



Faith Bible College

Student Handbook

Let us **RUN** with
PERSEVERANCE
the **RACE** marked
out for us Hebrews 12:1



*Grounded in the Word, Growing in Christ,
Giving Back to the Church*

Faith Bible College

6330 Newtown Road, Suite 211

Norfolk, VA 23502

Phone: 757.423.2095

Website: www.faithbiblecollege.com

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Faith Bible College may admit students of any race, color, nationality, ethnic origin, sex, or age to all the rights, privileges, programs, and activities made available to those capable of pursuing biblical higher education. Faith Bible College also admits students with disabilities for which the college can make reasonable accommodations.



A Letter from our President

Dear Prospective and Current Students,

Welcome to Faith Bible College! We are so pleased that you are considering or have already chosen to become a part of the FBC Family. We know that a lot of prayer has taken place to bring you to FBC. Not only have you been praying about this important decision, but the staff and faculty of FBC and our partners have been praying for you as well.

Faith Bible College is committed to helping you become **Grounded in the Word, Growing in Christ, and Giving Back to the Church**. We strive to ensure that you become more familiar with the Bible and what it teaches so that the Word becomes your foundation in all things. As your roots become **grounded** deep into the Scriptures, you will also be **growing** in Christ, becoming more like Him every day. FBC is dedicated to helping you grow spiritually and fall deeper in love with God. A growing Believer will naturally bear fruit and **give back** to the Church. FBC emphasizes practical application of what is taught and learned in the classroom.

Faith Bible College is also committed to providing you with a Bible education that is Accessible, Affordable, and Attainable. The majority of our classes are held at night during the week. This allows our students to maintain a full-time job and family and still enroll in classes. All our classes can also be attended via livestream as well. So, no matter where you live, you can be live in the class. Faith Bible College also depends upon the financial support of many donors. These gifts allow FBC to keep our tuition Affordable. Attending FBC will not break your bank. FBC is also Attainable, meaning that the staff and faculty of FBC are dedicated to seeing you succeed. We have a small student to teacher ratio, so at FBC you are never just a number, but a real live person that we know by name and pray for regularly.

Knowing and growing with God is personal and relational. Serving God in ministry must also be personal and relational. So Faith Bible College is the place for you to receive personal and relational instruction and discipleship in the Bible.

May God bless you as you study His Word and Grow in Him at FBC!

In His Service,

Kevin

Dr. **Kevin D. Newman**

President

College Profile

History

In the fall of 1995, Dr. B. Hathaway Struthers and Dr. Kennard S. Brackney, Sr., both seasoned Christian educators, collaborated with Tabernacle Church of Norfolk to launch Faith Bible College. Before that time, the College had been known as the Hampton Roads School of Biblical Studies and the Hampton Roads Center for Learning. Dr. Struthers brought with him 21 years of experience as a Navy Chaplain and 18 years of experience as a professor and administrator at Columbia International University. Dr. Brackney brought with him many years of experience at Pinebrook Junior College, Washington Bible College, and Capital Bible Seminary.

During the ensuing years, courses have been offered at sites throughout the greater Hampton Roads area from Williamsburg to Virginia Beach. In 2002, FBC granted its first Associate Degree in Biblical Studies. Gifted and degree-appropriate faculty have enabled FBC to offer a biblically-centered curriculum with dynamic spiritual fervor and academic excellence. Now, as an accredited college through the Association of Biblical Higher Education, FBC is reaching dual enrollment and nontraditional students both at home and abroad, training them to be Grounded in the Word, Growing in Christ, and Giving Back to the Church.

Reasons to Attend Faith Bible College

God wants you to be as prepared as possible for serving Him. The apostle Paul urged his readers and us, *“Be diligent (study) to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.”* (2 Timothy 2:15). Knowing God more intimately and handling God’s truth accurately are the foremost goals of Faith Bible College.

Many students desiring to study God’s Word on the college level do not have the resources, time, or ability to travel to distant schools to prepare for more effective Christian service. The campus of FBC is located in Norfolk, Virginia, which is easily accessible to those students living in the Hampton Roads area of Virginia and the northern-most portion of North Carolina. Some of our classes are taught at local churches throughout the area, making them even more accessible to those who have busy work schedules. With the addition of live streaming in Fall 2019, students living outside the Hampton Roads area and beyond can participate in real time classes to ask questions, be part of the discussion, and hear instruction.

