



Advance

Family of Faith College
Adult Degree Completion Program

From the president's desk . . .

*This is a great moment
in the
Kingdom of God!*



When God spoke to me to “train up laborers for the Kingdom” and to “orchestrate a worldwide penetration of the Gospel,” I found myself excited and challenged. God has been faithful to His mandates to the Family of Faith. We now have over 5,000 churches, schools, and training programs in over 70 nations. We stand today having established ourselves as people on the cutting edge of what God is doing throughout the earth. It is great to be one of many networks and movements that is reaching people for Jesus and bringing maturity to the body of Christ.

Family of Faith College was founded in 1992 to prepare people for the ministry of our Lord Jesus Christ. We have specifically focused on church ministry, education, and business. We now have graduates in many nations who are significantly changing those nations. Many of our graduates have completed Masters Degrees in their related fields. The college has been recognized by the Regents for Higher Education in the state of Oklahoma to grant bachelor's degrees in ministry and education. We are very proud and thankful for the recognition.

NOW IS YOUR OPPORTUNITY TO FINISH YOUR COLLEGE DEGREE! You may have started your degree and for various reasons were not able to finish. It is difficult to finish because of schedules, family, career, etc. **NOW IS YOUR TIME**—because we are offering our **ADVANCE** program which is an Adult Degree Completion Program. It is designed just for you with your busy schedule and life.

DO NOT wait any longer because your opportunity has come. **LOOK HOW EASY IT IS:** one night per week, one course at a time, one group of adults with which to interact, one format to the curriculum, and no memory exams. Tuition is extremely economical and financial aid is available.

NOW IS YOUR TIME!

Dr. Sam Matthews
College President



**Family of Faith College
Adult Degree Completion Program**

**Information Booklet
2008–2009**

Family of Faith College
30 Kinville
P.O. Box 1805
Shawnee, OK 74802–1805

Phone (405) 273–7700
Fax (405) 273–8535
ffc@allegiance.tv
www.familyoffaithcollege.edu

Published June 2008

Family of Faith College
P.O. Box 1805
Shawnee, OK 74802-1805
USA

Although this catalog was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation.

STATEMENT OF NONDISCRIMINATION

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

Copyright Family of Faith College
All Rights Reserved.

ADVANCE Program

Family of Faith College

2008-2009

TABLE OF CONTENTS

Mission Statement	1
Overview of the ADVANCE program	1
Accreditation	1
Distinctive Features	2
Change of Information Notice	2
Program Design	2
Statement of Nondiscrimination	2
Program Benefits	3
Information Sessions	3
Statement of Faith	4
Code of Conduct	5
Credit by Demonstrated Competency (CDC)	5
Credit by Examination	5
Admission Requirements	6
Application Procedures	6
Graduation Requirements	7
Chapel	7
Christian Service Requirements	7
Faculty	8
Library	8
Online Courses	8
Academic Programs	
Leadership and Ministry Program and Course Descriptions	9
Management and Ethics Program and Course Descriptions	11
Financial Information	
Fee Schedule	13
Books and Materials	13
Payment Plan	13
Financial Aid	
Application	14
Grants and Loans	14
Employer Tuition Reimbursement	14
Refunds	
Refund Policy	15
Credit by Demonstrated Competency (CDC)	16
Advance Standing	16
Application Forms	
Application for Enrollment	17
Pastoral Recommendation	19
Professional Recommendation	21
Transcript Request Forms	23
CDC Worksheet	25

MISSION STATEMENT

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

ABOUT **ADVANCE**

The **ADVANCE** Program is a non-traditional accelerated program designed to provide busy working adults with an opportunity to complete a Bachelor of Arts degree.

The **ADVANCE** Program is designed for busy working adults who already have approximately two or more years of college credit. In this accelerated format, adult students complete a degree in about two years by attending class one night a week year-round. This program is designed to bring a new level of leadership effectiveness to those who desire to **ADVANCE** their lives and make a difference in their church and world.



ACCREDITATION

Family of Faith College holds accredited status by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE, formerly AABC, P.O. Box 780339, Orlando, FL, 32878; 407-207-0808).

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



DISTINCTIVE FEATURES

ONE night a week

- ◆ Classes meet from 6 to 10 PM
- ◆ Class meets the same weeknight for the entire program

ONE course at a time

- ◆ One course is completed in 5 weeks
- ◆ Earn 3 credit hours in 5 weeks

ONE group of adults

- ◆ Being with same group enables open discussion
- ◆ Group dynamic provides encouragement to excel

ONE format in the curriculum

- ◆ Student Guide for each course has the same format
- ◆ Guides and texts are distributed directly in class

NO memory exams

- ◆ Grades earned through completed assignments
- ◆ Take-Home Final is open book

CHANGE OF INFORMATION

This Program Booklet is not to be considered a contract between FFC and the student. The college retains the right to cancel programs or course offerings or to alter them. Published charges of tuition and fees are subject to change. The college reserves the right to enforce all the rules and regulations of this Program Booklet and the College Catalog or any separate agreement between the college and the student. The college reserves the right to change or revoke any part of this Program Booklet at any time without notice. Additional information about the college and college policies is available in the *Academic Catalog* and in the *FFC Policy and Procedures Manual*. Both can be obtained by request.

