.

### **Transfer Students**

Students transferring from accredited colleges may be accepted, subject to meeting the matriculation standards. Credit will be given for those courses approved with a GPA of 3.0 and above in a system of 4.0 and that are in harmony with the programme of study of the College. Students may also obtain exemption from courses completed in other accredited tertiary institutions upon the submission of an official transcript from the particular institution. The total hours allowed is determined by an assessment that is usually done by the Academic Dean in conjunction with the Academic Council.

### **Advanced Standing/Placement**

The College allows for students to be granted advanced standing or placement in either of the two major programmes. Anyone who wishes to be granted advanced placement must have completed a certificate, diploma, associate degree or even another first degree at an approved and accredited institution.

### **Special Student**

This is the status of a person who is not necessarily interested in completing one of the prescribed courses of study. This person might be eligible for admission to a regular programme of study on the basis of his/her meeting the standards outlined above, but he/she is not interested in completing a programme of study.

## **SECTION VI**

## **ACADEMIC LIFE**

GENERAL INFORMATION  
ACADEMIC VISION MISSION AND OBJECTIVES  
ACADEMIC POLICIES AND REGULATIONS  
ACADEMIC PROGRESS POLICY  
GRADUATION REQUIREMENTS  
MAINTENANCE OF ACADEMIC RECORDS  
THE LIBRARY

**Earlmont Williams, D.Phil., M.Div. M.A., B.Th.**  
**Academic Dean**

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### **GENERAL INFORMATION**

This catalogue gives general information on the academic regulations and degree requirements. In enhancing and upgrading all areas of its academic life, Bethel Bible College reserves the right to change the rules regulating admission, instruction, graduation and any other activity affecting the student body, including prospective students and currently enrolled students.

### **ACADEMIC VISION, MISSION AND OBJECTIVES**

#### **The Academic Foundation: Core Commitments**

1. Realization of Academic Excellence
2. Fostering a Learner-centred Ethos
3. Accentuation of Networking and Creative Association with Local and International Partners
4. Elevation of Effective Programme Management and Development
5. Demonstration of Efficient Leadership, Management and Administration
6. Outworking of our Pentecostal Heritage
7. Development of Culture of Quality Assurance
8. Promotion of Institutional Research
9. Encouraging Faculty Development and Welfare
10. Emphasizing Academic Policy Formulation and Dissemination

- 11.Underscoring the Practical Application of Theory
- 12.Specializing in the Wholistic Formation of Learners

### **Academic Vision**

The Bethel Bible College's Academic Affairs Department will be outstanding in its efforts at developing and maintaining programmes that contribute to producing students who are authentic WITNESSES for Christ in that they will be **Wholistically** formed, **Intellectually** vibrant, **Theologically** competent, **Nationally** conscious, **Ecumenically** oriented, **Spiritually** grounded, **Socially** aware, **Emotionally** intelligent, **Solidly** moral.

### **Academic Mission**

Bethel Bible College's Academic Affairs Department exists to contribute to the realization of the College's mission to train Christian witnesses for the ministry and for other areas of community and national life on the basis of biblical, Pentecostal, contextual, and practical scholarship.

### **Academic Objectives**

1. Foster an academic department whose programmes promote wholistic formation for the contemporary ministry context.
2. Embrace the College's Pentecostal heritage in curriculum development and evaluation.
3. Facilitate a learner friendly atmosphere and a sense of student-centeredness.
4. Emphasize the development of faculty members in terms of promotion of and contribution to further education and training.
5. Promote rigorous research for the benefit of the church and the wider society.
6. Incorporate the use of technology in enhancing teaching and general learning management.
7. Work with community, district, national, and international partners in strengthening the department and the institution as a whole.
8. Demonstrate sensitivity to global trends and changes and flexibility to responding creatively and adequately in all areas of the department.



## **ACADEMIC POLICIES AND REGULATIONS**

### **The Academic Year**

BBC operates on a semester system rather than a quarter or term system. The academic year is divided into two (2) regular semesters with a summer session following the end of the second semester. Each semester is 16 weeks in length. The summer semester is usually divided into two (2) two (2)-week modules or three (3) two (2)-week modules.

Each class session lasts for 2  $\frac{3}{4}$  hours per week where regular 3-credit courses are concerned. This amounts to three (3) credits per session. The College schedules class sessions so that they equate to fifteen 2  $\frac{3}{4}$  hour sessions in each semester. External occurrences, such as natural disasters, and internal scheduling and other unforeseen issues might contribute to the varying of the regular schedule. Summer classes are held for at least four (4) hours per day for two (2) weeks to ensure that they meet the College's standards with respect to student and lecturer contact.

### **Academic Advising**

An academic advisor is assigned to each year group. The advisor is available for counsel in academic, vocational, and spiritual matters. The advisors are guided by the College's Academic Advising Handbook. This system of advising is under the guidance of the Academic Dean. However, each student is responsible for his/her own programme of study and for correct registration.

### **Programme Schedules**

The Academic Department of Bethel Bible College manages the programmes of the college via the use of programme schedules and course sequences to ensure that students take the requisite courses at the specified times. There are lower and upper level courses that must be taken at different times. The lower level courses must be taken before the upper level courses, although an advisor might allow a student to take an upper level course before the student is scheduled to take it. Pre-requisites must be done before advanced courses. The schedules should help the academic advisors to properly guide students in the registration process.

As a matter of policy, students must take courses that are scheduled for their year group, unless otherwise stipulated by the Academic Office. Changes to this policy would be reflected on the official timetable and would be made after due consideration is given to the potential impact on the respective year group or student.

## **Course Load**

The normal course load for a full-time student is fifteen to nineteen (15-19) credit hours per semester. Any student needing to do more than the maximum of nineteen (19) credit hours must have a 3.0 grade point average (G.P.A.) and the permission of the Academic Dean. The normal course load for a part-time student is nine (9) to twelve (12) credit hours.

## **Late Work**

Permission for late submission of course requirements is at the discretion of the course lecturer. Late work normally attracts a deduction of -5 percent per day. No work shall be accepted after the final week of the semester unless previous permission is granted by the Department of Academics.

## **Addressing Unexcused Late Work**

Lecturers may also encounter students who submit work late without an official, excused explanation. They must be aware that case-by-case approaches often feel kindest, but can force them to spend a tremendous amount of time making judgment calls about which excuses are valid. Whatever a lecturer's approach, he/she should never assign a mid-semester grade based on work that the student has promised to turn in. The grade should be based on what the students have done. Reducing grades on late work, if it is accepted, effectively motivates students to turn work in on time.

Lecturers should do the following regarding unexcused late assignments:

- Make clear distinctions between obstacles (things that come up during the process and get in the way and that the lecturer can help with) and excuses (which students present after the deadline).
- Establish a clear, efficient method of communication (such as email) so that students can inform them about obstacles. Regular communication encourages students to be proactive about problem solving and allows teachers to support students without a dramatic increase in time spent sorting through excuses.
- Mirror the reality of a zero tolerance approach to working with students by not accepting any late work. This establishes good habits.
- Allow students to resubmit any assignment that was turned in on time but still needs more work. This gives students who encountered technical difficulties a chance to improve and rewards students for meeting deadlines.
- Create a discussion topic for late online discussion submissions, but remember that students who post after a discussion closes aren't really engaging in a dialogue with the class. It's unlikely other students will read or respond to late posts.

Consider alternative assignments (essays, research projects, etc.) in lieu of late discussion participation posts if make-up work for missed discussions are allowed.

### **Course Pass/Failure - Components and Entire Course**

In order to receive a passing grade in any one component of a course (e.g. research paper, journal, student presentations or exam) a student must do work equivalent to or better than a grade of 50% or C-. This minimum standard (C-/50%) must be achieved in each segment (i.e. course work and final assessment) for the student to pass the individual course.

### **Coursework and Final Assessment Weighting**

Bethel's policy regarding the weighting of coursework and final assessment in its courses is as follows:

1. Coursework normally shall be 60% of the overall grade.
2. Final assessments (including final examinations) normally shall be 40% of the final grade.
3. In specified courses, as identified by the Academic Council, assessment may be entirely by coursework. (No more than 20% of the overall credits required for a degree).
4. Students are expected to pass both coursework and the final assessment in order to pass the course. If they fail either element the student must, in order to gain credit for the course, repeat/re-sit the respective portion at a specified time.
5. If a student has failed both coursework and final assessment then the student must repeat the entire course the next time it is offered. Such students cannot repeat courses they have failed through Guided Study.
6. Final year students must meet all requirements for individual courses up to, and including, the first semester of their final year. If a final year student fails a course in the second semester then the student should follow the appeals procedure. If the result remains the same after the appeal, then the rules with respect to re-sits apply to that student and she/he will have to repeat that element at the next exam cycle or to complete coursework at a time agreed by the Academic Council and certified by the Academic Dean. This student will not be allowed to graduate until all requirements are met.

## Special Consideration for Students Failing a Final Examination/Assessment

As stated above, students are expected to pass both coursework and final examination in order to pass an entire course. In instances where students obtain a minimum overall grade of B or 75% in their coursework but fail their final examination, appeals may be made to the Academic Council for consideration with respect to a possible pass for the course. Consideration for such a grade can only be granted if the total marks achieved when the tallied grades of both course work and final assessment do not violate the College's pass threshold (i.e. a minimum of 50%). This provision relates only to final year students completing fourth year courses. This provision cannot be applied by a lecturer independent of the Academic Council. A formal application must be made to the Council.

## Re-Assessment of Failed Elements of a Course

Bethel Bible College allows students who may have failed a component (either coursework or final examination) of a core course to repeat that portion for credit. However, the student may repeat that portion **only once**. In the event of a repeat failure of that portion, the student is to be assigned a grade of FAIL and will have to repeat the entire course in a subsequent semester. If the course is an elective, the student may do another course in its place to complete the minimum for the degree.

## **Re-Sit Examination**

**A re-sit examination is normally given to a student who fails a required course which is examined mainly for content (e.g. New Testament Survey) and not mainly for skills (for example, a practicum), according to the following guidelines:**

1. When a re-sit examination is given, the weight given to the examination in the course grading will be the same as the weight given to the original scheduled examination, as specified by the instructor in the course weightings approved by the Academic Council.
2. The grade of a student who takes a re-sit examination can be raised no higher than "B" regardless of the score achieved in the re-sit examination.
3. A student may take a re-sit examination for a failed exam only once. If a student fails the re-sit examination, he/she will automatically fail the course. In such a scenario, the student must repeat the course.
4. A student may not re-sit more than three (3) courses per semester.

5. The supplementary or re-sit examination is to be done before the final examinations of the successive semester. These will be scheduled by the Academic Department.

A fee is normally charged for supplementary/re-sit examinations. The charge is as established by the school's authorities

### **Examination Scripts and Coursework**

Examination Scripts are not returned to candidates, and should be destroyed by secure means after one (1) accreditation cycle. Students can view their final exam scripts or, in some instance, request copies of their exam scripts once marks have been formally ratified and published. If a student desires access to his/her scripts, that student must complete the official exam scripts request form.

This provides details of the process for students to follow to view final examination scripts. Any queries comments on this process should be referred to the Academic Dean.

1. There will be three formally scheduled script viewing sessions over a semester. The dates of the sessions are available from the Records Office.
2. Students must register for a scheduled script viewing session at the Records Office no later than 48 hours prior to the start of the session.
3. Students can register for one 15 minute viewing session for each of their final examination scripts.
4. Students must present valid student cards to gain entry to the room to be allowed to view a script.
5. Other than the examination paper, students can take no materials into the room with them when viewing the script, i.e., no pens, paper, bags, etc. to be taken in to the viewing room.
6. Students may not discuss the contents of their examination script with one another while in the script viewing session, nor with the invigilators.
7. Where students request a remark of the examination paper, they must make their request in writing to the Academic Council through the Dean.

Lecturers are required to make comments on examination scripts as Bethel does not believe that "the only feedback is the mark." Effective September 2010, students will be allowed to obtain a photocopy of their marked scripts in order to view lecturers' comments. There is normally a charge for this service. This arrangement is not retroactive. It applies only to college examinations that were sat in May 2010 or later.

Whereas the College is subject to re-affirmation of accreditation assessment or inspection every four or five years, it will be necessary to retain at least a sample of the course work. The nature of the sample will be determined as the College prepares for assessment. The College must retain a complete set of examination scripts and course work for an accreditation cycle.

## **Student Identification Cards**

The student identification [ID] card provides proof of enrolment and is used as identification for purposes such as admission to examinations, library borrowing privileges, controlled access to secured areas. An ID card is issued at a cost to all enrolled students at the commencement of their programme. The student has the responsibility to promptly notify the College of any change in personal details (address, name change etc) to keep their identification and contact information current. The student has responsibility to apply for a new ID card that reflects their true enrolment status if they change their enrolment from full-time to part-time. Full-time is defined as being enrolled in at least four (4) three (3)-credit courses.

With respect to replacement cards, the student requesting a replacement card due to it being lost, stolen, or destroyed, is entitled to a replacement card by completion and submission of a letter of request. There is a fee for the replacement of the card if the card is lost, destroyed, or if a new image is requested. Students requesting a replacement card due to change of name because of marriage, divorce or deed poll must submit certified documentary evidence of the change of name to the Records Office. Any attempt to fraudulently obtain an ID card will be dealt with under the College rules and/or referred to law-enforcement agencies.

## **Registration**

### **Pre-Registration**

- Students are required to pre-register for courses that they will be taking in each semester. Pre-registration has to do with students selecting courses for the new semester based on the preliminary timetable. This would give the Dean's Office an idea of the number of students that will be taking the timetabled courses so that proper planning can be done for each new semester.

### **Final Registration**

- In order to ensure a smooth and efficient final registration process, students are required to register at the designated time/s at the beginning of each semester. If students do not register at the respective times, there is no guarantee that they will be able to enrol in the college for the semester.

