



**2018-2019 STUDENT HANDBOOK**

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Theos Bible College™

## **STUDENT HANDBOOK**

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## FROM THE PRESIDENT

It's been said that the ultimate destiny of our lives is a direct result of the choices we make in life under the watchful eye and matchless grace of our Creator. While there is certainly no substitute for God's intervening grace in our lives, the truth is, our choices count. And over half a century of life has taught me that, often, the biggest developments in life are often tied to what seems to be micro-choices made in almost happenstance moments. Perhaps you are holding the result of a difference-making microchoice in your hand right now as you read through this handbook.

We are confident that God will guide you forward in the process of determining if what we offer fits His plan for your life. He is absolutely committed to watching over His Word to perform it in our everyday lives.

This *Student Handbook and Course Catalog* will provide you with an overview of our Mandate, Purpose and the Programs we offer to equip God's People for the work of the ministry He has called each and every believer to accomplish – especially within the local church.

Our **Mandate** as a college is framed in the Apostle Paul's directive given to Timothy, a young leader he was training, when he said in 2 Timothy 2:2, *"And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others."*

Our **Programs** are a direct reflection of the **Purpose** of Theos Bible College (TBC). Namely, to provide a rich, multifaceted educational experience focused on preparing men and women in both Theological and Biblical Studies as well as those who would like to continue developing a working comprehension of and training for Pastoral Ministry.

I believe the reason you are holding this Handbook in your hand is because, deep inside your spirit, you have the sense that God is calling you to a deeper journey of diligent study of Him and His Word. It would be our greatest honor to be part of the process that you demonstrate your obedience to the Biblical admonishment in 2 Timothy 2:15 to *"Study to show yourself approved unto God, a (worker) that need not be ashamed, rightly dividing the word of truth."*

I pray God will confirm His prompting in your spirit to dig into a season of study that will bear much fruit for the balance of your life here on this earth.

Finally, I would like to acknowledge and thank Dr. Douglas J. Wingate and the team at Life Christian University. Life Link Church was privileged to host an extension campus for LCU for 5 years with wonderful results. While the content and convictions underwriting Theos Bible College is a reflection of a separate and unique divine calling and mandate from God, our experience with LCU and their stellar model has provided the inspiration for much of the operational structure of TBC.

Committed to equipping God's people,

A handwritten signature in black ink, appearing to read 'David E. Wright II', with a stylized flourish at the end.

David E. Wright II, Ph.D.

President and Founder

## DOCTRINAL STATEMENT OF FAITH

We believe and teach:

- The Bible to be the only inspired, infallible Word of God (*2 Peter 1:21, 2 Timothy 3:16-17*).
- In One God (*Isaiah 43:10*). The Godhead consists of the Father, the Son, and the Holy Spirit (*Matthew 3:16-17, 2 Corinthians 13:14*), One in Three and Three in One (*John 16:13-15, John 20:21-22*).
- In the sinless Deity of Jesus Christ (*John 1:1-14, Hebrews 4:15*), in His virgin birth (*Matthew 1:25*), in His atoning death (*Colossians 1:22*), in His bodily resurrection (*Acts 4:10*), in His ascension to the right hand of the Father (*1 Peter 3:22*), and acknowledge the Lordship of Jesus Christ over all things in heaven and on earth and under the earth (*Philippians 2:9-10*).
- Man was created in a state of righteousness and holiness but fell by transgression into a state of spiritual death in trespasses and sin, and remains in that condition until he is delivered by the power of the Gospel of Jesus Christ (*Romans 5:12-21*).
- In salvation through the redeeming blood of Christ by repentance toward God, faith in Jesus Christ and confession of His Lordship (*Hebrews 9:22, Romans 10:9-10, 13*).

- In Water Baptism by immersion (identifying with Christ's death, burial and resurrection) for those who have repented, believed in, and confessed Jesus Christ as Savior and Lord (*Matthew 28:19, Acts 2:38*), burying the sin nature, which results in freedom from slavery to sin (*Romans 6:1-6, Colossians 2:11-13*).
- In the Baptism of the Holy Spirit and speaking in tongues (*Acts 2:1-4, 2:38, 10:46, 19:6*), in the gifts of the Spirit (*1 Corinthians 12:8-11, Romans 12:6-8*) and the fruit of the Spirit (*Galatians 5:22-23*).
- In sanctification and holiness of heart and the overcoming life as Scriptural requirements for the Bride of Christ (*Ephesians 5:25-27*).
- In evangelistic and missionary fervor and endeavor (*Acts 1:8, Mark 16:15-18*).
- In the practice of observing the Lord's Supper regularly as enjoined in the Scriptures (*Luke 22:19-20, 1 Corinthians 11:23-34*).
- In the dedication of little children as observed in the Scriptures (*Matthew 19:13-15*).
- In tithing as taught in the Scriptures (*Matthew 23:23, Malachi 3:10*).
- That divine healing is obtained on the basis of Atonement (*1 Peter 2:24*).

- The true church is One body of many members consisting of "born-again" Christians regardless of church affiliation, and that we as individuals become members of that Body through the power of the Spirit; and so, we have fellowship one with another (*1 Corinthians 12:14-24, Ephesians 2:13-22, 4:3-6*).
- In Christ's imminent personal return in power and great glory, in His millennial reign and in His everlasting dominion (*Acts 1:11, Revelation 20:4, Daniel 7:14*).
- In the resurrection of both the saved and the lost – those who are saved unto the resurrection of eternal life, and those who are lost unto the resurrection of eternal judgment (*John 5:28-29, Revelation 20:15*).

# DIPLOMAS AND DEGREES

Theos Bible College offers the following types of Certificates, Diplomas and Christian Degrees:

## **AUDIT CERTIFICATE**

Our Audit Program is for those individuals attending strictly for their own personal spiritual growth. Audit students must attend all classes and read all textbooks. Audit students are invited to participate in the graduation exercise for degree students and will receive a certificate of attendance for each 30-credit-hour program completed which includes practicum.

Audit students may convert their Audit student credit to academic credit by completing the additional work requirements (tests, quizzes, papers, and labs) and paying the additional tuition for the degree program. Upon completion of the additional requirements, a degree certificate and transcript commensurate to the student's academic standing will be rewarded.

## **DIPLOMA IN THEOLOGY**

A student who successfully completes their designated first-year program for academic credit (30 credit-hours total) will be awarded with a Diploma in Theology.

## **ASSOCIATE DEGREE**

A student who successfully completes their designated second-year program for academic credit (60 credit-hours total) will be awarded an Associate's Degree.

## **ADVANCED DIPLOMA IN THEOLOGY**

A student who successfully completes their designated third-year program for academic credit (90 credit-hours total) will be awarded an Advanced Diploma in Theology.

## **BACHELOR DEGREE**

A student who successfully completes their designated fourth-year program for academic credit (120 credit-hours total) will be awarded a Bachelor's Degree.

**\*NOTES TO ALL STUDENTS:**

- All students are required to complete Program #1 courses (via class instruction at Theos Bible College or by transfer credit from an approved institution.
- Formal teaching and preaching experience may qualify a student for Bible Teaching Experience (BTE) credit. Up to 30 credit hours of BTE credit may be awarded toward a Bachelor's Degree.
  - See the *Bible Teaching Experience Application* form in **Appendix A** for details.

*For details on programs and course descriptions, see the Theos Bible College Course Catalog in the following sections.*

# TUITION

## **PHILOSOPHY BEHIND OUR LOW TUITION RATES**

Obeying God by stepping into a ministry calling can be extremely difficult if the training required to do so leaves a student buried in financial duress. As a result, our commitment is to offer a quality, accredited\* Biblical education in a format that brings the best of many layers together; tuition that will allow students to invest in Biblical training in a manner consistent with the Biblical admonition that “servants (instructors/professors) are worthy of their hire”, while at the same time not leaving students under an oppressive burden of debt. Simply put, we strive to provide the life-giving sweet spot between the most affordable, highest quality, Biblical and Ministry education that we can offer as a ministry to the Lord and His people.

- ❑ \* One reason Theos Bible College has chosen to accredit through ACI (Accrediting Commission International, a less-costly non-government accreditation body) is that, the governmental accreditation programs required to allow a school to qualify for government-backed grants and loans are so costly, they require schools to end up charging the maximum tuition allowable in order to pass that expense back to students – leaving most graduating students mired in debt that take most of their lives to pay back.

## **STUDENT LOANS**

We have an extremely flexible financial format to make access to Theos Bible College as life-giving as possible. For example, a student may choose to pay the whole year’s tuition up front **or** that student may choose to access the equivalent of a Student Loan in the form of a “pay-as-you-go”\* program paying for each course before the course begins.

- \* *Note: Students on this program must pre-pay each course before that course begins. There are no provisions for partial payments.*

## AUDIT TUITION

The cost of a one-year Audit Program is \$900, payable in 9 installments of \$100. Each installment includes tuition, primary textbook for each course, and Ministry Practicum credits. Audit credit may be converted to academic credit by paying the additional tuition amount and completing the additional work requirements.

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$900
+ Ministry Practicum	3	0
= Totals	30	\$900
÷ 9 payments		\$100/course

## TUITION FOR UNDERGRADUATE PROGRAM

Course tuition fees for undergraduate courses are \$175 per course (\$58.33 per credit-hour) *and includes the primary textbook costs*. Each yearly program covers nine (9) courses plus Ministry Practicum, which runs concurrently throughout the 10-month academic year. The completed courses plus Ministry Practicum credits provide a student with 30 credit hours per academic year.

### **TUITION FOR 1 PROGRAM (YEAR) OF UNDERGRADUATE STUDIES**

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$1,575
+ Ministry Practicum	3	0
= Totals	30	\$1,575
÷ 9 payments		\$175/course

**REFUND POLICY**

There is no refund for a purchased course.

**MATRICULATED DEGREE FEE**

Occasionally, students have accumulated enough credit hours from other approved academic institution to qualify for a matriculated Christian Degree. If the courses are similar in nature to those offered in our school, a student may submit an application for such. There is a \$500 fee to matriculate a Bachelor's Degree.

# ENTRANCE REQUIREMENTS

## **UNDERGRADUATE LEVEL REQUIREMENTS**

In order to enter a Christian Degree program, an Applicant must have either\*:

- Earned a diploma from an accredited High School
- Passed the General Equivalency Diploma (G.E.D.) test, or
- Can document an equivalent education

\*NOTE:

- Students without proof of a High School diploma may receive a Certificate of Completion. Completing 60 credit hours as a Certificate Student (earning a GPA of C or better) demonstrates the student's ability to study at the university level and may enroll in Theos and begin to earn credits toward a degree.
  - Note: The 60 qualifying credits are in lieu of a High School equivalent education and will not count toward their Theos degree.

