

Family of Faith College



2010-2011 Academic Catalog And Student Handbook for Distance Education Students

Family of Faith College
P.O. Box 1805
30 Kinville
Shawnee, Oklahoma 74802-1805

Phone (405) 273-5331
Fax (405) 273-8535
www.familyoffaithcollege.edu

Published June 2010

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

CHANGE OF INFORMATION NOTICE

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

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

STATEMENT OF NONDISCRIMINATION

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

©2010 Family of Faith College
All Rights Reserved.

Table of Contents

i	----Welcome Letter	
iii	----Table of Contents	
iv	----Academic Calendar	
Introduction		
1	----Mission Statement	
2	----Institutional Goals	
2	----Academic Objectives	
3	----Specific Program Objectives	
4	----History of the College	
4	----Administration and Governance	
4	----Accreditation	
4	----Contact Information	
5	----Statement of Faith	
Student Services		
6	----Bookstore	
6	----Computer Availability	
6	----Copy Machine	
6	----Counseling and Support Services	
6	----E-mail Accounts	
6	----Facilities	
6	----Financial Aid	
7	----Graduate Employment	
7	----Library	
7	----Transcripts of Records	
7	----Student Records	
Spiritual Life and Christian Service		
8	----Spiritual Life Projects	
8	----ROC (Christian Service Program)	
Admission Information		
9	----General Admission Requirements	
9	----Application Deadlines	
9	----U.S. Student Applications	
9	----International Student Applications	
9	----Part-Time Students	
Registration Information		
10	----Transfer Students	
10	----Registration Procedures	
10	----Add-Drop Procedures	
10	----Catalog Requirements	
11	----Course Numbers	
11	----Audit of Courses	
11	----Transfer from Certificate to Degree	
11	----Withdrawal	
11	----Course Cancellation	
12	----Credit by Examination	
12	----Credit by Demonstrated Competency	
Graduation Information		
13	----Graduation Requirements	
13	----Graduation Honors	
13	----Graduation and Retention Rates	
Orientation and Support Services		
14	----Orientation	
14	----Counseling	
Orientation and Support Services (continued)		
14	-- Academic Advising	
14	-- Financial Services	
14	-- Finding Friendship	
14	-- Personal Assistance	
Academic Success		
15	-- Academic Help and Tutoring	
15	-- Tips for Academic Success	
Research Helps		
16	-- Finding Information	
16	-- Database Access	
17	-- Available Databases	
18	-- Using Databases	
Financial Information		
19	-- Tuition and Fee Schedule	
19	-- Payments and Outstanding Accounts	
19	-- Financial Aid	
19	-- Refund Policy	
Academic Information		
20	-- Class Standing	
20	-- Grading System	
20	-- Grade Policies	
20	-- Incomplete Courses	
21	-- Academic Integrity	
22	-- Academic Probation, Suspension	
22	-- Behavioral Probation, Suspension, & Expulsion	
23	-- Financial Suspension	
23	-- Grievances and Appeals	
23	-- Other Policies and Procedures	
24	-- Alcohol and Drug-Free Campus Policy	
24	-- Policies on Sexual Harassment and Offenses	
Degree Requirements		
26	-- BA in Church Ministry	
27	-- BA in Church Ministry-Bus. Emphasis	
28	-- Certificate in Church Ministry	
29	-- Bachelor of Arts in Education	
Course Descriptions		
30	-- Biblical/Theological Courses (BIB)	
31	-- English Courses (ENG)	
31	-- General Courses (GEN)	
31	-- History Courses (HIS)	
31	-- Math Courses (MAT)	
32	-- Science Courses (SCI)	
32	-- Professional Business Courses (BUS)	
33	-- Professional Ministry Courses (MIN)	
34	-- Professional Education Courses (PED)	
Personnel Directory		
36	-- Contact Information	
36	-- Faculty Members	
37	-- Instructors	
37	-- Board of Trustees	
37	-- Administrative Cabinet	
37	-- College Staff	
Index		

Academic Calendar

2010-2011 Office Calendar

Fall 2010

September 6..... Labor Day—Offices closed
November 4-6 ICLC Leadership Conference
November 8..... No Classes—Offices Closed
November 25-26 Thanksgiving—Offices Closed
December 17..... Christmas Holiday begins at noon

Spring 2011

January 3 Offices Open
March 3-5* ICLC Leadership Conference*
March 7 No Classes—Offices closed
March 14-18 Spring Break—Offices closed
May 13 Graduation Day

*To be confirmed

2010-2011 Online Course Calendar

Online course sessions usually begin at the beginning of every month. Some sessions require homework to be submitted every 10 days, while other sessions require homework to be submitted every 14 days. The pre-set sessions for Fall 2010 are as follows:

Term	Start Date	End Date
AUG 10 -----	August 26, 2010-----	November 5, 2010
SEP 10 -----	September 9, 2010 -	December 10, 2010
OCT 10 -----	September 30, 2010 -	December 1, 2010
NOV 10 -----	November 2, 2010-----	February 2, 2011
DEC 10 -----	December 2, 2010-----	January 14, 2011

The dates for Spring 2011 will be similar to this.

**It is possible to add special terms for FFC students.
Please contact us for details.**

Mission Statement

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

Accomplishing the Mission

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

- **Traditional** courses offer a student the opportunity to take classes on campus during a 15 week fall or spring semester.
- A large selection of **online** courses are available to FFC students with several start dates throughout the year. Online courses are offered through the Knowledge Elements Educational Network (KEEN), a consortium of Christian colleges across the United States.
- **Non-traditional** courses are offered through the **ADVANCE** degree completion program. Courses meet one night each week and a student completes a 3-credit hour course in 5 weeks. Students may create a degree completion plan, or they may take only the courses they desire for further training.
- **Modular** courses, normally offered in ICLC network churches, follow an intensive seminar approach and include pre-seminar and post-seminar assignments.
- **Guided independent study** (GIS) courses follow individual timetables and normally include a student guide of assignments, quizzes, projects, and assessments. GIS courses are best accomplished when accompanied by voluntary regional or church-based study groups.

This catalog contains information for students completing the distance education programs of the college, including online and guided independent study courses. Please contact the college office for additional information regarding traditional courses and the **ADVANCE** program courses.

Academic Objectives

Institutional Goals

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

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

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

Comprehensive Objectives

Each student will be able to do the following:

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

Academic Objectives

Specific Program Objectives

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

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

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

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

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

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

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

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

About The College

History of Family of Faith College

Family of Faith College was founded in 1992 by Dr. Sam Matthews and Family of Faith Fellowship. At this time, the church had entered into a relationship with a handful of churches in this geographical area in order to work together to fulfill the Great Commission. Family of Faith College was founded in order to provide training for the members of these churches while maintaining the pastoral and apostolic covering that the local church provides.