- All outstanding fees must be paid before students are **duly** registered for the new semester. Students are required to pay their tuition and school fees in **full** at the time of final registration.
- All students must consult with a class advisor prior to final registration. Students can ascertain the name of their advisor from the notice boards or from the Dean's office on the day of final registration.
- Students who are failing and those who are transferring credits need to see the Academic Dean before they register.
- Residential students owing money need to consult the Director of Business for permission to register and take up residence in the dorm. Students desiring to use the deferred payment plan must get approval from the Director of Business.

### Late Registration

- The late registration period begins on the first day of the course schedule's change or add/drop period and ends on the last day of the add/drop period. When a student is late registering, he/she must seek academic advice. The late registration policy does not apply to students who have scheduled any courses (and retained at least one) prior to the late registration period. That is, students who registered prior to the drop/add period are not late registering.
- A student considering late registration should consult with an academic advisor to discuss the implications of this decision. Late registration incurs a fee, which is determined by the Business Office. Tuition, all fees, and any prior balances must be paid before late registration can be processed.
- Students processing registration after the drop/add period must obtain the signature(s) of the instructor and their academic advisor for each course they are scheduling. A student who is late registering may schedule a course as an audit.

### **Course Add/Drop**

Students may **add** or **drop** a course at any time before the academic add/drop deadline for the semester, which is normally the first two weeks thereof. Dropped courses will not appear on the transcript.

To add or drop a course(s), students are required to complete a Course Add/Drop Form (from the Dean's or Records Office) with the signatures of the appropriate advisor and course lecturer and process it at the Dean's Office. Students unable to process course changes in person should contact the Dean's Office personally to initiate a change in registration. An "F" grade will be assigned to discontinued work without official notice. Simply ceasing to attend a course does **NOT** constitute a course withdrawal. If a course is on a student's schedule and the student is not

attending it, she/he must drop the course through the Office of the Academic Dean.

For most courses at Bethel Bible College, students must be duly registered by the 14<sup>th</sup> calendar day of the semester and must be included on the official class list that is issued by that day. Those students who have not registered by this deadline may not attend classes or receive credit for the course.

This deadline applies to all regular 15-week courses offered in the first and second semesters, as well as to regular courses held during the summer session. For all other courses, such as those that are flexibly scheduled (guided study courses), students must register by the date when 20% of the course has been completed.

### Course Drop

A student may not withdraw from or drop a course without the signatures of both his/her adviser and course instructor up to the the 14<sup>th</sup> calendar day of a semester or comparable dates during summer session. After the 14<sup>th</sup> calendar day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's lecturer and adviser and the approval of the Academic Dean. Students may not drop mandated college-preparatory courses, such as Use of English, and courses involved in allegations of academic dishonesty.

Should the instructor or the adviser refuse to sign the add/drop form, the student may appeal to the Dean, who shall make the final decision after consultation with the instructor or adviser (or both) who declined to approve the withdrawal.

Courses dropped after the official 14<sup>th</sup> day of a semester will appear as a withdrawal (WD) on the student's academic record. A student who leaves a course without following the above withdrawal procedure will be given a grade of "F".

All course drops approved after the 2<sup>nd</sup> week of the semester will count as one of the allowed late course drops especially in the following circumstances:

1. A course drop approved for medical (or mental health) reasons through the formal College process (request the appropriate forms in the Dean's Office); or
2. A course drop approved due to a death in a student's immediate family.

Students are financially liable for all courses that appear on their schedule at the end of the regular drop/add period (the end of the 14<sup>th</sup> day of classes each semester). Refunds are determined according to the date a student's withdrawal form is received by the Office of the Dean or the Records Office, not by the last day the student



attended classes. The student must drop courses within the refund periods in order to receive a refund.

### **Withdrawing from the Semester (Withdrawing from BBC)**

Students who deem it necessary or unavoidable to withdraw from the College for whatever reason must notify the Academic Dean on the prescribed form.

Withdrawals are initiated in the Records Office with the Dean's Assistant. During the first seven weeks of the semester, a student can officially withdraw from BBC (drop all their classes) without receiving grades. If any student officially withdraws from BBC after the seventh week of the semester, she/he will receive grades in her/his courses. Grades of WP (withdrew passing) or WF (withdrew failing) will be assigned by the relevant instructors depending on the quality of the student's work up to the time of her/his withdrawal. A "WP" grade does not affect the student's BBC GPA. A "WF" grade does affect a student's BBC GPA, the same as any "F" grade. Dropping all classes and/or not attending classes does not constitute an official withdrawal and will result in a grade of "F" for each course.

### **Re-Admission**

A student whose enrolment has been interrupted for two semesters or more needs to file an application for re-admission. Transcripts will be needed from any other schools attended in the intervening period.

### **Classification of Students**

*Degree Seeking* refers to a student who is systematically pursuing a degree programme.

*Non-degree Seeking or Special* refers to a student who is not pursuing a degree programme.

*Audit Status* refers to a student enrolled in a course for which he or she will not earn credit. An audit student may enrol for a class during the regular registration period, but the enrolment will be held until students taking the course for credit have been placed. Lecturers do not grade assignments completed by audit students.

*Transient Status* refers to a student classified as a degree candidate from another institution who enrolls for the purpose of transferring credits for graduation. A transient student must present an official statement attesting to good standing at his/her institution.

*Full-time Status* refers to a student who is enrolled in a minimum of four (4) full courses per semester. These courses may be taken in the regular day class hours or in the evening hours.

*Part-time Status* refers to a student who is enrolled in fewer than four (4) full courses per semester. These courses may be taken in the regular day class hours or in the evening hours.

### Year-Group Categories

- A first-year student, or freshman, has a minimum of six (6) full academic courses amounting to eighteen (18) semester credit hours for the academic year.
- A second-year student, or sophomore, has at least twelve (12) full academic courses amounting to thirty-six (36) semester credit hours.
- A third-year student, or junior, has at least eighteen (18) full academic courses amounting to fifty-four (54) semester credit hours.
- A fourth-year student, or senior, has at least twenty-four (24) full academic courses amounting to seventy-two (72) semester credit hours.

### **Course Offerings and Enrolment**

The course schedule is generated with the full-time degree students in mind. Certain courses are offered every year. Others are offered during alternate years or on demand. The College reserves the right to regulate the number of students in a class and to cancel any class with insufficient enrolment, usually less than 15 students, to justify its continuance.

In registering for specific courses, students are expected to note prerequisites or other special requirements. Students may not register for courses without completing prerequisites unless special permission is obtained from the head of the department that offers the course.

### **Attendance Policy**

Students are expected to maintain regular class attendance. However, when circumstances warrant the contrary, the following policy should be observed:

1. A student will be allowed two (2) absences in a three hour course per semester. For each additional absence, the penalty of -5 percent of the final grade would be applied. To pass a course at least a “C-” grade must be achieved. One absence for a one hour course will be allowed.

2. Occasionally students may miss one or more classes to represent the College. Such absences will not be counted on the student's record as an absence.
3. Illnesses lasting for less than three (3) days shall be reported to the College Administration in written form. Where such illness exceeds three (3) days a doctor's certificate must be produced.
4. Whatever the occasion of absence, except in the numbers 2 and 3 above, if the student misses a scheduled examination, he/she must write the exam at a time determined by the Dean. Such a make-up exam will have a maximum grade value of 80%
5. Tardiness is a bad habit. Students having an accumulation of more than two (2) "tardies" will receive an absence.

### **Guided Studies**

This is an arrangement whereby a student may take a course outside of the regular scheduled time. This is to facilitate such a student in completing a course essential to his/her programme that would not have been done otherwise. These courses are reserved for students with at least a 2.75 GPA.

### **Final Examinations**

Bethel designates the last week of the semester for final examinations. Comprehensive final examinations must be administered in the designated examination week. The duration of examinations at Bethel varies from 1 ½ hours to 3 hours. The Dean's Office prepares and publishes the final examination schedule.

Students are required to sit examinations on the scheduled dates and at the specified times. A preliminary examination timetable is normally prepared and posted by mid-semester for students' perusal and feedback regarding clashes and other issues. The College tries to ensure that no student is scheduled to take three (3) exams in one (1) day. However, if for any reason a student has more than three examinations scheduled for the same day, the student may petition the Examination Committee through the Academic Dean to reschedule one of the examinations.

If a final examination is missed due to illness, death of an immediate family member, or a serious emergency, the Academic Office has the authority to permit the student to take a late examination. Documentation to verify the student's absence must be presented.

## Grading

Grades at Bethel are given in terms of letters, with the option of a plus or minus designation, representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. In the area of courses completed and passed, students are measured using the following grading system:

|        |          |                    |     |                           |
|--------|----------|--------------------|-----|---------------------------|
| 84-100 | <b>A</b> | Excellent work     | 4.0 | Grade points per semester |
| 70-83  | <b>B</b> | Above average work | 3.0 | Grade points per semester |
| 50-69  | <b>C</b> | Average work       | 2.0 | Grade points per semester |
| 00-49  | <b>F</b> | Failing work       | 0.0 | Grade points              |

To arrive at a Grade Point Average (GPA), we divide the total number of grade points gained by the total hours taken. The following represents the point values:

|    |       |          |
|----|-------|----------|
| A  | = 4.0 | C+= 2.3  |
| A- | = 3.7 | C = 2.0  |
| B+ | = 3.3 | C- = 1.7 |
| B  | = 3.0 | F = 0.0  |
| B- | = 2.7 |          |

## Grading Scale

For most courses, the College uses a 9-point grading system, using letters from A to F, excluding D and E. Each grade contributes to the student's GPA as shown below.

| Grade | Numerical Value | Meaning  | Grade Points per Credit |
|-------|-----------------|----------|-------------------------|
| A     | 88-100          | Superior | 4.0                     |
| A-    | 84-87           | Superior | 3.7                     |
|       |                 |          |                         |
| B+    | 80-83           | Good     | 3.3                     |
| B     | 75-79           | Good     | 3.0                     |
| B-    | 70-74           | Good     | 2.7                     |
|       |                 |          |                         |
| C+    | 65-69           | Average  | 2.3                     |
| C     | 60-64           | Average  | 2.0                     |
| C-    | 50-59           | Average  | 1.7                     |
|       |                 |          |                         |
| F     | 0-49            | Failure  | 0                       |

Note that average performance (i.e. work that is acceptable and meets the stated requirements) will be graded as a "C-", "C", or "C+". Instructors evaluate and determine the learning outcomes of students in various ways. Generally, the students' learning outcomes are measured on the basis of a maximum of sixty percent (60%) for coursework, and forty percent (40%) for examinations. However, each instructor is expected to develop evaluation instruments appropriate to the course content and objectives.

## **Grade Notations**

**I- Incomplete.** This is a temporary grade given when the student, because of extraordinary circumstances, has failed to complete the course requirements. An incomplete ("I") may be granted to a student only if it can be demonstrated that it would be unfair to hold the student to the normal limits of the course. Illness or other exceptional circumstances are the usual basis for consideration. The instructor determines whether a student is given an "I". An incomplete is calculated immediately as an "F" in the grade-point average. When the specified course work has been completed or the time limit has expired, the incomplete grade is replaced with a final grade awarded by the faculty member. Students who have, at any one time, 12 or more credits with a grade of "I" will automatically be placed on academic probation. An "I" grade must be removed in a timely manner by the student completing that portion of the course work that was missed. Normally, the "I" must be cleared by the end of the semester following the one in which it was assigned. If the student fails to receive a passing grade by the end of the succeeding semester, the "I" is automatically converted to an "F".

**CR- Credit.** Students who have attended other tertiary institutions are given credits (CR), where the policy applies, for the equivalent courses completed. These courses apply toward graduation but are not calculated in the grade point average (G.P.A). A few courses are designated as pass/fail or credit/no credit courses. For such courses the CR notation is placed on the student's transcript. At times, the Academic Council or the Academic Dean might award a CR for a regular course to which it would not normally apply.

**AU- Audit.** Students may enrol in a course for which they are not seeking credit. These students are regarded as having audited (AU) the course. In such a situation no grade is given to the student, and consequently no credit is awarded.

**WF-Withdrawal Failing.** An official withdrawal after the end of the add/drop period through 60% of a course. If a student has officially withdrawn before 60% of the course has been completed but is doing failing work, a WF will be assigned. The W

notation may be obtained after completion of 60% of the course under unusual circumstances if so determined by the instructor and the Dean.

**WP- Withdrawal Passing.** The grade of WP has no impact on GPA. It is placed on the transcript of a student who officially withdraws from classes while doing acceptable work. The lecturer is to be informed of the official withdrawal so that this grade notation may be placed beside the student's name. All withdrawal notations must be removed from a student's transcript before graduation approval is granted.

**R- Repeat.** This grade notation is placed on the transcript of any student who officially repeats a course for which he/she received a "C-" or below. The notation "R" is placed beside the course in the semester and academic year in which it was first taken. It indicates that that course was repeated.

**MG - Missing Grade.** Sometimes for inexplicable reasons a grade might be missing from the transcript or academic records of a student or graduate. In such situations, the grade notation "MG" (missing grade) is placed beside the respective course/s until the matter is dealt with and a grade assigned.

**EF- Exam Failed.** This grade has been introduced as a reflection of the current policy on passing a course. Whenever a student fails the final exam or fails to receive at least 50% on the final exam or assessment, the student has not failed the course; neither has the student passed the course. Therefore, the "EF" designation indicates that the final exam or assessment was failed and should be re-sat.

**CWF- Course Work Failed.** The grade notation "CWF" is being used to indicate that the student has either failed or not completed the course work component of the course, but has passed the final exam or the summative/final assessment. This is in line with the College's policy position on the pre-requisites for passing a course. The coursework component must be passed; that is, students must achieve at least 30% of the 60% that is usually assigned to this aspect of Bethel's courses.

### **Academic Integrity**

The academic community of Bethel Bible College requires the highest standards of professional ethics and personal integrity from all members of the community. Violations of these standards are violations of a mutual obligation characterized by trust, honesty, and personal honour. As a community, we commit ourselves to standards of academic conduct, impose sanctions against those who violate these standards, and keep appropriate records of violations.