## **ADVANCED PLACEMENT CREDITS**

### **Transfer Credits**

Incoming students who wish to transfer credit from another institution of higher learning must contact those institutions and request Official Transcripts be sent to the Admissions Office (see instructions in "Application Process" on page 17).

Credit will be granted for qualified transferable work done on an equivalent level at an approved institution in subjects that fit within the student's program of study for courses completed with a grade of "C" or higher. Those grades will then be averaged into the student's overall GPA.

The Admissions Department will evaluate all qualified official transcripts obtained and submitted by the student. All official transcripts must be submitted to the Admissions Department by the student within 60 days of student's acceptance letter in order to avoid additional reassessment fees.

In order for a student to receive one of our Christian degrees, he/she must take or transfer in credits for subjects covered in our Program 1 and complete a minimum of 30 credit hours in one of the programs offered by Theos Bible College.

The complete enrollment instructions are covered in the upcoming section, "Application Process."

### **Bible Teaching Experience Credit**

Theos Bible College acknowledges that some incoming students are experienced ministers who may have spent large segments of their lives carrying out the responsibilities associated with study for the preaching and teaching of God's Word in formal services or classes sanctioned by a church such as adult worship services, youth or children's church services, or other institutions of Christian education. In light of that, we offer the possibility of giving students academic Bible Teaching Credit (BTE) toward a Christian Degree. For that preparation and teaching to qualify for BTE credit, most of the materials prepared and preached/taught should have resulted from the minister's own study of God's Word and not simply teaching someone else's curriculum. See *Bible Teaching Experience Application* form in **Appendix A** for details.

## **BTE Evaluation Requirements**

Students who wish to receive BTE credits must complete and submit the BTE Application and the \$50.00 BTE Evaluation Fee within 90 days of submission of the TBC Student Application in order to initiate the process. Once the qualified experience has been determined, the student will be assessed a \$15 per credit-hour for each BTE credit-hour awarded. If no BTE credit is awarded, there will be no additional fee incurred.

Qualifying students will receive a BTE Award Letter from the Registrar showing the BTE credits they are eligible to receive and the total Credit Award Fees associated with the BTE Credits. Once the student submits payment of the BTE Credits Fee, the BTE credits will be officially entered on the student's transcript.

### **SAMPLE COSTS FOR UNDERGRADUATE BTE** (Showing the maximum 30 credit-hours possible)

Description (Undergraduate BTE)	Credit-Hours	Cost
BTE Evaluation Fee	27	\$50
+ BTE Credit Awarded	30 hours @ \$15 per hour	\$450
= Totals	30 hours	\$500

# APPLICATION PROCESS

You may begin the Application Process at your convenience by following these steps:

1. Download and Completely fill out the Student Application.
2. Contact each college, university or institute of ministry that you have previously attended. ***Have them send transcripts to TBC at the following address:***

Admissions Department  
Theos Bible College  
725 W Warner Rd  
Gilbert, AZ 85233

- *NOTE: You are responsible for following up with the Director to determine whether all of your transcripts have been received or not.*
3. If transcripts from an accredited college or university will not be provided, submit one of the following proofs of high school graduation:
    - Diploma (A photocopy is acceptable)
    - G.E.D. (A photocopy is acceptable)
    - Or Equivalent (Official documents are required)
  4. Read this entire *TBC Student Handbook and Course Catalog* (confirmed by your signature under the Affidavit on the Student Application).

5. Mail envelope containing the above-referenced documentation (e.g. TBC Student Application, Application Fee, and a photocopy of High School Diploma or G.E.D. [if applicable]) to:

Admissions Department  
Theos Bible College  
725 W Warner Rd  
Gilbert, AZ 85233

- 6. *NOTE: Students who wish to apply for Bible Teaching Experience (BTE) credit will follow the process for this group of credits as outlined on pages 15 & 16 of this Handbook.***

## **KEY 2018-2019 CALENDAR DATES**

Please take note of the following key dates of the 2018-2019 Academic Calendar for your own personal planning:

<b>08/12/18</b>	Initial 2018-19 TBC Interest Meeting
<b>08/26/18</b>	Student Applications Due Date
<b>09/04/18</b>	Student Orientation
<b>09/11/18 – 12/18/18</b>	Fall Semester
<b>12/19/18 – 01/07/19</b>	Winter/Christmas Break
<b>01/08/19 – 06/04/19</b>	Spring Semester
<b>03/12/18</b>	Spring Break
<b>06/04/19</b>	Final class date
<b>06/28/19</b>	Graduation Commencement

# STUDENT POLICIES

## **Personal Habits**

With the submission of the Student Application, TBC Students are committing to live in accordance with Christian Lifestyle ideals congruent with the character values of Theos Bible School, which models a good testimony for Jesus Christ. In keeping with this commitment, students agree to abstain from the abuse (excessive/addictive use) of alcohol and tobacco. (Students who are walking out recovery from addictions should acknowledge that to the Dean ahead of time so we can provide grace-filled, life-giving accountability to them as they walk into the victory Jesus paid for in full.) Students also commit to maintain a behavior that is above reproach in relationship and the Biblical guidelines of sexuality, avoiding even the appearance of evil (1 Thess. 5:22).

## **Academic Honesty**

TBC will not tolerate academic dishonesty (cheating, plagiarism, etc.). Exams, papers or other work of this nature will receive an "F", requiring the student to pay a \$150 fine, retake the course, write a different paper, re-test, etc. Repeat offenders will be dismissed from TBC with no refund of fees paid.

## **Dress Code**

While TBC does not have an "Official Dress Code", students are reminded that they are in an environment and course of study commensurate with the Ministry of the Gospel of Jesus Christ. As such (and at the Instructor's discretion), students are expected to dress in a manner that reflects an effort towards being modest, well-groomed, clean, and otherwise congruent with environment of higher learning.

## **Course Requirements**

Students are expected to listen to all of the course lectures, read through the course textbooks, take all quizzes, tests and exams, and submit all required research papers.

- NOTE: TBC has provided a guide for preparing acceptable research papers (*see **Appendix B** of this handbook*).

## **Course Completion**

Students are expected to attend all classes on the campus as scheduled. We recognize that occasionally, life-circumstances preclude a student's ability to attend a class. If a class is missed, the student will have the ability to make that class up by purchasing an audio file of the class (\$5 per class night) on a flash drive provided by the student and listening through the class before the conclusion of that course (unless other arrangements are made with the instructor at the Instructor's discretion).

- NOTE: All "make-up sessions/work/papers/exams" must be completed within 3 weeks of conclusion of that course (unless other arrangements are made with the instructor at the Instructor's discretion).

## **Failing Grade**

Grades will be entered into a student's transcript as earned. In order for a student to receive credit for a failed course, the student must pay for and retake the course. Once completed, the failing grade will be replaced by the grade earned by the student on their course re-take.

## **Ministry Practicum**

The purpose for providing education through TBC is, in part, to fulfill the mandate Jesus gave those with the Ascension Gifts listed in Ephesians 4:11-12. In other words, the instruction and training is not for knowledge alone, but for the “equipping of the Saints for the ‘work of the ministry.’” In keeping with this, TBC sees Ministry Practicum as an essential component of Biblical Training.

As such, TBC includes and requires **Freshmen, Sophomores and Juniors** to serve in a ministry team in their local church for a minimum of 72 hours during each 9-course program of study. This Ministry Practicum must be documented by a ministry leader within the student’s local church and may be served as a volunteer within the ministry of helps (e.g. Kids Ministry, Student Ministry, Worship Ministry, Usher, Greeter, etc.) or as part of a student’s paid ministry employment if that time fits within those categories of ministry.

- See **Appendix A** for a *Ministry Practicum Summary Log* used by students to properly document their MP hours.

Congruently, **Seniors** working toward a Bachelor’s degree must spend at least 50% (36) of their MP hours in an area of ministry aligned with their degree. E.g. A senior working toward a Bachelor’s of Theology should spend at least 36 of their 72 MP hours teaching/leading a class or small group sanctioned by their local church.

- See the *Ministry Practicum Form* for details.

NOTE: Credit for Ministry Practicum will only be granted after a student has completed 9 courses at TBC within each program year.

## **MISCELLANEOUS FEES**

TBC will not produce official transcripts nor allow students to participate in a commencement exercise until all outstanding fees have been paid. All fees are non-refundable.

### **Application Fee**

The \$50 Application Fee covers the time spent processing/verifying the application and assessing a student's academic standing and qualification.

### **Cap and Gown Fee**

Students who participate in TBC Commencement Exercises are required to purchase their own cap and gown through TBC. This fee is based on outside vendors and varies from year to year. The fee must be paid before TBC orders all the students' caps and gowns. Students will have a 90-day advance notice before the deadline in order for everyone have time to provide size preferences and payment.

### **Official Transcript Request Fee**

If the student's account is paid in full, a student may submit a *TBC Transcript Request Form* (found in **Appendix A** under Student Forms) to the Office of the Registrar. Each graduating student will be provided one official transcript free of charge upon request. Additional transcripts will be provided at a cost of \$10 each.

### **Returned Payment Fee**

Students will be assessed a \$35 fee for any form of payment returned by the back because of insufficient funds.

# ACADEMIC STANDARDS

## **GRADING SYSTEM**

Grade	Description	Percentages	Grade Points
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdrawn		0.0

## **GRADUATING WITH HONORS**

Students who graduate with superior achievement are granted the following honors, which are reflected on their Christian degree certificate:

**Summa Cum Laude:** 3.90-4.00 cumulative GPA

**Magna Cum Laude:** 3.65-3.89 cumulative GPA

**Cum Laude:** 3.50-3.64 cumulative GPA

## **GRADE REPORTING**

Students will receive notice of their course grade after they complete each course.

# GRADUATION REQUIREMENTS

THEOS BIBLE COLLEGE HAS ESTABLISHED THE FOLLOWING REQUIREMENTS for the conferring of diplomas and Christian degrees:

1. A student must have completed all required coursework in a chosen program before being eligible to graduate. Additionally, every student is required to have taken or transferred credits covering Program 1 subjects and have also completed a minimum of thirty (30) credit-hours in one of TBC's programs.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA). Graduate students must have maintained a 3.0 or greater GPA while attending the graduate level.
3. Each student must have submitted a *Ministry Practicum Activity Log* documenting the requisite MP work within their local church for the degree program they are graduating in.
4. All tuition and other miscellaneous fees must be paid in full by each student before a certificate or diploma is issued.
5. To commemorate each successfully-completed step towards the ultimate degree of their personal goals, TBC encourages student to participate in the Graduation Commencement Exercise at the end of each year they complete.

