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## APPENDIX A: RESEARCH PAPER GUIDELINES

## MASTERS DEGREE PROGRAM

## MASTERS THESIS GUIDELINES

## DOCTORATE DEGREE PROGRAM

## DOCTORATE DISSERTATION GUIDELINES

## APPENDIX B: STUDENT FORMS
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 micro choice 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 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,

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 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 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)*.
2019-2020 CALENDAR DATES

07.28.19      THEOS Interest Meeting
08.27.19      Student Application Final Due Date
09.03.19      Student Orientation

FALL SEMESTER BEGINS

09.10.19—10.01.19 Session 1 Cults & World Religions / Leadership
10.08.19      Session 2 Apologetics / Spiritual Authority

10.14.19—10.18.19 FALL BREAK WEEK

10.22.19—11.05.19 Session 2 Resumes Apologetics / Spiritual Authority
11.12.19—12.03.19 Session 3 Doctrine / Romans 1
12.10.19—12.17.19 Session 4 Life of Christ / Romans 2

12.23.19—01.03.20 WINTER/CHRISTMAS BREAK

01.07.20—01.14.20 Session 4 Resumes Life of Christ / Romans 2

SPRING SEMESTER BEGINS

01.21.20—02.11.20 Session 5 OT Survey 1 / Spiritual Gifts
02.18.20—03.10.20 Session 6 OT Survey 2 / NT Survey

03.16.20—03.20.20 SPRING BREAK WEEK

03.24.20—04.14.20 Session 7 Hermeneutics / Personal Evangelism
04.21.20—05.12.20 Session 8 Church History / Prayer
05.19.20—06.09.20 Session 9 Signs & Wonders / Counseling w/Scripture

06.16.20      THESIS SUBMISSION DEADLINE
06.26.20      GRADUATION COMMENCEMENT
DIPLOMAS AND DEGREES

*Theos Bible College offers the following types of Certificates, Diplomas and 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.

MASTER DEGREE

A student who successfully completes their designated fifth-year program for academic credit (156 credit-hours total) will be awarded a Masters Degree.

DOCTORAL DEGREE

This program is a minimum of eleven months in length and requires the completion of five courses (15 course hours) related to the students approved concentration, and 150-page research project/dissertation (30 course hours).

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.
  
  o See the *Bible Teaching Experience Application* form in *Appendix B* for details.
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.

- 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (includes books &amp; fees)</td>
<td>27</td>
<td>$900</td>
</tr>
<tr>
<td>+ Ministry Practicum</td>
<td>3</td>
<td>$0</td>
</tr>
<tr>
<td><strong>= Totals</strong></td>
<td><strong>30</strong></td>
<td><strong>$900</strong></td>
</tr>
<tr>
<td>÷ 9 Payments</td>
<td></td>
<td><strong>$100/course</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (includes books &amp; fees)</td>
<td>27</td>
<td>$1,575</td>
</tr>
<tr>
<td>+ Ministry Practicum</td>
<td>3</td>
<td>$0</td>
</tr>
<tr>
<td><strong>= Totals</strong></td>
<td><strong>30</strong></td>
<td><strong>$1,575</strong></td>
</tr>
<tr>
<td>÷ 9 Payments</td>
<td></td>
<td><strong>$175/course</strong></td>
</tr>
</tbody>
</table>
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.

TUITION FOR GRADUATE PROGRAM

Course tuition fees for graduate courses are $210 per course ($64.17 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (includes books &amp; fees)</td>
<td>27</td>
<td>$1,890</td>
</tr>
<tr>
<td>+ Thesis Fees</td>
<td>6</td>
<td>$420</td>
</tr>
<tr>
<td>+ Ministry Practicum</td>
<td>3</td>
<td>$0</td>
</tr>
<tr>
<td>= Totals</td>
<td>36</td>
<td>$2,310</td>
</tr>
<tr>
<td>÷ 9 Payments</td>
<td></td>
<td>$210/course</td>
</tr>
</tbody>
</table>
TUITION FOR GRADUATE PROGRAM

Course tuition fees for graduate courses are $292 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (books &amp; fees included)</td>
<td>15</td>
<td>$1,125</td>
</tr>
<tr>
<td>+ Dissertation</td>
<td>30</td>
<td>$1,500</td>
</tr>
<tr>
<td>= Totals</td>
<td>45</td>
<td>$2,625</td>
</tr>
<tr>
<td>÷ 9 Payments</td>
<td></td>
<td>$292/course</td>
</tr>
</tbody>
</table>
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

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.

- 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 23).

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” of 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. The student must submit all official transcripts to the Admissions Department 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 B 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE Evaluation Fee</td>
<td>27</td>
<td>$50</td>
</tr>
<tr>
<td>+ BTE Credit Awarded</td>
<td>30 Hours @ $15/hour</td>
<td>$450</td>
</tr>
<tr>
<td><strong>= Totals</strong></td>
<td>30</td>
<td>$500</td>
</tr>
</tbody>
</table>
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. Submit $50 payment via cash or check.

3. 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.

4. 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)

5. Read the entire TBC Student Handbook and Course Catalog (confirmed by your signature under the Affidavit on the Student Application).

6. Mail envelope containing the above-referenced documentation (e.g. TBC Student Application, $50 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
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 an 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.

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) and listening through the class before the conclusion of that course (unless other arrangements are made with the instructor at the instructor’s discretion). Students are also expected to submit an Absence Request Form to be signed by their instructor.

• 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 B 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. For example, 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 to 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 B 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 bank because of insufficient funds.
ACADEMIC STANDARDS

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentages</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>93 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Excellent</td>
<td>85 – 92</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77 – 84</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>70 – 76</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 – 69</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
<td>0.0</td>
</tr>
</tbody>
</table>

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. Before a certificate or diploma is issued, each student must pay all tuition and other miscellaneous fees in full.