The principle format of primarily evening classes enables students to maintain a full-time job while participating in a diverse student body. Although they come from several different denominations, FBC faculty, staff, and students study and work together in an atmosphere of grace. Instruction begins with a solid biblical foundation and proceeds to spiritual maturation within a framework of mutual respect.

Mission Statement

*Faith Bible College exists to equip Christian students to be
Grounded in the Word, Growing in Christ, and Giving Back to the Church.*

The Commitment of Faith Bible College

Faith Bible College is Committed to a Bible College Education that is:

- **Accessible:** Flexible class schedules that can be taken in class or live streamed
- **Affordable:** Tuition, fees, and payment plans that make college possible
- **Attainable:** Staff and faculty who walk side by side with each student to help them succeed

FBC Core Values

Priority of the Scriptures

Properly interpreting and applying God's inspired, authoritative Word
2 Timothy 3:16-17; Matthew 4:4; Psalm 119:2

Pursuit of Christ

A desire to have a continuous intimate relationship with our Savior
Philippians 3:10; Psalm 34:8; Psalm 119:10

Passion for Servanthood

Following the example of Christ by serving others
John 13:13-17; Philippians 2:4-8; 1 Corinthians 9:19

Partnership with the Church & Others

Recognizing that the Body of Christ must work together
Rom 15:2-6; John 17:21-23; 1 Corinthians 12:12-27

Practice of Integrity

Living a life that reflects our Savior
Psalm 119:11; Psalm 101:2; Titus 2:7-8

FBC Institutional Goals

1. To provide the necessary training for accurate interpretation of the Bible so that students may be “Grounded in God’s Word” in order to develop a biblical worldview and lifestyle.
2. To biblically develop and train a student who is “Growing in Christ” in his/her personal life and ministry.
3. To cultivate change in the lives of students by means of their commitment to Christ and His Word and personal spiritual growth so that they will be “Giving Back to the Church” in all areas of their lives.

FBC Institutional Objectives

1. The student will be Grounded in God’s Word:
 - a. By understanding the Content of Scripture.
 - b. By grasping the Content of Doctrine.
 - c. By the ability to apply and communicate its message in practical ways.
2. The student will be Growing in Christ
 - a. By demonstrating Character consistent with biblical principles.
 - b. By exemplifying a Love for the Triune God.
3. The student will be Giving Back to the Church:
 - a. By growing in their capacity to demonstrate loving, healthy relationships for evangelism and discipleship.
 - b. By pursuing church unity and partnering with others to accomplish the Great Commission.
 - c. By exemplifying Christ at work and home.
 - d. By living a godly life of integrity.

College Facilities

Faith Bible College utilizes the facilities of the Cross Roads Center in Norfolk as its main campus and the location for its administrative offices. The campus is located at 6330 Newtown Road, Suite 211 in Norfolk, Virginia 23502. The FBC campus is non-residential and does not have dormitories or other traditional resident facilities. FBC is within easy driving distance of those living in the Hampton Roads area. Free parking is available at the Cross Roads Center. FBC does not allow the use of tobacco products, drugs or alcohol on its campus.

Course Registration

The Registrar's office provides the FBC community with academic support services and handles most of the student educational processes from application to graduation. However, students should consult with their academic advisor, assigned after admission to college is confirmed, for assistance in selecting the required courses needed to complete their desired program of study.

Course Registration Requirements

Students may register for courses through the FBC website or they may request a registration form by contacting the Registrar's office. Students should register before the first day of classes. Late registrations and other changes to course registration may be accepted if submitted before the third class of each semester during the drop/add period. After that time, students may withdraw in either a passing or a failing status, as determined by their instructor. Students must also coordinate their withdrawal with the Registrar, who will determine if a refund of tuition is due. The Academic Calendar lists semester deadlines with these specific dates.