# THEOS BIBLE COLLEGE

## COURSE CATALOG

### **CHRISTIAN DEGREES AVAILABLE THROUGH TBC:**

- Diploma in Theology
- Associate in Theology
- Advanced Diplomas in Theology
- Bachelor in Theology
- Master in Theology

### **UNDERGRADUATE TRACKS**

Each of the Undergraduate Courses is laid out in four programs. Each of which are comprised of 9 courses and 1 Ministry Practicum for 3 hours each totaling 30 credit hours per program and are designed to be complete in a single academic year.

### **FOUNDATIONAL PROGRAMS #1 AND #2 REQUIRED FOR ALL TRACKS**

Due to its foundational nature, we require each incoming student to complete **Programs #1 and #2** as their first two years of study at TBC, no matter where they enter as it relates to courses completed in other institutions. This will help ensure that, if circumstances inhibit them to return in subsequent years, they will at least have a solid foundation with which to build the rest of their lives and academic quests upon.

**Program #1** covers topics such as an overview of world religions and cults, apologetics (know "why" we can trust in and believe the Bible), foundational Biblical Doctrines (know "what" the core tenets of truth God revealed His Bible are), an overview of the Life of Christ, a survey of the Old Testament, how to interpret the Bible, how God unfolded His big-picture plan through the

church throughout history, and the supernatural power of God in His people as seen through signs and wonders.

**Program #2** builds upon that foundation, covering areas of ministry life such as leadership, NT doctrines as outlined in Romans, the blessing and power of God’s Spiritual Gifts, a survey of the New Testament, the power of prayer, personal evangelism, and how to provide guidance to others in Scripture.

### **REQUIRED PROGRAM #1 COURSE LIST/CREDITS**

*\*Note: Programs may change without advance notice.*

<b>Title</b>	<b>Credit-Hours</b>
Cults & Religions	3
Apologetics	3
Doctrine	3
Life of Christ	3
OT Survey 1	3
OT Survey 2	3
Biblical Interpretation	3
Church History (In Plain Language)	3
Signs & Wonders	3
<i>Practicum - Freshman</i>	3
<b>Total Credit-Hours</b>	<b>30</b>

## REQUIRED PROGRAM #2 COURSE LIST/CREDITS

*\*Note: Programs may change without advance notice.*

<b>Title</b>	<b>Credit-Hours</b>
Leadership	3
Romans 1	3
Romans 2	3
Spiritual gifts	3
Spiritual Authority	3
NT Survey	3
Personal Evangelism	3
Prayer	3
Counseling with Scripture	3
<i>Practicum - Sophomore</i>	<i>3</i>
<b>Total Credit-Hours</b>	<b>30</b>

## TYPICAL PROGRAM #3 COURSE LIST/CREDITS

*\*Note: Programs may change without advance notice.*

<b>Title</b>	<b>Credit-Hours</b>
Biblical Worldview course	3
1 & 2 Corinthians 1	3
1 & 2 Corinthians 2	3
Hebraic Heritage of the Christian Faith	3
Spiritual Disciplines	3
Homiletics	3
Paul's Missionary Journeys	3
Biblical Greek 1	3
Biblical Greek 2	3
<i>Practicum - Junior</i>	<i>3</i>
<b>Total Credit-Hours</b>	<b>30</b>

## TYPICAL PROGRAM #4 COURSE LIST/CREDITS

*\*Note: Programs may change without advance notice.*

<b>Title</b>	<b>Credit-Hours</b>
Leadership	3
Book of Hebrews	3
Ministry Ethics	3
Angelology	3
Pastoral Epistles	3
Covenants of the Bible	3
Tabernacles	3
Biblical Hebrew 1	3
Biblical Hebrew 2	3
<i>Practicum - Senior</i>	<i>3</i>
<b>Total Credit-Hours</b>	<b>30</b>

# COURSE DESCRIPTIONS

*Note: Course content may be changed, term-to-term, without notice. The information below is provided as a guide for course selection and is not binding in any form.*

## YEAR ONE COURSE DESCRIPTIONS

### **1. Cults & Religions**

*A survey of the major religions that are practiced in the world today. Emphasizes the major thought, ethics, religious practices, and history of each religion, with a view toward a Christian response to each religion.*

- Each group is evaluated biblically.

### **2. Apologetics**

*Concentration on apologetics will provide the student with the history, analysis, and evaluation of various philosophies and worldviews. A variety of non-biblical ideologies have been adopted by the world, this course will aid the believer to develop sufficient Christian responses to each one.*

### **3. Doctrine**

Christian doctrine explores the major teachings of the Bible, the existence of God' Scriptures as revelation; and the nature, works and decrees of God.

#### **4. Life of Christ**

A study of the life and teachings of Jesus Christ as presented in the Gospels and early Christian literature.

#### **5. Old Testament Survey/Introduction - 1**

Gaining a historical overview of the Old Testament, special attention will be given to the cultural background, to the theological and contextual perspectives, and to the practical application of major Old Testament themes.

#### **6. Old Testament Survey/Introduction - 2**

Part 2 of gaining a historical overview of the Old Testament, special attention will be given to the cultural background, to the theological and contextual perspectives, and to the practical application of major Old Testament themes.

#### **7. Biblical Interpretation (Hermeneutics)**

A study of the problems and methods of Biblical interpretation, including the factors of presuppositions, grammar, literary and historical context, and the appropriate handling of the various kinds of literature found in the Bible.

#### **8. Church History**

A study of the development of the Christian church from its birth up to the Reformation, with emphasis upon the major historical movements, leaders, and theological issues of the period. (Note: lots of info in this subject. It could also be 1 & 2)

## **9. Signs & Wonders**

Students will study the manifestation of signs and wonders in the history of the church, learn from those servants of God whose ministries are characterized by signs and wonders, and how to experience signs and wonders in their own lives and ministries.

### **\*\* Practicum (Required All Course Years)**

The purpose of practicum is to provide the student with experience in ministerial responsibilities in a broad range of roles performed in the church.

## **YEAR TWO COURSE DESCRIPTIONS**

### **1. Leadership: Developing the Leader within you 2.0**

Our world is desperate for Leaders of integrity and honor. Developing the Leader within you 2.0 will establish the vision, value, influence, and motivation that every leader should possess in order to be successful no matter what the sphere of influence might be.

### **2. Romans Part 1**

A basic study surveying the great truths found in Paul's letter to the Romans. Key passages are dealt with in great detail. Particular attention is given to the major doctrinal and exhortative sections of the book with an application to Christian faith and practices.

### **3. Romans Part 2**

Continue a basic study surveying the great truths found in Paul's letter to the Romans. Key passages are dealt with in great detail. Particular

attention is given to the major doctrinal and exhortative sections of the book with an application to Christian faith and practices.

#### **4. Spiritual Gifts**

A study designed to assist the student in understanding the various gifts the Holy Spirit has rendered to believers. As discussed in the Pauline writings, lectures will also address some the misuse of Charisma (gifts) in the church.

#### **5. Spiritual Authority**

In order to have spiritual authority, a believer must submit to God's complete authority. Understanding the difference between obedience and submission, students will get a clear view of the true authority of God.

#### **6. New Testament Survey/Introduction**

An examination of the New Testament and of the historical, social, economic, and religious background out of which Christianity arose.

#### **7. Personal Evangelism**

A course dealing with biblical concepts of evangelism and how to engage culture through personal, relevant, and life changing discussion.

#### **8. Prayer**

A study designed to assist the student in evaluating and developing a life of prayer. Various approaches to prayer that have been described in Scripture and by Christian leaders are explored.

## **9. Counseling with Scripture**

An introduction to basic concepts and procedures of Biblical counseling. Its purpose is to acquaint the student with a biblically oriented approach to helping people.

### **\*\* Practicum (Required All Course Years)**

The purpose of practicum is to provide the student with experience in ministerial responsibilities in a broad range of roles performed in the church.

## **YEAR THREE COURSE DESCRIPTIONS**

### **1. Biblical Worldview**

Most people easily recognize how the power of the Gospel of Jesus Christ changes a person's eternal destination from hell to Heaven. This course provides a broader look at how, historically, the Gospel has done far more than that – it truly transforms culture, customs and society as well.

### **2. 1 Corinthians**

An expository study of 1 Corinthians, with attention given to the background, church problems, doctrine, and practical applications of these books.

### **3. 2 Corinthians**

An expository study of 2 Corinthians, with attention given to the background, church problems, doctrine, and practical applications of these books.

#### **4. Hebraic Heritage of the Christian Faith**

Jesus and His disciples were Jewish and the movement that He began was founded in Judaism. This study illuminates the Hebraic richness of the early church and promotes a fuller understanding of biblical events and teaching that otherwise, because of culture and era, could be forgotten.

#### **5. Spiritual Disciplines**

Fasting, serving, and studying are a few spiritual disciplines found in scripture. The practice of these promote growth among believers. This course examines various disciplines that will foster maturity and growth for the student who desires to grow deeper in godliness.

#### **6. Homiletics**

This course is designed to instruct the student in the proper interpretation and presentation of Biblical material through preaching. Attention is given to the Biblical perspective of preaching, principles of sermon construction, and sermon delivery.

#### **7. Paul's Missionary Journeys**

A study of the life, missionary journeys and major theological themes of the Apostle Paul evidenced in his letters and Acts. Includes application to the contemporary church.

#### **8. Beginners Greek Part 1**

The beginning course in the study of Koine Biblical Greek, emphasizing grammar and basic vocabulary.

## **9. Beginners Greek Part 2**

The beginning course in the study of Koine Biblical Greek, emphasizing grammar and basic vocabulary.

### **\*\* Practicum (Required All Course Years)**

The purpose of practicum is to provide the student with experience in ministerial responsibilities in a broad range of roles performed in the church.

## **YEAR FOUR COURSE DESCRIPTIONS**

### **1. Leadership (In Search of Timothy)**

A study designed to increase your personal leadership in the local church. This course will study the concepts of biblical principles, examples and traits of supportive ministers, in order to increase your effectiveness as a team player in all aspects of the local church.

### **2. Book of Hebrews**

A study of the New Testament book of Hebrews. Particular attention is given to the major teachings of this book as they fit into their original historical contexts and as they speak to us today.

### **3. Ministry Ethics**

This course will examine the foundations of Christian Ethics and how those values and virtues of moral decision-making are crucial in both Ministry and life settings.

#### **4. Angelology**

A study of fallen and unfallen angels, Satan, their origins, and purpose in God's sovereign plan for mankind and the cosmos.

#### **5. Pastoral Epistles**

This course focuses on the epistles to Timothy and Titus, with special reference to the doctrinal teaching and the Church's situation as reflected in these writings. Study includes application of the teachings of these epistles.

#### **6. Covenants of the Bible**

From creation there have been nine covenants established by God: Edenic, Adamic, Noahic, Abrahamic, Mosaic, Promised Land, Davidic, New, and Everlasting. Students will examine the purpose of each and how they culminate in the new and ultimate covenant established through Christ.