## Definition of Academic Dishonesty

Academic dishonesty includes, but is not limited to plagiarism, cheating on examinations, unauthorized collaboration, multiple submission of work, misuse of resources for teaching and learning, falsifying information, forgery, bribery, and any other acts that deceive others about one's academic work or record. Students who are new to the College must learn our standards of academic practice. Students who have questions about what constitutes academic integrity should consult their Student Handbook, their faculty advisor, and instructors. Advisors should also be aware that standards for documentation and intellectual contribution may depend on the course content and method of teaching, and should consult instructors for guidance.

*Below are some examples of academic dishonesty and general guidelines on how to avoid dishonesty.*

**Plagiarism.** Plagiarism has to do with passing off another's work as one's own without due credit. In other words, it consists of presenting the intellectual or creative work of other people (words, ideas, opinions, data, images, flowcharts, computer programs, etc.) as one's own work. To avoid plagiarism, students must be careful to identify the source of all information used in producing academic work, including electronic resources such as documents found on the World Wide Web. All sources of information must be properly acknowledged in one's work.

Students may use other peoples' intellectual or creative work to help develop their own ideas, images, and opinions. However, students' work should not simply rehash or repeat the ideas, images, or opinions of other people. These processes of developing one's own intellectual work, building on but going beyond the work of others, is an integral part of a College education.

Bibliographic citation (e.g. footnoting) is the standard method of providing proper acknowledgement. Paraphrases, summaries, and direct quotations from another person's text, paper, or piece of writing must be acknowledged. Students must follow Kate Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations* (latest edition) for formatting these citations. Regardless of the reference manual used, all documentation must follow these rules:

1. All citations must be complete, unambiguous, and consistently formatted.
2. Citations of printed materials must include the page number(s) on which the quotation or paraphrase appeared.

3. Citations of a World Wide Web document must include both the uniform resource locator (URL) and the date on which the document was accessed.
4. When students incorporate the exact words of a source into their papers, they must place quotation marks around the text to indicate that the text was taken directly from another source.
5. A citation must be given each time another source is used in a paper; it is not acceptable to cite a source once in a paper and assume that it covers all instances of using the ideas or words from that source.

***Cheating on examinations.*** Students must not use notes, books, or other materials during examinations, unless permitted by the instructor. Students must not give or receive aid from other students during exams. Students who have taken a particular exam must not give information about that exam to other students who have not yet taken the exam. Please see the Bethel Bible College *Examination Handbook* for more details.

***Unauthorized collaboration.*** When the instructor does not specifically authorize collaboration, students must not collaborate on projects, computer programs, papers, or other assignments. If students wish to work together on a class assignment when collaboration has not been authorized as part of the course process, they must obtain the written authorization of their instructor to do so.

***Submitting the same work for different courses.*** Any work submitted for a course must have been solely for that course, unless both instructors give written authorization for the multiple submission.

***Bribery.*** Bribery consists of offering goods or services to instructors in an attempt to receive an unearned grade. **This is strictly prohibited.**

***Damaging, stealing, or misusing resources for teaching and learning.*** This form of academic dishonesty includes misuse of computer resources, such as copyright violations or gaining access to other students' computer accounts. This form of academic dishonesty also includes stealing or mutilating any Bethel Bible College library materials.

***Falsifying information.*** This form of dishonesty includes falsifying student records, such as forging signatures or other data on petitions, registration forms, and other documents used as part of a student's academic record, or falsifying the computer-generated version of such documents. Falsifying information also includes



fabricating data used in research reports, false citation of sources, and other misrepresentation of information.

The Academic Office may impose sanctions for any act of academic dishonesty by any student who is enrolled in Bethel courses.

### **Transfer Credits**

Credit for courses completed with a grade of "B" or above at accredited tertiary institutions is generally transferred. However, Bethel Bible College reserves the right to judge both the quality of those courses and their equivalence to specific courses in its own programme/s.

The Academic Council through the Academic Dean evaluates previously completed outside courses on a case by case basis and is the final authority on transfers. Transferred credits are applied towards specific Bethel courses if the subject matter of the two courses is sufficiently close. If not equivalent to specific BBC courses they may be applied as specific elective credits in General Education and Philosophical and Communication Studies, as their content may be appropriate. Credits accepted for transfer but not applied to General Education and Philosophical and Communication Studies are applied toward general elective credit.

Decisions by the Academic Council are made on a basis of official transcripts and/or course descriptions, e.g. those in another institution's catalogue. Course titles alone are not sufficient evidence of equivalence or content. In some cases additional information may be required, and prospective students who wish to transfer credits are urged to retain syllabi and other course materials as evidence of equivalence.

Where good reason exists to doubt the quality of a course or a student's participation in it, it is possible that credit would not be transferred, regardless of the grade awarded. For example, credits would not be transferred if the student's language skills were less than would have been necessary for satisfactory completion of the course in question or the student's knowledge of basic skills or information from the course is clearly deficient. Judgment of language skills would normally be made on the basis of an assessment. The Academic Council may authorize an appropriate assessment of subject knowledge, or a student may request testing to support an application for transfer.

In assessing transcripts, quarter or term hours are converted to semester hours. Since the grade point average is computed solely on courses taken within an institution, quality/grade points are not transferable.

Students already matriculated in degree programs at BBC may be allowed to take courses at other approved institutions to transfer to BBC for any combination of the following reasons or goals:

1. to gain added skills, proficiencies, knowledge, or perspectives;
2. to avoid overloads (more than 18 credit hours) in later semesters;
3. to graduate on time, avoiding an extra semester in which only one or two courses would be needed, or
4. because the student is behind in a sequence of required courses.

It is very important that students who wish to transfer credits from these courses to Bethel should have them pre-approved by the Academic Council through the Academic Dean. Approval is normally given if the course is not offered at Bethel and will be transferred as a general elective or specific elective or elective within the major. Preference should be given to courses that are not essentially the same as those offered at Bethel. Equivalent courses may be pre-approved according to the criteria in 3 and 4 above. One example would be where a student has failed a course that is a prerequisite for needed courses and must repeat it in summer school at another institution in order to complete the sequence on time. Failure of the student to plan sequences is not a valid reason to take required BBC courses at another institution.

The Dean's Office sets deadlines and procedures for application for the approval of summer courses. Pre-approval is given by the Academic Council. It is important to have as much description of the prospective courses as possible, minimally a catalogue description, preferably something more detailed.

### **Credit for Prior Work Experience**

Students with at least five to ten years of professional experience in any relevant field may petition to be awarded up to six (6) credits toward their Bachelor of Theology or Diploma in Theology programme. Requests for experience credit are usually granted only when the student can show that the prior experience is directly related to a course or courses that Bethel students normally take in their junior or senior years. Requests should be submitted in writing as a petition for the Academic Dean's consideration.

### **Transcript**

At the end of each semester, each student will receive his/her grades. Upon graduation, a completed transcript will be given to all graduates. If subsequent copies

are desired, a fee will be charged. No transcript will be released until proof can be presented that there are no outstanding fees with the school. Furthermore, the transcript of a graduate will not be released if an “F” grade is found thereon for whatever reason or if she/he has failed to complete a course. In such instances the graduate will be contacted and the matter clarified before the College prepares and dispatches the transcript.

### **Repeated Courses**

The 130 credits required for the Bachelor of Theology degree may, as a general rule, include repeated courses. However, there are exceptions: students may repeat a course in which they receive a grade of C- or below. When a student repeats a course and earns a grade of A, B, C, F, EF, the initial grade becomes an “R” and the course remains on the transcript but only the later grade is used in computing the grade point average. No course in which one of the above grades has been earned may be repeated more than once without written permission of the Dean.

If a student repeats a course to improve his/her grade, the student must submit a Course Repeat Form to replace the lower grade with the higher grade. A student’s transcript will show that he/she repeated the course and will be noted by “R”. The flagged grade “R” is not calculated in the student’s GPA. Students who repeat a course, but do not submit a course repeat form, may find that they do not have the required credits at graduation time, since their transcript will not accurately reflect the number of credits earned toward the degree.

### **Course Failure**

A required course in which an “F” is received must be repeated in order for the student to graduate. After the course is repeated and passed, the grade of “FR” is recorded on the transcript and indicates that the student failed the course at the first attempt. The grade points and credits attempted and earned for the second attempt are counted in lieu of those for the first attempt.

### **Grade Appeal**

Students are allowed to appeal grades subject to the Grade Appeal Policy of the College. This policy exists to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor/lecturer. Thus, this procedure recognizes that,

1. Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,

2. Lecturers have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.
3. Lecturers have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course grading methods should be detailed in all syllabi/course outlines and explained to students at the beginning of the semester. Bethel Bible College presumes that the judgment of the lecturer is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of a lecturer's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course grading, but it must be recognized that varied standards and individual approaches to grading are valid.

The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the lecturer is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

**Arbitrariness:** The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

**Prejudice:** The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

**Error:** The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the lecturer decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in Bethel's Academic Policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and lecturer concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the lecturer. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic semester after the disputed grade is received.

### **Grade Appeal Procedure**

1. A student who wishes to question a grade must discuss the matter first with the lecturer as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that a lecturer assigned a grade that was arbitrary, prejudiced, or in error.
2. If the student's concerns remain unresolved after the discussion with the lecturer, the student may submit a written request to meet with the appropriate Department Head or Academic Dean, within one week of speaking with the lecturer. For a grade in a regular course or independent or guided study, the appropriate person is the lecturer's Department Head or the Dean. If the lecturer is a Department Head, then the student should request to meet with the Dean, who will serve as the appropriate Department Head in this step. The appropriate Department Head will meet within one week with the student, if he or she believes that the complaint may have merit, with the lecturer. After consultation with the Department Head, the lecturer may choose to let the grade remain or to change a course grade. The Department Head will communicate the result of these discussions in writing to the student.
3. If the matter remains unresolved after Step Two, the student should submit a letter within one week to the Dean's Office to request that the matter be handled by the Academic Council. The Dean will meet with the student, and will ask the Academic Council to consider the case. The Chair of the Academic Council will convene the ad hoc committee and serve as its non-voting chair. The Academic Council might choose to include faculty members who teach in the instructor's

area or field of emphasis. The chosen lecturers must not have any apparent conflicts of interest with the lecturer involved in the case. The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.

4. Through its inquiries and deliberations, the Academic Council is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The Council will make its decisions based on a majority vote. If the Council concludes that the grade was assigned in a fair and appropriate manner, the Council will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the Council determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she must provide a written explanation for refusing.
5. The Council, after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the members of the Council will sign the grade change form and transmit it to the Dean's Office. The instructor and student will be advised of the new grade. Under no circumstances may persons other than the original faculty member or the Academic Council change a grade. Should the Academic Council feel that the instructor's written explanation justifies the original grade, the ad hoc committee will report this in writing to the student and instructor and the matter will be closed.

### **Faculty Grade Change**

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. This principle does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the Academic Council's consent. An instructor may request a grade change in one of

two ways. First, for courses, an instructor may submit a course grade change in writing using the official grade change form provided by the Academic Dean at any time prior to a student's graduation

### **Total Hours Requirement**

Students must complete at least 130 semester hours to receive a baccalaureate degree from Bethel Bible College. To progress through the College in the traditional four years, full-time students should earn at least 30 credits each year, carrying at least 15 credit hours each semester. Permission must be obtained from the advisor and the Dean to carry more than 19 credit hours.

### **Dean's List**

At the end of each semester, full-time degree students (12 credit hours or more), with a minimum of 12 letter graded credits (A-C) with grade point average of 3.5 or above will be placed on the Dean's List. Students with incomplete or missing grades ("I" or "MG") at the point when the Dean's List is produced (45 days after the end of each regular semester in the academic year) will not be eligible for the Dean's List. Students who attend both semesters as part-time degree students and who meet the above full-time Dean's List criteria when the first and second semesters are combined are eligible for the Dean's List at the end of the second semester. A notation will be placed on the transcript of those who are placed on the Dean's List.

## **ACADEMIC PROGRESS POLICY**

### **Academic Probation**

Bethel Bible College does not view academic probation as a punishment for failing to achieve its standard of academic performance. Rather, probation is an empowerment opportunity for struggling students to be identified and monitored with appropriate counsel in the subsequent semester.

Any student failing to maintain or exceed an overall "C" average is automatically placed on academic probation for the next semester. Probationary students may enrol for no more than 6 hours per semester and must improve their GPA to meet the compulsory minimum standards. The student who fails to bring his/her grades up to an acceptable level by the end of that semester will be suspended from further study. Re-admission to the College can be obtained only after the suspended student can demonstrate an improved academic standing. Reports on all students on probation are to be made to the Academic Council.

## **Minimum Grade and Academic Suspension**

Minimum cumulative grade point averages for all undergraduate programmes at the College are as follows:

### **Undergraduate Programmes**

|                         |                         |      |
|-------------------------|-------------------------|------|
| First Year:             | After Semester One      | 1.70 |
|                         | After Semester Two      | 1.80 |
| Second Year:            | After Semester One      | 1.90 |
|                         | After Semesters Two     | 2.00 |
| Third and Fourth Years: | All Remaining Semesters | 2.00 |

Students who have two consecutive semesters of probationary standing are liable for suspension at the discretion of the Dean. Ordinarily, a student may be suspended by the Dean in consultation with the student's advisor if the student's semester average falls below 2.0. While under suspension, students may not take coursework, either at the College or at other institutions, to be applied for credit at Bethel Bible College without permission of the Dean. Academic suspensions are imposed for a length of one academic semester. This is normally outlined in the letter of suspension directed to the student from the Dean.

### **Re-enrolment after Academic Suspension**

Suspended students are eligible for re-enrolment at the College in accordance with the stipulations outlined in their letter of suspension. Unless noted otherwise in the letter of suspension, the student has the right to re-enrol after one semester. If re-admitted, the student must maintain a minimum GPA of 2.0 each semester in order to continue in his/her programme. Students may register for no more than 12 hours in the first semester they are re-admitted following academic suspension.

### **Unsatisfactory Progress**

A student is expected to complete and pass the courses for which he or she is registered during a given semester. A student who fails or withdraws from more than two courses during a semester may be placed on academic probation or suspended by the Dean.