PROGRAM DESIGN

INSTRUCTIONAL MODULAR COURSES

To enable students to fit this program into their already busy lives, the College has scheduled modular courses one night a week from 6-10 p.m. for the duration of the program (about two years). Organized into groups, called cohorts, students progress through the program together.

Students earn 54 semester hours of credit in four semesters that last about six months each. All students take one modular course at a time. Each course is completed in five weeks of classes. One week breaks are built into the schedule for holidays and FFC conferences.

Students receive a Student Guides for each course. This Student Guide gives detailed assignments for each week and includes the Take-Home Final Exam, which is open book and completed at home.

ADVANCE courses are taught by Family of Faith College faculty members and instructors. They are trained in how to relate to adult students and how to make each modular course an exciting and valuable learning experience.

STATEMENT OF NONDISCRIMINATION

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

PROGRAM BENEFITS

- ✓ The opportunity to complete your degree without interrupting your career – classes meet just one night a week and will meet the same night for the entire program.
- ✓ The opportunity to take one class at a time - you do not have to balance several courses at a time.
- ✓ The opportunity to be in a small class of approximately twelve people with whom you will advance through the program together and with whom you will experience support, friendship and encouragement.
- ✓ The opportunity to use dynamic instructional Student Guides, all with the same format, that give extensive guidance to promote academic excellence.
- ✓ The opportunity as a motivated adult to take responsibility to demonstrate to the instructor the learning that has occurred—no pressure to memorize.
- ✓ The opportunity to enjoy an interactive, participatory seminar-type learning experience encouraging you to bring the knowledge you have acquired and past practical experience into the classroom.
- ✓ The opportunity to earn college credit for learning acquired through ministry, work, military training, vocational training, and technical skills.
- ✓ The opportunity to learn from experienced and well-trained instructors from a distinctively Christian perspective.
- ✓ The opportunity to encounter new possibilities, new careers and even graduate school.

INFORMATION SESSIONS

Throughout the year, Family of Faith College holds Information Sessions on campus and at other locations to inform prospective students about the program. To learn more about the **ADVANCE** Program a prospect is invited to attend one of the Information Sessions or make an individual appointment to learn more about the Program. These Information Sessions cover:

- ◆ The nature of the **ADVANCE** Program
- ◆ Educational needs of today's adult
- ◆ Financial matters, such as:
 - * Employer reimbursement
 - * Federal grants and loans
 - * College payment plan
- ◆ Beginning dates for groups
- ◆ Application procedures
- ◆ Questions and answers

To obtain dates for Information Sessions, or to schedule an individual appointment, please call the **ADVANCE** Program Office at (405) 273-7700. In addition to regular office hours, the **ADVANCE** staff is available for appointments before or after work and during the lunch hour. Off-campus presentations to groups of any size can be arranged. **CALL TODAY!**

STATEMENT OF FAITH

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

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

STATEMENT OF FAITH

Spirit brings conviction, salvation, sanctification, and empowering for the believers and for Christ's church. (Acts 1:8-11; 1 Cor. 2:12, 3:16; 2 Cor. 3:17)

9. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in the newness of life in Christ Jesus. (Matt. 3:13-17; Luke 3:21-22; John 3:23; Acts 8:35-39, 16:30-33; Rom. 6:3-5; Col. 2:12)

10. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorializing the death of Jesus and anticipate His second coming. (Matt. 26:26-30, 28:19-20; Mark 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42, 8:35-39, 16:30-33, 20:7; Rom. 6:3-5; 1 Cor. 10:16, 10:21, 11:23-29; Col. 2:12)

11. The church is built by Jesus. The church is His body, and He is filling all things within His church. Jesus is the head of His church. The church is to announce the manifold wisdom of God and is to make disciples of all nations. (Matt. 16:18, 28:18-20; Eph. 1:18-23, 2:19-22, Eph 3:8-12)

12. The ministry gifts of Ephesians 4:11 are seen as imperative in the building of the church. God has placed these gifts in His church for its growth and maturity. (1 Cor. 12:28; Eph. 4:12-13)

13. Oversight by a plurality of elders is to be given to the church. These elders function as equals, with one elder to serve as the first among equals. (Acts 15; Tit. 1:5; 1 Pet. 5:1-5; 1 Tim. 3:1-7)

14. The local church is to be autonomous; however, the local elders are to relate to extended eldership for oversight, encouragement, counsel, or correction. (Acts 15)

CODE OF CONDUCT

The key to personal conduct may be summed up with respect for God, respect for others, and respect for yourself, which exhibits exemplary behavior in the Christian community, and among others, on or off campus. May this be a standard that helps determine how you dress, where you go, what you see, what you say, and what you do.

As a student in the FFC **ADVANCE** program, it is expected that a high standard of behavior is maintained while on campus. This standard includes, but is not limited to, the following examples:

1. Coming to class prepared to participate in learning activities, including reading the text assignments and completing all written assignments before class.
2. Arriving on time for class.
3. Faithfully completing all requirements for Christian Service and chapel.
4. Maintaining purity of speech and action.
5. No use of tobacco, alcohol, or drugs in any form.
6. No guns or explosives.