Today, this network of churches includes well over 5,000 churches around the world! Family of Faith College continues to provide training for men and women from these churches, however the training can now be offered in many different formats. With the vision of training key laborers in every nation, the faculty and staff of Family of Faith College presses forward to fulfill its God-given mandate.

More information on this network,
called International Christian Leadership Connections,
can be found at www.iclcnetwork.com.

Philosophy of Education

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

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

Administration and Governance

The College is governed by a Board of Trustees with daily oversight given by the President, the Vice-President of Academic Affairs, the Vice-President of Student Affairs, the Director of Spiritual Life, the Vice-President of Finance and Operations, and the Vice-President of Resource Development.

Accreditation

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

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

Contact Information

Phone Number: 405.273.5331

Fax Number: 405.273.8535

Address: PO Box 1805, Shawnee, OK, 74802-1805

Web Site: www.familyoffaithcollege.edu; e-mail: info@familyoffaithcollege.edu



Statement of Faith

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

1. The Bible is the mind of Christ and is the inspired, only infallible and authoritative Word of God. (Ps. 119:105, 160; 2 Tim. 1:13, 3:16-17; 2 Pet. 1:20-21)
2. There is one God manifested in three personalities: Father, Son, and Holy Spirit. God is the creator and ruler of the universe. (Gen. 1:1, 26-27, 3:22, Ps. 90:2; Is. 9:6; Matt. 1:22-23, 28:19; Jn. 1:1-15; 2 Cor. 13:14; 1 Pet. 1:2)
3. The reality of Satan and his present control over unregenerate man does exist. (John 10:10; 2 Cor. 4:4)
4. Christianity is based upon the following: The deity of our Lord Jesus Christ. (Heb. 4:14-15); His sinless life. (Rom. 1:3-4); His miracles. (Acts 2:22); His vicarious and atoning death through His shed blood. (Rom. 5:8-11; Is. 53:4-12); His bodily resurrection. (1 Pet. 1:3); His ascension to the right hand of the Father. (Acts 2:34); His personal return in power and glory as Lord of lords and King of kings. (Titus 2:13).
5. The fall of man and his lost state makes necessary a rebirth through confession and belief in the Lord Jesus Christ. (Rom. 7:23)
6. The reconciliation of man to God is by the substitutionary death and shed blood of our Lord Jesus Christ. (Rom. 5:1; 1 Cor. 15:3-4; Gal. 3:26; Eph 2:8-9)
7. The resurrection of believers unto everlasting life and blessing in heaven, and the resurrection of unbelievers unto everlasting punishment in the torments of hell. (John 5:28-29)
8. The present supernatural ministry of the Holy Spirit among believers on the earth since the day of Pentecost and continuing until our Lord's return. The Holy Spirit brings conviction, salvation, sanctification, and empowering for the believer and for Christ's church. (Acts 1:8-11; 1 Cor. 2:12, 3:16; 2 Cor. 3:17)
9. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. (Matt. 3:13-17, 28:19-20; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 8:35-39, 16:30-33; Rom. 6:3-5; Col. 2:12)
10. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of Jesus and anticipate His second coming. Matt. 26:26-30; Mark 14:22-26; Luke 22:19-20; Acts 2:41-42, 20:7; 1 Cor. 10:16, 21, 11:23-29)
11. The church is built by Jesus. The church is His body, and He is filling all things within His church. Jesus is the head of His church. The church is to announce the manifold wisdom of God and is to make disciples of all nations. (Matt. 16:18, 28:18-20; Eph. 1:18-23, 2:19-22, 3:8-12)
12. The ministry gifts of Ephesians 4:11 are seen as imperative in the building of the church. God has placed these gifts in His church for its growth and maturity. (1 Cor. 12:28; Eph. 4:11-13)
13. Oversight by a plurality of elders is to be given to the church. These elders function as equals, with one elder to serve as the first among equals. (Acts 15; 1 Tim. 3:1-7; Titus 1:5; 1 Peter 5:1-5)
14. The local church is to be autonomous; however, the local elders are to relate to extended eldership for oversight, encouragement, counsel, or correction. (Acts 15)

Student Services

Bookstore

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

Computer Availability

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

Copy Machine

College students have access to the copy machine in the library and should pay the fee of ten (10) cents per copy to be paid to the librarian. Students must use their own discretion so as not to commit copyright law infractions.

Counseling and Support Services

Family of Faith College seeks to assist its students as they transition into college life and as they move toward graduation. Each student is assigned an academic adviser who prepares a degree-completion plan that is reviewed each semester. This adviser maintains regular contact with distance education students in order to identify needs and concerns. Students may contact their adviser with questions, problems, or complaints. Counseling can be arranged, if needed. The college staff and faculty believe that relationships are vital throughout the college experience and pledge to make themselves available to students in need.

E-mail Accounts

Each student enrolled in Family of Faith College can receive a college e-mail account through the college web-site. If you would like an account, please contact the Vice-President for Student Affairs.

Facilities

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

Financial Aid

Many Family of Faith College students qualify for state and federal financial aid. Students must complete a Free Application for Federal Student Aid (FAFSA) and submit the necessary materials to the Financial Aid Office for verification. The staff members will provide a student will any assistance in completing the financial aid process. More information on the financial aid process, including helpful websites, are found in the *Finance* section of this handbook.

Graduate Employment

Family of Faith College has 91 graduates who are located in 8 nations and 13 states of the US. An internal review showed that 33% of these have completed or are enrolled in graduate studies, that 53% are working full-time in occupations directly related to their major fields of study while 10% are working part-time in occupations directly related to their major fields of study, and that 11% volunteer in ministry.

Library

Family of Faith College operates a collection of books and technological resources supporting its curriculum. The library is open weekdays from 8:00 a.m. to 3:30 p.m. When needed, a student may check out a key from the librarian for evening use. Library policies are detailed in the *Library Handbook* issued to each student. The library also hosts a growing website that includes academic links and research support. The college students are able to access a large number of full-text articles from academic journals, newspapers, and other sources through Ebsco-Host. Please contact the librarian for the User ID's and passwords that you need to access these sources. If you have any question about using the databases, you can contact the librarian or the Vice-President for Academic Affairs.