Student Re-enrollment After Absence

Students are required to register for courses on a regular basis in order to remain enrolled in their program of study. Students who fail to register within a five-year period of taking their last course will be removed from their program. Credit students who wish to re-enroll will need to submit a new application and pay the \$25 application fee. Upon re-enrollment, students will be able to credit their previously completed credit courses towards the attainment of a Certificate, Associate's or Bachelor's Degree in Biblical studies.

Student Re-enrollment for FBC Graduates Prior to 2012

Students who are FBC graduates prior to 2012 must enroll according to the current curriculum and may need to take additional courses to fulfill current degree program standards. Each graduate will be evaluated on a case-by-case basis by the Academic Dean.

Full Time Status

Students registered for at least 12 credit hours per semester are considered to be enrolled full-time. Students who take less than 12 credit hours per semester will be considered part-time students.

Student Preparedness for Each Semester:

At the start of each semester, students should ensure that they have:

- obtained a Populi invitation to join database
- obtained a Populi user name and password
- updated their personal profile in Populi
- registered for courses
- purchase required textbooks
- paid their tuition and fees or completed a Financial Agreement Payment Plan
- completed Financial Assistance forms, if needed

All courses require the student to purchase their own textbooks.

Textbook information is available in the syllabus from the instructor prior to the start of classes.

Financial Information

Tuition Rates for 2023-24 Academic Year

In an effort to make Biblical education affordable, FBC endeavors to keep tuition costs low. The tuition rates for all students are as follows:

Credit	\$200 per credit hour (3 credit hour class = \$600)
Audit	\$100 per audit hour (2 audit hour class = \$200)
Dual-Enrollment	\$100 tuition for credit courses

Fees

All fees are non-refundable and include the following:

• Application Fee	\$25 Credit Student Application only
• Technology Fee	Audit Students: \$35 per semester Credit Students: \$50 per semester Dual Enrollment Students: \$50 per semester Tech Fee covers the use of our technology services, provided by the College such as Populi, Galaxie, Zoom.
• Dual Enrollment Fee	\$100 dual enrollment fee for private school students
• Graduation Fee	\$50
• Transcript Request	\$5 per request with a two-week turnaround time \$25 per rush request with a 5-day turn-around time
• Returned Check Fee	\$35

All tuition and fees must be paid at the time of registration or by the first day of class.

Registration and Technology fee must be paid at the time of registration of classes. If you are unable to pay in full, the student must negotiate all other payment arrangements with the Business Office by completing and signing a Financial Agreement Payment plan.

The College reserves the right to change tuition rates and fees at the discretion of the FBC Board of Directors.

Tuition Refunds

Refunds for tuition may be made after the student submits a formal request to drop, change, or convert a course through the Registrar's office. Forms for this purpose are available from the Registrar's office. Approval is needed to drop, change, or convert a course. See Drop/Add/Withdraw Policy for more information.

FBC Student Requirements

Credit Student: must apply to the college; receives course materials from instructor; required to do all assignments, tests, etc.; attendance required; receives a letter grade; transcripts available

Audit Student: receives course materials from instructor; may do assignments, take tests, etc. but will be graded at the discretion of the instructor; attendance encouraged; grade will be pass/fail; no credit awarded; verification letter of attendance available

Dual-Enrollment Student: for high school students; must complete course requirements as Credit Student; receives college credit

Spouse Discount: spouse may sit with your Credit Student spouse in class, but will receive no materials and will not be able to take tests, quizzes, etc. nor receive credit

Full-time Credit Student Discount: pay for 12 credit hours, 13-18 credit hours for no charge (per semester)

Required Forms	Credit	Audit	Dual-Enrollment Audit or Credit	International Missionary Student Audit or Credit	Christian School Dual-Enrollment Credit
Admissions Application Form	X				
Course Registration Form	X	X	X	X	Through School
Statement of Faith Signed	X	X	X	X	
Financial Agreement Signed	X	X	X	X	
FERPA Privacy Form	X	X	X	X	
Written Testimony	X				
Pastoral Reference	X				
Personal Reference	X				
Transcripts	X				
Admission Fee	\$25				
Registration & Technology Fee per Semester	\$50	\$35	\$35 Audit \$50 Credit	\$35 Audit \$50 Credit	n/a
Tuition	\$200 per credit hr	\$100 per audit hr	\$100 per course	\$100 per course	Arranged with the school

Student Debt to College

A student who owes FBC more than \$100 from a previous semester will not be permitted to enroll in classes for the current semester. A student who owes less than \$100 from the previous semester may enroll as an Audit student as long as they pay some amount by the first day of class.