Each student is asked to sign an agreement with these standards. Students found to be in violation of these expectations, will be counseled for restoration. It is the purpose at Family of Faith College to surround students with love, understanding, and guidance for the students' welfare and development as faithful servants of Christ.

CREDIT BY DEMONSTRATED COMPETENCY

Students who enter the **ADVANCE** Program and lack all of the appropriate hours to graduate may qualify to earn additional semester hours through the Credit by Demonstrated Competency (CDC) process. A maximum of 30 semester credit hours may be earned by CDC .

These credit hours can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs and work and military experiences. The College evaluates and grants appropriate units for the student's learning (not just the experience) from these sources.

It is recommended that during the first semester in the program that the students make an appointment to meet with the **ADVANCE** Program Director about potential CDC that can apply towards graduation.

CREDIT BY EXAM

The College offers two other means by which students may earn credit in addition to the modular courses and Credit by Demonstrated Competency (CDC). These include:

- **CLEP Tests** (College Level Examination Program) - a national set of college level exams on general education course topics.
- **DSST Tests** (DANTES Subject Standardized Tests) - a national set of college level exams on courses in more than 50 different subject areas.

More information can be obtained in the **ADVANCE** office.

ADMISSION REQUIREMENTS

To be admitted to the **ADVANCE** Program the applicant must meet the following requirements:

- Have completed at least 50 credit hours from a regionally or nationally accredited institution of higher learning.
- Have a GPA of 2.0 or better (on a 4.0 scale) on all prior academic work.
- Submit an Application Form.
- Make payment of the nonrefundable \$25 Application Fee.
- Have the following two Reference Forms filled out and returned directly to the College:
Pastoral Recommendation: This is to be filled out by your pastor or a leader in your church. If you do not attend a church, please complete TWO Professional Recommendation forms.
Professional Recommendation: This is to be filled out by someone who knows you in a work/professional relationship.
- Arrange for official transcripts in sealed envelopes to be sent directly from all institutions previously attended.
- Be 25 years of age or older (recommended).

*Any applicant not meeting the above-stated requirements may petition for consideration by the Admissions Committee.

APPLICATION PROCEDURES

- ☑ Complete the Application Form
- ☑ Send application and \$25 Application Fee to the **ADVANCE** Program office.
- ☑ Complete and sign student portion of the two Reference Forms. Give Reference Forms to two references. Request that references be sent directly to the **ADVANCE** Program office.
- ☑ Send a Request for Official Transcript to each college or university previously attended. Send the appropriate transcript fee to the respective institutions. (Check with the registrar from each institution for the actual fee amount, if required, BEFORE mailing transcript request.)
- ☑ Fill out CDC Worksheet
 - At some time during the first semester make an appointment with the **ADVANCE** Program office to schedule an appointment for a CDC review.
 - Meet with an **ADVANCE** Advisor to estimate the number of credit units that may be earned by Credit by Demonstrated Competency (CDC). (Unnecessary if a student transfers 76 or more credit hours to FFC toward graduation and meets all General Education and elective credit requirements.)

GRADUATION REQUIREMENTS

To graduate with a Bachelor of Arts degree, the student must complete the following requirements:

General Education Core ----36 credit hours
ADVANCE Program -----54 credit hours
 Elective Credit -----40 credit hours
TOTAL ----- 130 Credit hours

- A. Each degree requires 130 semester hours acceptable to FFC with a cumulative grade point average of 2.0 or better.
- B. The General Education Core must include the following:

English Composition -----	6 hours
Speech -----	3 hours
Social Science -----	3 hours
US History -----	3 hours
US Government-----	3 hours
History & Humanities -----	9 hours
Science -----	6 hours
Mathematics-----	3 hours
- C. **ADVANCE** Program Core courses must be completed with a grade of “C” or better in each course.
- D. Display good Christian character.
- E. Complete all Chapel and Christian Service requirements.
- F. Complete a graduation interview with the College President or his designated representative during the semester of graduation.
- G. Be recommended for graduation by the faculty.
- H. Be current on all financial obligations with the College.
- I. Attend commencement activities.

CHAPEL AND CHRISTIAN SERVICE

The purpose of FFC is to train men and women spiritually, academically, and practically for Christian leadership. With this in mind, chapel services and Christian service are part of the college experience.

Several **ADVANCE** chapels are planned during throughout the year. Chapels may involve cook-outs or pot-luck dinners, and students are welcome to attend the semi-annual Leadership Conferences hosted at Family of Faith church and FFC graduation ceremonies. The student will be uplifted by the singing, prayer, and inspirational messages. **ADVANCE** students are required to attend a minimum of three (3) chapel services per year. Attendance is recorded and those not meeting the attendance requirement will have their diploma held until they have attended the required number of chapel services.

The student’s study program at the College is not just a mental exercise just as one’s faith in the Lord is not limited to mere head knowledge. For this reason, students at Family of Faith College must also put what is learned into practice. Each student in the **ADVANCE** Program is expected to engage in some type of ministry and/or service for a minimum of 25 hours each semester. This service will be in a local church or through a community service organization. At the end of each of the four semesters, the student must submit a completed Christian Service Form verified with a supervisor’s signature.