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.
COURSE CATALOG

DEGREES AVAILABLE THROUGH TBC:

- Diploma in Theology
- Associate in Theology
- Advanced Diplomas in Theology
- Bachelor in Theology
- Master in Theology
- Doctor of Ministry

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 it’s 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**
*Programs may change without advance notice.*

<table>
<thead>
<tr>
<th>Title</th>
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<tr>
<td>Cults &amp; Religions</td>
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<td>Doctrine</td>
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<td>Life of Christ</td>
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**Total Credit-Hours** 30
### REQUIRED PROGRAM #2 COURSE LIST/CREDITS

*Programs may change without advance notice.*

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**Total Credit-Hours** 30

### TYPICAL PROGRAM #3 COURSE LIST/CREDITS

*Programs may change without advance notice.*

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<td>1 &amp; 2 Corinthians 2</td>
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<td>Hebraic Heritage of the Christian Faith</td>
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<td>Homiletics</td>
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<td>Paul’s Missionary Journeys</td>
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**Total Credit-Hours** 30
## TYPICAL PROGRAM #4 COURSE LIST/CREDITS

*Programs may change without advance notice.*

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<td>Book of Hebrews</td>
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<td>Angelology</td>
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<td>Pastoral Epistles</td>
<td>3</td>
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<td>Covenants of the Bible</td>
<td>3</td>
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<td>Tabernacles</td>
<td>3</td>
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<tr>
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<td>Biblical Hebrew 2</td>
<td>3</td>
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<tr>
<td>Practicum – Senior</td>
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**Total Credit-Hours**  
30
**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.

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.

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 For 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. 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.

3. 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.

4. 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.

5. 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.

   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 For 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 does 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 For 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 For 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.
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 Theological Seminary)
Founder and President, Theos Bible College
Founder and Lead Pastor, Life Link Church

Thomas Carlini – Ph.D., Th.M., B.S. (Theos Bible College, Life Christian University, ASU)
Professor of Theology, Biblical Studies and Pastoral Ministry
Dean of Administration, Registrar

Abel Aguilar – Ph.D., M.A., B.A. (Theos Bible College, 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

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 released 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.
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

RESEARCH PAPER GUIDELINES
RESEARCH PAPER GUIDELINES

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.

GRADING GUIDELINES

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?)

UNDERGRADUATE LEVEL

• Every course required research paper is to be no less than 6 pages in length and requires a minimum of 6 sources cited/external references.

• Research papers are to be formatted Chicago Style Turabian only. See chicagomanualofstyle.org for further inquiries.
• All research papers must have a title page, introduction, research content, conclusion, and bibliography.

• All research papers must have a signed Research Affidavit Plagiarism Form positioned at the end of their paper.

• Every research paper must be typewritten using 12 point Calibri font.

• All research should be written in third person.

• Four or more lines of quotation must be indented and single-spaced.

• All scripture quotation is to be Formal-Equivalence (Primarily Literal), or Dynamic-equivalence (thought for thought). Do not use idiomatic/paraphrase versions unless research is distinguishing various translations.

• Proof read research before submitting to your course professor.

**MASTER LEVEL**

• Every course required research paper is to be no less than 6 pages in length and requires a minimum of 6 sources cited/external references.

• Research papers are to be formatted Chicago Style Turabian only. See chicagomanualofstyle.org for further inquiries.

• All research papers must have a title page, table of contents, introduction, research content, conclusion, bibliography, and endnotes.

• All research papers must have a signed Research Affidavit Plagiarism Form positioned at the end of their paper

• Every research paper must be typewritten using 12 point Calibri font.

• All research should be written in third person.

• Four or more lines of quotation must be indented and single-spaced.
• Do not use idiomatic/paraphrase versions unless research is distinguishing various translations. All scripture quotation is to be Formal-Equivalence (Primarily Literal), or Dynamic-equivalence (thought for thought).

• Proof read research before submitting to your course professor

**DOCTORAL LEVEL**

• Every course required research paper is to be no less than 12 pages in length and requires a minimum of 12 sources cited/external references.

• Research papers are to be formatted Chicago Style Turabian only. See chicagomanualofstyle.org for further inquiries.

• All research papers must have a title page, table of contents, introduction, research content, conclusion, and bibliography.

• All research papers must have a signed Research Affidavit Plagiarism Form positioned at the end of their paper

• Every research paper must be typewritten using 12 point Calibri font.

• All research should be written in third person.

• Four or more lines of quotation must be indented and single-spaced.

• Do not use idiomatic/paraphrase versions unless research is distinguishing various translations. All scripture quotation is to be Formal-Equivalence (Primarily Literal), or Dynamic-equivalence (thought for thought).

• Proof read research before submitting to your course professor
Modern air passengers are unhappy about flying. Rather than marvel at traveling safely through the air at 30,000 feet, they complain of delays, small seats, and baggage fees. Instead of celebrating the ability to start one’s day in Boston and end it in London, passengers complain of achy legs and long for a good hot meal. Why do travelers today focus on the problems of air travel instead of its wonders? How have we lost sight of the magic of stepping into a flying machine to transport us across continents and oceans?

It turns out that such disillusionment is not specific to the airplane. In fact, initial wonder at technological feats—from the radio, to the automobile, to the television—is almost always eventually lost, usually at a moment when the technology has become accessible enough to lose its aura of exclusivity.

*From Awe to Shrugs*

Airplanes were a technological triumph, but in the early years of commercial flight they also demanded an imaginative leap on the part of anyone contemplating a trip, as Clara Lanahan explains in *The Psychology of Flying*. “Flying through the air, with nothing but a few inches of metal below, was a difficult concept to comprehend,” Lanahan writes.1 Airplane travel required humans to accept the idea that they belonged not only on the ground, but in the air. The idea of flying thus evoked feelings of wonder and awe, which airlines capitalized on in their advertisements.