Transcripts of Records

Upon written request, a student may receive a transcript of his/her permanent record. The first one will be free of charge, but each additional copy will be charged a fee. Transcripts will not be released for anyone who is not making satisfactory progress in paying his/her outstanding account balance.

Student Records

A permanent file of each student record is maintained in the Registrar's Office. The original student record, together with all enclosed documents, is considered the property of Family of Faith College. Student files contain correspondence and communications between the student, the college, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Family of Faith College designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

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

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

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

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

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

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

Spiritual Life & Christian Service

Spiritual Life Projects

Family of Faith College places a high priority on each student's continued and developing relationship with God. In order to help each distance education student maintain his or her relationship with the Lord, the faculty has approved a list of Spiritual Life Projects. Each distance education student must complete one Spiritual Life Project each semester. The faculty is always seeking to add more projects so the options are relevant, life-breathing, and flexible. These projects are found on the college web-site and are sent out to students via e-mail and the monthly newsletters. Here are a few Spiritual Life projects:

- Attend church or a group Bible Study on a regular basis. The student must attend for 12 out of 16 weeks in a semester and verify this attendance by a signed statement from the pastor or leader. The student must also write a 500-word essay on the topic of "The Living and Active Word of God in My Life" that includes answers to specific questions.
- Listen to 4 sermons that you access through the Family of Faith Ministries website. For each sermon, list the sermon date, give preacher's name, briefly summarize the content of the sermon, and describe the impact of this sermon upon your life. (www.familyoffaithministries.net).
- The International Christian Leadership Connections hosts two leadership conferences in Oklahoma each year. These conferences include four main sessions and children's ministry times. All students are welcome to attend a service that will count as a Spiritual Life Project. Please tell the Vice-President of Academic Affairs that you will be attending and check in with her on the day of the session. There are other conferences around the world that may be attended as well. More information on these can be found at www.iclnetwork.com.
- Book Report: Select and read a book from the approved book list. Write a two-page book report that includes a one-page summary of the message of the book and a one-page testimony of the book's impact upon your life. The list of books is comprehensive and flexible. Please check on the college website for the most recent list, or submit your book title to the Director of Spiritual Life for approval.

Spiritual Life & Christian Service projects should be relevant to the calling and gifting of each student. Please submit your ideas for projects to the Director of Spiritual Life for approval!

FOCUS (Christian Service)

Christian service is another activity through which a student received instruction, clarity of call, and Christ-likeness. FOCUS is the name of the Christian service program for FFC students. Each degree student is required to complete 6 semesters of FOCUS, and certificate students must complete 4 semesters of FOCUS. A transfer student will be enrolled in FOCUS until the student completes requirements or graduates. Here are some FOCUS project options:

- Participate in an ongoing ministry through your local church, such as teaching a Sunday School class, discipleship group or Bible study, serving through a food ministry or counseling ministry, or taking part in a worship team.
- Participate in a mission trip. The faculty recommends that all students join a mission trip at least once during their college careers. Contact the FFC office for more information.
- Complete an evangelism project by reading an article or book on evangelism, keeping an evangelism prayer journal, and documenting your witnessing opportunities in writing.

At the beginning of each term, distance education students should make arrangements to complete a FOCUS project. Reporting requirements should be completed by the end of each term.

General Requirements

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

Application Deadlines

There are no application deadlines for distance education students. However, applicants should allow approximately two to three months to complete the application, financial aid, and registration processes.

Admission Requirement for U.S. Students

U.S. Student Application packet consists of:

1. U.S. Student Application
 2. Application Fee
 3. Photograph
 4. Biographical Sketch & Statement of Call
 5. Pastoral Recommendation
 6. Academic Recommendation
 7. All High School/College Transcripts
 8. ACT or SAT Scores
 9. GED Scores (if applicable)
 10. Statement of Faith
- All applicants must have a high school diploma with a minimum 2.0 GPA or a GED.
 - Applicants for a four-year program must take the American College Test (ACT) or Scholastic Aptitude Test (SAT) and have a minimum composite score of 20 for the ACT and 720 for the SAT.
 - Students desiring Title IV funding must complete the *Free Application for Federal Student Aid (FAFSA)* form and submit the results, income tax records, W2's, and Social Security documents to the Financial Aid Office. Family of Faith College's federal school code is 036763.

Admission Requirement for International Students

International Student Application packet consists of:

1. Int'l Student Application and Photograph
 2. Application Fee
 3. Biographical Sketch/Statement of Call
 4. Pastoral Recommendation
 5. Academic Recommendation
 6. All High School/College Transcripts
 7. TOEFL Documentation
 8. Statement of Faith
- All applicants for whom English is a second language and who have not graduated from an English speaking school are required to present a minimum paper-based score of 500 or a minimum computer-based score of 173 on the *Test of English as a Foreign Language (TOEFL)*. All other international students have the option of taking the TOEFL or ACT.
 - An I-20 will NOT be issued for students enrolling in the distance education program. If a student wishes to attend courses on campus, he/she will need to complete additional requirements including a *Confidential Financial Statement* and *Guarantor and Bank Certification* confirming his ability and intent to pay all tuition, fees, room, board, books, and any additional expenses incurred while attending the college. Further information can be obtained from the college office.

Part-Time Students

Each part-time student must complete the same application and registration requirements that are required for a full-time student. Part-time status is enrollment in one to eleven credit hours per semester. Enrollment as a part-time student will impact a student's eligibility for financial aid and degree completion

Registration Information

date. A degree may be earned on a part-time basis, but all requirements must be completed within ten years from the date of first enrollment.

Transfer Students

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

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

Registration Procedures

Once a student is accepted into the college, he will meet with his academic adviser and create a degree-completion plan. Each semester, the student will meet with the Registrar for enrollment in courses and to arrange payment of tuition and fees. The Registrar will then enroll the student in the courses.

If the course is an online course, the student will receive his/her User-ID and password from Knowledge Elements Educational Network (KEEN). He will receive an e-mail from KEEN indicating his enrollment in a particular course. The student will be able to log-in and complete personal information on the opening day of the course.

If the course is not an online course, then the student will receive all arrangements and contact information when he/she enrolls each semester.

The student should purchase his books through the virtual bookstore of the college (<http://bookstore.mbsdirect.net/COCC.HTM>.) A link for this is found on the FFC website.

Add/Drop Procedures

In order to drop a course, a student **must** contact the Vice-President for Student Affairs. You should remember that simply telling another student or instructor of your intention to drop a course does not fulfill your responsibilities to the college. Please be sure you complete all paperwork and have the necessary approval of the college administration. You must also pay the \$20 add/drop fee for each course that you drop. The tuition refund policy for online courses is clearly stated in the Financial Information section of this handbook.