FACULTY

From its earliest days, the College has recognized the need for a faculty who are academically prepared, spiritually mature, and strongly committed to the mission and purposes of Family of Faith College. The **ADVANCE** Program continues that tradition. In addition to the regular FFC faculty, the College will employ fully qualified adjunct faculty who can teach adults effectively, model Christian leadership, and make a positive contribution to the life of the student.

LIBRARY

FFC's Library exists to support the curricular needs of students and faculty. The library is continuing to expand its resources to support the curriculum and promote student academic success. The library includes nearly 30,000 volumes, computers with internet access, a music library, periodicals, and a photocopier.

FFC students have access to online databases for research needs. These databases can be accessed from the library or from any internet connection. Further information regarding library hours, internet service, and database access is included in a handout given to students at orientation.

ONLINE COURSES

In conjunction with this program, FFC has joined together with the Knowledge Elements Educational Network (KEEN) to make online courses available to students in the program. In most cases, students in the **ADVANCE** Program will want to use this opportunity to fulfill academic requirements that they cannot meet through a regular classroom experience. A regular schedule of online courses will be published. The **ADVANCE** Program office will assist students in registering for these courses.

Periodic announcements will be made as to the enrollment dates of the various courses which will be offered online. Students must have access to a computer with an Internet connection and an active email address. The speed of the computer, the speed of the modem, and the quality of the internet connection are also significant.

Although classes will be asynchronous (all students do not need to be online at the same time), students will have contact with their instructor and classmates through forums and email.

The tuition cost, fee, procedures, and refund policies for online courses are detailed in the Academic Catalog, which can be obtained by request.

Leadership and Ministry PROGRAM COURSES

- BIB 503 Understanding and Applying the Bible
- BIB 513 Biblical Worldview
- BIB 523 New Testament Survey
- BIB 543 Leadership in the Bible
- BIB 553 Acts and Evangelism
- BIB 563 Old Testament Survey
- BIB 573 Paul's New Testament Letters
- BUS 503 Management Principles
- GEN 503 Goals, Priorities and Attitudes
- MIN 503 Planting the Purpose Driven Church
- MIN 601 Internship—Part 1
- MIN 602 Internship—Part 2
- MIN 603 Comparative Religions
- MIN 622 Foundations of Teaching and Preaching—Part 1
- MIN 621 Foundations of Teaching and Preaching—Part 2
- MIN 633 Ethics in the Bible
- MIN 653 Case Studies in Leadership
- MIN 673 Discipleship and Small Groups
- THE 503 Theology of Missions
- THE 513 Basic Theology

BIB 503 Understanding and Applying the Bible

A study of the process that led to the creation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition and finally the lesson itself.

BIB 513 Biblical Worldview

The course will explore ways in which the student can develop a positive relationship with God as the student explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

BIB 523 New Testament Survey

A survey of the New Testament including events in the life of Christ and development of the early church, and the work of

COURSE DESCRIPTIONS

the followers of Christ and their influence on organizations and people of the time.

BIB 543 Leadership in the Bible

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

BIB 553 Acts and Evangelism

A study of the book of Acts with special attention to the nature, purpose and process of biblical evangelism and its application to various ministries.

BIB 563 Old Testament Survey

An overview of the books of the Old Testament designed to give the student a basic understanding of the history of the People of God, the geography of the Near East and the basic theme of the theology of the covenants.

BIB 573 Paul's New Testament Letters

An overview of Paul's writings to the first-century churches. This study highlights major issues and considers application to individual believers and churches of today. Appropriate hermeneutical principles and procedures are also demonstrated.

BUS 503 Management Principles

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

GEN 503 Goals, Priorities & Attitudes

The setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how these impact the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.

COURSE DESCRIPTIONS

Leadership and Ministry

MIN 503 Planting the Purpose Driven Church

This course will introduce the student to the literature, skills and philosophy that will enable him/her to lead in the planting of a new congregation. The student will be led through the church-planting process and see the decisions this church made to grow into a vibrant congregation.

MIN 601 Internship - Part I

This course focuses on practical application and further development of ministry concepts as part of a six-month internship in a ministry setting under the direct guidance of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, contemplation and practice of ministry. This module will not meet on the normal sequence day and will include an orientation session for internship requirements as well as question and answer session for students as they establish their internship plans.

MIN 602 Internship—Part 2

This course focuses on practical application and further development of ministry concepts as part of a six-month internship in a ministry setting under the direct guidance of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, contemplation and practice of ministry.

MIN 603 Comparative Religions

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

MIN 622 Foundations of Teaching & Preaching—Part 1

This special three-credit course spans two semesters and allows for the development and application of skills learned. Phase I—Preparation: A "cross-training" course to introduce the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Practical application assignments will be made, and reports/presentations will be given during the last semester. Phase II—Practice: An oral progress report will be given including a brief presentation of a "lesson" or "sermon" already

COURSE DESCRIPTIONS

Leadership and Ministry

taught/preached. Emphasis will be placed on methods used and applications stressed.