Other scholars have taken up the idea that flight is so unnatural to humans that we must think in profoundly new ways before we adapt to the technology. For instance on his piloting blog *Way Up There*, Jackson T. Afertapian writes that “the human mind cannot fully reconcile
Fickle Flying:

The Marvel and the Banality of New Technologies

Make the main title and subtitle bold. The font size may be two or three points larger than the main text.

Use headline-style capitalization.

Center the text.

Double-space everything.

Anastacia Swittlegale

History 101: Culture and Technology

June 10, 2017

Add any information your instructor requests, such as your name, the title of the course, and the date.

Important! Directions from your teacher, instructor, or dissertation office overrule these guidelines. For more details and examples, see Kate L. Turabian, A Manual for Writers of Research Papers, Theses, and Dissertations (Turabian.org) or The Chicago Manual of Style (Chicagomanualofstyle.org). © 2018 University of Chicago.
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Before and after the list of chapters (including any introduction and conclusion), leave two blank lines. Also leave two blank lines between numbered parts (not shown here).

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Either one or two blank lines can intervene between an introduction and the first chapter or between the last chapter and a conclusion.

Use roman numerals for front matter page numbers, at the top right or bottom center, half an inch from the edge of the page.

**Important!** Directions from your teacher, instructor, or dissertation office overrule these guidelines. For more details and examples, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (Turabian.org) or *The Chicago Manual of Style* (Chicagomanualofstyle.org). © 2018 University of Chicago.
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3.3 \(Cum\ animadvertor\), refrain with person and number, tense, voice, and mood ................................................................. 346
3.4 Hymn borrowings in \(F\) ........................................................................ 370
3.5 First three strophes of \(Ave\ maris\ stella\, \(F\), folio 373r, and the hymn \(Ave\ maris\ stella\) ................................................................. 372

Use roman numerals for front matter page numbers, at the top right or bottom center.

Important! Directions from your teacher, instructor, or dissertation office overrule these guidelines. For more details and examples, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (Turabian.org) or *The Chicago Manual of Style* (Chicagomanualofstyle.org). © 2018 University of Chicago.
Introduction

Modern air passengers are unhappy about flying. Rather than marvel at traveling safely through the air at 30,000 feet, they complain of delays, small seats, and baggage fees. Instead of celebrating the ability to start one’s day in Boston and end it in London, passengers complain of achy legs and long for a good hot meal. Why do travelers today focus on the problems of air travel instead of its wonders? How have we lost sight of the magic of stepping into a flying machine to transport us across continents and oceans?

It turns out that such disillusionment is not specific to the airplane. In fact, initial wonder at technological feats—from the radio, to the automobile, to the television—is almost always eventually lost, usually at a moment when the technology has become accessible enough to lose its aura of exclusivity.

Airplanes were a technological triumph, but in the early years of commercial flight they also demanded an imaginative leap on the part of anyone contemplating a trip, as Clara Lanahan explains in *The Psychology of Flying*. “Flying through the air, with nothing but a few inches of metal below, was a difficult concept to comprehend,” Lanahan writes.¹ Airplane travel required humans to accept the idea that they belonged not only on the ground, but in the air. The idea of flying thus evoked feelings of wonder and awe, which airlines capitalized on in their advertisements.

Other scholars have taken up the idea that flight is so unnatural to humans that we must think in profoundly new ways before we adapt to the technology. For instance on his piloting blog *Way Up There*, Jackson T. Afertapian writes that “the human mind cannot fully reconcile

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The DPP was successful in attracting an important number of votes in the 1990s, during the first rounds of multiparty elections in Taiwan. Those DPP candidates who campaigned in favor of the country’s independence and sovereignty were the most successful ones: “In 1989, eight members of the New Tide Faction joined together to form the pro-independence New National Alliance to contest seats in the December legislative election. All eight were elected, a stunning accomplishment” (Rigger 2001, 124). The party was successful in “stealing” votes from the dominant KMT: in 1991 the DPP obtained 23.9 percent of the vote for the National Assembly elections, and by 1996 this percentage had increased to 29.8 (data in Taiwan-Communiqué 1996). Following the logic of the theory of programmatic capacity, I end this section noting that in the 1990s the KMT adopted many of the policies advocated by the DPP:

By the mid-1990s, all of the concrete items on the DPP’s reform agenda had been achieved, and the party was forced to find new issues to attract members and voters. . . . The KMT has tended to co-opt DPP issue positions that prove popular with voters, including domestic policy proposals such as national health care and foreign policy initiatives such as the U[nite]d N[ations] bid. (Rigger 2001, 151; emphasis added)

Turkey’s Democrat Party

Mustafa Kemal founded the Republican People’s Party (RPP) in 1923, an organization that would dominate Turkish politics for a quarter of a century. The RPP was, like the PRI in Mexico, a conglomerate of different political groups, including the urban middle class, the state bureaucracy, landowners, and army officers (Ahmad 1977, 1–2). However, unlike the Mexican dominant party, the RPP was never able to develop a structure capable of effectively fostering elite collective action or incorporating the population—via corporatist arrangements—into the party organization. The reason for this was that, contrary to what Calles did in Mexico in 1929, Kemal “felt little need to develop the party organization. The [RPP] leaders did not devote considerable energy to opening up branches across the country. . . . Throughout the 1920s, the
At technological feats—from the radio, to the automobile, to the television—is almost always eventually lost, usually at a moment when the technology has become accessible enough to lose its aura of exclusivity. If you have subsections, use a different style for the second-level heads. First-level heads should be more eye-catching (such as bold) than second-level heads (such as italic). Two subhead levels may appear together (with a blank line between).

**From Awe to Shrugs**

*Imagining the Airplane*

Airplanes were a triumph of engineering, but in the early years of commercial flight they also demanded an imaginative leap on the part of anyone contemplating a trip, as Clara Lanahan explains in *The Psychology of Flying*. “Flying through the air, with nothing but a few inches of metal below, was nearly impossible to comprehend,” Lanahan writes.\(^1\) Airplane travel required humans to accept that they belonged not only on the ground, but in the air. The idea of flying thus evoked feelings of wonder and awe, as well as luxury, which airlines capitalized on in their advertisements.