Financial Aid

FBC offers limited scholarships for credit students with documented financial need when sufficient college funds are available. These scholarships are based solely on need and may subsidize no more than 50% of the cost of tuition for credit students each semester. Financial aid applications can be requested from Registrar at any time and can be submitted as part of the admissions process. Students may also submit the form during the registration process for semester courses. FBC scholarships are not granted for audit tuition or for fees. The College does not provide any work-study opportunities for students.

Faith Bible College chooses to not participate in Title IV federal funding (Stafford Loans...) due to the fact that the College believes it is biblically unwise and burdensome for a Christian to accumulate debt.

Drop/Add/Withdraw Policy:

Students who wish to drop, add or withdraw from a class must do so through the Registrar's office in order that your student record is accurate.

Students may receive a tuition refund if they make a formal request by filling out the *Course Withdrawal Form* to drop a class for which they have registered and submit the request to the Registrar's office.

For Fall and Spring Classes: When a formal request to drop or change a course is submitted to the Registrar's office before the start of the 3rd class, a full tuition refund will be made. A partial refund of 50% will be made for a submission before the start of the 6th class. No tuition refund will be made after the 6th class. All fees are non-refundable.

For Summer session: A full refund will be granted before the start of the 2nd class, and a 50% tuition will be granted before the start of the 4th class. No refund will be granted after the 4th class of the summer semester.

Add	A student who wishes to take a class for Audit may join the class up to the 7 th week with the Instructor's approval. A student joining a class for audit may switch to a credit status by the end of the current semester with Instructor's permission and all class work is completed. Those students taking the course for credit may be added to the class up to the 2 nd class period.
Drop	Credit classes may be dropped without penalty before the third class period. Between the 3rd and 6th class period the student will receive a WP (Withdraw Pass) or WF (Withdraw Fail) based upon the instructor's grades. Any class dropped after the 8th week will result in an automatic WF. Classes are considered dropped after the necessary paperwork has been completed and approved. Please Note: A student's grade and refund will be affected if proper procedure is not followed.
Automatic Withdrawal	Any student who is absent for the first two (2) class periods of a given semester without giving prior notice will be automatically withdrawn.

Transferring from Audit to Credit Classes or Credit to Audit Classes

Students who are taking courses may transfer from audit to credit status by securing their Instructor's permission and **contacting the Registrar's office by the end of the current semester in order to receive credit.** However, the student must pay any remaining tuition and fees and complete all coursework required for the course. No conversion may be granted for courses that students have audited from the past semesters. Students must retake those courses if they want to earn credit.

Students who are taking courses may transfer from credit to audit status by securing their Instructor's permission and then **contacting the Registrar's office before the 3rd week of classes.** A partial refund of tuition may be awarded, but no fees that have been paid will be refunded.

Retaking Courses

Students may retake any course for a second time in a "forgive and forget" policy. The course with the higher grade will be retained and included on the student's transcript. The higher grade will also be included in the student's GPA. This policy may also apply to those courses that were improperly dropped or for which a student received a Voluntary Withdrawal Fail.

Student Data Protection and Right to Privacy

Faith Bible College is legally and ethically committed to safeguarding the privacy of our students and thus complies with federal law in maintaining the security and confidentiality of student records. Only authorized personnel are allowed access to student data. All student data is secured through physical and electronic means.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the Students to whom the rights have transferred as "eligible students", that is, adult students age 18 and over.

Faith Bible College is allowed to disclose Directory Information contained in your educational records to appropriate educational and judicial authorities as allowed by the Family Educational Records Privacy Act.

Directory Information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and includes the following:

- Student's Name
- Address
- Telephone Number
- Email Address
- Date & Place of Birth
- Dates of Attendance at FBC
- Honors & Awards

You have the right to prohibit the release of Directory Information except by written consent.

Please request a Prohibit to Release Directory Information Form from the Registrar to file your request in writing.