MIN 621 Foundations of Teaching & Preaching-Part 2

Phase III—Presentation: The students will present a 15-20 minute lesson/sermon before the class. This is a time during which students demonstrate the results of their preparation and practice.

MIN 633 Ethics in the Bible

A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

MIN 653 Case Studies in Leadership

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

MIN 673 Discipleship and Small Groups

A study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships through various small group ministries through the church.

THE 503 Theology of Missions

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

THE 513 Basic Theology

Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

Management and Ethics PROGRAM COURSES

- BIB 503 Understanding and Applying the Bible
- BIB 513 Biblical Worldview
- BIB 523 New Testament Survey
- BIB 563 Old Testament Survey
- BUS 503 Management Principles
- BUS 513 Communication Concepts
- BUS 523 Microeconomics
- BUS 533 Accounting Concepts for Managers
- BUS 603 Organizational Behavior
- BUS 613 Organizational Marketing and Sales
- BUS 623 Macroeconomics
- BUS 633 Entrepreneurship and Small Business
- BUS 643 Financial Management
- BUS 653 Legal Implications for Business
- BUS 663 Ethical Decisions in the Workplace
- GEN 503 Goals, Priorities and Attitudes
- THE 503 Theology of Missions
- THE 513 Basic Theology

BIB 503 Understanding & Applying the Bible

A study of the process that led to the creation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition, and finally the lesson itself.

BIB 513 Biblical Worldview

The course will explore ways in which the student can develop a positive relationship with God as the student explores the role of general revelation (the creation), special revelation (the Scriptures) and experiences God at work in the modern world.

COURSE DESCRIPTIONS *Management and Ethics*

BIB 523 New Testament Survey
A survey of the New Testament including events in the life of Christ and development of the early church, and the work of the followers of Christ and their influence on organizations and people of the time.

BIB 563 Old Testament Survey
An overview of the books of the Old Testament designed to give the student a basic understanding of the history of the People of God, the geography of the Near East and the basic theme of the theology of the covenants.

BUS 503 Management Principles
A study of the five parts of managing organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

BUS 513 Communication Concepts
An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

BUS 523 Microeconomics
Introduction to the microeconomics theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

BUS 533 Accounting Concepts for Managers

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

COURSE DESCRIPTIONS

Management and Ethics

BUS 603 Organizational Behavior
Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

BUS 613 Organizational Marketing and Sales

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

BUS 623 Macroeconomics
The organization's effort to find, motivate and retain effective people who will have a commitment to being part of a team to accomplish organizational mission.

BUS 633 Entrepreneurship & Small Business

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

BUS 643 Financial Management
The financial principles and accepted practices which need to be mastered by all managers including banking, money, credit, financial instruments, investments, financial planning, internal and external auditing, profit, stocks, bonds and other financial forms will be examined.

BUS 653 Legal Implications for Business

An explanation of the law—its sources, levels, development and terminology—as well as a discussion of specific legal doctrines and principles which affect business. The course will focus on the law as it applies to the business world with an introduction to regulation, business competition and employees. Business organizations such as corporations and partnerships are described.

COURSE DESCRIPTIONS

Management and Ethics

BUS 663 Ethical Decisions in the Workplace

The development, discussion and resolution of ethical issues in organizations and how outcomes are impacted by ethical standards and Christian faith

GEN 503 Goals, Priorities and Attitudes
The setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.

THE 503 Theology of Missions
A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

THE 513 Basic Theology
Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

FINANCIAL INFORMATION

FEE SCHEDULE

Program Application Fee-----	\$25 (nonrefundable)
Books and Materials Fee -----	\$375 (per semester)
Tuition (per credit hour) -----	\$165
CDC Portfolio Evaluation Fee -----	\$25 (per credit hour applied for)
CDC Credit Granted -----	\$25 (per credit hour transcribed)
CLEP, DANTES -----	\$25 (per credit hour transcribed)
Diploma/Graduation Fee-----	\$50

At registration the student must either pay semester tuition in full or arrange for a payment plan with the Vice-President of Finance and Operations.

If an employer will cover the cost of tuition and fees, the required documentation must be provided BEFORE registration.

Students may pay by cash, check, or money order. FFC also accepts VISA and MasterCard. There will be a \$20 charge for all returned checks.

BOOKS AND MATERIALS

The books and materials fee for each semester includes the cost of the textbooks and Student Guide for each course. The \$375 Books and Materials Fee must be paid in full at or by Registration. The textbooks and Student Guide will be distributed prior to each course.

PAYMENT PLAN

A minimum of 25% (of the total cost of the semester tuition and all of the Books & Materials fee) must be paid at or by registration. To use the payment plan the student is required to sign a Payment Agreement.

The student will be required to pay in 3 subsequent equal installment payments. The payments must be made on the following schedule:

- The **SECOND PAYMENT** must be made on the 1st day of the second month from the month in which the first installment was paid at registration (for example if the 1st installment was paid on September 15th, the second installment would be due on the 1st of November).
- The **THIRD PAYMENT** is due on the 1st of the next month (in the example above the 3rd payment would be due on December 1st).
- The **FOURTH PAYMENT** is due on the 1st of the next month (in the example above the 4th payment would be due on January 1st).