Catalog Requirements

Students must follow the program plans as listed in the catalog published for their year of entry. If the college changes program requirements, continuously enrolled students may choose to either continue with the original program requirements or change to complete ALL of the revised program requirements. Any student not maintaining continuous enrollment must meet the requirements of the catalog of

Registration Information

Course Numbers

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

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

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

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

Audit of Courses

Distance education courses may not be audited. For information on auditing traditional courses or **ADVANCE** courses, please contact the college office.

Transferring from Certificate to Degree

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

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

Withdrawal

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

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

Course Cancellation

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

Registration Information

Credit by Examination

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

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

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

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

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

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

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

Credit by Demonstrated Competency (CDC)

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

Graduation Requirements

Graduation Requirements

Each candidate for graduation must:

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

Graduation Honors

To achieve academic recognition at Family of Faith College, a student must have completed at least sixty-four credit hours at this college and must have completed all graduation requirements.

The scholastic honors, according to grade point average, are as follows:

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

Graduation Rates

In compliance with the Student-Right-to-Know Act of 1991, Family of Faith College reports a graduation rate of 41 percent for its most recent graduating class based on 150 percent of the estimated duration time of the program. The transfer out rate for the same class is 10 percent.

Orientation and Support Services

Orientation

The administration recognizes the importance of being given information on course requirements, college staff members, the Atheneo courseware, study tips, research services, academic advising, student services, and other information that will help students transition into a successful pattern of study. We ask that each distance education student complete a review of a PowerPoint Orientation presentation as well as reading through this handbook. Questions should be directed to the Vice-President of Academic Affairs or the Vice-President of Student Affairs.

Counseling

All college students need help at one time or another. Distance education students face MANY new situations, such as starting courses, making life changing decisions, changing their routines, handling additional financial requirements, and building new relationships with students and instructors. The Family of Faith College staff knows that it can be hard! That is why we have several people available to help you throughout and beyond your college career. We are committed to your success in life. Take time to seek counsel and find victory!

Staff members want you to succeed in every area of your life. Please contact us!

Academic Advising

Each time you register for a new semester of courses, you will review your academic plan with an advisor. The college is committed to insuring that the courses you need are available for completion within the proper time-frame. We all know that life situations arise, necessitating a change of plans. Your advisor will be able to re-work your timeline with you and make sure you stay on the road to completion.

Financial Services

The FFC Financial Aid office is ready to help you with budgeting, forecasting, grants, loans, FAFSA completion, and other needs you might have regarding finances. Staff members can also direct to financial institutions that offer services to our students.

Finding Friendship

One of the best things about college is building relationships with different people. The camaraderie of the college classroom encourages people to continue and to finish their studies. It would be a tragedy if a student were to complete a distance education program and never get to know his fellow students or supporting faculty members. We encourage you to take advantage of chapel services, attend semi-annual Conferences, join the online college community through the college website, and even visit campus as you are able. The college sends out e-newsletters and hopes to introduce you to each other, in case you ever catch someone online or need to hear a friendly voice on the other end of the phone.

Personal Assistance

If your needs are more personal in nature, be assured that you can find counsel and prayerful support at Family of Faith College. If you have pastoral and/or parental support, we encourage you to share with them your victories, your concerns and your frustrations so they can keep praying for you. But, also remember that the FFC staff members want you to succeed in every area of your life. Please contact us!

Academic Help and Tutoring

One of the biggest concerns in distance education is the implication of the word “distance.” The traditional faculty members on the Family of Faith College campus enjoy being available to their students and have agreed to be available to answer questions and give assistance to our distance education students as needed. Also, the instructors selected through Knowledge Elements Educational Network are also known for working with and assisting students. If you ever encounter difficulties in your distance education studies, you should immediately ask for assistance from your instructor. If you cannot access the instructor, please phone or e-mail the Vice-President of Academic Affairs immediately so she can find someone to provide direction or tutoring for you.

Tips for Academic Success

Recruit your family’s support!

Seek to make your achievement a family goal. Ask for help with household duties and be sure to tell them when it is an especially busy week.

Tell others about it!

Communication will help your boss, friends, and pastor understand what is going on in your life. When they know this is a priority, they will do what they can to help you obtain your goal.

Learn time management skills.

Write out your weekly and monthly plans so you know what is most important. Get a calendar and circle ‘due dates’ in red so everyone knows when they are coming. Remember to schedule time for family and rest !

Pinpoint the nonessential.

Write out the goals for your life and prioritize your activities and hobbies. Are there any you could set aside for a while? Remember: You can pick it up again when you are done!

Plan 10-12 hours of study time each week.

Become familiar with the assignments so you can schedule “bite size” accomplishments. Use “down-time” (soccer practice, in the orthodontist’s waiting room, and lunch breaks) to your advantage. Keep a text and notepad with you for these occasions.

Identify and overcome things that hinder.

Identify those areas that could hinder your studies (reading speed, note-taking, writing skills, citation of resources, computer skills). Get help with these areas and you will move forward with confidence!

Pick a “study spot”!

Find a place with less distraction that can be used for study. If you can’t find a desk or table where things can be left out, then find a book-bag or backpack that you ONLY use for course materials.

Maintain good health

Eat well. Stay hydrated. Rest well. Take a day off to revive yourself. Exercise—even a short, brisk walk can clear your mind and help you focus when you need to.

Ask for Help!

There are many ways you may need help. Be sure and contact your on-line instructor OR your on-campus staff members. They are here to make sure you finish with excellence!

Research Helps

Finding Information

Each kind of information source has a different way to find things within it. However, the basic organization is the same. All information sources have the following:

- A title
- An author
- A listing of the item for you to find by topic or subject in a catalog or record somewhere
- A place that it is located, either in print or online (in a library, in a database, etc.)
- An index, table of contents, abstract, or subject links that concisely tell what it is about
- A date or time that it was created and/or accessed online

With that in mind, use your information sources in the following way:

- Books --- Use the library catalog to locate a book, check the table of contents (front) or the index (back) of the book, and skim a few chapters to see if it will provide useful information.
- Newspapers --- Use the index on the newspaper, or use the newspaper database available through Ebsco, check the article's first paragraph to see if it will provide useful information.
- Research Databases --- Use the databases to locate relevant items, check item subject links and abstract to see if it will provide useful information.
- Internet Websites --- Use the FFC list of reliable Internet websites, or search on your own. Evaluate the validity of the website by checking the reliability of who wrote the information, and for what purpose it was written, how current it is, and how credible the information is.
- Personal interviews --- Establish the credentials and background of the person being interviewed, prepare the questions to ask in advance, write or tape the interview and ask for the right to quote the person in your work.
- Television and Radio Shows --- You can get written transcripts of some of these from the Ebsco database, Newspaper Source. Review them to see if they will provide useful information.
- Be creative in locating other sources, such as academic papers and historical documents.