### **Academic Dismissal**

Students placed on academic suspension for a second time are dismissed from the College. In rare cases, students may be readmitted if they can provide evidence of significant academic improvement to the Academic Dean. Such evidence would normally include high quality academic coursework at another institution. (End)



## **GRADUATION REQUIREMENTS**

Each student is responsible to meet all graduation requirements. Candidates for a certificate, diploma or degree must complete all requirements as prescribed in the particular programme in which they are enrolled. Programme requirements are based on the requirements in effect at the time the student first enrolls as a Bethel student.

A student qualifies for graduation on the following bases:

1. He/she has shown soundness in doctrine and approved Christian character, evidenced by stability, co-operation and zeal in practical Christian service.
2. He/she has satisfactorily completed the prescribed programme of study with a minimum grade point average (G.P.A.) of 2.00 (or a “C” grade average).
3. He/she has removed all failures and incompletes from the records.
4. He/she has fulfilled all financial obligations to the College.

### **Graduation Honours Policy**

Students achieving a cumulative grade point average (G.P.A.) of 3.50 or above will graduate with honours. The following are the classification of honours: Second Class Lower (3.5-3.74), Second Class Upper (3.75-3.89), and First Class (3.9 -4.0).

Students must earn a minimum of **60** credits at Bethel Bible College to be eligible for College Honours.

### **Graduation Application**

Students must apply for graduation at the Dean’s or Records Office no later than the end of the penultimate year of their tenure at Bethel. The official application form must be properly filled out and returned for processing. The graduation application deadline is published in the College’s Academic Calendar. Upon receipt of the graduation application forms, the Dean’s Office conducts a comprehensive assessment of each applicant and generates a detailed report that is dispatched to the students immediately after they return from the summer break. Requesting a graduation check from the Records Office is not the same as the required application for graduation.

## **MAINTENANCE OF ACADEMIC RECORDS**

The College has a responsibility to include on an official academic record a true representation of a student's enrolment and progress. This includes the final result for all courses undertaken in each semester of enrolment.

### **Description**

The official academic record is the student's and the College's enduring record of the student's academic activities while enrolled at the College. It is a legal document that may be used by students as a true record of their enrolment at Bethel Bible College.

The unofficial academic record (also called grade report) is an administrative document that reproduces the contents of the official academic record and is supplemented with additional administrative information intended to assist with the internal management of the student while they are enrolled at the College. It has no legal standing as an official document of the College and may be accessed and reproduced by students, while they are enrolled as a student of the College.

### **Contents of Academic Records**

The official academic record will include the following categories of information:

1. personal details including: student number and full official name;
2. all effective enrolments with the exception of those courses where withdrawal without academic penalty have been approved;
3. for each course, details, such as the course code, course title, unit value and finalised grade;
4. details of transfer credit awarded for each program, including credit for prior non-BBC studies;
5. semester grade point average (GPA);
6. degrees conferred;
7. where relevant, class of honours awarded;
8. disciplinary decisions resulting in expulsion by the Board of Governors.

The unofficial academic record will display the information contained on the official academic record in addition to any other notation related to the student's enrolment and academic progress that is deemed to be of an internal administrative nature.

A student or former student may make application to the College to have his/her legal name and/or gender changed on his/her official academic record. All other details on the official academic record are the enduring record of the student's academic activities while enrolled at the College and are not subject to change, except under limited provisions for a change to final results.

Guidelines for applying for a change to finalised results in special circumstances follow:

### **Changes to Official Academic Records**

In order for such a change to be approved, it is necessary for students to demonstrate that extenuating circumstances beyond their control, and not related to their academic ability or diligence as a student, impacted negatively on their academic performance in the semester in question. Most cases considered under this provision involve students either failing to complete a course or being awarded a failing grade for a course.

***Eligibility requirements.*** Students who apply to the Chairman of the Academic Council for a change to a final result must show that **all** of the following requirements are met and supply independent supporting documentation:

1. The student concerned has demonstrated that exceptional circumstances warranting the change exist; and
2. The student could not have sought the change earlier; and
3. If the change is made, academic standards will not be lowered; and
4. Making the change would not be unfair to another student.
5. Applications received more than one year after the finalisation of the result for which the change is sought will not be considered.

When establishing that extenuating circumstances beyond their control existed, students are expected to identify how their situation made it impracticable for them to take advantage of the provisions of the relevant rules; such as withdrawal without academic penalty during semester, or applying for extensions for assessment items, or special examinations.

Special circumstances might include:

1. Medical reasons. Medical reasons must be supported by an original or certified copy of a medical certificate that substantiates the severity and duration of the

illness and the impacts it had on the student's ability to undertake his/her studies during the time period in question.

2. Family or personal reasons. Family or personal reasons must be supported by an original or certified copy of a document from the student's family doctor or counsellor that substantiates his/her claim.
3. Employment related reasons. Employment related reasons will not usually be accepted as exceptional circumstances. However, where a student is employed full time, and is directed to undertake unusual or additional duties that prevent him/her from fulfilling his/her obligations as a student, consideration may be given. However, such cases must be supported by an original letter from the student's employer that substantiates his/her claim and makes it clear that undertaking the additional duties was beyond the control of the student.

Medical Certificates should not be issued by a near relative or close associate of the student.

### **What does 'the change could not have been sought earlier' mean?**

In all cases, the student must act to seek withdrawal as soon as the difficulty arises that is impacting negatively on his/her academic performance. For example, if a student has been ill during semester, but waits until after the finalisation of results before seeking withdrawal, it is most unlikely withdrawal will be approved. That is because the student could have sought to withdraw during semester, when the effect of their illness became apparent, rather than waiting until after they had failed.

### **Administrative Procedures**

Where a student is seeking change of name, the original or a certified copy of suitable documentary evidence of the change (e.g. Certificate of Marriage, passport, Deed Poll) must be supplied. The request to have a change of name may be submitted either in writing, addressed to the Records Office or in person at the Records Office.

## **THE LIBRARY**

The James L. Gooden Library (JLGL) primarily serves the Bethel Bible College community, and was named in honour of Rev. James L Gooden, an alumnus of BBC. It is a modern facility with internet access and the capacity to house over thirty thousand volumes. The library is administered by a Librarian and an assistant.

## **SECTION VII**

## **PROGRAMMES OF STUDY**

GENERAL INFORMATION  
AREAS OF STUDIES  
BACHELOR OF THEOLOGY  
DIPLOMA IN THEOLOGY  
CERTIFICATE IN THEOLOGY  
REQUIRED COLLEGE COURSES  
PRACTICAL PROGRAMME COURSES

**Rev. Earlmont Williams, D.Phil., M.Div. M.A., B.Th.**  
**Academic Dean**

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### **GENERAL INFORMATION**

Bethel offers three (3) programmes: the Bachelor of Theology, the Diploma in Theology, and the Certificate in Christian Ministry. The three programmes are designed to meet the College's commitment to its mission, vision, and objectives. Each programme has stated objectives, which are directly related to the institutional statement of purpose. The structure of the programmes is compatible to the University Council of Jamaica's requirements for institutions that offer tertiary level studies. The Bachelor and Diploma programmes have proven effective in ministerial preparation in accordance with the tradition of theological education.

All the programmes of the College flow directly from and seek to bring into sharp focus the College's vision and mission as outlined in its strategic plan. Indeed, as Bethel continues to provide training in theology and Christian ministry and to produce spiritually equipped, socially aware, morally sound and servant-oriented individuals, the College has offered programmes that reflect these emphases. There is no academic offering at the College that is not directly connected to its ethos and identity.

The Bachelor of Theology, the Diploma in Theology, and the Certificate in Christian Ministry meet the mission of the College and maintain its integrity as a place of training for pastors and other Christian workers. This is reflected in the fact that the degree programme includes courses in Bible, Theology, Missions, Christian Education, Church History, the two major Biblical languages, the Social Sciences, Pastoral Ministry, and Leadership. The diploma and certificate programmes also include courses in the above identified areas, but with special emphasis on practical ministry. Bethel's programmes are designed to equip students for specialized vocations, such as Christian education, youth ministry, leadership, guidance and counselling, and lay ministry.

## AREAS OF STUDY

The two-letter prefixes indicate the subject codes. The prefixes are:

|    |                       |    |                       |
|----|-----------------------|----|-----------------------|
| BH | Biblical Hermeneutics | NT | New Testament         |
| CE | Christian Education   | OT | Old Testament         |
| CM | Communication         | TS | Theological Studies   |
| CO | Counselling           | PA | Pastoral Studies      |
| GK | Greek                 | PH | Philosophical Studies |
| HS | Historical Studies    | SS | Social Studies        |
| MS | Missions Studies      | PY | Psychological Studies |
| LS | Leadership Studies    |    |                       |

All the courses that Bethel offers have been placed into seven (7) areas of study that are reflective of its mission, vision, ethos, and strategic objectives. The seven (7) areas of study are Biblical Studies, Theological and Historical Studies, Pastoral Studies, Social and Behavioural Studies, Philosophical and Communication Studies, Christian Education Studies, and Leadership Studies. General information on each area of study and its objectives are outlined below.

### AREA I – BIBLICAL STUDIES

The Bible is the primary source and foundation of the Church's message. Biblical Studies, as an area of study, seeks to prepare the students in the understanding and communication of the Scriptures. The students are therefore guided in the development of competence in exegesis and exposition as they are furnished with skills to fulfil the task as preacher of the Word of God, interpreter, Christian counsellor, and youth worker. The general objectives of this area are:

1. To assist the student in acquiring the skills which are needed to understand and interpret the Bible.
2. To equip the student with a basic knowledge and understanding of New Testament Greek and Old Testament Hebrew.

The area of Biblical Studies consists of nineteen (19) courses, equivalent to fifty-seven (57) credits, which are distributed throughout the programme's offerings.

| Codes   | Course Titles                         | Credits |
|---------|---------------------------------------|---------|
| OT 1110 | Introduction to the Old Testament     | 3       |
| OT 2111 | Historical Books of the Old Testament | 3       |
| OT 3115 | OT: Prophecy and Poetry               | 3       |
| OT 3114 | Daniel and Revelation                 | 3       |

|         |                                   |   |
|---------|-----------------------------------|---|
| NT 1120 | Introduction to the New Testament | 3 |
| NT 3126 | NT: Gospels and Epistles          | 3 |
| NT 4124 | Romans                            | 3 |
| NT 4125 | Johannine Literature              | 3 |
| GK 3130 | Biblical Greek I                  | 3 |
| GK 3131 | Biblical Greek II                 | 3 |
| GK 4132 | Biblical Greek III                | 3 |
| GK 4133 | Greek Exegesis                    | 3 |
| BH 1140 | Biblical Hermeneutics             | 3 |
| HB 2150 | Biblical Hebrew I                 | 3 |
| HB 2151 | Biblical Hebrew II                | 3 |
| HB 4152 | Hebrew Exegesis                   | 3 |

Total Credits: 48

## **AREA II – THEOLOGICAL AND HISTORICAL STUDIES**

In this area, students examine past theological works and the disciplines of contemporary theology. They also become acquainted with the history of the church as an institution, and the historical development of Christian doctrines. In this process, they seek to develop a personal theological position, which will provide the foundation for their ministry. The general objectives of this area are as follows:

1. To instruct the students in the history of Christianity, including Christianity in the Caribbean.
2. To promote a historically informed appreciation of the Holiness Pentecostal tradition.
3. To encourage an appreciation of Christian doctrines in the context of the contemporary church.

The area of Theological and Historical Studies consists of seven (7) courses, equivalent to twenty-seven (21) credits distributed throughout the programme offerings.

| <b>Codes</b> | <b>Course Titles</b>            | <b>Credits</b> |
|--------------|---------------------------------|----------------|
| TS 2213      | Systematic Theology I           | 3              |
| TS 2214      | Systematic Theology II          | 3              |
| TS 3235      | Contemporary Theology           | 3              |
| HS 2252      | Introduction to Church History  | 3              |
| HS 2270      | Denominational History & Polity | 3              |

|         |                          |                          |
|---------|--------------------------|--------------------------|
| HS 3271 | Caribbean Church History | 3                        |
| HS 3290 | World Religions          | 3                        |
|         |                          | <u>Total Credits: 21</u> |

### **AREA III – PASTORAL STUDIES**

The area of Pastoral Studies prepares the student to engage in parish ministry. Here, theology is approached from theory to practice. There is significant emphasis on reflection and action in a dynamic interplay. In this area, the practice of theology is concentrated in pastoral administration, pastoral care, and preaching. The general objectives are:

1. To assist students in gaining an understanding of the nature of pastoral ministry.
2. To assist the students in gaining skills in sermon preparation and delivery.
3. To guide the students in applying the principles of leadership and administration in the practice of pastoral ministry.

The area of Pastoral Studies consists of fourteen (14) courses, amounting to forty two (42) credits distributed throughout the programme of study.

| <b>Codes</b> | <b>Course Titles</b>                          | <b>Credits</b> |
|--------------|---|----------------|
| PS 1310      | Principles of Pentecostal Theology & Ministry | 3              |
| PS 1311      | Homiletics I                                  | 3              |
| PS 3313      | Pastoral Theology and Practice                | 3              |
| PA 2371      | Introduction to Church Music                  | 3              |
| PA 3352      | Church Planting and Growth                    | 3              |
| PA 3353      | Church Administration                         | 3              |
| PA 4371      | Pentecostal Liturgy                           | 3              |
| PA 4390      | Internship I                                  | 3              |
| PA 4391      | Internship II                                 | 3              |
| PA 4392      | Homiletics II/Preaching Seminars              | 3              |
| MS 1619      | Introduction to Missions                      | 3              |
| MS 3614      | Urban and Rural Ministries                    | 3              |
| MS 3620      | Evangelism and Discipleship                   | 3              |
| MS 4613      | Cultural Anthropology                         | 3              |

Total Credits: 42



## AREA IV – SOCIAL AND BEHAVIOURAL STUDIES

Anyone involved in Christian ministry is in the people business. Therefore, understanding people is essential for effective Christian ministry. Through this area of study, the students gain insights in the various stages of human existence and the complexities of human behaviour. They also learn how to offer practical guidance in day-to-day living. The general objectives are:

1. To help students assess the way they view themselves physically, mentally, and emotionally.
2. To assist students in gaining an adequate understanding of the people they are called to serve.
3. To guide students in the formulation of a biblical basis for understanding and helping people in crisis.