Student Life

FBC is committed to helping students develop spiritually, intellectually, emotionally, and socially within the context of Biblical higher education. Student Life services exist to equip students to become effective servants of Jesus Christ by enhancing their academic achievement, personal growth and spiritual maturity. Following the direction of Jesus in Matthew's gospel, the College encourages each student to "love the Lord your God with all your heart, soul, mind, and strength."

The Registrar and Director of Student Life are primarily responsible for the effective conduct of Student Life services, and also serve as a liaison between the administration and students of FBC. However, the entire college staff endeavors to help students to prepare for a life of ministry as well as to complete their courses of instruction. At least annually, student needs, experiences, and levels of student satisfaction are assessed in order to improve the services provided. These services include academic advising, tutoring, pastoral counseling, resolving grievances, special academic and social events, spiritual life surveys, and student life fellowships.

FBC does not issue parking passes, meal cards, or keys of any kind to students. The college also does not provide rooming, food, medical, athletic, or recreational services. In addition to the items listed below, students should contact the Registrar's Office for assistance with Accident or Injury reporting, Admissions, the College calendar, the College catalog, and Lost and Found.

Business Office

The Business Office can help students resolve their financial questions while attending Faith Bible College. The FBC website also provides general financial information and a portal through which students may access their financial accounts on the colleges' database, Populi. The Business Manager can assist students who have questions about student accounts, tuition and fees, tuition refunds, payment plans, and billing questions.

Complaints, Conflicts, and Grievances

In order to promote a healthy academic and work environment within the college, FBC has established a system of intervention to deal with complaints, conflicts and grievances. Generally speaking, a **complaint** is a problem or issue that affects the health, welfare, or academic environment of the members of the College community. A **conflict** is a problem or issue between individuals of the College community that needs to be resolved but is not of a serious nature. A **grievance** is a serious issue or allegation that exists with people or policies of the College community that may also require reporting to local police authorities.

Reporting a Complaint, Conflict or Grievance: To report a complaint, conflict or grievance, please contact the Registrar's office. A Complaint Form will be sent to the student by email or supplied in person to complete and return to the Registrar. The Registrar is the first point of contact and is the primary contact person for students during the resolution process.

- **Complaints**

A complaint usually pertains to an expressed dissatisfaction with a facility, environmental, or operational matter. Students, faculty, and staff are encouraged to seek redress of complaints so that the entire college can benefit from the potential improvements. Complaints of any nature should be reported using the Complaint Form and be submitted to the Academic Dean for resolution. The Academic Dean may delegate responsibility to resolve the issue with the President of the College or Director of Pastor and Community Relations. Intervention to resolve the problem will be made as quickly as possible but within 30 days of receipt of the complaint.

- **Conflicts**

If a person has a conflict with another member of the college community, he or she should first seek to redress the problem with the individual concerned. Members of the college community are encouraged to resolve their personal conflicts in a Biblical manner, as presented in Matthew 18: 15-17, by means of confession, repentance, forgiveness, and reconciliation. If the issue cannot be resolved, one or more of the Individuals should complete a Complaint Form and submit it to the Registrar. The Academic Dean will then attempt to mediate the situation. If mediation is unsuccessful and the problem is substantive, the individuals involved may seek resolution through the College's grievance procedures. The President will serve as the final authority in case of an appeal. Official action will be taken within thirty (30) days of the written notification of the conflict, although final resolution may take more than thirty (30) days to accomplish. The President will also determine if there is a legal requirement to report the incident to the local police.

- **Grievances**

Members of the college community who encounter a substantive dissatisfaction with a policy, procedure or person who is also a part of the College community may choose to file a grievance. Grievance issues are serious in nature and may include alleged unfair treatment or alleged discrimination. Persons who feel that they have a justifiable grievance should complete a Complaint Form and submit it within seven (7) days of the incident to the Registrar. Information regarding a grievance will be kept as confidential as possible. The President will serve as the final authority in case of an appeal. He will also determine if there is a legal requirement to report the grievance to the local police. If the problem concerns an incident of sexual harassment, the individual should complete a Sexual Harassment Incident Report Form and submit it to the Registrar.