Database Access !

To access articles for class and to research thousands of academic sources, Family of Faith College students are eligible to use SIRS Discoverer, EbscoHost periodicals, and OCLC FirstSearch through the Oklahoma Department of Libraries (ODL). Ebsco Research Databases provide a broad spectrum of information sources for all levels of users, from elementary children to college professors. Each of the databases included with Ebsco Host has a particular level of user and a particular kind of information that it includes, and most are updated daily.

In order to easily access these resources, ODL has provided a web link from the ODL Digital Prairie main page.

www.odl.state.ok.us/prairie/index.htm

- Log on to the Internet and go to the website above. Be sure to add the ODL Digital Prairie main page to your favorites.
- Select your database host option.
- Enter the appropriate customer/user ID and password. You should remember that the passwords change annually. You can obtain the needed information from the Librarian or the college office.

Available Databases

Take the time to become familiar with the key aspects of the different databases, as highlighted below for your benefit. You may decide to use a single database for your research, or you may decide to use several at a time.

Academic Search Elite - Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,000 journals, including more than 1,550 peer-reviewed titles. This multi-disciplinary database covers virtually every area of academic study. More than 140 journals have PDF images back to 1985.

Business Source Elite - This business database provides full text for nearly 1,100 business publications, including full text for nearly 500 peer-reviewed business publications. The rich collection of titles in *Business Source Elite* provides information dating back to 1985.

ERIC - *ERIC*, the Educational Resource Information Center, contains more than 1,194,000 records and links to more than 100,000 full-text documents.

MasterFILE Premier - Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,750 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes nearly 500 full text reference books, full text from 86,017 biographies, 105,786 full text primary source documents, and an Image Collection of 341,655 photos, maps and flags.

Funk & Wagnalls New World Encyclopedia - This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

EBSCO Animals - Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of animals.

Newspaper Source - *Newspaper Source* provides cover-to-cover full text for 35 national & international newspapers. The database also contains selective full text for more than 375 regional (U.S.) newspapers. In addition, full text television & radio news transcripts are also provided.

Professional Development Collection - Designed for professional educators, this database provides a highly specialized collection of 520 high quality education journals, including nearly 350 peer-reviewed titles. This database also contains more than 200 educational reports. *Professional Development Collection* is the most comprehensive collection of full text education journals in the world.

Military & Government Collection - Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The *Military & Government Collection* provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for nearly 400 titles.

Regional Business News - This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

TOPICsearch - This current events database allows researchers to explore social, political & economic issues, scientific discoveries and other popular topics discussed in today's classrooms. *TOPICsearch* contains full text for over 139,800 articles from more than 4,800 diverse sources.

Other databases that are available include Health Source: Nursing/Academic Edition, MEDLINE, and Health Source - Consumer Edition for medical information and Middle Search Plus, Primary Search, and MAS Ultra - School Edition for middle school and primary school readers.

Research Helps

Database Website:
www.odl.state.ok.us/prairie/index.htm

Using the Research Databases?

You can follow this step-by-step guide to use the research databases provided through the Family of Faith College library.

1. Go to the Ebsco Research Databases. Scroll down to and click on EBSCO HOST WEB.
2. Select which database(s) you want to use. Each database title has a short description of what kind of information you can locate within it. Then click CONTINUE.
3. In the FIND box, type in the topic search word. In the REFINE SEARCH area below, check the box, FULL TEXT (so that you only get hits with the full article and not just the bibliographic information). Click SEARCH.
4. Looking at the results of the search, how many items were found for the topic? 1-10 of 101 means that there are 101 items found, and you are looking at the first 10.
5. To arrange the items so the closest matches come first on the list, look to the right top to SORT BY, click on the down arrow, and click on RELEVANCE. (If information is time sensitive, select DATE). The database will resort the list for you.
6. Look at the left sidebar for a subject that is more closely related to your specific topic. If you want to use this feature, click on NARROW RESULTS BY then click on your preferred subject area.
7. Select one of the titles that looks promising. Quickly look at two areas: SUBJECT TERMS and ABSTRACT. These give you a short summary of what the article is about. If it looks useful, you will want to read the entire article below and keep it.
8. Obtain the information for writing your bibliography:
 - The title of the article
 - The author
 - The source where it was originally published (magazine, newspaper, journal, including volume number, issue number, page number)
 - The database in which you have found it
 - The date you obtained it
9. Click PRINT on the database top line (*not* print from your browser). Click ESTIMATE NUMBER OF PAGES so you know how many pages will be printed before you decide to print. You may prefer to email the article to yourself. Click on RESULTS LIST to go back to the ALL RESULTS for additional articles.

Financial Information

Tuition and Fee Schedule

Tuition	\$165 per credit hour	Graduation Fee.....	\$50
Application Fee.....	\$25 one-time fee	Library Fee.....	\$20 / semester (if applicable)
Add / Drop Fee	\$20 / course	On-Line Course Fee ..	\$100 / course
CDC Evaluation	\$5 / course	Technology Fee	\$50 / semester (if applicable)
Credit by Exam	\$10 / exam	Transcript Request	\$3 / request

Payments and Outstanding Accounts

Tuition may be paid in four or five equal monthly payments. All other fees must be paid in full at the start of the semester or as otherwise incurred. Arrangements must be made at the beginning of each semester. **Balances must be paid in full at the end of each semester.** The college accepts payments by VISA and MasterCard.

Unpaid account balances will hinder a student from continuing his studies. Please contact the Financial Aid Office if you need assistance in this area. Furthermore, transcripts will not be issued for students who are not making satisfactory and faithful progress in paying any outstanding account balance.

Financial Aid

The Financial Aid Office assists students and their parents in completing the *FAFSA* and the financial aid process. Each student seeking financial assistance must complete the *Free Application for Federal Student Aid (FAFSA)* and include the Family of Faith College federal school code - 036763. This number insures that our Financial Aid Office receives the *Institutional Student Information Record (ISIR)* so that potential sources for financial assistance can be identified. Students and prospective students are encouraged to complete their tax forms and *FAFSA* early in the calendar year because some monies are only awarded early in the calendar year. The application can be accessed online at www.fafsa.ed.gov.