The area of Social and Behavioural Studies consists of twenty six (26) courses, amounting to sixty eight (68) credits distributed throughout the programme's offering.

| <b>Codes</b> | <b>Course Titles</b>                                | <b>Credits</b> |
|--------------|---|----------------|
| PY 1410      | Introduction to Psychology                          | 3              |
| PY 1411      | Developmental Psychology                            | 3              |
| PY 2415      | Introduction to Educational Psychology              | 3              |
| PY 2416      | Abnormal Psychology                                 | 3              |
| PY 3412      | Social Psychology                                   | 3              |
| CO 1451      | Basic Skills in Counselling                         | 3              |
| CO 1457      | Introduction to Guidance and Counselling            | 3              |
| CO 2458      | Career Counselling                                  | 3              |
| CO 3455      | Theories and Techniques in Guidance and Counselling | 3              |
| CO 3459      | Marriage and Family Perspectives and Counselling    | 3              |
| CO 3460      | Group Dynamics and Counselling                      | 3              |
| CO 2461      | Methodologies in Guidance and Counselling           | 3              |
| CO 3462      | Human Sexuality                                     | 3              |
| CO 3463      | Youth Counselling and Intervention                  | 3              |
| CO 4464      | Ethical Issues in the Helping Professions           | 3              |
| CO 4490      | Practicum I   | 3              |
| CO 4491      | Practicum II  | 3              |
| SS 1692      | Spiritual Formation Seminar I                       | 1              |
| SS 1693      | Spiritual Formation Seminar II                      | 1              |

|         |   |   |
|---------|---|---|
| SS 2650 | Introduction to Sociology                         | 3 |
| SS 2670 | Church and Community Services                     | 3 |
| SS 3656 | Introduction to Contemporary and Cultural Studies | 3 |
| SS 3652 | Research Project I                                | 1 |
| SS 4653 | Research Project II                               | 1 |
| SS 4654 | Research Project III                              | 1 |
| SS 4655 | Testing and Measurement                           | 3 |

Total Credits: 68

## **AREA V – PHILOSOPHICAL AND COMMUNICATION STUDIES**

Bethel is of the view that an understanding of philosophical issues and exposure to communication theory and practice are integral to our goal of developing and graduating well-rounded persons for Christian ministry in the church and in the world. Therefore, we have included this area of study with the following objectives:

1. To introduce students to issues in the field of philosophy with a view to their utilizing skills pertaining to reasoned reflection and argumentation in their approach to Christian ministry.
2. To enhance students' written and vocal communication skills with a view to developing good writers and effective communicators.
3. To facilitate the development of the conflict resolution and transformation skills of students.
4. To empower students to do more focused and significant research with a view to practically applying their findings.

The area of Philosophical and Communication Studies consists of nine (9) courses, amounting to twenty seven (27) credits distributed throughout the programmes of study.

| <b>Codes</b> | <b>Course Titles</b>                   | <b>Credits</b> |
|--------------|--|----------------|
| PH 2510      | Introduction to Philosophy             | 3              |
| PH 3511      | Christian Apologetics                  | 3              |
| PH 4512      | Christian Ethics                       | 3              |
| CM 1510      | Use of English                         | 3              |
| CM 1511      | Academic Writing                       | 3              |
| CM 1570      | Communication Skills                   | 3              |
| CM 1574      | Introduction to Information Technology | 3              |
| CM 3575      | Conflict Transformation                | 3              |
| CM 3580      | Research Methods                       | 3              |

Total Credits: 27

## AREA VI – CHRISTIAN EDUCATION STUDIES

The area of Christian Education Studies contains all the specialized courses in Christian Education and Youth Ministries. The College opines that there is a need in the New Testament Church of God and in the collective Christian presence in Jamaica and the Caribbean for well trained Christian education and youth workers. Therefore, we have developed the Minor in Christian Education and Youth Ministries with the following objectives in mind:

1. To enhance the educational ministry skills of students in response to calls for more trained and qualified youth and Christian education workers in the church.
2. To change students' perspectives on spirituality and education with a view to strengthening the education ministry of the church.
3. To prepare students for effective youth ministry and intervention with the aim of making a contribution to the transformation of the nation.

The Christian Education Studies area consists of seven (7) courses, amounting to twenty one (21) credits distributed throughout the programme.

| <b>Codes</b> | <b>Course Titles</b>                          | <b>Credits</b> |
|--------------|---|----------------|
| CE 1550      | Introduction to Christian Education           | 3              |
| CE 2552      | History and Philosophy of Christian Education | 3              |
| CE 3553      | Administration of Christian Education         | 3              |
| CE 2557      | Ministry to Youth and Children                | 3              |
| CE 3554      | Teaching the Scriptures                       | 3              |
| CE 3559      | Youth Ministry: Theology and Practice         | 3              |
| CE 4560      | Dynamics of Camping                           | 3              |

Total Credits: 21

## AREA VII: LEADERSHIP STUDIES

The College is cognizant of the significance of leadership in all spheres of human existence and endeavour. There can be no meaningful human progress without effective leadership. Therefore, the College conceptualized this area of study with the following objectives in mind:

1. To introduce students to historical, contemporary, and emerging issues in leadership studies with a view to sharpening their awareness of the significance of leadership in the human community.
2. To hone the leadership skills of students within real world contexts with a view to their transference of these skills to their ministry situation.
3. To facilitate students' exploring developmental and ethical issues in leadership practice with the assistance of successful leaders within the church and the society.
4. To help students to understand leadership from the perspective of the Bible with the aim of their becoming more effective Christian leaders.

The Leadership Studies area consists of nine (9) courses amounting to twenty seven (27) credits, which are distributed throughout the College's programme offerings.

| <b>Codes</b> | <b>Course Titles</b>                                | <b>Credits</b> |
|--------------|---|----------------|
| LS 2711      | Introduction to Leadership and Management           | 3              |
| LS 2714      | Leadership Team Work and Coaching                   | 3              |
| LS 2715      | Biblical and Theological Perspectives on Leadership | 3              |
| LS 3712      | Strategic and Transformational Leadership           | 3              |
| LS 3720      | Introduction to Entrepreneurial Leadership          | 3              |
| LS 3721      | Community Leadership                                | 3              |
| LS 4730      | Leadership Seminar                                  | 3              |
| LS 4790      | Internship in Leadership I                          | 3              |
| LS 4791      | Internship in Leadership II                         | 3              |

Total Credits: 27

## THE BACHELOR OF THEOLOGY

The Bachelor of Theology is the highest academic degree awarded by the College. It is structured so that, in four (4) years, students receive a balanced exposure to theological studies. The students have the option of taking a minor in Guidance and Counselling. The programme also provides flexibility in preparation for personal calling and needs. The Dean or a faculty advisor assists the student in selecting

courses most appropriate to the individual's interests and goals in ministry from the six (6) primary areas, Biblical Studies, Theological and Historical Studies, Pastoral Studies, Psychological and Counselling Studies, Philosophical and Communication Studies, and Missions and Social Studies. The degree requires the successful completion of one hundred and thirty (130) semester credit hours, with a GPA of 2.00 or above on a 4 point scale. Up to two (2) years' work (not exceeding 60 credits), may be accepted by transfer from schools with accredited programmes.

### **General Objectives of the Bachelor of Theology**

The general goal of the programme, leading to the Bachelor of Theology, is to prepare those who are called to full-time ministry in the Church and society. This rests on the understanding of the minister as the Servant of God, who is responsible to transmit God's message, love, and care to the world. The broad objectives therefore are:

1. To prepare the student in an understanding of the Bible, the history and theology of the church, and to gain skills in integrating these in ministering to his/her own context.
2. To prepare the student in an understanding of the dynamics of human nature, and to gain skills in relating to self, other individuals and/or groups in a just and upright manner.
3. To assist the student in discerning his/her context of ministry, and, under supervision, sharpening those skills and abilities needed for the practice of ministry.
4. To develop resourceful and mature spiritual leaders, counsellors, and educators for the church and community.

#### **A. Bachelor of Theology with No Minor**

Students desiring to acquire the Bachelor of Theology with no Minor are required to complete 49 courses amounting to 137 credits. The courses, credit hours and related percentages are identified in the following table:

**Table 1: Credit Hour Spread of Bachelor of Theology no Minor**

| <b>CURRICULUM AREAS</b> | <b># OF COURSES</b> | <b># OF CREDIT HOURS</b> | <b>PERCENTAGE</b> |
|-------------------------|---------------------|--------------------------|-------------------|
| General Education       | 10                  | 30                       | 22                |
| Specialization          | 31                  | 83                       | 61                |
| Electives               | 6                   | 18                       | 13                |
| Practicum               | 2                   | 6                        | 4                 |
| <b>TOTAL</b>            | <b>49</b>           | <b>137</b>               | <b>100</b>        |

**B. Bachelor of Theology with Minor in Counselling**

Students desiring a Bachelor of Theology with a Minor in Guidance and Counselling are required to complete 50 courses amounting to 140 credit hours. The courses and credit hours are spread across the UCJ qualifications framework as outlined in the table below:

**Table 2: Credit Hour Spread of Bachelor of Theology with Minor in Guidance and Counselling**

| <b>CURRICULUM AREAS</b> | <b># OF COURSES</b> | <b># OF CREDIT HOURS</b> | <b>PERCENTAGE</b> |
|-------------------------|---------------------|--------------------------|-------------------|
| General Education       | 10                  | 30                       | 21                |
| Specialization          | 33                  | 89                       | 64                |
| Electives               | 5                   | 15                       | 11                |
| Practicum               | 2                   | 6                        | 4                 |
| <b>TOTAL</b>            | <b>50</b>           | <b>140</b>               | <b>100</b>        |

**The Bachelor of Theology: Typical Scheduling**

The planning of a student's programme of study is normally done in consultation with the assigned academic advisor. Transfer courses require approval by the Dean in consultation with the Academic Council. Courses coded from 1000-1999 are offered exclusively in the first year of all the College's programmes. Courses coded from

2000-2999 are offered in the second year. The third year of the programme would normally be dominated by courses coded from 3000-3999 and the fourth year is filled with courses coded 4000-4999. The extant course schedules bear out these facts; they can be found in the Appendices.

Students are required to follow the course schedules and are not normally allowed to take upper level courses during their first and second years. Advisors are well prepared via meetings and a handbook to deal with student issues relating to course selection within the context of Bethel's policies regarding course scheduling. Bethel believes in the importance of curriculum scope and sequence. Therefore, the College has sought to ensure that courses are offered based on their nature, the area in which they fall, considerations concerning adult learning styles and trends, and the objectives of the College.

The College embraces the notion that theory and practice should be juxtaposed within the context of training for Christian ministry. Bethel seeks to offer courses that are highly theoretical and developmental in the first two years. In the final two years there is emphasis on the practical application of theory with a climactic internship/practicum experience.

**Bachelor of Theology – No Minor  
(Revised June 2014-Version #2)**

| <u>Semester I</u>                                      |                        |            | <u>First Year<br/>Semester II</u>                       |                                     |            |
|--|------------------------|------------|---|-------------------------------------|------------|
| <b>Codes</b>   | <b>Titles</b>          | <b>Cr.</b> | <b>Codes</b>  | <b>Titles</b>                       | <b>Cr.</b> |
| PY 1410  | Introduction to Psych. | 3          | PS 1311   | Homiletics I*                       | 3          |
| CM 1510  | Use of English         | 3          | CE 1550   | Introduction to Christian Education | 3          |
| BH 1140  | Biblical Hermeneutics  | 3          | CM 1570   | Communication Skills                | 3          |
| NT 1120  | Introduction to the NT | 3          | CM 1511   | Academic Writing                    | 3          |
| PS 1310  | IPTM                   | 3          | OT 1110   | Introduction to the Old Testament   | 3          |
| SS 1692  | Spiritual Formation I  | 1          | SS 1693   | Spiritual Formation II              | 1          |
| <i>Elective in Area IV (Soc. &amp; Behav. Studies)</i> |                        | <u>3</u>   | <i>Elective in Area III (Pastoral Studies-Missions)</i> |                                     | <u>3</u>   |
| <b>Total</b>   |                        | <b>19</b>  | <b>Total</b>  |                                     | <b>19</b>  |

| <u>Semester I</u> |                                 |            | <u>Second Year<br/>Semester II</u>           |                                 |            |
|-------------------|---------------------------------|------------|--|---------------------------------|------------|
| <b>Codes</b>      | <b>Titles</b>                   | <b>Cr.</b> | <b>Codes</b>                                 | <b>Titles</b>                   | <b>Cr.</b> |
| <b>PA 4392</b>    | <b>Homiletics II*</b>           | <b>3</b>   | HS 2270                                      | Denominational History & Polity | 3          |
| PA 2371           | Intro. to Church Music          | 3          | TS 2214                                      | Systematic Theology II*         | 3          |
| <b>HS 2252</b>    | <b>Intro. to Church History</b> | <b>3</b>   | <b>CE 3554</b>                               | <b>Teaching the Scriptures</b>  | <b>3</b>   |
| SS 2650           | Introduction to Sociology       | 3          | HB 2151                                      | Biblical Hebrew II*             | 3          |
| TS 2213           | Systematic Theology I*          | 3          | SS 2670                                      | Church & Community Services*    | 3          |
| HB 2150           | Biblical Hebrew I*              | <u>3</u>   | <i>Elective in Area I (Biblical Studies)</i> |                                 | <u>3</u>   |
| <b>Total</b>      |                                 | <b>18</b>  | <b>Total</b>                                 |                                 | <b>18</b>  |