Counseling Services

FBC does not have a professional counseling center that students, faculty or staff can access for their counseling needs. However, some of the College's Administrative staff and faculty are trained to provide **Pastoral counseling** services from a Christian perspective. Should the Pastor feel that more "clinical services" are needed, they will refer the student to a prospective counselor that may involve a fee.

Disability Services

FBC Students with Disabilities Policy is as follows:

Faith Bible College is committed to providing equality of opportunity to students with learning disabilities or other disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine student's needs and attempt to see that those needs are met to the best of our ability. The College, however, does not provide a comprehensive disability or learning disabilities program.

FBC expects students with disabilities to take an active role in communicating their needs to best describe their strengths and weaknesses. It is important that students inform the Academic Dean of their disabilities as soon as possible, preferably before the beginning or within the first two (2) weeks of the semester, so that the student can perform successfully in a particular course or program.

FBC will provide reasonable and appropriate accommodation. A reasonable accommodation is one that is consistent with the academic standards of the college and does not require substantial course of program alteration or result in the lowering of academic standards. Final authority for determining appropriate and effective accommodations rests with the college and is based on the nature of the course or program and the individual student's disability-related need.

FBC will also maintain confidentiality of records and communication. Due to the need for privacy of the student, FBC is not permitted to inform an instructor of any disabilities without the consent of the student.

FBC Discrimination, Harassment, and Retaliation Policy

Faith Bible College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The mission statement of Faith Bible College is “Grounded in the Word, Growing in Christ, Giving Back to the Church.” In order to fulfill that mission, we strive to provide a working and learning environment free from discrimination, harassment, or retaliation. FBC defines discrimination as the intentional unjust treatment of an individual or group. Thus, the College prohibits conduct, speech, or communication that discriminates against individuals or groups based on their race, ethnicity, sex, gender, age, or veteran status. Faith Bible College subscribes to the Christian belief that God has instituted marriage as a covenant relationship between one man and one woman. FBC shall recognize only such marriages for all policies and programs within the Faith Bible College community. Sexual Conduct: FBC fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God’s intended context for complete sexual expression to occur (Gen. 2:21-24). Husbands and wives are called to exclusive sexual fidelity to one another and single persons are called to abstinence. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standard. (Furthermore, the College upholds the traditional biblical definition of marriage and family in its policies and procedures for all members of the College community.) All Board members, faculty, staff, and students must affirm their personal faith in Jesus Christ in order to become a member of the Faith Bible College community.

This policy applies to FBC students, staff, and faculty on the College campus and at any College-sponsored event or activity, whether on or off campus, and is encouraged in every facet of life.

The College also prohibits retaliation directed at any individual who reports or files a claim of discrimination or harassment, or who participates in an investigation of a claim of discrimination or harassment. Any member of the College community who is found to have engaged in unlawful discrimination, harassment, or retaliation is subject to appropriate corrective or disciplinary action in accordance with applicable college policies and procedures.

Inclement Weather

The College may close offices and cancel classes in the event of an extreme weather emergency. If it becomes necessary to change or cancel class schedules, there are a number of ways to find out. If Tidewater Community College cancels evening classes due to weather, then FBC will close its offices as well and cancel classes. Channel 3 will carry FBC closing as well, and your Instructor may send you a text to let you know. Feel free to call the College office if in doubt, or you deem it too dangerous to travel from your home.

Information Technology

FBC capitalizes on available technology to increase the productivity of students, staff and faculty. The College uses Populi as its basic student information system service platform, and provides access to the system for each student, staff, and faculty member. Each student will also receive an invitation to join the Populi community. Faculty and staff members will receive information that includes how to set up a course gradebook, assignments and tests/quizzes from the database. College personnel and students can access their Populi account from anywhere they can access the Internet. The database system does not, however, provide general internet service or document creation and storage. Students may also use Galaxie and NetBible for research papers and assignments.

Although Faith Bible College does not currently offer a computer lab, WIFI Internet access is available in the College’s administrative offices and classrooms. A guest computer is also available for student use in the library.

Library

The Kennard S. Brackney Memorial Library contains the college's academic resources, a guest computer and a circulation desk. The Librarian provides instruction on information literacy, research methods and research resources, including books on shelves, periodicals online, audio-visual materials, and online exams. The Librarian provides each student with an FBC library card for checking out resources.