If a student is seeking financial aid, the college requires that the student bring their *Student Aid Report* (or *SAR*, received after a student completes his *FAFSA* online). It is possible that additional documentation may be required to process a student's financial aid package, such as: income tax records, W2's, and Social Security documents to the Financial Aid Office before or during orientation week. To receive and retain financial aid, students must meet all federal standards regarding documentation and Satisfactory Academic Progress. Details of these standards will be provided to all students receiving financial aid.

**Financial Aid Website: www.fafsa.ed.gov
FFC School Code = 036763**

Refund Policy for Online Courses

The most significant date for online courses is the Class Start/ First Login Day. If a student withdraws in writing before the first login day of online classes, the student is allowed a 100% refund of tuition. If a student withdraws in writing during the first week of online classes, the student will be entitled to a 90% refund of tuition. If a student withdraws in writing during the second week of online classes, the student is allowed a 40% refund of tuition. After the second week of online classes, no tuition refund will be given.

The Online Course Fee is NOT refundable.

Withdrawal from online courses will affect Title IV amounts, including PELL grants, and may need to be repaid to the student aid programs from which the money was awarded. This includes tuition, fees,

Academic Policies

Class Standing

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

Grading System

Grade	Grade Points
A (100-90)	4.0
B (89-80)	3.0
C (79-70)	2.0
D (69-60)	1.0
F (59-0)	0.0

Other Notations

I	Incomplete
WP	Withdrawal in Good Standing
WF	Dishonorable Withdrawal
AU	Audit
CR	Credit

Grade Policies

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

Incomplete Courses

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

Academic Integrity

Family of Faith College students must maintain a high level of academic integrity. It is important that a student completes his or her own work for all assignments. All students should be familiar with the following definitions and policies. When in doubt, a student should contact his instructor for clarification and direction on citing, summarizing, paraphrasing and quoting sources.

The word **plagiarism** comes from the Latin word for kidnapper and literary thief and is defined as using the ideas or words of another as one's own. Plagiarism is a serious offense that can be grounds for failure of a course or even expulsion from college. Plagiarism includes, but is not necessarily limited to: direct copying without citation; paraphrasing or summarizing the ideas of another without citation; and presenting as one's own research paper one that has been purchased or obtained in some way from another source. All information except "common knowledge" and the student's own thoughts must be documented. Common knowledge is information that most educated people know, although they might have to remind themselves of certain details by looking up information. If the student is uncertain whether it is knowledge held in common or knowledge learned from research, he should credit the source. A student's own thoughts include the student's own ideas, conclusions, and opinions drawn from the research he does.

If the instructor has determined that plagiarism has taken place, the instructor will report the incident and present the evidence to the Vice President of Academic Affairs who will use this information to determine if any other violations have occurred by the same student. The instructor will provide the student an opportunity to write a paper that would be of acceptable quality to the instructor. The paper would receive a grade of "0", but would be counted as having been submitted. If the student fails to submit a paper in the time as determined by the instructor, the student will have the paper appear as "incomplete" and the policy for incomplete work will be applied.

The faculty will assign a member to counsel with the student for a period of one semester. Counseling will involve regular contact and a Bible study using standard topic guidelines. The student will submit a written apology to whomever the faculty deems appropriate. If the instructor feels the violation warrants more than the above and/or for repeated offenses by the same student, a quorum of core faculty members will be assembled to consider the incident. Upon a majority vote, the following actions may be taken by the faculty: For more than one incident that occurs in the same semester (same or different classes), the minimum penalty will usually apply. The faculty may determine that failure of one or all of the courses is warranted. For more than one incident that occurs in different semesters, the general penalty would be failure of the course in which the second violation occurs. If repeated violations occur after counseling and warning, the faculty may elect to suspend or expel the student. Single violations that the faculty determines warrants more than the minimum penalty could result in failure of the course, probation, suspension, or expulsion.

Cheating is generally considered to be the act of copying someone else's answers to a test or a quiz in a class for a grade. It can also involve any other form of misrepresentation in an attempt to improve the (grade) position of the student. This could include, but is not limited to such things as copying the answers of another student on a test or quiz, providing false statements regarding amount of material read during the semester, and possession of and/or use of "cheat sheet" during a test or quiz.

After the instructor determines that cheating has taken place, the instructor will contact the student or students involved and explain what has been discovered. The instructor will provide the student a chance for defense. If the defense is unacceptable, the instructor will assign a grade of "F" for that assignment with no opportunity for retaking it. The student will be required to submit a written apology to the faculty and to the individual faculty member for the class in which the violation occurred. Additionally, the student will be required to participate in counseling. During this period of counseling, the student will prepare a paper from a Bible study using a standard topic guideline. Repeated violations will be dealt with by majority vote of a quorum of core faculty members. This can lead to such further actions as probation, suspension, or expulsion.

Academic Policies

Academic Probation and Suspension

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

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

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

Behavioral Probation, Suspension, Expulsion

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

Probation:

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

Suspension and Expulsion:

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

The Committee may immediately expel a student for moral or disciplinary failure or after an unsuccessful period of suspension. The student's transcript will reflect the date of expulsion. Students disqualified from attending Family of Faith College for disciplinary reasons may apply for re-entry after one full academic year has elapsed. The student must satisfy inquiries of the Appeals Board concerning character and conduct changes to the Board's complete satisfaction. The student must submit at least three character reference letters with his application for readmission, one of which must be a detailed account from his pastor. The Appeals Board has final authority and must give its approval before the Admissions Committee can act on the application for re-admission.

Financial Suspension

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

Grievances and Appeals

Grievances:

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

Appeals:

Any student who has been suspended or expelled by the Disciplinary Committee may appeal in writing to the Appeals Board within two working days of notification of the Committee's action. The Board must meet within seven working days of receipt of the appeal. The Board may investigate the situation and call witnesses. The decision of the Board is final. If a student has a complaint about the college's institutional policies or procedures, he or she may contact the Association for Biblical Higher Education (ABHE, formerly AABC, PO Box 780339, Orlando, FL, 32878; 407-207-0808.).

Other Policies and Procedures

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

Alcohol and Drug-Free Campus Policy

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

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

Legal sanctions under local, state, and federal law:

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

College Policies

Alcohol and Drug - Free Campus Policy (cont.)

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

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts, or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs, and their harmful side effects, can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is, whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phenylclidine (PCP), and lysergic acid diethyl amide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including: organic damage, impairment of psychological processes and mental functioning, and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly, or in certain combinations, may cause death.