| <b>Third Year</b>   |                                |            |                    |                                 |            |
|---|--------------------------------|------------|--------------------|---------------------------------|------------|
| <u>Semester I</u>   |                                |            | <u>Semester II</u> |                                 |            |
| <b>Codes</b>  | <b>Titles</b>                  | <b>Cr.</b> | <b>Codes</b>       | <b>Titles</b>                   | <b>Cr.</b> |
| GK 3130   | Biblical Greek I*              | 3          | GK 3131            | Biblical Greek II*              | 3          |
| <b>PA 3353</b>  | <b>Church Administration</b>   | <b>3</b>   | <b>PS 3313</b>     | <b>Pastoral Theo. and Prac.</b> | <b>3</b>   |
| LS 2711   | Intro. to Lead. & Man.*        | 3          | MS 3620            | Evangelism and Discipleship*    | 3          |
| PH 2510   | Intro. to Philosophy           | 3          | PH 3511            | Christian Apologetics*          | 3          |
| <b>OT 3115</b>  | <b>OT: Prophecy and Poetry</b> | <b>3</b>   | <b>NT 3126</b>     | <b>NT: Gospels and Epistles</b> | <b>3</b>   |
| CM 3580   | Research Methods               | 3          | SS 3652            | Research Project I              | <u>1</u>   |
| <i>Elective in Area II (Social and Behavioural Studies)</i> |                                | <u>3</u>   |                    |                                 |            |
| <b>Total</b>  |                                | <b>18</b>  | <b>Total</b>       |                                 | <b>19</b>  |

| <b>Fourth Year</b>           |                            |            |                              |                             |            |
|------------------------------|----------------------------|------------|------------------------------|-----------------------------|------------|
| <u>Semester I</u>            |                            |            | <u>Semester II</u>           |                             |            |
| <b>Codes</b>                 | <b>Titles</b>              | <b>Cr.</b> | <b>Codes</b>                 | <b>Titles</b>               | <b>Cr.</b> |
| GK 4132                      | Biblical Greek III*        | 3          | GK 4133                      | Greek Exegesis*             | 3          |
| PA 4390                      | Internship I               | 3          | PA 4391                      | Internship II               | 3          |
| TS 3235                      | Contemporary Theology*     | 3          | PH 4512                      | Christian Ethics*           | 3          |
| <b>SS 4653</b>               | <b>Research Project II</b> | <b>1</b>   | <b>SS 4654</b>               | <b>Research Project III</b> | <b>1</b>   |
| <i>Unrestricted Elective</i> |                            | <u>3</u>   | <i>Unrestricted Elective</i> |                             | <u>3</u>   |
| <b>Total</b>                 |                            | <b>13</b>  | <b>Total</b>                 |                             | <b>13</b>  |

\* These are Specialization Courses.

### Bachelor of Theology- Minor in Guidance and Counselling (Revised June 2014)

| <b>First Year</b> |                            |            |                    |                                     |            |
|-------------------|----------------------------|------------|--------------------|-------------------------------------|------------|
| <u>Semester I</u> |                            |            | <u>Semester II</u> |                                     |            |
| <b>Codes</b>      | <b>Titles</b>              | <b>Cr.</b> | <b>Codes</b>       | <b>Titles</b>                       | <b>Cr.</b> |
| CM 1510           | Use of English             | 3          | CM 1511            | Academic Writing                    | 3          |
| BH 1140           | Biblical Hermeneutics      | 3          | CE 1550            | Introduction to Christian Education | 3          |
| PY 1410           | Introduction to Psychology | 3          | CM 1570            | Communication Skills                | 3          |
| NT 1120           | Introduction to the NT     | 3          | PY 1411            | Developmental Psychology            | 3          |
| PS 1310           | IPTM                       | 3          | OT 1110            | Introduction to the Old Testament   | 3          |
| CO 1457           | Introduction to G & C*     | 3          | PS 1311            | Homiletics I*                       | 3          |
| SS 1692           | Spiritual Formation I      | <u>1</u>   | SS 1693            | Spiritual Formation II              | <u>1</u>   |
| <b>Total</b>      | <b>19</b>                  |            | <b>Total</b>       |                                     | <b>19</b>  |

| <b>Second Year</b> |                                 |            |                    |                                 |            |
|--------------------|---------------------------------|------------|--------------------|---------------------------------|------------|
| <u>Semester I</u>  |                                 |            | <u>Semester II</u> |                                 |            |
| <b>Codes</b>       | <b>Titles</b>                   | <b>Cr.</b> | <b>Codes</b>       | <b>Titles</b>                   | <b>Cr.</b> |
| PA 2371            | Intro. to Church Music          | 3          | HS 2270            | Denominational History & Polity | 3          |
| <b>HS 2252</b>     | <b>Intro. to Church History</b> | <b>3</b>   | <b>CE 3554</b>     | <b>Teaching the Scriptures</b>  | <b>3</b>   |
| <b>PA 4392</b>     | <b>Homiletics II</b>            | <b>3</b>   | CO 2458            | Career Counselling*             | 3          |
| SS 2650            | Introduction to Sociology       | 3          | <b>TS 2214</b>     | <b>Systematic Theology II</b>   | <b>3</b>   |
| TS 2213            | Systematic Theology I           | 3          | SS 2461            | Methodology in Guid. & Couns*   | 3          |
| HB 2150            | Biblical Hebrew I               | <u>3</u>   | HB 2151            | Biblical Hebrew II              | <u>3</u>   |
| <b>Total</b>       |                                 | <b>18</b>  | <b>Total</b>       |                                 | <b>18</b>  |



| <u>Semester I</u>                                |                            |            | <b>Third Year</b><br><u>Semester II</u>      |                                 |            |
|--|----------------------------|------------|--|---------------------------------|------------|
| <b>Codes</b>                                     | <b>Titles</b>              | <b>Cr.</b> | <b>Codes</b>                                 | <b>Titles</b>                   | <b>Cr.</b> |
| GK 3130  | Biblical Greek I           | 3          | GK 3131                                      | Biblical Greek II               | 3          |
| PY 3412  | Social Psychology*         | 3          | <b>CO 3459</b>                               | <b>M &amp;F Persp. Coun*</b>    | <b>3</b>   |
| PH 2510  | Introduction to Philosophy | 3          | CO 3460                                      | Group Dynamics and Counselling* | 3          |
| CO 3455  | Theories & Techniques*     | 3          | PY 2415                                      | Abnormal Psychology*            | 3          |
| CM 3580  | Research Methods           | 3          | SS 3652                                      | Research Project I              | 1          |
| <i>Elective in Area VII (Leadership Studies)</i> |                            | <u>3</u>   | <i>Elective in Area I (Biblical Studies)</i> |                                 | <u>3</u>   |
| <b>Total</b>                                     |                            | <b>18</b>  | <b>Total</b>                                 |                                 | <b>16</b>  |

| <u>Semester I</u>            |                            |            | <b>Fourth Year</b><br><u>Semester II</u> |                          |            |
|------------------------------|----------------------------|------------|--|--------------------------|------------|
| <b>Codes</b>                 | <b>Titles</b>              | <b>Cr.</b> | <b>Codes</b>                             | <b>Titles</b>            | <b>Cr.</b> |
| GK 4132                      | Biblical Greek III         | 3          | GK 4133                                  | Greek Exegesis           | 3          |
| CO 4464                      | Ethical Issues in the HPs* | 3          | SS 4655                                  | Testing and Measurement* | 3          |
| CO 4490                      | Practicum I*               | 3          | CO 4491                                  | Practicum II*            | 3          |
| <b>PA 4390</b>               | <b>Internship I</b>        | <b>3</b>   | <b>PA 4391</b>                           | <b>Internship II</b>     | <b>3</b>   |
| SS 4653                      | Research Project II        | 1          | SS 4654                                  | Research Project III     | 1          |
| <i>Unrestricted Elective</i> |                            | <u>3</u>   | <i>Unrestricted Elective</i>             |                          | <u>3</u>   |
| <b>Total</b>                 |                            | <b>16</b>  | <b>Total</b>                             |                          | <b>16</b>  |

\*These are Specialization Courses.

## DIPLOMA IN THEOLOGY

The Diploma in Theology programme requires three (3) years of study and is structured within the Bachelor of Theology programme. It requires that students complete all prescribed courses in the general education core (30 credits), the area of specialization (53 credits), electives (9 credits) and internship (6 credits). The programme is designed for those who want to be involved in various levels of Christian ministry in the local church. Every course in this programme is included in the Bachelor of Theology degree programme. Even the Internship and Spiritual Formation Group experiences are open to these students.

### General Objectives of the Diploma in Theology

Bethel Bible College conceptualized and developed the Diploma in Theology with the aim of offering solid foundational, theological, ministry-oriented educational experiences to persons who would not normally qualify to pursue a bachelor's degree. Although this programme is below the bachelor's programme in terms of quantity of credits, content, and time required, there is no difference in terms of the quality and level of work that is required. This is evidenced by the fact that the diploma is built into the Bachelor of Theology programme. As stated in one of the preceding sections in this chapter/section, this programme requires at least ninety (90) credits for completion. It is built on the following objectives:

1. To prepare students within the context of an understanding of the Bible and of the history and theology of the church and to gain skills in integrating these disciplines in doing ministry within their peculiar contexts.
2. To stimulate students towards pursuing spiritual and intellectual growth through disciplined study.
3. To prepare students to work harmoniously with other church leaders and professionals.
4. To prepare students to be able to assess their own performance as ministers and Christian workers.

**Diploma in Theology:** Students desiring to acquire the Diploma in Theology are required to complete 35 courses amounting to 101 credits. The courses, credit hours and related percentages are identified in the following table:

**Table 3: Credit Hour Spread of Bachelor of Theology no Minor**

| <b>CURRICULUM AREAS</b> | <b># OF COURSES</b> | <b># OF CREDIT HOURS</b> | <b>PERCENTAGE</b> |
|-------------------------|---------------------|--------------------------|-------------------|
| General Education       | 10                  | 30                       | 30                |
| Specialization          | 20                  | 56                       | 55                |
| Electives               | 3                   | 9                        | 9                 |
| Internship              | 2                   | 6                        | 6                 |
| <b>TOTAL</b>            | <b>35</b>           | <b>101</b>               | <b>100</b>        |

### **The Diploma in Theology: Typical Scheduling**

The planning of the student's programme of studies is normally done in consultation with the assigned academic advisor. As is the case with the degree programme, transfer courses require approval by the Dean in consultation with the Academic Council. Students are advised to take courses within the confines of the course schedule generated by the College and are rarely allowed to do advanced courses before foundational courses (See Appendices for schedule.)

## Diploma in Theology (Revised June 2014)

| <u>Semester I</u>                                    |                         |           | <u>First Year</u><br><u>Semester II</u>                 |                                     |           |
|--|-------------------------|-----------|---|-------------------------------------|-----------|
| Codes  | Titles                  | Cr.       | Codes   | Titles                              | Cr.       |
| CM 1510  | Use of English          | 3         | PS 1311   | Homiletics I*                       | 3         |
| PY 1410  | Introduction to Psych.  | 3         | CE 1550   | Introduction to Christian Education | 3         |
| NT 1120  | Introduction to the NT  | 3         | CM 1570   | Communication Skills                | 3         |
| <b>PS 1310</b>                                       | <b>IPTM</b>             | <b>3</b>  | OT 1110   | Introduction to the Old Testament   | 3         |
| BH 1140  | Biblical Hermeneutics   | 3         | CM 1511   | Academic Writing                    | 3         |
| SS 1692  | Spiritual Form. Group I | 1         | SS 1693   | Spiritual Formation II              | 1         |
| <i>Elective in Area IV (Beh. &amp; Soc. Studies)</i> |                         | <u>3</u>  | <i>Elective in Area III (Pastoral Studies-Missions)</i> |                                     | <u>3</u>  |
| <b>Total</b>   |                         | <b>19</b> | <b>Total</b>  |                                     | <b>19</b> |

| <u>Semester I</u> |                                 |           | <u>Second Year</u><br><u>Semester II</u> |   |           |
|-------------------|---------------------------------|-----------|--|---|-----------|
| Codes             | Titles                          | Cr.       | Codes                                    | Titles                                    | Cr.       |
| PA 2371           | Intro. to Church Music          | 3         | HS 2270                                  | Denominational History & Polity           | 3         |
| <b>HS 2252</b>    | <b>Intro. to Church History</b> | <b>3</b>  | SS 2670                                  | Church & Community Services               | 3         |
| LS 2711           | Intro to Lead. & Man.*          | 3         | <b>CE 3554</b>                           | <b>Teaching the Scriptures*</b>           | <b>3</b>  |
| <b>PA 4392</b>    | <b>Homiletics II*</b>           | <b>3</b>  | TS 2214                                  | Systematic Theology II*                   | 3         |
| SS 2650           | Introduction to Sociology       | 3         | <b>CO 3459</b>                           | <b>M &amp; F Persp. &amp; Counselling</b> | <b>3</b>  |
| TS 2213           | Systematic Theology I*          | <u>3</u>  | <b>PS 3313</b>                           | <b>Pastoral Theo. &amp; Prac.*</b>        | <u>3</u>  |
| <b>Total</b>      |                                 | <b>18</b> | <b>Total</b>                             |   | <b>18</b> |

| <u>Semester I</u> |                                |           | <u>Third Year</u><br><u>Semester II</u> |                                 |           |
|-------------------|--------------------------------|-----------|---|---------------------------------|-----------|
| Codes             | Titles                         | Cr.       | Codes                                   | Titles                          | Cr.       |
| PA 4390           | Internship I                   | 3         | PA 4391                                 | Internship II                   | 3         |
| PA 3353           | Church Administration*         | 3         | MS 3620                                 | Evangelism & Discipleship*      | 3         |
| <b>3115</b>       | <b>OT: Prophecy and Poetry</b> | <b>3</b>  | <b>NT 3126</b>                          | <b>NT: Gospels and Epistles</b> | <b>3</b>  |
| PH 2510           | Introduction to Philosophy     | <u>3</u>  | <i>Unrestricted Elective</i>            |                                 | <u>3</u>  |
| <b>Total</b>      |                                | <b>12</b> | <b>Total</b>                            |                                 | <b>12</b> |

\* These are Specialization Courses

## THE CERTIFICATE IN CHRISTIAN MINISTRY

Bethel sees the need to offer quality training in the area of Christian Ministry to lay leaders and other Christian workers in an effort to strengthen the ministry of the church. Therefore, it has conceptualized and concretized a Certificate in Christian Ministry, which is a one-year, 36-credit-hour programme. This new certificate programme replaces the Certificate in Theology that was offered for many years at the extension sites.