**Flying as Unnatural**

Other scholars have taken up the idea that flight is so unnatural to humans that we must think in profoundly new ways before we adapt to the technology. For instance on his piloting blog *Way Up There*, Jackson T. Afertapian writes that “the human mind cannot fully reconcile itself to the thought that we could really be flying through the air, far above the ground, at 600 mph, in an aluminum tube.”\(^2\) And Anderson Luftswaag argued in *The Advent of Air: Cultural Considerations of Flight* that in spite of its solid grounding in aerodynamic theory, flight was “so uncommon up to that time that the concept seemed to belong to the realm of the metaphysical or

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Chapter 5

Libertas Decembrica: Singing Songs in the Christmas Season

Everyone has some liking for those curiously-fashioned little songs which come into brief prominence for a season at the end of the year... In the multitudinous choice of carols it is disconcerting to note how the same stock-pieces crop up year after year, to the exclusion of other and better things. We are too easily put off with the expedient in art; our children do not properly prepare their little programme; our choirmasters all too naturally reach down the old, time-worn sheets that have done duty so long.

Christmas carols have long held an ambivalent position within contemporary culture, as the above epigraph suggests with its “old, time-worn sheets” of Christmas songs that “crop up year after year.”¹ Shopping malls, dentist offices, and radio stations resound untiringly from Thanksgiving to Christmas with the strains of “Away in a Manger” and “Silent Night,”² while in our increasingly multicultural and international communities, nonreligious holiday songs, such as “Rudolph the Red-Nosed Reindeer,” are gradually replacing sacred carols. For those, however, for whom the year concludes with Christmas, the familiar refrains of “We Wish You a Merry Christmas” and “The First Nowell” are still recalled and sung from year to year without fail, whether caroling in the streets, worshipping in churches, or sitting around the piano at home.

Many of the still-performed carols and hymns can be traced back to the nineteenth century—if not earlier—and can be found in numerous translations and adaptations, resulting in a relatively limited repertory, albeit one with international appeal. While it is a rare occurrence to be able to connect any current carols with those of the Middle Ages or Renaissance, there is no question

percent of the total. In both regions, mill children as young as six or seven were engaged in “doffing,” spinning, and other forms of casual labor. To compensate for their shorter height, child doffers would stand on top of electric looms to reach the top shelf, where spindles were located (fig. 3.1). The first contact children usually had with mill labor was while accompanying older siblings or parents as they worked. Typically, very young children would begin an informal training whereby they would “help” their relatives, but this regular assistance would soon


Notes

Chapter 1


5. Hannah Habadashery to James Habadashery, July 5, 1950, box 12, Habadashery Family Papers, Louisiana History Repository, Baton Rouge, LA.


Chapter 2


(If you are using author-date style, your paper will not have endnotes.)
earlier voyage. Then Rosa, her new husband, parents, five more of her siblings, one sister-in-law, a fiancée to another brother (these two women were sisters), and Kleberg’s own brother Louis followed in the fall of 1834. For note numbers in the text, use superscript.

Many years later, Robert Kleberg reflected without regret on his decision to migrate:

I wished to live under a republican form of Government, with unbounded personal, religious and political liberty, free from the petty tyrannies and the many disadvantages and evils of the old countries. Prussia smarted at that time under an offensive military despotism. I was (and have ever remained) an enthusiastic lover of republican institutions, and I expected to find in Texas, above all other countries, the blessed land of my most fervent hopes.

In December of 1834, Rosa and Robert Kleberg’s ship wrecked at Galveston, then a largely uninhabited island, instead of landing at the port of Brazoria as planned. Louis von Roeder and Robert Kleberg, who was the only one of the party who already spoke English, left Rosa and the others to watch their considerable baggage and set off on foot to find their relatives who had emigrated earlier. An Indian man helped the party to find them near the location of Cat Spring. Rosa recalled, “He belonged to a troop of Indians who were camping in the neighborhood and from whom our relations had been in the habit of obtaining venison in exchange for ammunition. They found our people in a wretched condition. My sister and one brother had died, while the two remaining brothers were very ill with the fever.” Kleberg and the von Roeders rented accommodations in the city of Harrisburg through the winter and until they were all together again, and eventually settled fifty miles west of there, near where the advance party had been living at Cat Spring.


24. Rosa Kleberg, 297–98. For note numbers in the notes, use normal text with a period and space after, or use superscript with a space but no period after.
The DPP was successful in attracting an important number of votes in the 1990s, during the first rounds of multiparty elections in Taiwan. Those DPP candidates who campaigned in favor of the country’s independence and sovereignty were the most successful ones: “In 1989, eight members of the New Tide Faction joined together to form the pro-independence New National Alliance to contest seats in the December legislative election. All eight were elected, a stunning accomplishment” (Rigger 2001, 124). The party was successful in “stealing” votes from the dominant KMT: in 1991 the DPP obtained 23.9 percent of the vote for the National Assembly elections, and by 1996 this percentage had increased to 29.8 (data in Taiwan-Communiqué 1996). Following the logic of the theory of programmatic capacity, I end this section noting that in the 1990s the KMT adopted many of the policies advocated by the DPP:

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CITATION QUICK GUIDE

Author-Date: Sample Citations

The following examples illustrate the author-date style. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and many more examples, see chapters 18 and 19 of Turabian. (For examples of the same citations using the notes and bibliography system, go to Notes and Bibliography: Sample Citations.)

BOOK

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)


IN-TEXT CITATIONS

(Kitamura 2017, 25)
(Sassler and Miller 2017, 114)

CHAPTER OR OTHER PART OF AN EDITED BOOK

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

REFERENCE LIST ENTRY


IN-TEXT CITATION

(Rowlandson 2016, 19-20)
To cite an edited book as a whole, list the editor(s) first.