#### **7. Biblical Hebrew Part 1**

A basic introduction to Biblical Hebrew. Students are introduced to the fundamentals of Biblical Hebrew grammar, morphology, and syntax. Also emphasizes developing reading skills in the Biblical text.

#### **8. Biblical Hebrew Part 2**

A basic introduction to Biblical Hebrew. Students are introduced to the fundamentals of Biblical Hebrew grammar, morphology, and syntax. Also emphasizes developing reading skills in the Biblical text.

#### **9. Tabernacle**

This course deals with the typology of Jesus in comparison with the Old Testament Tabernacle - the sacrificial system, priesthood, the

offerings, and furniture are representative of Christ and was a physical foreshadow of the Messiah to come.

**\*\* Practicum (Required All Course Years)**

The purpose of practicum is to provide the student with experience in ministerial responsibilities in a broad range of roles performed in the church.

# ACCREDITATION

## **Theos Bible College Accreditation**

Theos Bible College is a Theologically Accredited, educationally accountable institution of higher learning. *Our primary purpose is to equip God's People for the Work of Spiritual Ministry (as compared to institutions designed to prepare people for secular fields of endeavors).* For that reason, TBC has chosen to be accredited through the Accrediting Commission International. ACI is an internationally known, non-profit, Christian church educational organization. They handle the accreditation of Christian theological seminaries, universities and colleges around the world, providing oversight and supervision for almost 300 institutions in 8 countries and in 38 states within the USA.

## **An Overview of Accreditation**

Accreditation is a term most people are familiar with hearing but don't really understand the inner workings of. To that end, here is a summary of what "accreditation" is and how it operates in the United States of America.

Simply understood, accreditation in the U.S. is established when an institution of education voluntarily submits to an accrediting agency's standards of high academic quality, accurate record keeping and ethical policies and practices. In essence, Accreditation is a statement of approval by an outside agency of oversight.

The U.S. government does not accredit schools. Instead, the United States Department of Education (USDE) approves associations, which accredits schools. These regional governmental accreditation associations serve as inspectors and overseers to *regulate the nearly 80 billion dollar congressionally-approved taxpayer investment into higher education known as "Title IV Funding."*

The United States Department of Education has said, "*It should be noted that some institutions have chosen not to participate in the federal student aid program and therefore do not have to be approved by an accrediting agency recognized by the Department.*"

In reality, the vast majority of Bible Colleges and Seminaries choose not to be governed by the secular oversight of the USDE and, accordingly, do not seek their regional accreditation.

### **Why Non-Governmental Accreditation?**

Because we believe we should not allow secular institutions to dictate the qualifications for programs, content (i.e. Philosophies, cultural dictates, revised societal norms, other ideologies) and instructors for a spiritually-focused ministerial degree, Theos Bible College has chosen not to seek governmental school accreditation.

Instead, TBC has chosen to submit to ACI (as outlined above), which serves religious educational institutions around the world function in an accountable system of accreditation that is not under the dictates of a secular government. The form of ministry accreditation provided by ACI is recognized by most churches, ministry institutions and ministry organizations. All ACI member institutions around the world accept credits from other member schools, if the credits apply to their programs.

Finally, TBC offers academic programs specifically designed to equip students who feel God's call on their lives and who are working toward building a life of ministry. The programs offered by TBC are not designed for persons working toward secular careers. *It is the responsibility of prospective students to ascertain the acceptability of the credits and degrees offered through TBC, which may be accepted at the discretion of the evaluating institution, company or agency being pursued.*

## FACULTY AND ADMINISTRATION

**David E Wright II - Ph.D., Th.M., B.A.** (Jacksonville Theol. Sem.)

Founder and President, Theos Bible College

Founder and Lead Pastor, Life Link Church

**Thomas Carlini – Th.M., B.S.** (Life Christian Univ., ASU)

Professor of Theology, Biblical Studies and Pastoral Ministry

Dean of Administration, Registrar

**Abel Aguilar - M.A., B.A.** (Oral Roberts University)

Professor of Theology, Biblical Studies and Pastoral Ministry

Academic Dean, Dean of Students

## CAMPUS INFORMATION

### **Main Campus**

Hosted by: Life Link Church  
Street Address: 725 W Warner Rd, Gilbert, AZ 85233  
Mailing Address: 725 W Warner Rd, Gilbert, AZ 85233  
Phone: 602-885-1946  
Email: [info@theosbible.college](mailto:info@theosbible.college)

### **Affiliation**

Theos Bible College is not affiliated with a denomination, but is hosted by Life Link Church, an independent, 501(c)(3) not-for-profit ministry organization incorporated in the State of Arizona, USA.

# STUDENT RIGHTS

## **Non-Discrimination**

We do not discriminate on the basis of race, color, nationality, ethnic origin or sex. We guarantee the rights, privileges, and the availability of all programs and activities to all students in agreement with the TBC Student Policies.

## **Privacy**

Statute 20, United States Code, §1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provided for the institution to establish a category of student information termed "directory information." When available in academic records, any information falling in the category of "directory information" will be available to all persons on request, i.e., the IRS, FBI, or other government agencies, and for the use in institute publications.

We have identified the following student data as "directory information":

1. Name
2. Street address, City, State, Postal (Zip) Code
3. Telephone listing
4. Race
5. Date & place of birth
6. Major field of study
7. Church membership
8. Denominational affiliation
9. Dates of attendance
10. Degrees and awards received
11. Most-recent previous educational institution attended

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school as have responsibility for working with the student. Such information will not be release to second parties without consent of the student.

Except as required for the use by the President in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian or such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Note to student: When completing your application, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify the Registrar.

## **INDEPENDENT COLLEGE**

Our Christian Degree Programs are designed to equip students for the work of the ministry, in what many state governments identify as “religious vocations.”

Credits and degrees earned through TBC do not automatically qualify that individual for a state teaching certificate or to participate in professional examinations. Any student interested in obtaining a teaching certificate or in practicing a state-regulated profession should contact the Department of Professional and Occupational Regulation in their state of residence.

The transfer of credit to any other academic institution would be at the discretion of the receiving institution.

APPENDIX A



STUDENT FORMS

**FOR TBC OFFICE USE ONLY**

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO SYSTEM	ENTERED BY	
CAMPUS CODE	DATE APPROVED	ASSESSED BY	ASSESSED BY	DESIGNATED STUDENT ADVISOR



# THEOS

## BIBLE COLLEGE

### STUDENT APPLICATION

**IMPORTANT:**

- Please PRINT or TYPE.
- ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant.
- Do not leave any question blank. Put "N/A" if an item does not apply.

**1. PERSONAL INFORMATION**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	<input type="checkbox"/> Ms. <input type="checkbox"/> Rev. <input type="checkbox"/> Dr.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> _____	MAIDEN NAME, If app.	PRI. LANGUAGE <input type="checkbox"/> English <input type="checkbox"/> Spanish
MAILING ADDRESS			CITY	STATE / PROVINCE	ZIP OR POSTAL CODE	COUNTRY	
HOME AREA CODE & PHONE NUMBER			WORK AREA CODE & PHONE NUMBER		CELLULAR AREA CODE & PHONE NUMBER		
PRIMARY E-MAIL ADDRESS							
SECONDARY E-MAIL ADDRESS							
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married	RACE <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic	<input type="checkbox"/> Other <input type="checkbox"/> Asian <input type="checkbox"/> Native American	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> Other (specify):	PLACE OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	

**2. CHURCH BACKGROUND / MEMBERSHIP & MINISTRY EXPERIENCE**

CHURCH BACKGROUND / DENOMINATION							
CHURCH PRESENTLY ATTENDING				PASTOR'S NAME			
CURRENT MINISTRY STATUS, IF ANY	<input type="checkbox"/> Senior Pastor <input type="checkbox"/> Assistant Pastor <input type="checkbox"/> Missionary	<input type="checkbox"/> Evangelist <input type="checkbox"/> Itinerant Teacher <input type="checkbox"/> Children's Minister	<input type="checkbox"/> Youth Minister <input type="checkbox"/> Music Minister <input type="checkbox"/> Lay Minister	<input type="checkbox"/> Church / Ministry Administrator <input type="checkbox"/> Chaplain <input type="checkbox"/> Christian Broadcasting	<input type="checkbox"/> Other (Please specify): <input type="checkbox"/> N / A		
MINISTRY CREDS? <input type="checkbox"/> Licensed <input type="checkbox"/> Ordained	<input type="checkbox"/> N / A	CREDENTIALING ORGANIZATION	PAST MINISTRY INVOLVEMENTS <input type="checkbox"/> Pastoral <input type="checkbox"/> Teacher <input type="checkbox"/> Evangelism	<input type="checkbox"/> Radio / TV <input type="checkbox"/> N / A <input type="checkbox"/> Other:	MINISTRY start date (MM/DD/YYYY)		

**3. EDUCATIONAL INFORMATION**

HAVE YOU EVER PREVIOUSLY ATTENDED THEOS BIBLE COLLEGE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
HIGH SCHOOL NAME *	START DATE (MM/YYYY)	STOP DATE (MM/YYYY)	STUDY EMPHASIS	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DIPLOMA <input type="checkbox"/> G.E.D.
SCHOOL NAME **	START DATE (MM/YYYY)	STOP DATE (MM/YYYY)	MAJOR	DIPLOMA / DEGREE EARNED

**ALL EDUCATIONAL BACKGROUND MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTATION:**

\*If you have not attended an accredited college or university, you must send a photocopy of your high school transcript, diploma, or GED.

\*\*List all schools including Bible institutes, Bible colleges, other colleges or universities. Must have original, sealed, official transcripts.

**NOTE:** It is the applicant's responsibility to order, pay for, and—if necessary—follow-up on all transcripts ordered.

**4. PLEASE STATE YOUR SALVATION TESTIMONY**

**5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS**

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## *Non-Discrimination Policy*

This institution does not discriminate on the basis of nationality, ethnic origin, age, or sex. We guarantee the rights and privileges, and the availability of programs and activities to all students in agreement with the TBC student policies.

## *Privacy Rights of Students*

STATUTE 20, UNITED STATES CODE, §1232g and regulations adopted pursuant thereto, hereinafter referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provides for an institution to establish a category of student information termed "directory information." When available in college records, any information falling in the category of "directory information" will be available to all persons on request (i.e., the IRS, FBI, or other government agencies, and for use in institute publications). We have identified the following student data as "directory information:"

- |                      |                               |   |
|----------------------|-------------------------------|---|
| 1. Name              | 5. Date & Place of Birth      | 9. Dates of Attendance                                    |
| 2. Address           | 6. Major Field of Study       | 10. Degrees & Awards Received                             |
| 3. Telephone Listing | 7. Church Membership          | 11. Most Recent Previous Educational Institution Attended |
| 4. Race              | 8. Denominational Affiliation |   |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

### **PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.**

1. I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance into the academic program.
2. I have received and read the Student Handbook and I agree to abide by the policies stated therein.
3. I indicate by my signature that I have been notified of my rights as recorded by Statute 20, United States Code, §1232g.
4. Theos Bible College is a religious institution. No claim is made that any secular school will accept course work done at this school. The school is not affiliated with Department of Higher Education in Arizona or the United States.