The goal of the certificate programme is to offer the opportunity for theological studies and ministry-oriented training to persons who intend to work in their local church as Christian education directors or directors of other ministries. This is an excellent opportunity for church members and leaders to access a significantly revised and standardized certificate programme in Christian Ministry. The College believes that this programme is contextual, relevant, practical, and life-changing.

The programme requires a *Community Service Practicum* (3 credits), that is, 30 hours of community service. These 30 hours include a three hour preparation seminar on *The Christian and Community Transformation*. The remaining 27 hours must be completed in a context where participants have direct contact with people. This practical part of the programme must be completed within three months after the student has registered for it. Each student is responsible to secure his or her own placement and is furnished with the necessary support documents from Bethel.

### **Curriculum #1 – Level II Programme**

The Level II programme is a one year **36 Credit Hour Certificate**. This programme is divided into three semesters with the student required, in each semester, to complete at least nine (9) credit hours.

Each phase of the programme will run for thirteen (13) weeks. Twelve (12) courses must be completed. This includes *nine compulsory courses, a community service practicum and two electives*.

### **Curriculum #2 – Level I Programme**

The Level I programme is a one year **18 Credit Hour Certificate**. This programme is divided into three semesters with the student required, in each semester, to complete at least six (6) credit hours.

Each phase of the programme will run for thirteen (13) weeks. Six (6) courses must be completed. This includes *five compulsory courses and the community service practicum*.

### **Certificate in Christian Ministry- Typical Scheduling**

It is divided into three semesters with the student required, in each semester, to complete at least nine credit hours. Each phase of the programme runs for 13 weeks. Twelve (12) courses must be completed. This includes nine compulsory courses, a community service practicum and two Saturday electives. Each elective will span 6 Saturdays for 6 hours per Saturday.

## **Certificate in Christian Ministry**

### **Semester One**

1. How to Interpret the Bible
2. Effective Communication
3. Understanding People

### **Semester Two**

1. Survey of the Bible
2. Introduction to Christian Ministry
3. Evangelism and Discipleship

### **Semester Three**

1. Introduction to Christian Doctrines
2. Effective Bible Teaching
3. Biblical Preaching

*Classes are generally held three (3) days for the week, Mondays to Fridays (except Wednesdays) from 6:00 – 9:00p.m. Extension Centres may exercise some flexibility with respect to days in keeping with the needs of their constituents.*

### **Electives (done as weekend modular courses)**

1. Ministry to Youth and Children (Semester 1)
2. Principles and Practices of Christian Leadership (Semester 2)
3. Music and Worship (Semester 3)

## **REQUIRED COLLEGE COURSES**

The College Courses are those courses that define the uniqueness of the College as a religious institution, and are required of **all** students in each area specified below. Transfer credits would not normally be granted for these courses.

### *Area I – Biblical Studies*

Introduction to Old Testament  
Introduction to New Testament  
Biblical Hermeneutics

### *Area II – Theological and Historical Studies*

Systematic Theology I  
Introduction to Pentecostal Theology and Ministry  
Introduction to Church History  
Denominational History and Polity

- Area III – Pastoral Studies*  
Homiletics 1 & 2  
Church Music and Worship
- Area IV – Social and Behavioural Studies*  
Introduction to Psychology  
Introduction to Sociology  
Church and Community Services
- Area V – Philosophical and Communication Studies*  
Academic Writing  
Communication Skills  
Introduction to Philosophy  
Use of English
- Area VI – Christian Education and Youth Ministry Studies*  
Introduction to Christian Education  
Teaching the Scriptures
- Area VII – Leadership Studies*  
Introduction to Leadership and Management

## **PRACTICAL PROGRAMME COURSES**

### **PRACTICAL EMPHASIS**

Bethel seeks to be as practical as it can in terms of programme and course offerings. There is a strong conviction that theory without practice is dead and useless. Practicality of information in every area of study is an integral component of the educational philosophy and academic vision and mission of the College. This practical emphasis is seen in the internship programme and in the guidance and counselling practicum.

### **Spiritual Formation (Covenant) Group**

For the first year of their sojourn at Bethel, resident students are required to meet in a faculty-led discipleship group that focuses on shared formation for ministry. The group is comprised of the year group members. The group strives to give tangible expression to the body of Christ by sharing in each member's journey in the faith. The exercise is designed to help students integrate ministerial formation with ongoing spiritual formation through interaction in covenant based small groups.

This set of two courses is offered every semester for the first year and is allotted one (1) credit per semester. This new programme that replaces the Covenant Group programme places special emphasis on the spiritual disciplines of the Christian faith with a view to enhancing the quality of the integrated life of the student as he/she prepares for ministry in the church and the world.

## **Internship**

Bethel Bible College seeks to develop students who are optimally rounded and who have knowledge and exposure to different aspects of the Christian ministry. An important aspect of the continuing process of ministerial formation is our Internship Programme. Its general aim is to produce ministers who have the capacity to participate in and reflect theologically on ministry in order to enhance their future action. This programme has two (2) broad components: a classroom element, and a practical element, consisting of church and community involvement. It is carried out in two (2) phases:

- Phase 1: Classroom Learning and Reflection
- Phase II: (a) Liturgical and Administrative Services  
(b) Community Services

The Internship Programme carries six (6) credits: three (3) in Phase I, and three (3) in Phase II. The student must remain within the internship context for about one (1) year in order to receive the six (6) credits.

At the beginning of their third year of study, students meet with their respective advisors for review of their progress, updating of their files, and designation of their internship. Internship placements are assigned, where possible, in settings that are in harmony with the students' interests and needs. The internship typically lasts for a year. In Phase I, students meet in four (4) Ministry Seminars (2 hours each session). Here they interact with internship supervisors and, on occasions, the Shepherd Pastors. These seminars are intended to prepare the interns for effectiveness in the practical, field element of the programme. At this stage, a personal philosophy of ministry is developed by the interns as a guide for their in-service training.

In Phase II, students pursuing the Bachelor of Theology with no Minor, who do not intend to do pastoral ministry, have the option to choose either setting "a" or "b" outlined above. Phase II (a) creates opportunities for students to be involved in the liturgical and administrative activities of a congregation under the direct

supervision of a Shepherd Pastor. Phase II (b) gives the students the option of being placed in a community institution, which offers opportunity for pastoral care, counselling and other therapeutic encounters.

The College maintains an excellent working relationship with the denominational headquarters, districts of churches, local congregations and social service institutions, which provides for a variety of opportunities for students to work with ministry specialists in their chosen areas of ministry focus.

Consistent with what is stated above, students pursuing the Bachelor of Theology with no Minor and the Diploma in Theology are required to do their internship in a local church setting or some other social service institution.

### **Guidance and Counselling Practicum**

Guidance and Counselling students are required to do a practicum in their final year, under the supervision of a qualified faculty member. Currently, there is a practicum requirement of one hundred and eighty (180) hours. The practicum is divided into two main segments: Practicum I (three [3] credits) and Practicum II (three [3] credits). Practicum I is usually scheduled for the first semester of the final year and Practicum II for the second semester of that same year.

The purpose of the Guidance and Counselling Practicum is to facilitate students giving practical expression to the theoretical perspectives that they would have gleaned in the relevant content areas over the preceding three (3) years. It is widely recognized that the technical helping skills in Guidance and Counselling students must be enhanced within real life contexts. The Guidance and Counselling Practicum is an excellent opportunity for students to hone their professional helping skills within real world situations, such as schools, infirmaries, churches, and para-church organizations. Students are not allowed to begin the practicum if they have not completed the requisite number of courses in the Minor in Guidance and Counselling.

The College, in an effort to assure the quality of the practicum and internship experience, requires the submission of written evaluations by both the trainee guidance counsellors and ministers and their respective supervisors. These written submissions must be received by the relevant officials of the College at the end of each semester and are used to determine whether the student has passed or failed the practical component of the programme. Copies of the assessment instruments



can be found in the Bethel Practicum Handbook and in the list of Appendices to this Self-Study.



## **SECTION VIII**

## **COURSE DESCRIPTIONS**

AREA I- BIBLICAL STUDIES  
AREA II- THEOLOGICAL AND HISTORICAL STUDIES  
AREA III- PASTORAL STUDIES  
AREA IV- SOCIAL AND BEHAVIOURAL STUDIES  
AREA V- PHILOSOPHICAL AND COMMUNICATION STUDIES  
AREA VI- CHRISTIAN EDUCATION STUDIES  
AREA VII- LEADERSHIP STUDIES

### **AREA I - BIBLICAL STUDIES**

#### **OT 1110 Introduction to the Old Testament**

A survey of the Old Testament books with special emphasis on the Pentateuch (authorship, purpose, content, etc).

#### **OT 2111 Historical Books of the Old Testament**

A study of the Old Testament records of ancient Israel: Joshua to Esther. A critical analysis of the individual books on matters of authorship, date, historical context, and literary features is presented.

#### **OT 3115 Old Testament Poetry and Prophecy**

A study of the Old Testament Poetic Books (Job, Psalms, Proverbs, Ecclesiastes, and Songs of Solomon) and Prophetic Books in the Neo-Assyrian, Neo-Babylonian and the Persian Periods. It incorporates a critical analysis of the individual books on matters of authorship, date, historical context, and literary features and message are dealt with.

#### **OT 3114 Daniel and Revelation**

A study of Biblical apocalyptic literature with special focus on the parallels in the books of Daniel and Revelation

#### **NT 1120 Introduction to the New Testament**

A survey of the New Testament books with special emphasis on the historical development of the literature of the New Testament and the social world of the earliest Christians.

**NT 3126 New Testament: Gospels and Epistles**

A study of the life and teachings of Jesus as is recorded in the Gospels with emphasis on the historical and religious background of his life, major events, and themes of his teachings.

**NT 4124 Romans**

An exegetical study of Paul's thought and doctrine as articulated in his epistle to the Romans with special emphasis on issues pertaining to authorship, place, date, purpose, key themes, message, and structure.

**NT 4125 Johannine Literature**

A survey of the Gospel and Epistles of John and a critical analysis of the individual books on matters of authorship, date, historical context, theology and literary features is presented.

**GK 3130 Biblical Greek I**

A study of the rudiments of the *Koiné* Greek of the New Testament with special attention given to inflections of nouns and verbs and the learning of some vocabulary.

**GK 3131 Biblical Greek II**

An advance study of the *Koiné* Greek of the New Testament with special attention given to inflections of the remaining parts of speech, and the learning of additional vocabulary.

**GK 4132 Biblical Greek III**

An application of the grammar and syntax of the *Koiné* Greek to the New Testament text, with special attention given to the translation of specific portions of the text.

**GK 4133 Greek Exegesis**

An exegesis of the New Testament text with special attention given to the epistle of First John.

**BH 1140 Biblical Hermeneutics**

An introduction to the art and science of biblical interpretation with special consideration given to the concepts, tools, and methods of understanding and applying Scripture.

**HB 2150 Biblical Hebrew I**

A study of the rudiments of Biblical Hebrew with special attention given to grammar (pronouns, adjectives, nouns, and some verbs) and the learning of some vocabulary.

**HB 2151 Biblical Hebrew II**

An advance study of Biblical Hebrew with special attention paid to additional Hebrew vocabulary, more complex syntax, and the Hebrew verb system in its totality. Special emphasis is placed also on reading and discussing significant selections from the Old Testament in Hebrew.

**HB 4152 Hebrew Exegesis**

This course introduces basic tools for interpreting the Old Testament. Attention is given to a working knowledge of biblical Hebrew vocabulary, grammar, syntax, and to principles of interpretation.

**AREA II- THEOLOGICAL AND HISTORICAL STUDIES****TS 2213 Systematic Theology I**

An exploration of the systematic presentation of the doctrines of the Bible, in the areas of Theology Proper (Doctrine of God), Christology (Doctrine of Christ), Pneumatology (Doctrine of the Holy Spirit), Bibliology (Doctrine of the Bible), and Anthropology (Doctrine of Man).

**TS 2214 Systematic Theology II**

An exploration of the systematic presentation of Christian doctrines in the areas of: Hamartiology (Doctrine of Sin), Soteriology (Doctrine of Salvation), Ecclesiology (Doctrine of the Church), and Eschatology (Doctrine of the End Times).

**PS 1310 Introduction to Pentecostal Theology and Ministry**

This course is an introduction to the process, principles, and promise of theological education in the College, highlighting the foundations of worship, prayer and mission, which form the spiritual basis for Pentecostal theological study and ministry. It is an exploration of the issues of the historical and theological roots and nature of Pentecostal Theology, with emphasis on the historical, social, economic, political and cultural occurrences that helped to shape Pentecostal Theology. It is also an overview of the biblical principles and practices that guide ministry in the local church.

**TS 3235 Contemporary Theology**

An examination of the origin and development of current theological thinking and its effects on contemporary contextual issues. It offers an exploration of the major figures and themes of modern and contemporary Christian theology, with a special emphasis on the twentieth century.

**HS 2252 Church History**

This course presents a broad sweep of the history of Christianity from its origin and development church during the first five centuries A.D. to the sixteenth century Reformation with special focus on the rise and establishment of Papal supremacy, and its decline during the Protestant Reformation.

**HS 2270 Denominational History & Polity**

A study of the origin and development of the Church of God, with special emphasis on its unique pattern of church polity, organization, and function.

**HS 3271 Caribbean Church History**

Caribbean Church History is a study of the ecclesiastical history of the Caribbean, which covers the period, 1492-present. This course surveys the emergence, expansion and effects of Christian missions in the Caribbean.

**HS 3290 World Religions**

A comparative study of the major religions of the world giving special attention to the origin, development, beliefs, and practices.