REFERENCE LIST ENTRY

IN-TEXT CITATION
(D’Agata 2016, 19–20)

TRANSLATED BOOK

REFERENCE LIST ENTRY

IN-TEXT CITATION
(Lahiri 2016, 146)

E-BOOK
For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text or, if possible, track down a version with fixed page numbers.

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)

IN-TEXT CITATIONS
(Austen 2007, chap. 3)
(Dostoevsky 1917, 444)
(Schlosser 2001, 88)

THESIS OR DISSERTATION
REFERENCE LIST ENTRY

IN-TEXT CITATION
(Navarro-Garcia 2016, 44)

JOURNAL ARTICLE
In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins https://doi.org/. This URL is preferable to the URL that appears in your browser’s address bar.

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)

IN-TEXT CITATIONS
(Keng, Lin, and Orazem 2017, 9–10)
(LaSalle 2017, 95)
(Pérez 2017, 874)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. (“and others”). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

REFERENCE LIST ENTRY
https://doi.org/10.1086/689597.

IN-TEXT CITATION
(Weber et al. 2017, 45)

NEWS OR MAGAZINE ARTICLE
Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. In the reference list, it can be helpful to repeat the year with sources that are cited also by month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)

IN-TEXT CITATIONS
(Anderssen 2016)
(Cunningham 2017, 85)
(Lind 2016)
(Manjoo 2017)
(Pegoraro 2007)

Readers’ comments are cited in the text but omitted from a reference list.

IN-TEXT CITATION
(Eduardo B [Los Angeles], March 9, 2017, comment on Manjoo 2017)
REFERENCE LIST ENTRY

IN-TEXT CITATION
(Eberstadt 2017)

WEBSITE CONTENT
Web pages and other website content can be cited as shown here. For a source that does not list a date of publication, posting, or revision, use n.d. (for "no date") in place of the year and include an access date.

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)

IN-TEXT CITATIONS
(Columbia University, n.d.)
(Google 2017)

AUDIOVISUAL CONTENT

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)

IN-TEXT CITATIONS
(Beyoncé 2016)
(Stamper 2017)

SOCIAL MEDIA CONTENT
Citations of content shared through social media can usually be limited to
the text (as in the first example below). If a more formal citation is needed or to include a link, a reference list entry may be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

TEXT

Soane Crosley offers the following advice: “How to edit: Attack a sentence. Write in the margins. Toss in some arrows. Cross out words. Rewrite them. Circle the whole mess and STET” (@askanyone, Twitter, May 8, 2017).

REFERENCE LIST ENTRIES (IN ALPHABETICAL ORDER)


IN-TEXT CITATIONS

(Chicago Manual of Style 2015)
(Souza 2016)
(Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style 2015)

PERSONAL COMMUNICATION

Personal interviews, correspondence, and other types of personal communications—including email and text messages and direct messages sent through social media—are usually cited in the text only; they are rarely included in a reference list.

IN-TEXT CITATIONS

(Sam Gomez, Facebook message to author, August 1, 2017)
(Interview with home health aide, July 31, 2017)
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

### #2. CTRL-C
Contains significant portions of text from a single source without alterations

### #3. FIND - REPLACE
Changing key words and phrases but retaining the essential content of the source

### #4. REMIX
Paraphrases from multiple sources, made to fit together

### #5. RECYCLE
Borrows generously from the writer’s previous work without citation

### #6. HYBRID
Combines perfectly cited sources with copied passages without citation

### #7. MASHUP
Mixes copied material from multiple sources

### #8. 404 ERROR
Includes citations to non-existent or inaccurate information about sources

### #9. AGGREGATOR
Includes proper citation to sources but the paper contains almost no original work

### #10. RE-TWEET
Includes proper citation, but relies too closely on the text’s original wording and/or structure

**DOWNLOADED FROM:**
http://plagiarism.org/plagiarism-101/types-of-plagiarism/

Used with permission.
2019-2020

MASTERS DEGREE PROGRAM
MASTERS DEGREE PROGRAM

Theos Bible College offers a Masters Program designed to take Graduate students through our first year course in an expanded, Masters Level depth of study and demonstration of content mastery. As such, the 2019-2020 program offers a Master in Theology.

MASTERS PROGRAM TRACK

The Masters Program Track is designed for individuals who want to pursue a deeper working mastery of Theological studies. The 36 credit-hour Masters 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 6 page papers
TUITION

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 Masters Program.

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (includes books &amp; fees)</td>
<td>27</td>
<td>$1,890</td>
</tr>
<tr>
<td>+ Thesis Fees</td>
<td>6</td>
<td>$420</td>
</tr>
<tr>
<td>+ Ministry Practicum</td>
<td>3</td>
<td>$0</td>
</tr>
<tr>
<td>= Totals</td>
<td>36</td>
<td>$2,310</td>
</tr>
<tr>
<td>÷ 9 Payments</td>
<td></td>
<td>$210/course</td>
</tr>
</tbody>
</table>

Initial Thesis Proposal Submission $210
Final Thesis Submission $210

REFUND POLICY

There is no refund for a purchased course.
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 Masters 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 Masters 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 B.

BIBLE TEACHING EXPERIENCE EVALUATION REQUIREMENTS

Students who wish to receive BTE credits towards their Masters 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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE Evaluation Fee</td>
<td>27</td>
<td>$50</td>
</tr>
<tr>
<td>+ BTE Credit Awarded</td>
<td>9 Hours @ $20 per Hour</td>
<td>$180</td>
</tr>
<tr>
<td>= Totals</td>
<td>9</td>
<td>$230</td>
</tr>
</tbody>
</table>
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 (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
ADDITIONAL STUDENT POLICIES

MASTERS 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 6-page research paper for each course. These papers can be turned in at the student’s discretion but the student will not graduate until all papers are turned in.