---

SIGNATURE

DATE

*Make a payment of \$50 for your application fee, payable to Theos Bible College.*

*Submit this completed application to:*

Admissions Department  
Theos Bible College, 725 W Warner Rd Gilbert, AZ 85233

---

**FOR TBC OFFICE USE ONLY**

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO SYSTEM	ENTERED BY	
CAMPUS CODE	DATE APPROVED	ASSESSED BY	ASSESSED BY	DESIGNATED STUDENT ADVISOR



# THEOS

## BIBLE COLLEGE

### AUDIT APPLICATION

**IMPORTANT:**

- Please PRINT or TYPE.
- ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant.
- Do not leave any question blank. Put "N/A" if an item does not apply.

#### 1. PERSONAL INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> _____	MAIDEN NAME, if app.	PRI. LANGUAGE <input type="checkbox"/> English <input type="checkbox"/> Spanish
MAILING ADDRESS		CITY	STATE / PROVINCE	ZIP OR POSTAL CODE	COUNTRY	
HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER		CELLULAR AREA CODE & PHONE NUMBER		
PRIMARY E-MAIL ADDRESS						
SECONDARY E-MAIL ADDRESS						
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married	RACE <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> Other (specify):	PLACE OF BIRTH	DATE OF BIRTH (MM/DD/YYYY)	

### **Non-Discrimination Policy**

This insitute does not discriminate on the basis of nationality, ethnic origin, age or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students.

***PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING***

I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance into the Audit Program.

---

SIGNATURE DATE

\*Make payment of \$50 for your application fee and submit this completed application to the Director.

**2. PLEASE STATE YOUR SALVATION TESTIMONY**

**3. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS**



# THEOS

## BIBLE COLLEGE

### BIBLE TEACHING EXPERIENCE (BTE) APPLICATION

DATE: \_\_\_\_\_

**YOU WILL NOT QUALIFY FOR BIBLE TEACHING EXPERIENCE  
UNLESS YOU CAN ANSWER "YES" TO EACH QUESTION BELOW.**

- Question 1:    Yes    No            Do you have the following experience teaching or preaching the Word of God:  
                More than 1 year as a lead/senior pastor - teaching or preaching?  
OR  
                More than 2 years in full-time ministry - teaching or preaching?  
OR  
                More than 3 years in part-time ministry\* - teaching or preaching?
- Yes    No
- Question 2:                    Have you taught the Word of God in services or formal classes sanctioned by  
the church?  
OR  
                Have you taught the Word of God as a traveling minister or evangelist?
- Yes    No
- Question 3:                    Has the majority of the material taught come from your own study of the  
Word of God?

**WARNING:** Conducting Sunday school classes, home Bible studies, or cell groups using pre-written curriculum does not count toward BTE credit. (Ministry of Helps does not qualify as Bible Teaching Credit.)

**ATTENTION! IF YOU WERE NOT ABLE TO ANSWER "YES" TO EACH OF THE  
QUESTIONS ABOVE, YOU DO NOT QUALIFY FOR BTE CREDIT. STOP HERE!**

**IMPORTANT:** Please print or type. All questions must be answered, including start and stop dates, or application will not be processed (use "N/A" if not applicable). The application must be signed and dated. Please keep a photocopy of the completed form for your records.

**1. PERSONAL INFORMATION**

STUDENT NUMBER	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> _____	OCCUPATION
EMAIL ADDRESS		<small>BY MY SIGNATURE, I CERTIFY THAT THE STATEMENTS MADE HERIN ARE TRUE, ACCURATE, AND VERIFIABLE TO THE BEST OF MY KNOWLEDGE.</small> SIGNATURE: _____ DATE: _____				

**INSTRUCTIONS:**

1. DO NOT SEND certificates, awards, documents, news articles, etc. These will not increase your TBC credit. Any published books or recordings submitted to substantiate credit for teaching will not be returned.
  2. TBC Applications must be received within 90 days of your student application date. Later applications will not be accepted.
  3. Include a \$50 Evaluation Fee with your application. For details on credits awarded and associated fees, see your Student Handbook.
- \*If part-time, include the attached Pastor's or Ministry Organization Leader's Recommendation Form with your TBC Application.

### BIBLE TEACHING EXPERIENCE INFORMATION

<b>BIBLE TEACHING EXPERIENCE</b>	INVOLVEMENT: <input type="checkbox"/> Lead/Senior Pastor <input type="checkbox"/> Evangelist <input type="checkbox"/> Bible Teacher <input type="checkbox"/> Children's Minister <input type="checkbox"/> Other (Please specify): (CHECK ONE) <input type="checkbox"/> Assistant Pastor <input type="checkbox"/> Missionary <input type="checkbox"/> Youth Minister <input type="checkbox"/> Lay Minister		
	CHURCH / MINISTRY NAME		
	ADDRESS	CITY	STATE / PROVINCE
		POSTAL CODE	COUNTRY
	YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
	WERE YOU: <input type="checkbox"/> Full-time Paid Staff <input type="checkbox"/> Part-time Paid Staff* <input type="checkbox"/> Part-time Volunteer* (*If part-time, include attached recommendation form from your pastor/ministry organization leader.)		
	HOW MANY TIMES A YEAR DID YOU TEACH?		
	VERIFYING STAFF MEMBER'S NAME?	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBERS'S PHONE NUMBER (with AREA CODE)

### BIBLE TEACHING EXPERIENCE INFORMATION

<b>BIBLE TEACHING EXPERIENCE</b>	INVOLVEMENT: <input type="checkbox"/> Lead/Senior Pastor <input type="checkbox"/> Evangelist <input type="checkbox"/> Bible Teacher <input type="checkbox"/> Children's Minister <input type="checkbox"/> Other (Please specify): (CHECK ONE) <input type="checkbox"/> Assistant Pastor <input type="checkbox"/> Missionary <input type="checkbox"/> Youth Minister <input type="checkbox"/> Lay Minister		
	CHURCH / MINISTRY NAME		
	ADDRESS	CITY	STATE / PROVINCE
		POSTAL CODE	COUNTRY
	YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
	WERE YOU: <input type="checkbox"/> Full-time Paid Staff <input type="checkbox"/> Part-time Paid Staff* <input type="checkbox"/> Part-time Volunteer* (*If part-time, include attached recommendation form from your pastor/ministry organization leader.)		
	HOW MANY TIMES A YEAR DID YOU TEACH?		
	VERIFYING STAFF MEMBER'S NAME?	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBERS'S PHONE NUMBER (with AREA CODE)

### BIBLE TEACHING EXPERIENCE INFORMATION

<b>BIBLE TEACHING EXPERIENCE</b>	INVOLVEMENT: <input type="checkbox"/> Lead/Senior Pastor <input type="checkbox"/> Evangelist <input type="checkbox"/> Bible Teacher <input type="checkbox"/> Children's Minister <input type="checkbox"/> Other (Please specify): (CHECK ONE) <input type="checkbox"/> Assistant Pastor <input type="checkbox"/> Missionary <input type="checkbox"/> Youth Minister <input type="checkbox"/> Lay Minister		
	CHURCH / MINISTRY NAME		
	ADDRESS	CITY	STATE / PROVINCE
		POSTAL CODE	COUNTRY
	YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
	WERE YOU: <input type="checkbox"/> Full-time Paid Staff <input type="checkbox"/> Part-time Paid Staff* <input type="checkbox"/> Part-time Volunteer* (*If part-time, include attached recommendation form from your pastor/ministry organization leader.)		
	HOW MANY TIMES A YEAR DID YOU TEACH?		
	VERIFYING STAFF MEMBER'S NAME?	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBERS'S PHONE NUMBER (with AREA CODE)

### BIBLE TEACHING EXPERIENCE INFORMATION

<b>BIBLE TEACHING EXPERIENCE</b>	INVOLVEMENT: <input type="checkbox"/> Lead/Senior Pastor <input type="checkbox"/> Evangelist <input type="checkbox"/> Bible Teacher <input type="checkbox"/> Children's Minister <input type="checkbox"/> Other (Please specify): (CHECK ONE) <input type="checkbox"/> Assistant Pastor <input type="checkbox"/> Missionary <input type="checkbox"/> Youth Minister <input type="checkbox"/> Lay Minister		
	CHURCH / MINISTRY NAME		
	ADDRESS	CITY	STATE / PROVINCE
		POSTAL CODE	COUNTRY
	YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
	WERE YOU: <input type="checkbox"/> Full-time Paid Staff <input type="checkbox"/> Part-time Paid Staff* <input type="checkbox"/> Part-time Volunteer* (*If part-time, include attached recommendation form from your pastor/ministry organization leader.)		
	HOW MANY TIMES A YEAR DID YOU TEACH?		
	VERIFYING STAFF MEMBER'S NAME?	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBERS'S PHONE NUMBER (with AREA CODE)

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

# PASTOR'S OR MINISTRY ORGANIZATION LEADER'S RECOMMENDATION FORM

Dear Pastor or Ministry Organization Leader,

The student listed below has applied for advanced placement credit toward his or her degree at Theos Bible College for teaching the Bible at your church or ministry organization.

Please provide whatever information you believe will help us in evaluating this request. We have provided the following form for your convenience. When you have finished, please place the completed form in a **sealed letterhead envelope** and give it to the student for submission with his or her application.

Thank you!