**AREA III- PASTORAL STUDIES****PS 1311 Homiletics I**

An introduction to the arts and science of preaching with careful examination of the principles and techniques involved.

**PS 3313 Pastoral Theology and Practice**

This course introduces to the student to the important task of and foundational issues in pastoral care and counselling in the context of the local church. Caring for and counselling people are central parts of the role for those who enter the ranks of ordained ministry. Jesus' words to Peter, "Take care of my sheep" (John 21:16), apply to all who are called to shepherd or pastor. Emphasis will be placed upon the personal and professional self-understanding as a theologian and care-giver as well as on the specific skills of attending, interpreting, guiding, evaluation and referral. We will seek to find a workable nexus between theory and practice

and to equip students with a variety of skills which can assist them in carrying out their day-to-day activities as pastoral care-giver and counsellor. This course will help the student understand and practice the principles of Christian “care of souls” and Christian counselling in a manner that is comprehensively faithful to the biblical faith and human reality.

**PA 2371 Introduction to Church Music**

An overview of the historical and theological perspectives on church music with special attention given to the roles of choirs, musicians, and worship leaders.

**PA 3352 Church Planting and Growth**

An explanation of the theories and practices of church planting providing guidelines for devising strategies and developing resources in the establishment and development of new churches. A survey of the primary historical and theological factors of the church growth movement, and its application to the development of growth strategies within the local church.

**PA 3353 Church Administration**

This is a study of the philosophical theological and practical dimensions of administration in the local church. The focus is on preparing the student to be a church administrator by interpreting what church administration is, the foundations on which it rests, and the prerequisites for leadership in this field. It includes an examination of the principles of parliamentary procedure and a study of the nature and perspectives on the financial administration of a local church.

**PA 4371 Pentecostal Liturgy**

An examination of the ceremonies and sacraments that define Pentecostal worship.

**PA 4390 Internship I**

Special church internship seminars designed to help the student to critically reflect on ministry experiences.

**PA 4391 Internship II**

This is a supervisory programme where the student is given the opportunity to practice the approaches and techniques that he/she has learnt.

**PA 4392 Homiletics II/Preaching Seminars**

A comprehensive study and practice of sermon delivery with special emphasis on expository preaching.

**MS 1619 Introduction to Missions**

An examination of the concept and practice of missions from a historical, cultural and theological perspective, emphasizing the important events, issues and trends.

**MS 3614 Urban and Rural Ministries**

An examination of urban and rural life in the Caribbean with a view to identifying and embracing appropriate Christian ministry responses to fit the context.

**MS 3620 Evangelism and Discipleship**

A study of the biblical concepts and practical application of evangelism and discipleship. The social, cultural, community and ontological ramifications of evangelism and discipleship are included, as well a critique of current issues, worldview and the needs of the 21st century world.

**MS 4613 Cultural Anthropology**

An introduction to the study of man as a cultural being with emphasis on the basic patterns and dynamics of culture, and how these factors account for the cultural characteristics of man.

**AREA IV- SOCIAL AND BEHAVIOURAL STUDIES****PY 1410 Introduction to Psychology**

An examination of the contributions of the leading psychological thinkers, with special emphasis on the foundational principles that govern human behaviour.

**PY 1411 Developmental Psychology**

A study of the basic principles and theories of human development. Special emphasis will be given to the life span from the beginning of life through infancy, childhood, adolescence and adulthood to death and dying. The transitional life processes are emphasized as they occur at each stage throughout the lifespan; processes include physical, intellectual, social, personality and even occupational development.

**PY 2415 Introduction to Educational Psychology**

An overview of the field of educational psychology, its theoretical bases and application and its effect on children and youth. It focuses on providing a background of the ways in which the principles of psychology are applied to human learning.



**PY 2416 Abnormal Psychology**

A broad survey of what is considered to be abnormal behaviour. Emphasis is placed on a scientific, empirical view. The primary focus of the course is the *description* of various symptoms, syndromes and illnesses, but research and theories concerning etiology will also be covered. Additionally, treatments of abnormal behaviour will be discussed.

**PY 3412 Social Psychology**

A survey of the psychological theories and practices of human social and historical behaviour, in light of the basic ideas and research methods used by social psychologists.

**CO 1451 Basic Skills in Counselling**

An examination of the knowledge, attitudes, and skills essential to effective counselling. Emphasis on experiential learning of interviewing strategies and on effective helping and interpersonal skills for conducting counselling with adults. The primary emphasis of this course is on (1) the application of counselling and psychological theory to the actual practice of counselling, and (2) the development of counselling skills through observing and conducting peer counselling sessions.

**CO 1457 Introduction to Guidance and Counselling**

An introductory survey of the various approaches to counselling with consideration given to historical, psychological and sociological factors.

**CO 2458 Career Life Planning**

A study of the theory and practice involved in making personal vocational choices, with primary focus on the roles of the counsellor and counselee.

**CO 3455 Theories and Techniques in Guidance and Counselling**

A study of the application of the theories, principles, and techniques of counselling as they relate to specific counselling situations, especially in school systems.

**CO 3459 Marriage and Family Perspectives and Counselling**

This course is an overview of perspectives on marriage and family life as well as family counselling/therapy models. It presents the biblical model of family and offers a biblical perspective on building healthy marriage and family relationships. It also examines contemporary trends regarding the role of family in society, with emphasis on the Caribbean family and employs biblical and theological resources along with resources from other disciplines as a guide in shaping counselling responses to some of the challenges and opportunities present in families and

marriages. Students learn to recognize symptoms of disease in a family system and acquire methods for positive intervention. They will also learn how to apply this level of understanding to their own personal lives and relationships.

### **CO 3460 Group Dynamics and Counselling**

A study of nature, types, development, dynamics and functions of groups in counselling.

### **CO 2461 Methodologies in Guidance and Counselling**

An introduction to the extant guidance methodologies that should enhance effectiveness in the delivery of guidance services. It is designed to assist guidance counsellors in the generation and implementation of proven methods and skills that are central to the guidance and counselling profession.

### **CO 3462 Human Sexuality**

An overview of the physiological, psychological, and social aspects of sexual development throughout the life span, which are required for healthy sexual adjustment. The course explores the positive, negative, and precautionary measures that enable rational and moral decisions while discovering God's gift of sexuality and individuality of each person.

### **CO 3463 Youth Counselling and Intervention**

An examination of the principles and practices of counselling and intervention skills needed for participants to identify and meet the counselling needs of adolescents, specifically in the areas of parent-teen relationships, peer pressure, abuse, anxiety, suicide, drugs, alcohol and other pertinent adolescent problems. The course will give a framework for utilizing the family systems model, plus provide techniques and principles of counselling teenagers and families.

### **CO 4454 Ethical Issues In the Helping Professions**

A survey of professional, ethical and legal issues related to the practice of individual, marital and family counselling.

### **CO 4490 Counselling Practicum I**

A guided study in some aspect of practical counselling intended to assist the student in preparing for this area of ministry

### **CO 4491 Counselling Practicum II**

This is a supervisory programme where the student is given the opportunity to practice the approaches and techniques that they have learnt.

**SS 1692 Spiritual Formation Seminar I**

An exploration of the disciplines of the Christian church that have proven to be effective in shaping and forming Christians holistically. Emphasis is placed on the practice of these disciplines in group based situations and in individual contexts.

**SS 1693 Spiritual Formation Seminar II**

A continuation of Spiritual Formation Seminar I with special emphasis on the presentation of a reflection on personal spiritual formation related challenges and changes throughout the entire academic year.

**SS 2650 Introduction to Sociology**

An examination of the contributions of some of the leading sociological thinkers, with special emphasis on the Jamaican/Caribbean social institutions: such as political, economic, family, educational, and religious lives.

**SS 2670 Church and Community Services**

A study of the biblical and theological principles of the social service with emphasis on how these services might be embraced as a function of the Church.

**SS 3652, SS 4653, SS 4654 Research Project I, II, & III**

Courses designed for students to conduct application-oriented research in any area that is related to their major (Theology) or minor (Guidance and Counselling). Special focus and emphasis will be placed on using the proposal developed in the *Research Methods* course and generating a research paper that will be based on either the action research or survey methodology.

**SS 3656 Introduction to Contemporary and Cultural Studies**

An examination of contemporary and cultural issues with special emphasis on the Caribbean's unique culture with a view of heightening awareness so that the church can engage in more relevant and transformational ministry. The church's mission in the Caribbean will be greatly enhanced if those who lead understand the intellectual, cultural, political and social currents that flow through the region.

**SS 4655 Testing and Measurement**

A study of the theories and principles of diagnostic testing which give teachers and counsellors a better basis for directing educational and guidance efforts.

## **AREA V- PHILOSOPHICAL AND COMMUNICATION STUDIES**

### **PH 2510 Introduction to Philosophy**

A general introduction to the discipline of philosophy, examining the thoughts of the most prominent philosophers, philosophical systems, and issues.

### **PH 3511 Christian Apologetics**

An articulation and defence of the Christian faith. It offers an examination of the theological and philosophical systems which are used to defend the faith.

### **PH 4512 Christian Ethics**

A study of the biblical, historical and theological foundations of Christian Ethics. This includes the analysis of the various ethical problems in Church, society, family, and among individuals.

### **CM 1510 Use of English**

An introduction to the study of the English language, with emphasis on grammar, punctuation, sentence construction and paragraph development. Special attention will be given to common errors such as run-on sentences, fragments, dangling modifiers, agreement errors (subject/verb, noun/pronoun) and verb tense errors. The course will also attempt to assist students in extracting meaning (both explicit and implicit) from written texts.

### **CM 1511 Academic Writing**

An interdisciplinary writing course emphasizing critical reading and thinking, argumentative writing, library research, and documentation of sources in an academic setting. This course is designed to prepare students for the writing they will have to do at the college level.

### **CM 1570 Communication Skills**

An introduction to the field of human communication and to the various approaches to and the skills and methods in oral communication.

### **CM 3575 Conflict Transformation**

An introductory course in the field of conflict transformation and dispute resolution that includes negotiation, mediation, and arbitration. It examines the nature of disputes and the multiple arenas in which conflict occurs. This course provides an overview of opportunities in dispute resolution studies.

**CM 1580 Social Research Methods**

A general introduction into social research methodology employed in organizational studies. It covers two main areas: the epistemology of social science and the logic of research design. Considerations will be given to qualitative and quantitative approaches, with emphasis on action research.

**AREA VI- CHRISTIAN EDUCATION STUDIES****CE 1550 Introduction to Christian Education**

This course offers an overview of the historical roots of Christian Education including Hebrew, Greek and Roman Systems. Christian Education is then traced from the beginning of the Christian era through the Sunday school movement to recent developments. Concurrently, religious and secular educational philosophies will be compared.

**CE 2552 History and Philosophy of Christian Education**

A survey of the history of Christian education from biblical times to the present day. The course identifies and examines individuals and movements whose contributions to the theology and philosophy of Christian education continue to shape Christian education practice.

**CE 2557 Ministry to Youth and Children**

An overview and foundational study of the various aspects of Youth and Children's Ministry. This course provides a foundational understanding of biblical ministry to youth and children with an emphasis on the development of youth and children's programs that can effectively minister to their needs. This course will focus on the characteristics of children and youth and the stages of childhood and adolescence with emphasis on key issues that provide insights on ministering to their needs.

**CE 3553 Administration of Christian Education**

A study of the administrative and organizational aspects of the discipleship ministries of the church, highlighting the operations within administration in the areas, of planning, delegating, staffing, co-coordinating, and evaluating.

**CE 3554 Teaching the Scriptures**

A study of the theory, practice and principles of the teaching – learning process, including a survey of the teaching ministry of Jesus, with special emphasis on the role of the Christian leader in teaching the Bible.

**CE 3559 Theology and Practice of Youth Ministry**

An introduction to the biblical and theological foundations, history, and philosophy of youth ministry, and surveys contemporary youth ministry strategies. It will also challenge students to consider issues of vocational calling.

**CE 4560 Dynamics of Camping**

An exploration of Christian camping as an important part of the church's discipleship ministry. It examines the foundations, philosophy and theology of Christian camping and pays equal attention to the practical dynamics of camping such as programming, budgeting and property management.

**AREA VI- LEADERSHIP STUDIES****LS 2711 Introduction to Leadership and Management**

A general overview of leadership and management. It is designed to provide students with an understanding of various theories and concepts of leadership and management. Emphasis is placed on clarifying the points of convergence and divergence between leadership and management. Theoretical and practical perspectives from specialists in the fields of leadership and management are explored.

**LS 2714 Leadership, Teamwork and Coaching**

An intensive, interactive, and experiential course focusing on leading teams and teamwork. It is a theory-based, but highly practical approach to the subject, designed to provide students with essential skills to become effective and productive team members and leaders of teams.

**LS 2715 Biblical and Theological Perspectives on Leadership**

An overview of biblical and theological perspectives for leadership ministry in churches and organizations. Special attention is given to laying a biblical and theological foundation and creating a leadership development grid, so that students emerge with a frame-work for lifelong leadership learning.

**LS 3712 Strategic and Transformational Leadership**

This course engages students in understanding, implementing, and evaluating strategic leadership practices based on various theories, models, and approaches for achieving organizational transformation. The aim is for students to become skilled facilitators of the organizational transformation process by initiating, implementing, sustaining, and evaluating transformation/change efforts.

**LS 3720 Introduction to Entrepreneurial Leadership**

An introduction to the fundamental concepts, processes, and practices in the field of entrepreneurial leadership. This interactive case-based course combines themes of entrepreneurship and leadership to illuminate the scope of the leader's functions, authority and actions. Participants are encouraged to share best practices and worst practices in their quest to solve complex leadership challenges.

**LS 3721 Community Leadership**

An overview and analysis of community development and community leadership models and perspectives from simple, exotic cultures to complex, modern communities. The course demonstrates how community is formed and structured and how leadership can make a difference.

**LS 4730 Leadership Seminar**

This seminar focuses on leadership- theories about leadership, case studies, biographical accounts, and speculations about why leaders succeed or fail and in what contexts. The key elements of leadership are discussed and a framework for thinking about leadership created to provide focus for discussions.