MASTERS LEVEL GRADING

Exams will count for 60% of students grade and 6-page papers count for 40% of students grade.
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 2019-2020 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 2019-2020 Academic Year, Masters Level Thesis Papers are due by Tuesday, June 16, 2020. 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 Masters 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 Masters 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 endnote citation as illustrated in Research Paper Guidelines. 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 A Manual for Writers of Research papers, Theses, and Dissertations, 9th Edition by Kate L. Turabain. 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 book from www.chicagomanualofstyle.org, amazon.com, or find one at a used bookstore near you.

**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 6 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.
THESIS PRESENTATION

COVER/BINDING

The final version of the student’s Masters thesis should be put in a black 1.5” three-ring binder with a clear insert on the front in which to insert the title page. Additionally, a PDF is to be submitted for the Theos Bible College digital Library.

TITLE PAGE

The title page information should follow the Turabian Chicago Style format and include the following:

Title

By

(Student’s Name)

Month Year

A Thesis

Submitted To The Theological Faculty

in partial fulfillment of the requirements

for the degree of

MASTER OF ARTS IN THEOLOGY

THEOS BIBLE COLLEGE
SCRIPTURAL STUDY ON DIVORCE FROM THE PERSPECTIVE OF JESUS
AND THE SAGES OF THE SECOND TEMPLE PERIOD

By

JOHN STAMOS

August 2019

A Thesis
Submitted To The Theological Faculty
in partial fulfillment of the requirements
for the degree of

MASTER OF ARTS IN THEOLOGY

THEOS BIBLE COLLEGE
REQUIREMENTS

Every required thesis must:

• Be a minimum of 50 pages in length and should not exceed 55 pages.

• Be a minimum of 25 sources cited/external references.

• Be formatted Chicago Style Turabian only. See chicagomanualofstyle.org for further inquiries. (Unless otherwise noted by instructor.)

• All dissertations must have a title page, abstract, acknowledgments, table of contents, introduction, research content, conclusion, appendix (if necessary), endnotes, bibliography, vita, and research paper affidavit.

• Be typewritten using 12-point Calibri font.

• Be written in third person.

• Indent and single-space quotations that are four or more lines.

• Not use idiomatic/paraphrase versions unless research is distinguishing various translations. All scripture quotation is to be Formal-Equivalence (Primarily Literal), or Dynamic-equivalence (thought for thought).

• Proof-read before submitting to your course professor.

• Submit appropriate thesis fees.
THESIS GRADING

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

CONTENT – 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 AND 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 Masters 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 TBC Research Paper Guidelines.

GRADING SCALE

All theses will be graded according to the following scale:

<table>
<thead>
<tr>
<th>Quality of Work</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>93 – 100</td>
</tr>
<tr>
<td>Good</td>
<td>85 – 92</td>
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<tr>
<td>Average</td>
<td>77 – 84</td>
</tr>
<tr>
<td>Poor</td>
<td>70 – 76</td>
</tr>
<tr>
<td>Failure</td>
<td>0 – 69</td>
</tr>
<tr>
<td>Incomplete</td>
<td>N/A</td>
</tr>
</tbody>
</table>

A thesis grade of 85 points or more is required for a Masters degree.

CLOSING COMMENTS

The Masters thesis is a process of scholarly research in a ministry-related discipline. Research skills are imperative to the Masters 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)

_______ TITLE of the thesis

_______ THESIS STATEMENT

_______ PROPOSED THESIS OBJECTIVES

_______ PROPOSED RESEARCH PLAN

_______ GENERAL OUTLINE OF CONTENTS

_______ ESTIMATED TIME FRAME for completing the work

Approved by Theos Bible College:

______________________________  _____________
Name                                    Date

Student must submit two copies of this checklist.
One will be retained in the student file.
The other will be returned to the student.
2019-2020

DOCTORATE DEGREE PROGRAM
PHD OR DMIN

Theos Bible College offers two distinctions in the doctoral program, the Doctor of Ministry (DMIN) and the Doctor of Philosophy (PhD). Neither is superior to the other. Rather, both are equal advanced professional programs that offer slightly different types of study. One for the field of local ministry, the other for the arena of academia.

Both are designed to enhance professional competence in the practice of ministry, to provide opportunity for the renewal of personal spiritual life, to grow theologically, and to stimulate growth in ministry.

Requirements of the THEOS Doctoral program are strategically developed for the ministry professional to remain in full-time ministry while engaged in this learning process. While the Doctor of Ministry is not solely a research program, however, the highest academic standards are set forth. As such, it is required of doctoral students to set forth an un-paralleled academic, social, and spiritual position as an encouragement for underclassmen and to uphold the standards of THEOS Bible College.

The Doctoral program is a minimum of eleven months in length and requires the completion of five courses (15 course hours) related to the students approved concentration, and 150-page research project/dissertation (30 course hours). Students will also participate in continued development of THEOS Bible College, as well as attend various meetings with staff and faculty.

DOCTORATE PURPOSE

The DMin and PhD programs seek:

- To provide a Spirit-filled learning environment where professionals can learn academically and practically from instructors and peers in ministry.
- To facilitate the development of increased professional and leadership effectiveness.
- To aid in self-examination and spiritual renewal.
• To allow doctoral students the opportunity to explore significant biblical, theological, and practical ministry themes as issues relative to current ministry and social trends.

• To equip students with academic/experiential proficiency that allows them to teach and lead in their area of ministry expertise in diverse settings and vocational contexts locally and globally.

DOCTORATE OBJECTIVES

Upon completion of the THEOS Doctoral program, graduates will be able to:

• Demonstrate expertise in the specific area of theology or practical ministry by means of dissertation research. The student will be able to demonstrate the ability to think, write, and speak analytically on biblical, theological, and practical ministry issues.

• Demonstrate mature knowledge and understanding in the daily tasks of church ministry.

• Evidence the Christ-like character worthy of emulation and necessary for successful ministry.