Office of the Registrar, Theos Bible College

1. STUDENT'S INFORMATION						
STUDENT NUMBER	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	LAST NAME	FIRST NAME	M.I.	OCCUPATION
	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Rev.			<input type="checkbox"/> Sr.	
	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr.			<input type="checkbox"/> Jr.	
					<input type="checkbox"/> _____	
2. PASTOR'S/MINISTRY ORGANIZATION LEADER'S RECOMMENDATION						
HOW MANY TIMES A YEAR DID THE ABOVE PERSON TEACH AT YOUR CHURCH OR MINISTRY ORGANIZATION? _____						
WAS THE MAJORITY OF THE MATERIAL THEY TAUGHT PREPARED BY THEM ( AND NOT PRE-PRINTED CURRICULUM)? <input type="checkbox"/> Yes <input type="checkbox"/> No						
DID THEY COME TO TEACH FULLY PREPARED? <input type="checkbox"/> Yes <input type="checkbox"/> No						
DO THEY EXHIBIT A CALL TO THE MINISTRY? <input type="checkbox"/> Yes <input type="checkbox"/> No						
DOES THEIR TEACHING REFLECT QUALITY ACADEMIC STUDY? <input type="checkbox"/> Yes <input type="checkbox"/> No						
DID THEY DEMONSTRATE INTEGRITY IN THE WORD OF GOD? <input type="checkbox"/> Yes <input type="checkbox"/> No						
ANY OTHER COMMENTS, OBSERVATIONS, OR RECOMMENDATIONS?						
VERIFYING PASTOR'S OR MINISTRY ORGANIZATION LEADER'S NAME				TITLE		PHONE NUMBER (with AREA CODE)

## **MINISTRY PRACTICUM**

Our Ministry Practicum (MP) gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ. MP work is REQUIRED of all Audit, Undergraduate, and Master’s students. For details, see “Ministry Practicum” in your Student Handbook.

### **Keeping track of your Ministry Practicum hours:**

Keep a log of all your MP hours on a separate piece of paper. For each type of ministry (usher, greeter, choir, etc.), note your start date and log each week’s hours.

Before your graduation, or as your ministry assignment finishes, note the stop date and add up your total hours for that type of ministry. Write this information on the Ministry Practicum Summary Log. Then have your supervisor sign in the space provided. (In the example below, the student helped usher for 36 weeks for 1 1/2 hours each week for a total of 54 hours.)

<b>3. SERVICE RECORDS</b>			
TYPE OF MINISTRY Usher	START DATE	SUPERVISOR SIGNATURE*	
	5-1-18	Signature A. Here	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
	12-1-18	54	Printed Name A. Here
TYPE OF MINISTRY Choir - Christmas Special	START DATE	SUPERVISOR SIGNATURE*	
	11-1-18	Signature B. Here	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
	12-24-18	50	Printed Name B. Here

Before your graduation, write the grand total of hours worked in the box at the bottom of the page. Make a copy for yourself, then turn this form in to your Student Advisor at least 8 weeks before graduation. NOTE: If necessary, students may continue working to complete their ministry practicum after their coursework is finished.

### BACHELOR-LEVEL STUDENTS ONLY:

During the final year of working toward your Bachelor’s degree, a percentage of the 72 Ministry Practicum hours must be in your area of specialization as follows:

- Bachelor of Theology: 50% of your MP hours (36 hours) must be in teaching or preaching\*.
- Bachelor of Pastoral Ministry: 50% of your MP hours (36 hours) must be in pastoral ministry.



# THEOS

## BIBLE COLLEGE

### MINISTRY PRACTICUM SUMMARY LOG

DATE: \_\_\_\_\_

**IMPORTANT: PLEASE PRINT OR TYPE**, except for boxes marked "signature." This form is required of all certificate, undergraduate, and masters students. It ensures that a student receives proper credit for fulfilling his/her obligation to serve a minimum of 72 hours (176 hours for masters students) in the ministry of the church he/she attends. Work must be performed during the student's current program of study. It is the student's responsibility to ensure that this form is completed and submitted to his/her student advisor prior to graduation. Fill out one line of Section #3 per job performed. Use multiple sheets if necessary. Please keep a photocopy of the completed form for your records.

#### 1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> ____	MAIDEN NAME (if, app.)
TBC LEVEL:	<input type="checkbox"/> Diploma <input type="checkbox"/> Assoc. <input type="checkbox"/> Adv.Dip. <input type="checkbox"/> Bach. CERT. LEVEL: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4	E-MAIL ADDRESS				

#### 2. CHURCH INFORMATION

CHURCH		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
SENIOR PASTOR NAME	OFFICE AREA CODE & PHONE NUMBER	OFFICE AREA CODE & FAX NUMBER

#### 3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		STUDENT SIGNATURE	

\*SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL & SATISFACTORY MANNER

# MINISTRY PRACTICUM SUMMARY LOG - Continued

DATE: \_\_\_\_\_

## 1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Rev. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> _____	MAIDEN NAME (if, app.)
----------------	--	-----------	------------	------	--	------------------------

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
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	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		STUDENT SIGNATURE	

\*SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL & SATISFACTORY MANNER



## **TO GET YOUR TRANSCRIPT FROM THEOS BIBLE COLLEGE**

1. Fill in the information on the “Request for TBC Transcript Form”.
2. Sign the form.
3. Decide on which of the following processing services you require.

### For Normal Service - 3 weeks

Cost: \$10 fee per copy

Mail in form and payment (credit card number or check) to:

**Theos Bible College  
725 W. Warner Rd.  
Gilbert, AZ 85233**

### For Expedited Service - 2 days

Cost: \$10 fee per copy plus \$25 rush shipping fee

**\*\*Do not fill in the credit card number\*\***

1. Email form
2. Call with your credit card number

**Email:**  
[registrar@theosbible.college](mailto:registrar@theosbible.college)

**TBC Phone #**  
**602-885-1946**



APPENDIX B



**RESEARCH PAPER GUIDELINES**

# **RESEARCH PAPER TITLE**

By:

Your Name

Course Name

Name of School

Today's Date

## **RESEARCH PAPER AFFIDAVIT**

This affidavit, completed and signed, must accompany EVERY research paper you turn in.

**PLACE IT IMMEDIATELY AFTER YOUR TITLE PAGE.**

In this paper, every opinion from someone else has been indicated by a reference placed at the end of that information. I realize that the mere presence of a reference does not avoid plagiarism. If I have used the exact words, phrases, clauses, or sentences of someone else, I have enclosed that information in quotation marks. If I have paraphrased the opinions of someone else, I have not enclosed the paraphrase in quotation marks, but I have stated those opinions in my own words. I have introduced the paraphrase and put a reference at the end of it.

Factual information (common knowledge or uncontested knowledge) has not been credited with a reference unless I have used someone else's organization of these facts.

This paper is my own work. No one has helped me in the preparation or writing of this paper except for typing or final proofreading. (Adapted from Chapman 312)

- I have reviewed plagiarism.org and I understand and comply with these guidelines.
- I understand it is very easy for my instructor to check this paper for plagiarism.
- I HEREBY CONFIRM THAT THIS PAPER IS NOT PLAGIARIZED\*.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

*\* Penalty for plagiarism: first offense: \$150 fine plus the student must retake the course and rewrite the paper. Repeat offenders are subject to dismissal.*

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# RESEARCH PAPER GUIDELINES

## INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. These Research Paper Guidelines give students an example of how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography. Your paper should look like this document, printed on a single side of the paper.

### I. GRADING GUIDELINES<sup>1</sup>

All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper (What ideas were presented? What conclusions were made?)
- 25% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 10% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)
- 15% Presentation (Were the Research Paper Guidelines followed? Was there an introduction? Was there a thesis statement? Were correct in-text references made for quoted works? Was there a conclusion? Was there a bibliography? Was the bibliography correctly formatted?)

---

<sup>1</sup>These guidelines apply to general course papers for both undergraduate and graduate students.

## II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1" on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2". Do not use extra space between paragraphs. (Download LCU Research Paper.doc from [www.theosbible.college](http://www.theosbible.college) and use it as a Microsoft Word template. Simply highlight each line, then type your own information onto the title page. Continue to highlight and replace the paragraphs in the template with your own paper's main topics, subtopics, and information.)

Research papers should include the following: a title page, a table of contents page (optional for 6-page papers), and then the body of the research paper.

The **title page** includes the title, your name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper's content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages. The table of contents page of these Research Paper Guidelines is an example of an acceptable table of contents.

(Note: A table of contents is required for a 12-page graduate-level paper.)

The title of the paper should be centered at the top of page 1. Use capital letters, in a bold, large font. Next comes the **introduction**, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Your first page should look like the top of page 1 of these Research Paper Guidelines. Within the introduction, include your thesis statement, a single sentence that summarizes the main point of your paper and gives your point of view. The rest of your paper gathers and organizes evidence to convince the reader of the validity of your position.

### **III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER**

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

#### **The Importance of Subtopics**

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

#### **Other Divisions**

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of

the first word, the last word, and any other important word should be capitalized.

### **Be Sure To Make Paragraph Breaks**

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

## **IV. RESEARCH YOUR TOPIC**

Research your topic, documenting any published works you have used. As you develop your conclusion, the facts you have gathered from your course, your textbook, the Bible, and other published works will serve as “witnesses” to add credibility to your case. You may include items of “common knowledge” without giving a reference. Common knowledge includes facts, dates, and concepts that an educated person will generally know. You do not need to document such common knowledge when it is expressed in your own words. You may preface common knowledge with statements such as “History shows...” or “Experts agree...”

Example: Most experts agree that vitamin C is good for colds.

When in doubt about whether or not a fact is common knowledge, it is better to document your source.

Report most of your findings in your own words – we are interested in your thoughts and insights. Paraphrase and summarize what you have learned. Then use your own words to tie together all the facts you have discovered in your research. Give your own conclusions and tell why you believe as you do. Tell how these truths have impacted your life. Do not write a paper which consists mostly of quoted material – even if you

properly cite each source. As a rule of thumb, a paper should consist of no more than 20% directly quoted material (quotes from Scripture are not included in this percentage) and no more than 20% personal testimonies or anecdotes.

## **V. HOW TO GIVE CREDIT FOR QUOTED MATERIAL**

When you make reference to the writings of another, you must give credit to the author or source. You do this by putting the author's name and page number in parentheses immediately following the quoted material. This refers the reader to complete information on your source that you provide in your bibliography at the end of your paper.

When you quote four or fewer lines, include the quoted material as part of your paragraph. Be sure to use quotation marks. Give credit to your source as follows: "Put a parenthesis, then the last name of the author, followed by the page number(s) from which the information came, followed by a parenthesis" (De la Torre 9).

If you quote more than four lines, then they should be indented as follows:

When your quotation is longer than four lines (for example 4.5 lines), the quoted should be indented and single spaced. On a longer, indented quote, you should not use quotation marks. Remember though, to always show where you got your information by referencing the work cited on your bibliography. Note: the parenthetical reference does not count toward the total number of lines (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word "and," for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (in *italic*), and the page number(s), for example: (De la Torre, *How To Write an Essay* 78). Even if you

don't quote an author directly but merely summarize his words, you must reference this information. See the Addendum on Plagiarism (pages 10-12).

### **Proving Your Point with Scriptures**

When writing your paper, don't forget you can turn to the Word of God as a source for your research! It is best to pick one version of the Bible to use for all Scripture quotes and to note that version in the bibliography. When a general note has been made, the author needs to indicate the version only when an alternate version is used (Hudson and Townsend 134-135).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things. Charity never faileth (1 Corinthians 13:4-8).