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs:

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

Penalties and Sanctions:

Appropriate action shall be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act as implemented by this policy by a student of the college shall be reported to the Vice-President of Student Affairs or the Director of Spiritual Life. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or more of the following: Recommendation for professional counseling, warning/reprimand, probation, mandatory participation in, and satisfactory completion of, a drug and alcohol abuse program or a rehabilitation program, suspension, expulsion, referral for prosecution, or other appropriate disciplinary actions.

Policies on Sexual Harassment and Offenses

It is the policy of this college to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. College administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the college community to seek gain, advancement, or consideration in return for sexual favors, or to make any intentionally false accusations of sexual harassment. It is a violation of this policy for any member of the college to engage in verbal or physical sexual harassment. Any person who feels offended by the behavior of any other person in the FFC community is encouraged to resolve the problem informally prior to filing a complaint according to the enforcement procedures below. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of this college community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge, expulsion, or probation.

College Policies

Penalties and Sanctions:

Any member of the college community who believes that he or she has experienced sexual harassment as defined in this policy should immediately notify his or her immediate supervisor, the College President, Vice President of Student Affairs, Vice President of Academic Affairs, or the Director of Spiritual Life. Any complaints of sexual harassment must be filed within 60 days from the date of the alleged harassment. The complainant shall explain, in writing, the nature of the harassment and indicate what remedy he or she seeks. The College President, working with the Administrative Cabinet, shall promptly and confidentially investigate the complaint. In determining whether the alleged conduct constitutes sexual harassment, the supervisor/administrator will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct, the context in which the conduct occurred, and the history of the relationship between the parties. During the investigation, the individual accused of sexual harassment must be given an opportunity to respond, either orally or in writing, to the complaint. After the investigation of the complaint, the supervisor may propose mediation in order to secure a written agreement that satisfies all parties to the complaint. A resolution by agreement of the parties may include the imposition of a sanction upon the accused individual, which the accused individual agrees to accept as a sanction. If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved. If no agreement is reached between the two involved parties, the matter will go before the Board of Trustees with whom the final decision and action rests.

If you are a Victim of a Sexual Assault:

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Victims should retain all clothing worn during the attack and should not shower or use the restroom, and should not disturb the scene of the attack if at all possible. The college administration strongly advocates that a victim of sexual assault report the incident in a timely manner, as time is a critical factor for evidence collection and preservation. An assault should be reported directly to an administrator or a faculty member.

Confidential Reporting:

Students should remember that reports can be made confidentially. The college will insure that a college representative accompanies the student through the reporting process, if desired. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will (1) ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; (2) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and (3) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and college's disciplinary committee, or only the latter. A college representative will guide the victim through the available options and support the victim in his or her decision. Both the accuser and the accused are entitled to have others present during the disciplinary meeting. Both parties will also be informed of the committee's decision which may include expulsion (this statement does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA)). The victim will be informed of the various counseling options available from the college, through Family of Faith Church, and through Project Safe. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Degree Requirements

Bachelor of Arts in Church Ministry

Specific Program Objectives

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

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

BIBLICAL / THEOLOGICAL STUDIES 42 Hours

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

PROFESSIONAL STUDIES 49 hours

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

GENERAL STUDIES 39 hours

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

Degree Requirements

Bachelor of Arts in Church Ministry - Business Emphasis

Specific Program Objectives

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

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

BIBLICAL/THEOLOGICAL STUDIES 42 hours

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

PROFESSIONAL STUDIES 48 hours

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

GENERAL STUDIES 39 hours

ENG 113	English Composition I
ENG 123	English Composition II
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 313	Global Society
Math Requirement 6 hours	
MAT 223	College Algebra
MAT 353	Probability and Statistics
History Requirement 6 hours (choose two)	
HIS 133	World History
HIS 143	Contemporary History
HIS 333	Introduction to Geography
Science Requirement 6 hours (choose two)	
SCI 223	Earth Science
SCI 243	General Chemistry I
SCI 263	General Biology I

Certificate Requirements

Certificate in Church Ministry

Specific Program Objectives

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

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

BIBLICAL / THEOLOGICAL STUDIES 36 hours

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

PROFESSIONAL STUDIES 24 hours

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

Degree Requirements

Bachelor of Arts in Education

Specific Program Objectives

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

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

BIBLICAL / THEOLOGICAL STUDIES 30 hours

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

PROFESSIONAL STUDIES 60 hours

PED 211	Elementary Education Practicum
PED 213	Child & Adolescent Development
PED 223	Teaching Exceptional Learners
PED 233	Meth./Mat. of Teaching Math
PED 243	Meth./Mat. of Teaching Reading
PED 253	Computers in the Classroom
PED 292	Portfolio Creation
PED 313	Meth./Mat. of Teaching Language Arts
PED 323	Meth./Mat. of Teaching Science
PED 333	Meth./Mat. of Teaching History
PED 343	Meth./Mat. of Teaching Art & Music
PED 353	Meth./Mat. of Teaching Health and PE
PED 363	Meth./Mat. of Teaching Bible
PED 410	Teaching Internship (10 hours)
PED 422	Tests & Measurements
PED 432	Classroom Management
PED 441	Portfolio Completion

PROFESSIONAL STUDIES (continued)	
PED 443	Storytelling & Children's Literature
PED 463	Diagnostic Reading Instruction
3 hours	Professional Studies Elective

GENERAL STUDIES 39 hours

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

History Requirement 6 hours (choose two)

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

Math Requirement 3 hours (choose one)

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

Missions Focus 3 hours (choose one)

MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting

Science Requirement 6 hours (choose two)

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

Course Descriptions

Biblical / Theological Studies

BIB 103 **Christian Character Development**

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

BIB 113 **Biblical Principles of Intercession**

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

BIB 123 **New Testament Survey**

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

BIB 133 **Old Testament Survey**

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

BIB 213 **Old Testament Prophets**

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

BIB 223 **Basic Theology I**

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

BIB 233 **Basic Theology II**

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

BIB 303 **Biblical Basis of Church Leadership**

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

BIB 313 **Tabernacle**

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

BIB 323 **Synoptic Gospels**

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

BIB 333 **Pauline Epistles I**

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

BIB 343 **Pauline Epistles II**

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

BIB 353 **Christology**

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

BIB 363 **Creation Theology**

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

Course Descriptions

BIB 383 **Psalms**

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

BIB 40X **Special Studies - Bible**

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

BIB 433 **General Epistles**

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

General Studies

ENG 113 **English Composition I**

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

ENG 123 **English Composition II**

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

GEN 113 **Fundamentals of Speech**

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

GEN 213 **Sociology**

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

HIS 113 **U.S. History**

A survey of American culture, politics, and government.