• Articulate knowledge of the interrelationships between the subject matter of Christian theology and the practices of Christian ministry.

• Demonstrate ability to teach and lead effectively in their area of concentration and in their chosen vocational context.

APPLICATION PROCESS

The application for the doctoral program can be accessed in student forms at http://www.theosbible.college. Applications will be reviewed by the Admissions Committee, which is chaired by the Director, Dean of Administration, Dr. Tom Carlini.

The following are required for the application packet:

1. Completed application.
2. Payment of application fee.

3. Previous degree transcripts.
   • NOTE: The prospective doctoral student must have successfully completed a Master of Divinity degree or a Master of Arts degree in an appropriate theological discipline with a minimum GPA of 3.0 on a 4.0 scale.
   • Official transcripts must be received directly from all colleges and universities attended in their original sealed envelopes.

   • A 500-word minimum academic essay about your proposed research interest or question, which must have the potential to develop into a topic suitable for DMIN study.

5. Vocational Essay.
   • A 500-word maximum vocational composition detailing students:
     o Personal testimony and spiritual journey
     o Student’s personal sense of vocation to academic and ministry leadership.
     o How the DMIN program will contribute to your professional development and spiritual formation as a Christ-centered Spirit-empowered leader.

   • Four completed letters of recommendation are required. The person writing the reference must submit directly to THEOS Bible College.
     o Pastoral reference
     o Academic reference
     o Professional reference
     o Personal recommendation from a non-relative or co-worker

7. Signed Honor Code.
8. **Deadlines.**

- THEOS Bible College Office of Admissions must receive applications and all required documentation by August 27, 2019 to be eligible for the fall term.

**TUITION AND FEES**

Students must anticipate the following additional costs for which they are responsible.

- Cost incurred by attendance, absence, or materials purchased.
- Graduation regalia

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<th>Credit-Hours</th>
<th>Cost</th>
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<td>Tuition (books &amp; fees included)</td>
<td>15</td>
<td>$1,125</td>
</tr>
<tr>
<td>+ Dissertation</td>
<td>30</td>
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<tr>
<td>= Totals</td>
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<td>$2,625</td>
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</table>

**PROGRAM REQUIREMENTS**

Satisfactory completion of all DMIN program requirements is as follows:

- Completion of an acceptable and approved DMIN dissertation proposal/prospectus.
- Minimum cumulative grade point average of at least 3.0.
- In good standing at the College.
- Completion of five courses (15 credits).
- Adherence to strict attendance and test policy.
- Successful completion of all required course exams.
- Completion of approved DMIN dissertation (30 credits).
- Approval to graduate from the Doctoral Studies Committee, Academic Affairs Committee, and Faculty.
PREPARATION

The dissertation 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 2019-2020 Academic Year, dissertation topics will have already been decided and reviewed by a faculty member.

Determine Your Timetable

For the 2019-2020 Academic Year, Doctoral Dissertations are due by Tuesday, June 16, 2020. 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. Properly planning and developing your proposal helps to clarify the what, the why, the when, and the how. A Dissertation 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.

THE DEVELOPMENT STAGE

Research

Research is defined as scientific or scholarly investigation. Sophisticated and extensive research, as required by the Doctorate 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 Doctoral 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 footnote citation as illustrated in Research Paper Guidelines.
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 dissertation 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 A Manual for Writers of Research papers, Theses, and Dissertations, 9th Edition by Kate L. Turabain. 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 book from www.chicagomanualofstyle.org or find one at a used bookstore. New books range from 18-35 dollars including tax, shipping, and handling. Used books are also available at 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 dissertation. The ideas and the words must be your own – but even professional writers have someone else proof their work.

**Final Version**

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

WALKING FOR YOUR DOCTORAL DEGREE

To walk in your graduation ceremony, your dissertation 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 dissertation must also have been paid.
DISSEIGATION PRESENTATION

COVER/BINDING

The final version of the student’s dissertation should be put in a black 1.5” three-ring binder with a clear insert on the front in which to insert the title page. Additionally, a PDF is to be submitted for the Theos Bible College digital Library.

TITLE PAGE

The title page information should follow the Turabian Chicago Style format and include the following:

Title

By

(Student’s Name)

Month Year

A Thesis

Submitted To The Theological Faculty

in partial fulfillment of the requirements

for the degree of

MASTER OF ARTS IN THEOLOGY

THEOS BIBLE COLLEGE
SCRIPTURAL STUDY ON DIVORCE FROM THE PERSPECTIVE OF JESUS AND THE SAGES OF THE SECOND TEMPLE PERIOD

By

JOHN STAMOS

August 2019

A Thesis
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THEOS BIBLE COLLEGE
REQUIREMENTS

- Every dissertation is to be no less than 150 pages in length.

- Dissertations are to be formatted Chicago Style Turabian only. See chicagomanualofstyle.org for further inquiries.

- Every research paper must be typewritten using 12-point Calibri font.

- All research should be written in third person.

- Do not use idiomatic/paraphrase versions unless research is distinguishing various translations. All scripture quotation is to be Formal-Equivalence (Primarily Literal), or Dynamic-equivalence (thought for thought).

- Proof read research before submitting to your course professor.