A \$20 late fee will be assessed for each monthly payment not received by the 10th of the month.

The unpaid balance must be paid by the end of the semester. A student will not be permitted to enroll in a subsequent semester if the cost of the previous semester is not completely paid.

Note: The Application Fee only applies for enrollment in the program and is not paid in subsequent semesters.

FINANCIAL AID

APPLICATION

To determine financial aid eligibility in a timely manner, the student must contact the Financial Aid Office at least FOUR weeks prior to the beginning of a semester.

Each application for federal or state financial aid begins with the **Free Application for Federal Student Aid (FAFSA)**, which is available through the **ADVANCE** Office or online at www.fafsa.ed.gov. This must be completed by all students in order to determine eligibility for grants and loans.

The Financial Aid Director will answer questions and help estimate eligibility for financial assistance. The Financial Aid Office may be reached during regular office hours (9:00 a.m. to 5:00 p.m., Monday through Friday) or by appointment. Call (405) 273-7700.

GRANTS AND LOANS

The awarding of grants and scholarships depends upon a variety of factors, but primarily, the student's demonstrated financial need. Some of the most common forms of grant assistance are the Federal Pell Grant and the Federal Stafford Loan Program.

Federal Pell Grant: The Pell Grant is a grant from the federal government to the student. To apply the student must fill out the Free Application for Federal Student Aid (FAFSA). Financial aid is based on income and other factors such as the number of family dependents. The student must supply a copy of his/her IRS Form 1040.

Federal Stafford Loan Program: The Stafford loans are either subsidized or unsubsidized. The student can receive a subsidized loan and an unsubsidized loan for the same enrollment period. A subsidized loan is awarded on the basis of financial need. The student will not be charged any interest before beginning repayment or during authorized periods of deferment. The Federal Gov-

FINANCIAL AID

ernment "subsidizes" the interest during these periods. An unsubsidized loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, it will be capitalized—that is, the interest will be added to the principle amount of the student's loan and additional interest will be based upon the higher amount. These loans must be repaid by making payments beginning six months after a student graduates, leaves college, or drops below half-time enrollment.

EMPLOYER TUITION REIMBURSEMENT

1. The student must provide the following to the **ADVANCE** Office:
 - a. A copy of the employer's Tuition Reimbursement Plan/Policy.
 - b. A letter from the employer stating when and how the tuition reimbursement payments will be made.
2. The Books and Materials Fee for the semester must be paid in full at or by Registration.
3. If the employer's plan calls for payment at the end of each course or at the end of the semester, the plan must be approved by the Vice-President of Finance and Operations. The College will provide the cost of tuition along with a notification of the student's successful completion of modular courses or a semester according to the employer's requirements for reimbursement. If the tuition reimbursement plan covers less than 100% of the tuition, the student will be required to pay at the beginning of each semester the portion of tuition not covered by the employer tuition reimbursement. The student will be responsible for the payment of any portion of the tuition in the event the employer does not pay the agreed upon tuition reimbursement.

REFUNDS

If a student decides to terminate enrollment at Family of Faith College prior to the scheduled end of the semester and seeks a refund from Family of Faith College, he must notify the Registrar *in writing to officially withdraw*. A form for this purpose can be obtained from the Registrar's office upon request. This notification must contain the student's termination date. Refunds due to the student will be paid within 30 days from the official termination date. All refunds shall be calculated from the official withdrawal date. **The student will not be entitled to a refund from Family of Faith College if official withdrawal procedures are not followed.** Refer to Family of Faith College's Return to Title IV Funds policy for details concerning refunds, repayment obligations, and/or late disbursements of Federal Title IV Student Financial Aid (a copy of this policy can be requested from the Financial Aid Office). Tuition is calculated on a semestral basis. Since it is quite possible that a student may have to withdraw in the middle of an academic year (that is, between semesters), refunds can be calculated on a semestral basis.

DETERMINING REFUNDS

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

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

REFUNDS

Other Cancellations

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

ONLINE COURSE REFUNDS

- No fees are refundable
- The most significant date for online courses in the Class Start / First Login Day.
- If a student withdraws in writing before the first login day of online class, the student will be entitled to a 100% refund of tuition.
- If a student withdraws in writing during the first week of online class, the student will be entitled to a 90% refund of tuition.
- If a student withdraws in writing during the second week of online class, the student will be entitled to a 40% refund of tuition.
- After the second week of online class, no tuition refund will be given.
- **Please note, withdrawal from online courses will affect Title IV (Pell and FFEL loan amounts.)**

Revised 2/09

REFUNDS

FEDERAL AND STATE FINANCIAL AID REFUND REQUIREMENTS

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

A complete copy of the Title IV Policies can be obtained by contacting the Financial Aid Office.

TEXTBOOK REFUNDS

Refunds will only be made for textbooks on the following conditions:

1. The student has officially withdrawn from the modular course which uses the text(s) for which a refund is being requested, and
2. The text(s) is returned to the college within one week from the time the text(s) has been purchased/received, and
3. The text(s) has not been marked or damaged in any way. The text(s) must still be in its original new condition.
4. Text(s) will not be "bought back" from students nor will book fees be waived for books owned/purchased independently by students.
5. No opened software will be refunded.