Managing the Student Online Account

Students are encouraged to use the Populi website to manage their online student accounts. Students who encounter difficulty in accessing their accounts should contact the Registrar for resolution. By using the Populi management system, students can register for classes, manage their financial accounts, search the library holdings, and communicate with instructors and other classmates on specially designated forums. Assignments, quizzes, tests and exams may also be submitted through the Populi program.

Special Events

Through our Student Life Director, FBC may plan several special events for the entire college community each year. These events may include a kick-off event at the start of the fall semester, dessert socials or a special conferences. All students are encouraged to join these events to develop relationships and be connected to the FBC community.

Spiritual Gifts

FBC recognizes the critical role of God's Holy Spirit in the process of salvation, sanctification, the development of Christian character, and the edification of the church. The College also understands the influence of spiritual gifts on Christian maturity and ministry and thus encourages students to discover and use their spiritual gifts for God's glory. However, due to the diversity of theological interpretation of glossolalia, students should refrain from the practice of speaking in tongues in the classroom, on the campus, and at college activities.

Standards of Conduct

As an institution of Christian higher education, Faith Bible College takes seriously its responsibility to exhibit integrity in all aspects of its administration and practice. This insistence upon honesty and truthfulness also extends to the institution's relationships with the members of the college community and the general public. Additionally, the students, staff, faculty and members of the Board of Directors of the college must also exhibit integrity in their personal and professional conduct.

Since Christians uphold the name of Christ, they represent Him daily as His ambassadors in the world. Thus, all FBC students, faculty, and administrators are to live according to the moral and ethical standards of the Scriptures as they grow in spiritual maturity and reflect the character of Christ in their lives. As such, they are to live holy and wholesome lives in and out of the classroom, and maintain an active fellowship with a local evangelical church.

The spirit of the FBC Standards of Conduct requires that members of the college community make careful decisions in all areas of life and conduct, especially in those cases where the Bible may not give explicit direction. Thus, students, faculty and administrators should be careful to uplift others in manner and speech, wear modest clothing, engage in wholesome entertainment and leisure activities, be industrious in academic and professional pursuits, be good stewards of their finances, and exhibit attitudes that are virtuous and encouraging. This type of Christian conduct will greatly nurture corporate as well as individual spiritual growth and civility within the college community.

Students, faculty, and administrators who violate the Standards of Conduct will meet with the President Academic Dean, and Instructor, if applicable. FBC believes in "restoration discipline" when it comes to infractions of conduct. Restoration discipline means that FBC will strive to enable the individual to be restored to their proper spiritual state according to God's Word. FBC wants each student to understand the Biblical application of their conduct and their testimony as the Scriptures show us.

Student Break Area

Following a Student Life survey, it was determined that students needed a “snack food and drink” area since most students were coming straight from their workplace to FBC. For a minimal cost, in order to resupply supplies as needed, students may purchase snacks and drinks during class break times. We ask that all students take precautionary steps to prevent spillage of these items. Cleaning wipes are available should there be accidents. The area in the college’s second floor main office library and hallway classroom currently serve as the snack supply areas.

Student Life Improvement Suggestions

Faith Bible College is committed to academic excellence and to providing the best possible educational experience for each student. Although the staff and faculty are determined to establish an environment that is conducive to learning, they know that improvements can always be made. Thus, students are encouraged to make suggestions that will enhance the college’s operations and their own personal enjoyment. Students can complete a Suggestion Form at any time and for any reason and submit it to the Student Life Director or Registrar for consideration or place it in the suggestion box located in the hallway classroom. They may also speak with our Student Life Director or Registrar directly or by email. After consultation with the Student Life Director, Academic Dean and Director of Pastor and Community Relations, Faith Bible College will take necessary action to respond to the suggestion(s) made and implement changes as necessary to improve student life experience.

Textbooks

As FBC does not operate a bookstore, students are responsible for procuring their own textbooks each semester. Required textbooks and other instructional materials are listed in the course syllabi that are posted in the course materials on Populi and are also available from the instructors. Students are encouraged to consult with the course instructor or the Librarian to see if they are aware of any discounts for textbooks that are available through online retailers and booksellers.