No version is cited because the predominant version used by the author is the KJV. Notice that words that are italicized in the King James Version should not be italicized when quoted, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks in the King James Version are indicated by the paragraph symbol (Hudson and Townsend 80- 81).

Indicate the use of an alternate version of Scripture as follows: "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs" (1 Corinthians 13:4-5 NIV).

### **Quoting from the Internet**

A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. The Scott Foresman

Handbook for Writers warns, “The Web is not a library designed to support research. Online information is not (like library resources) systematically cataloged, edited, or reviewed. So you can’t treat the Web like a library or assume that information you find there is always reliable” (Hairston, Ruskiewicz, and Friend 703). The authors further state, “Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work” (707).

### **The Order of Punctuation**

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark is part of the quoted material, include it inside the quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” (Romans 6:2).

## **VI. HOW TO DO A BIBLIOGRAPHY**

“BIBLIOGRAPHY” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these Research Paper Guidelines is an example of an acceptable bibliography. *(NOTE: Tech-savvy students may use [www.citefast.com](http://www.citefast.com) to format a bibliography. To match TBC guidelines, you must choose “Chicago” style.)*

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, a comma, then their

first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted. Put two spaces between the name of the author and the title of the book, which should be set in italic. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. A period goes at the end of every entry.

If the work consists of more than one volume, list the number of the volume you used.

If the person is not the author, but the editor, you should put a comma after the name and write the letters “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

Document an online source as follows: list title of webpage between “ ”, title of site underscored, date of electronic publication (if known), sponsor of the site, the full web address enclosed between < >, and the date you examined the site. See the example from the Plagiarism.org website in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

## **VII. PROOFREAD YOUR PAPER**

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation.

Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. We strongly suggest you have someone with a keen eye and a good command of the English language proofread your paper for you. We do not consider it cheating to have someone proofread your paper. If you need help with spelling and grammar, get some help! We are looking more at your ideas and your grasp of the material covered in the course than at your grammar and spelling. If it is not possible for someone else to proof your paper, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

### **CONCLUSION**

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. A strong conclusion is the finishing touch on your research paper. In the conclusion, you should give a brief summary of the paper, restating why you believe as you do. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

## **ADDENDUM ON PLAGIARISM**

We all have access to endless information on the Internet. People “borrow” or “copy” things every day and freely put them on their blogs and Facebook pages. Most people no longer see this as an issue. If something is published, it is “out there,” and available to copy. Right? However, this “blog-style” thinking is all wrong when it gets transferred into the academic world. **So don’t do it!**

### **WHY IS IT WRONG TO COPY-PASTE IN A RESEARCH PAPER?**

Many students plagiarize – and don't think anything about it. The website “plagiarism.org” states the problem clearly: “In a research paper, you have to come up with your own original ideas while at the same time making reference to work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?”

Basically, your research paper shows that you have assimilated the course’s content. You have received illumination from your lectures, reading, and research. You have integrated these new ideas with things you already knew. Your research paper is a chance to clearly document your own personal thoughts and conclusions on the topic. It should be as original as you are! In this context, plagiarism is a fraudulent act. Not only did you steal someone else’s ideas, you then lied about it, claiming them as your own!

Schools are having to re-educate students about what plagiarism is and how to avoid it. They have also developed systems that can easily check to see if sections of a student’s paper have been copy-pasted. The rules on academic honesty have not changed: those caught committing plagiarism are subject to dismissal.

**NOTE:** Those preparing for ministry should hold themselves to the highest standard possible. Knowingly plagiarizing is lying to the Holy Spirit. How can anyone expect to be placed in ministry by the Lord if they lie to the Holy Spirit?

We are requiring ALL students to visit “plagiarism.org.” Here you will find in-depth answers to such questions as:

What is plagiarism?

How to prevent plagiarism when writing by:

Planning your paper

Making it clear who said what

Taking effective notes

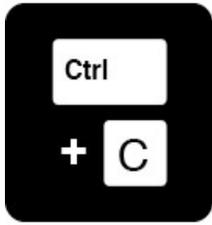
Knowing how to paraphrase

When in doubt, cite sources

Analyze and evaluate your sources

Tutorials are also available on such topics as how to cite sources and how to paraphrase.

Each of the **10 most common types of plagiarism** is shown below, ranked from the most flagrant abuse (“Clone”) to the least (“Re-tweet”).



**#1. CLONE**

Submitting another's work, word-for-word, as one's own



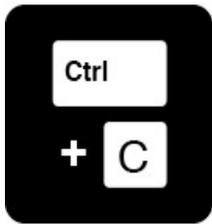
**#5. RECYCLE**

Borrows generously from the writer's previous work without citation



**#8. 404 ERROR**

Includes citations to non-existent or inaccurate information about sources



**#2. CTRL-C**

Contains significant portions of text from a single source without alterations



**#6. HYBRID**

Combines perfectly cited sources with copied passages without citation



**#9. AGGREGATOR**

Includes proper citation to sources but the paper contains almost no original work



**#3. FIND - REPLACE**

Changing key words and phrases but retaining the essential content of the source



**#7. MASHUP**

Mixes copied material from multiple sources



**#10. RE-TWEET**

Includes proper citation, but relies too closely on the text's original wording and/or structure



**#4. REMIX**

Paraphrases from multiple sources, made to fit together

**DOWNLOADED FROM:**

<http://plagiarism.org/plagiarism-101/types-of-plagiarism/>

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101/types-of-plagiarism/> (accessed 13 May 2013).

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Unless otherwise indicated, all scriptural quotations are from the *King James Version of the Bible*.

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL

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These Research Paper Guidelines are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a simple format for your research papers.

For help with the mechanics of grammar and composition, as well as suggestions for the writing process, we suggest *The Handbook of Grammar & Composition* by James A. Chapman.

You can order *The Handbook of Grammar & Composition* from [www.abeka.com](http://www.abeka.com). Search for item #174645 or call 877-223-5226. New books are \$20.75 plus tax. Used books are also available at [amazon.com](http://amazon.com).



2018-2019

**MASTERS DEGREE ADDENDUM**

## MASTER'S DEGREE PROGRAM

Theos Bible College offers a Master's Program Track designed to take Graduate students through our first year course in an expanded, Master's Level depth of study and demonstration of content mastery. As such, the 2018-2019 program offers a **MASTER IN THEOLOGY**.

### **MASTER'S PROGRAM TRACK**

The Master's Program Track is designed for individuals who want to pursue a deeper working mastery of Theological studies. The 36 credit-hour Master's Program Track is comprised of 9 courses (3 credit-hours each), 1 academic year of Ministry Practicum (3 credit-hours) and a formal Thesis worth 6 credit-hours.

- ***NOTE:*** *It is a very aggressive goal to endeavor completing this Masters Program in a single academic year. It is advisable to consider adopting a two-year plan:*
  - Year 1 for all the Course Work, then
  - Year 2 for the requisite Thesis as well as all required 12 page papers

## TUITION FOR MASTER'S PROGRAM

Course tuition fees for undergraduate courses are \$210 per 3-credit-hours course (\$70.00 per credit-hour) *and includes the primary textbook costs*. Each yearly program covers nine (9) courses plus Ministry Practicum, which runs concurrently throughout the 10-month academic year. The completed courses (27 Credit-hours) plus the student's Thesis (6 credit-hours) and their Ministry Practicum (3 credit-hours) provide a student with 36 credit-hours for the Master's Program.

## TUITION FOR 2018-2019 MASTER'S PROGRAM

Description	Credit-Hours	Cost
Courses Tuition (incl. books & fees)	27	\$1,890
+ Thesis Fees*	6	\$420
+ Ministry Practicum	3	0
<hr/>		
= Totals	36	\$2,310
<hr/>		
÷ 9 Course payments		\$210/course
* Initial Thesis Proposal Submission		\$210
* Final Thesis Submission		\$210

### REFUND POLICY

There is no refund for a purchased course.

## MASTER'S PROGRAM ENTRANCE REQUIREMENTS

Candidates for this program must have earned a Bachelor's Degree with a Theologically-related major from a recognized college or university. A Master's Program candidate *having a Bachelor's Degree in an unrelated field* will be required to complete "leveling classes" equating to 60 credit-hours of Biblical foundation courses before starting at the Master's Program level.

- *Special Note to people with substantial ministry experience: Formal teaching and preaching experience may qualify a student for Bible Teaching Experience credit. Experienced ministers should see the Bible Teaching Experience Application form in **Appendix A** of the TBC Student Handbook.*

## **BIBLE TEACHING EXPERIENCE EVALUATION REQUIREMENTS**

Students who wish to receive BTE credits towards their Master's Program must complete and submit the BTE Application and the \$50.00 BTE Evaluation Fee within **30 days** of submission of the TBC Student Application in order to initiate the process. Once the qualified experience has been determined, the student will be assessed a \$20 per credit-hour for each BTE credit-hour awarded at the graduate level. If no BTE credit is awarded, there will be no additional fee incurred.

Qualifying students will receive a BTE Award Letter from the Admissions Office showing the BTE credits they are eligible to receive and the total Credit Award Fees associated with the BTE Credits. Once the student submits payment of the BTE Credits Fee, the BTE credits will be officially entered on the student's records.

### **SAMPLE COSTS FOR GRADUATE LEVEL BTE** (Showing the maximum 9 credit-hours possible)

Description (Undergraduate BTE)	Credit-Hours	Cost
BTE Evaluation Fee	27	\$50
+ BTE Credit Awarded	9 hours @ \$20 per hour	\$180
= Totals	9 hours	\$230

# APPLICATION PROCESS

You may begin the Application Process at your convenience by following these steps:

1. Download and Completely fill out the Student Application.
2. Contact each college, university or institute of ministry that you have previously attended. ***Have them send transcripts to TBC at the following address:***

Admissions Department  
Theos Bible College  
725 W Warner Rd  
Gilbert, AZ 85233

*NOTE: You are responsible for following up with the Director to determine whether all of your transcripts have been received or not.*

3. Read the entire *TBC Student Handbook and Course Catalog* (confirmed by your signature under the Affidavit on the Student Application).
4. Mail envelope containing the above-referenced documentation (i.e. TBC Student Application, Application Fee) to:

Admissions Department  
Theos Bible College  
725 W Warner Rd  
Gilbert, AZ 85233

- ***NOTE: Students who wish to apply for Bible Teaching Experience (BTE) credit will follow the process for this group of credits as outlined on pages 15 & 16 of the TBC Student Handbook.***

## KEY 2018-2019 CALENDAR DATES

Please take note of the following key dates of the 2018-2019 Academic Calendar for your own personal planning:

<b>08/12/18</b>	Initial 2018-19 TBC Interest Meeting
<b>08/26/18</b>	Student Applications Due Date
<b>09/04/18</b>	Student Orientation
<b>09/11/18 – 12/18/18</b>	Fall Semester
<b>12/19/18 – 01/07/19</b>	Winter/Christmas Break
<b>01/08/19 – 06/04/19</b>	Spring Semester
<b>03/12/1</b>	Spring Break
<b>05/21/19</b>	<b>Thesis Final Submission Deadline for the 2018-19 Academic year</b>
<b>06/04/19</b>	Final class date
<b>06/28/19</b>	Graduation Commencement

# MASTER'S PROGRAM

## ADDITIONAL\* STUDENT POLICIES

**\*(In addition to the policies listed in the TBC Student Handbook)**

### **Master's Level Course Requirements**

Students are expected to attend all of the course lectures, read through the course textbooks, take all quizzes, tests and exams, and submit a 12-page research paper for each course. These papers can be turned in at the students discretion but the student will not graduate until all papers are turned in.