CDC

The College assesses a \$25 Portfolio Evaluation Fee for each credit hour by Demonstrated Competency (CDC) for which the student applies and a \$25 fee for every hour of credit the College accepts. For example, if a student applies for 10 credits and the College accepts 7 credits, the College charges the student \$425 ($\25×10 credits = \$250) plus ($\$25 \times 7 = \175). A faculty member in the appropriate field of study evaluates a student's work to determine acceptable credit. CDC is limited to not more than 30 units of credit.

ADVANCE STANDING

Occasionally a student's transcript will show credit for a course that is the same or similar to a modular course in the **ADVANCE** Program. If the course is identical, the student might be excused from taking the modular course with their cohort. This means that the student has Advance Standing for courses already taken in previous academic work which will not be required to be taken in the **ADVANCE** Program. However, the student can only be excused from one modular course per semester. The student has the option of either requesting a tuition refund or applying the unused tuition to his/her account. If a student receives advance standing for courses already taken, and is not required to take those respective courses in the **ADVANCE** Program, the student must still have 130 semester hours of course work in the proper categories to graduate.

Family of Faith College Enrollment Application

ADVANCE Program

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

PLEASE TYPE OR PRINT ALL INFORMATION

Legal Name _____ Male Female
Last First Middle

Usually Called _____ Birth Date _____ Social Security No. _____
Month / Day / Year

Mailing Address _____
Number and Street Apt. # City State Zip Code

Home Phone _____ E-Mail Address _____

Work Phone _____ Maiden Name _____

Cell Phone _____ Spouse's Name _____

Citizenship USA Other _____ Visa Status _____

Race

- White / Caucasian
- Black
- Oriental
- Hispanic
- Native American
- East Indian
- Other _____

Current Marital Status (Check All That Apply)

- Never Married
- Married
- Widow / Widower
- Separated* *Please send a letter of explanation with your application.
- Divorced*
- Remarried*
- Single Parent*

Program Choice:

- Leadership and Ministry
- Management and Ethics

Registration date choices

First Choice _____

Second Choice _____

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Address _____ Phone Number _____

CHURCH MEMBERSHIP

Are you a professing Christian? _____

Which church do you regularly attend?

Church Name _____ City _____ State _____

Pastor's name _____ Pastor's Phone Number _____

ADMISSIONS ESSAY: BIOGRAPHICAL SKETCH & LIFE GOALS

Please attach to this application at least a 300 word essay in which you type or print neatly a brief biographical sketch and details concerning the following:

- what you perceive as your goals for your life as you now understand them; and

Family of Faith College
ADVANCE Program
Applicant's Pastoral Recommendation

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

Instructions to Applicant: Please complete the first section of this recommendation and then give it to your pastor. If the pastor is a relative, please give this form to another minister, elder, or leader in your church. It is suggested that you provide the pastor with a stamped envelope addressed to Family of Faith College. No action will be taken on your application until this form is received.

Applicant's Name (Please Print)

Address

City, State, Postal Code

I am authorizing the release of the following information to be considered in my application for admission to Family of Faith College. I understand that the information will be held in confidence by the College and will not be released to me or anyone else. I understand that the person completing the information below will mail this questionnaire directly to Family of Faith College.

Applicant Signature

Instructions to Pastor: The remainder of this form is to be completed by you, the pastor of the applicant. Family of Faith College greatly respects and values the continued covering and oversight given by pastors who send church members for training at our college. In order to make an intelligent and prayerful selection of students, we need to learn something about this applicant's abilities and needs before he/she comes to Family of Faith College. Feel free to answer all questions frankly. This information will be held in strict confidence by the college and will not be made available to the applicant. Any additional comments that you may have are appreciated and may be attached to this form. This person's application cannot be further processed until we hear from you. Thank you for your assistance and your promptness. Please mail the completed form to:

ADVANCE Program, Family of Faith College, P.O. Box 1805, Shawnee, OK 74802-1805

1. What is your relationship with this person? _____
2. When did this person accept Jesus Christ as personal Savior? _____
3. Is this person maturing and growing in his/her faith? _____
4. Is the applicant active in the life of your church family? _____
5. Has the applicant held any leadership position in your church? If so, please describe.

(Please continue on other side)

6. Please comment on the motivating forces in the applicant's life.
7. Please comment on the applicant's character. List any outstanding character traits or extremes in this person's life (e.g. boldness, shyness, trustworthiness, faithfulness, lack of diligence).
8. Has this person ever had to deal with an issue such as drug or alcohol abuse, marriage problems, mental problems, illegal behavior, immoral behavior, or family problems? If so, has the problem been overcome, or does the applicant still need further counsel?
9. Do you know any reason why this person would not be suitable to attend Family of Faith College? If yes, please state why.
10. Would you like us to phone you to discuss any of your answers? _____

Name (please print)

Signature

Church Name

Position

City, State, Zip Code

Telephone Number

Thank you for your time and assistance!

Family of Faith College
ADVANCE Program
Applicant's Professional Recommendation

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

Instructions to Applicant: Please complete the first section of this recommendation and then give it to someone with whom you have had a professional relationship such as an employer, supervisor, or instructor. This form should not be given to a relative. It is suggested that you provide this person with a stamped envelope addressed to Family of Faith College. No action will be taken on your application until this form is received.