HIS 123 **U.S. Government**

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

HIS 133 **World History**

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

HIS 143 **Contemporary History**

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

HIS 313 **Global Society**

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

HIS 333 **Introduction to Geography**

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

MAT 213 **Trigonometry / Pre-calculus**

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

MAT 223 **College Algebra**

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

MAT 233 **College Geometry**

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

Course Descriptions

MAT 353 **Probability and Statistics**

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

SCI 223 **Earth Science**

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

SCI 243 **General Chemistry I**

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

SCI 263 **General Biology I**

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

Professional Studies—Business

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

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

BUS 233 **Microeconomics (also BUS 523)**

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

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

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

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

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

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

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

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

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

Course Descriptions

Professional Studies—Ministry

MIN 203 **Homiletics and Preaching Lab**

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

MIN 213 **Evangelism**

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

MIN 223 **Models of Cell Ministry**

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

MIN 231 **Biblical and Theological Research Methods**

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

MIN 243 **Youth Ministry**

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

MIN 253 **Church History I**

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

MIN 263 **Church History II**

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

MIN 303 **Introduction to Modern Missions**

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

MIN 313 **Church Planting**

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

MIN 343 **Principles of Biblical Counseling**

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

MIN353 **Awakenings and Revivals**

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

MIN 40X **Special Studies - Church Ministry**

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

MIN 413 **Comparative Religions**

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

MIN 423 **Pastoral Ministry**

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

MIN 433 **Christian Ethics**

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

Course Descriptions

MIN 443 **Church Administration**

Provides a foundation for all aspects of administration of a church. Topics include time management, communications, personnel management, and project management. The unique aspects of administration in foreign countries will be addressed.

MIN 453 **Senior Paper**

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

MIN 463 **Apologetics**

A study of theology devoted to the defense of the divine origin and authority of Christianity.

Pre-requisite: BIB 223.

MIN 473 **Senior Practicum**

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

Professional Studies—Professional Education

PED 203 **Introduction to Christian Education**

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

PED 211 **Education Practicum**

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

PED 213 **Child & Adolescent Development**

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

PED 223 **Teaching Exceptional Learners**

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

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

Explains methods and materials needed to teach math.

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

Presents skills needed to teach foundational phonics and reading skills.

PED 253 **Computers in the Classroom**

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

PED 292 **Portfolio Creation**

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

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

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

Course Descriptions

PED 323 Methods and Materials for Teaching Science

Presentation of objectives and materials for teaching science.

PED 333 Methods and Materials for Teaching History

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

PED 343 Methods and Materials for Teaching Art and Music

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

PED 353 Methods and Materials for Teaching Health & Physical Education

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

PED 363 Methods and Materials for Teaching Bible

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

PED 40X Special Studies - Education

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

PED 410 Teaching Internship

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

PED 422 Tests and Measurements

Acquaints students with the administration and interpretation of assessment techniques.

PED 423 Bulletin Boards

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

PED 432 Classroom Management

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

PED 433 Tutoring Children

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

PED 441 Portfolio Completion

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

PED 443 Storytelling and Children's Literature

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

PED 463 Diagnostic Reading Instruction

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

Roster of Faculty & Instructors

Faculty Members

Chris D. Belyeu (2000) Education

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

David Helseth (1992) Education, Theology, Science

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

Paul Hollifield (2009) Worship and Ministry

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

Samuel Matthews (1992) Ministry, Bible

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

Yasha Matthews (2007) Business Management

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

Deborah Mohabir (1998) Science, Education

M.S. (Biomedical Sciences),
Manchester Metropolitan University (U.K.)
M.Ed. East Central State University
B.S. (Biomedical Sciences),
University of Wolverhampton (U.K.)

Elaine Phillips (1995) Ministry

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

John Phillips (1995) Bible, Christian Ethics, History

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

Becky Prasad (2009) Church History, Theology

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

Lauren Sadberry (2008) Education

M.A. (Education), Southern Nazarene University
B.A. (Elementary Education),
Family of Faith College

Amy Shaw (2009) Business Management

M.S. (Management)
Southern Nazarene University
B.A. (Education), Family of Faith College

R. David Walcott (1999) Mathematics, Physics

M.S. (Physics), University of Oklahoma
B.S. (Physics),
Polytechnic University, Brooklyn, NY

Amy Winter (2007) Ministry

M.A. (Counseling), Southern Nazarene University
B.A. Family of Faith College

Jennifer Winter (2009) Speech

M.A. (Christian Education),
American Bible College and Seminary
B.A. (Music Therapy), Colorado State University

Instructors

Robby Dragman (2006) Ministry

M.A. (Ministry) Southwestern Christian University,
projected completion 2010
B.A. (Church Ministry), Family of Faith College

Atoya McDonald (1996) Methods of Reading

B.A. (Education),
Southwestern Oklahoma State University

Dae Sadberry (2009) Portfolio, Methods of Health

B.A. (Education) Family of Faith College

Administration, Staff, Trustees

Administrative Cabinet

College President	Samuel Matthews	smatthews@familyoffaithcollege.edu
Vice-President of Academic Affairs	Elaine Phillips	ephillips@familyoffaithcollege.edu
Vice-President of Resource Development	Dan Sadberry	dsdberry@familyoffaithcollege.edu
Vice-President of Operations and Finance	Vaughn Newman	vnewman@familyoffaithcollege.edu
Vice-President of Student Affairs	Rhonda Gaines	rgaines@familyoffaithcollege.edu
Director of Spiritual Life	Daniel Matthews	dmatthews@familyoffaithcollege.edu

College Staff

Business Office Administrator	Ramona Janeway	rjaneway@familyoffaithcollege.edu
Director of International Studies	David Walcott	dwalcott@familyoffaithcollege.edu
Financial Aid Director	Rhonda Gaines	rgaines@familyoffaithcollege.edu
Librarian	Linda Stewart	lstewart@familyoffaithcollege.edu
Administrative Assistant	Maria Haefflinger	mhaefflinger@familyoffaithcollege.edu

Board of Trustees

Gary Alverson	Jeff Simmonds
Janet Bowen	Bennett Smith
Chris Bernard	Rhonda Smith
Kelly Lewis	Jim Willis
Dale Perry	Peter Worby

Contact Information

Phone Number:

405.273.5331

Fax Number:

405.273.8535

Web Site:

www.familyoffaithcollege.edu

Address:

PO Box 1805, Shawnee, OK, 74802-1805

E-mail:

Info@familyoffaithcollege.edu