- Submit appropriate dissertation fees

- All dissertations must have a title page, abstract, acknowledgments, table of contents, introduction, research content, footnotes, conclusion, appendix (if necessary), bibliography, vita, and research paper affidavit.
**DISSERTATION GRADING**

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

**CONTENT – 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.

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

**DELIVERY – 10%**

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*A grade of 85 points or more is required for a Doctorate degree.*

**CLOSING COMMENTS**

The dissertation is a process of scholarly research in a ministry-related discipline.
Research skills are imperative to the candidate’s success. Writing a dissertation is your opportunity to demonstrate competence in your field of expertise.
Dissertation Proposal Checklist

(Attach this checklist to your proposal when submitted)

(Check indicates TBC approval)

_______ TITLE of the thesis

_______ THESIS STATEMENT

_______ PROPOSED THESIS OBJECTIVES

_______ PROPOSED RESEARCH PLAN

_______ GENERAL OUTLINE OF CONTENTS

_______ ESTIMATED TIME FRAME for completing the work

Approved by Theos Bible College:

_________________________________________  _____________

Name  Date

Student must submit two copies of this checklist.
One will be retained in the student file.
The other will be returned to the student.
# THEOS BIBLE COLLEGE

**STUDENT APPLICATION**

---

**1. PERSONAL INFORMATION**

- **SEX:**
  - [ ] Male
  - [ ] Female
- **MARRITAL STATUS:**
  - [ ] Single
  - [ ] Married
- **RACE:**
  - [ ] Black
  - [ ] Hispanic
  - [ ] Native American
  - [ ] Other
- **CITIZENSHIP:**
  - [ ] USA
  - [ ] Other (specify):
- **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:**
- **EMAIL ADDRESS:**

**SECONDARY EMAIL ADDRESS:**

---

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

**CHURCH PRESENTLY ATTENDING:**

**PASTOR’S NAME:**

- **CURRENT MINISTRY STATUS, IF ANY:**
  - [ ] Senior Pastor
  - [ ] Assistant Pastor
  - [ ] Missionary
  - [ ] Lay-Minister
  - [ ] Church / Ministry Administrator
  - [ ] Other (specify):
- **MINISTRY CREDITS:**
  - [ ] Licensed
  - [ ] Ordained
  - [ ] N/A
- **MINISTRY ININVOLVEMENTS:**
  - [ ] Pastoral
  - [ ] Teacher
  - [ ] Other:
- **MINISTRY START DATE (MM/DD/YYYY):**

---

**3. EDUCATIONAL INFORMATION**

- **HIGH SCHOOL NAME:**
  - [ ] YES
  - [ ] NO
  - [ ] STUDY EMPHASIS
  - [ ] DID YOU GRADUATE?
  - [ ] NO
  - [ ] DIPLOMA
  - [ ] G.E.D.
- **SCHOOL NAME:**
  - [ ] START DATE (MM/DD/YYYY)
  - [ ] STOP DATE (MM/DD/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
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
## Non-Discrimination Policy

This institute 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


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?

☐ More than 2 years in full-time ministry; teaching or preaching?

☐ More than 3 years in part-time; teaching or preaching?

Question 2: Yes No 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?

Question 3: Yes No 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 NOTABLE 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, all application will not be processed if 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

<table>
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<tr>
<th>STUDENT NUMBER</th>
<th>M.</th>
<th>Ms.</th>
<th>Mrs.</th>
<th>Rev.</th>
<th>Mss.</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>T/F/L.</th>
<th>S.</th>
<th>J.</th>
<th>OCCUPATION</th>
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</table>

EMAIL ADDRESS

BY MY SIGNATURE, I CERTIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE, ACCURATE, AND VERIFIABLE TO THE BEST OF MY KNOWLEDGE. SIGNATURE: ________________________________________________________________ DATE:

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

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<th>Evangelist</th>
<th>Bible Teacher</th>
<th>Children's Pastor</th>
<th>Lay Minister</th>
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<th>Your Title</th>
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<table>
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<tr>
<th>(Required) Stop Date (MM/YYYY)</th>
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<th>Ongoing?</th>
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</table>

Were you: Full-time Paid Staff: Part-time Paid Staff: 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 Member's Phone Number (with Area Code)?

---

Make additional copies of this page as needed.
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

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>□ Ms.</th>
<th>□ Mrs.</th>
<th>□ Miss</th>
<th>□ Dr.</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>□ Sr.</th>
<th>□ Jr.</th>
<th>OCCUPATION</th>
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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)? □ Yes □ No

DID THEY COME TO TEACH FULLY PREPARED? □ Yes □ No

DO THEY EXHIBIT A CALL TO THE MINISTRY? □ Yes □ No

DOES THEIR TEACHING REFLECT QUALITY ACADEMIC STUDY? □ Yes □ No

DID THEY DEMONSTRATE INTEGRITY IN THE WORD OF GOD? □ Yes □ 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.)

<table>
<thead>
<tr>
<th>3. SERVICE RECORDS</th>
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<tbody>
<tr>
<td><strong>TYPE OF MINISTRY</strong></td>
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<tr>
<td>Usher</td>
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<tr>
<td>Choir - Christmas Special</td>
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</table>

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.
**MINISTRY'PRACTICUM'SUMMARY'LOG**

**DATE:**

**1. PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>I STUDENT NUMBER</th>
<th>I LAST NAME</th>
<th>I FIRST NAME</th>
<th>I M.</th>
<th>I S.</th>
<th>I MAIDEN NAME (if app.)</th>
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<td>□ M.</td>
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**2. CHURCH INFORMATION**

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

Cost: $10 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 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
TBC Phone #: 602-885-1946
REQUEST FOR TBC TRANSCRIPT

DATE: ______________________________

STUDENT NAME: ______________________________

STUDENT ID #: ______________________________ EMAIL: ______________________________

DATE OF BIRTH: ______________________________ LAST YEAR ATTENDED TBC: ______________________________

PHONE NUMBER (with Area Code): ______________________________

I am requesting a copy of my transcript from Theos Bible College

________________________________________  __________________________________
STUDENT SIGNATURE**                  DATE

Please mail my transcript to the following address:
(Please print clearly.)

________________________________________
Organization/Contact

________________________________________
Mailing Address

________________________________________
City                        State                        Zip Code

Number of copies _____ x $10.00: $_____ Rush Shipping Fee (if applicable): $_____ Total Charges: $_____  

Payment Method: ___ Check ___ Visa ___ MasterCard ___ American Express ___ Discover

Credit Card #: ______________________________ Exp. Date: ______________________________ Security Code: ______________________________

** We cannot process your request without your signature.
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.