- NOTES: TBC has provided a guide for preparing acceptable research papers (see **Appendix B** of the *TBC Student Handbook*).
- Each 12-page (minimum) Research Paper is required to cite at least 10 external references (listed appropriately in the Bibliography) and may include the course textbook, the Bible and 8 or more additional sources.

### **Master's Level Grading**

Exams will count for 60% of students grade and 12 page papers count for 40% of students grade.



*GUIDELINES FOR*  
*A MASTER'S THESIS*

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## **THESIS PREPARATION**

The thesis preparation stage is comprised of three stages. They are: the planning stage, the development stage, and the presentation stage. Each of these stages is described in detail on the next few pages.

### **THE PLANNING STAGE**

#### **Choose the Topic**

For the 2018-2019 Academic Year, all thesis topics will focus on Theology. A thesis is the pinnacle of graduate level work and therefore should make a contribution to a particular field of knowledge.

#### **Determine Your Timetable**

***For the 2018-2019 Academic Year, Master's Level Thesis Papers are due by Tuesday, May 21, 2019.*** Plan a timeline to live by – *and stick with it!*

**Set daily, weekly, or monthly goals (and an accountability partner) to help you stay on track.**

#### **Prepare a Proposal**

After your topic has been chosen and a timeline established, the next step is to prepare a thesis proposal.

Properly planning and developing your proposal helps to clarify the what, the why, the when, and the how of writing the thesis. A Thesis Proposal has several sections, including the following:

1. Proposed title and topic
2. The thesis statement. This is a single sentence that summarizes the main point of your thesis, giving the reader your point of view concerning your topic. It is the significant idea that ties all your information together.
3. Proposed thesis objectives (goals). The objectives should be written so as to provide an overview of the thesis and what the student hopes to accomplish through it.
4. Proposed approach to researching your topic
5. A general outline of the contents (this may change once research/writing begins)

6. An estimated time frame for completing the work

**Submit the Proposal for Approval**

Give your finished proposal to the Academic Dean review and approval. At that time you will schedule a session with the Academic Dean for assistance in fine-tuning your topic, approach to research, etc.

- **NOTE:** The first \$210 payment for your thesis proposal phase is due when your proposal is submitted. Your final \$210 thesis payment should also be made at the submission of the final submission of your thesis.

**THE DEVELOPMENT STAGE**

**Research**

Research is defined as scientific or scholarly investigation. Sophisticated and extensive research, as required by the Master's level program, means you must spend many hours searching out and reading source material and then analyzing what you have read. It requires a deep-thinking process that is more than mimicking the ideas of other authors. Research can include the analysis and comparison of scriptural texts, library study, personal interviews with knowledgeable individuals, statistical surveys, etc.

**Research Philosophy**

All Master's candidates should keep the following requirements in mind:

1. Research work is to be completed by the student only. A part of the discipline of graduate work is researching, reading, analyzing, and writing. No project will be accepted if the content development is not 100% of the student's work. Academic honesty is vital.
2. All sources of research materials should be noted with an in-text citation within the body of the thesis and included in the bibliography. The bibliography should contain a *minimum of 25 different resources* from which you have gathered information. These can include the Bible and various Bible study aids.
3. All quotations should accurately reflect the context from which the quote was taken. Misrepresentation of any position is unacceptable to TBC. Be sure you understand the writer's viewpoint clearly. Quote your author or resource accurately. No one appreciates being misquoted.
4. Please do not write a thesis consisting mostly of quoted material. TBC is more interested in the work and skills of the student and his/her

thoughts than the opinions of others. Use your research to support your position, but draw your own conclusions. Originality and creativity are encouraged!

### **Official Writing Manual**

The official writing manual is *The Handbook of Grammar & Composition* by James A. Chapman. This comprehensive guide is a ready reference to answer specific grammatical questions as well as questions on documentation of research. Use this as a model, except as noted in the Research Paper Guidelines.

You can order *The Handbook of Grammar & Composition* from [www.abeka.com](http://www.abeka.com) or 877-223-5226. New books are \$24.50 including tax, shipping, and handling. Used books are also available at [amazon.com](http://amazon.com).

### **Preliminary Drafts**

Extensive research normally requires several drafts of the thesis before the final copy is prepared. You are not required to submit drafts for formal approval. However, it is a good idea to have someone with a keen eye and a good command of the English language proofread the final draft of your thesis. The ideas and the words of the thesis must be your own – but even professional writers have someone else proof their work.

### **Final Version**

When the final version of your thesis is complete, submit it to the Academic Dean, along with your final payment.

- **NOTE:** Your thesis will not be graded until all thesis tuition is paid in full.

### **WALKING FOR YOUR MASTERS DEGREE**

To walk in your graduation ceremony, your thesis must be completed and graded as well as all of your 12 page papers turned in and graded. Please allow 4 weeks for grading. The tuition for both your coursework and your thesis must also have been paid.

## **THE PRESENTATION STAGE**

### **Outside Cover/Binding**

The final version of the student's Master's thesis should be put in a three-ring binder with a clear pocket on the front in which to insert the title page.

### **Title Page and Table of Contents:**

The title page information should be centered top, bottom, left and right on the page and should read as follows:

<p>To Theos Bible College</p> <p>A Thesis by (Student's Name)</p> <p>For the subject entitled (Title of the Subject)</p> <p>Submitted in partial fulfillment of the requirements for</p> <p>The Master of Theology Degree Program</p> <p>On (date)</p>
--

The table of contents must be the page behind the title page. It should be divided into chapters, including page numbers.

### **Body**

The Master's thesis must be typewritten using 12-point Times New Roman font. All pages except the title page and the table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1" on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2". Do not use extra space between paragraphs.

Within the body of the thesis be sure to use chapter headings for each division and begin each new chapter on a separate page. Number all pages consecutively throughout the thesis.

The Master's level thesis must be a minimum of 50 pages in length. It should not exceed 55 pages.

## **Footnotes**

Footnotes are no longer required, even for formal, academic papers. TBC uses in-text citations as described in the TBC Research Paper Guidelines (Appendix B of the TBC Student Manual). You must identify all direct quotations and other material you have gathered from the sources you have studied and researched.

## **Bibliography**

Your last page should list all reference books and materials used in the research of your topic. The bibliography should contain a minimum of 25 different resources from which you gathered information. For specifics on formatting your bibliography, see TBC's Research Paper Guidelines (Appendix B of the TBC Student Manual).

# **THESIS GRADING**

## **GRADING CRITERIA**

The evaluation of each thesis will be based upon the following criteria:

### **Contents - 25%**

What ideas were presented? What conclusions were made? Superficial treatment of a subject will earn a below-acceptable grade. Papers having less than the minimum number of pages will be returned as unacceptable.

### **Documentation of Research - 15%**

Ideas presented need to be based on the Word of God and other factual information. Documentation is the evidence of the writer's in-depth research. By crediting the sources used, the writer provides support for the ideas presented, allowing readers to judge the quality, credibility, and originality of the work. Documentation also shows readers where to look for more information on the subject. (Minimum of 25 sources is required.)

### **Adherence - 15%**

Adherence refers to the paper's focus. Information should be carefully organized around the subject. Digressing from the subject, excessive repetition, inclusion of unimportant issues, etc. will result in a below-acceptable grade.

### **Grammar & Style - 15%**

This refers to accuracy of spelling and punctuation, use of proper grammar and sentence construction, and proper word usage.

### **Delivery - 10%**

Did the writer capture and hold the reader's interest? Was the presentation logical and coherent?

### **Originality and Creativity - 10%**

Originality and creativity refer to how the student approaches the subject. The Master's candidate's thesis is expected to make a contribution to his/her field of endeavor.

### **Presentation - 10%**

Presentation refers to the physical layout of the material presented. To obtain the maximum credit for presentation, the paper must conform to the style as outlined in the *LCU Research Paper Guidelines* and these *Guidelines for a Master's Thesis*. Was an accurate table of contents provided? Was there a thesis statement? Were correct in-text citations used? Was the bibliography correctly formatted?

## **GRADING SCALE**

All theses will be graded according to the following scale:

<b>Quality of Work</b>	<b>Points</b>
Excellent	93 - 100
Good	85 - 92
Average	77 - 84
Poor	70 - 76
Failure	0 - 69
Incomplete	N/A

*A thesis grade of **85 points** or more is required for a Master's degree.*

## **CLOSING COMMENTS**

The Master's thesis is a process of scholarly research in a ministry-related discipline. Research skills are imperative to the Master's candidate's success. Writing a thesis is your opportunity to demonstrate competence in your field of expertise.

# Thesis Proposal Checklist

*(Attach this Checklist to your Proposal when submitted)*

(Check indicates TBC approval)

- \_\_\_ 1. TITLE of the thesis \_\_\_\_\_
- \_\_\_ 2. THESIS STATEMENT (a single paragraph overview  
of your position concerning your topic) \_\_\_\_\_
- \_\_\_ 3. PROPOSED THESIS OBJECTIVES \_\_\_\_\_
- \_\_\_ 4. PROPOSED RESEARCH PLAN \_\_\_\_\_
- \_\_\_ 5. GENERAL OUTLINE OF CONTENTS \_\_\_\_\_
- \_\_\_ 6. ESTIMATED TIME FRAME for completing the work \_\_\_\_\_

Approved by Theos Bible College:

\_\_\_\_\_

\_\_\_\_\_

Name

Date

**KEEP THIS APPROVAL IN A SAFE PLACE. IT MUST ALSO BE INCLUDED WITH THE FINAL DRAFT OF YOUR THESIS.**

*(Example of a Thesis Proposal template)*

**TO THEOS BIBLE COLLEGE**

**A THESIS PROPOSAL BY  
TYPE YOUR NAME HERE**

**For the subject entitled  
Your Title**

**Submitted in partial fulfillment of the requirements for  
Master in Theology  
Type your date here**