Applicant's Name (Please Print)

Address

City, State, Postal Code

I am authorizing the release of the following information to be considered in my application for admission to Family of Faith College. I understand that the information will be held in confidence by the college and will not be released to me or anyone else. I understand that the person completing the information below will mail this questionnaire directly to Family of Faith College.

Applicant Signature

Instructions to the Employer, Supervisor, or Instructor of the Applicant: In order to make an intelligent and prayerful selection of students, we need to learn something about this applicant's abilities and needs before he/she comes to Family of Faith College. Feel free to answer all questions frankly. This information will be held in strict confidence by the college and will not be made available to the applicant. Any additional comments that you may have are appreciated and may be attached to this form. This person's application cannot be further processed until we hear from you. Thank you for your assistance and your promptness. Please mail the completed form to: **ADVANCE Program, Family of Faith College, P.O. Box 1805, Shawnee, OK 74802.**

1. What is your relationship with this person?

2. Do you believe that this person will be able to complete college studies successfully? _____
If no, please state why.

(Please continue on other side)

3. Is there any reason why this person should take less than a full-time academic load? If so, please explain. (Please note that in this adult program a student will attend class one night a week and each week will need to engage in approximately 12 hours of study outside the classroom each week.)

4. Please comment on the applicant's character. List any outstanding character traits or extremes in this person's life (i.e. boldness, shyness, trustworthiness, faithfulness, lack of diligence).

5. Please comment on the motivating forces in the applicant's life.

6. Do you know of any reason why this person would not be suitable to attend Family of Faith College? If yes, please state why.

7. Would you like for us to phone you to discuss any of your answers? _____

Name (please print)

Signature

Church, Business, or School Name

Position

City, State, Zip Code

Telephone Number

Thank you for your time and assistance!

REQUEST FOR OFFICIAL TRANSCRIPT

TO THE REGISTRAR:

High School

College/University _____

Address _____

City/State/Zip _____

Please send official transcript to:

ADVANCE Program, Family of Faith College, P.O. Box 1805, Shawnee, OK 74802-1805;

Phone: (405) 273-7700; Fax: (405) 273-7719.

STUDENT INFORMATION:

I was registered under the following name(s): _____

Address _____ Social Security # _____

City _____ State _____ Zip _____

Telephone _____ I was a student from (M/Y): _____ to (M/Y) _____

I hereby authorize the release of my transcript and any other pertinent personal information.

Signature: _____ Date: _____

NOTE: *You must include the required fee to have the transcript sent. You are advised to check with the registrar's office at the college or university to inquire about this fee. Attach a check for this amount to this Request Form.*

REQUEST FOR OFFICIAL TRANSCRIPT

TO THE REGISTRAR:

High School

College/University _____

Address _____

City/State/Zip _____

Please send official transcript to:

ADVANCE Program, Family of Faith College, P.O. Box 1805, Shawnee, OK 74802-1805;

Phone: (405) 273-7700; Fax: (405) 273-7719.

STUDENT INFORMATION:

I was registered under the following name(s): _____

Address _____ Social Security # _____

City _____ State _____ Zip _____

Telephone _____ I was a student from (M/Y): _____ to (M/Y) _____

I hereby authorize the release of my transcript and any other pertinent personal information.

Signature: _____ Date: _____

NOTE: *You must include the required fee to have the transcript sent. You are advised to check with the registrar's office at the college or university to inquire about this fee. Attach a check for this amount to this Request Form.*

Family of Faith College
ADVANCE Program
CREDIT BY DEMONSTRATED COMPETENCY (CDC) WORKSHEET

Student Name: _____

One aspect of the **ADVANCE** Program admission process is a meeting with a staff member in the Program to discuss the contents of this worksheet. The purpose of the session is to obtain an estimate of the number of hours you might earn from previous learning through the CDC process. You are exempt from filling out this form if you have 74 semester hours of college credit to apply toward graduation and have met all General Education requirements applicable to this major.

CDC credit must:

- Be documented learning, not just experience or exposure,
- Be college-level learning,
- Not have resulted in any other college credit.

The purpose of this sheet is to help you remember the learning experiences you have had outside the college classroom. List everything that comes to mind. It will be used as an interview guide when you meet with the **ADVANCE** staff. Bring this form with you to the interview.

1. Learning from work situations and training:

2. Learning from seminars, professional licenses and/or workshops:

3. Learning from military schools or service club involvement:

4. Learning from church related ministry and community involvement:

5. Learning from travel, hobbies, and sports:

6. Learning not covered in above categories :

Student Signature

Date

TO BE FILLED OUT BY ADVANCE STAFF

Procedure to be followed:

The estimate of _____ semester hours is **not binding** and could increase or decrease based on the amount and quality of documentation and writing that the student submits.

ADVANCE Staff Signature

Date



Family of Faith College

30 Kinville

P.O. Box 1805

Shawnee, OK 74802-1805

Phone (405) 273-7700

Fax (405) 273-8535

ffc@allegiance.tv

www.familyoffaithcollege.edu