Academic Information

Academic Programs

Faith Bible College offers a Certificate in Biblical Studies, an Associate degree in Biblical Studies, and a Bachelor's degree in Biblical Studies and Ministry. Each degree program builds on the next. Hands-on ministry opportunities allow each student to put their skills to work as they learn more about God and His word and follow His direction in their lives.

Certificate in Biblical Studies Requirements	Cr Hrs
Unlocking the Bible	3
Old Testament History and Literature I: Genesis - Song of Solomon	3
Old Testament History and Literature II: Isaiah - Malachi	3
New Testament History and Literature I: Matthew - Acts	3
New Testament History and Literature II: Romans - Revelation	3
Hermeneutics	3
Doctrinal Survey I	3
Doctrinal Survey II	3
Spiritual Transformation I	3
Spiritual Transformation II (includes Field Education I)	3
Evangelism & Discipleship	3
Basic Apologetics	1
Total Certificate Program Credit Hours	34

Faith Bible College
*Grounded in the Word,
 Growing in Christ,
 Giving Back to the Church*

Associate Degree in Biblical Studies	Cr Hrs
All courses in the Certificate Program (34 Hours) as well as these 28 additional Hours:	
Advanced Bible Study Methods	3
Introduction to Missions	3
Biblical Communications	3
Field Education II & III	1
Human Growth & Development	3
Academic Research & Writing	3
Math or Science	3
Music	3
History	3
Electives	3
Total Associate Degree in Biblical Studies Credit Hours	62

Fields by color and by total credit hour per field:

Bible/Theology CBS 30 / ABS 33 / BBS 48
Ministry CBS 4 / ABS 11 / BBS 40
General Education CBS 0 / ABS 15 / BBS 30

Bachelor's Degree in Biblical Studies & Ministry	Cr Hrs
All courses in the Associate Degree Program (62 Hours) as well as these 59 additional Hours:	
Romans	3
Theology Electives	6
Bible Electives	6
Apologetics	3
Intro to Counseling	3
Leadership	3
Discipleship	3
Cross Cultural Ministry	3
Practical Missions	3
Field Education IV-VII	2
Ministry Electives	9
History	3
Science or Math	3
Marriage & Family	3
Language	3
Christian Philosophy	3
Total Bachelor's Degree in Biblical Studies & Ministry Credit Hours	121

Academic Advisor

Upon acceptance at FBC, each credit student is assigned an academic advisor from among the permanent teaching faculty of the college and the registrar. Students will meet with their advisor at the beginning of the semester following their initial enrollment and at other times during the year as they mutually agree. Academic advisors will provide guidance on course selection, academic counseling and support to the student during their time at FBC.

Academic Integrity

At FBC we believe that all we do is “as unto the Lord,” and we thus hold to a high standard of personal and academic honesty; we do not tolerate cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism. Plagiarism occurs when writers deliberately or unintentionally use another person’s language, ideas, or materials and present them as their own without properly acknowledging and citing the source. Students found guilty of any form of academic dishonesty face consequences ranging from interaction with the Academic Dean to possible expulsion from FBC.

Class Attendance

Attending class is an essential requirement for a student’s academic success. Simply getting notes from another student about the class instruction is an inadequate means of learning. Students who take a course for credit are required to have at least an eighty-five percent (85%) attendance record. Frequent tardiness or early departure from class may add up toward an unexcused absence.

FBC Policy on Class Attendance

In the non-traditional structure of Faith Bible College, classes normally meet once per week (this is considered a class period). All contact hours are met during this time (based on the Carnegie System). The typical class period is 2 hours and 45 minutes in length.

Tardiness is defined as being more than 20 minutes late to class. It is in the student’s best interest to attend class even if they might be late.

If a student knows that he/she will miss particular classes, they are required to inform their instructor so that arrangements can be made. It is the student’s responsibility to consult with the instructor regarding what (if any) work must be made up for any absences.

Note: Be aware that 3 absences from a credit class will constitute a failing grade for that course.

Field Education

The purpose of Field Education is to develop students in three areas aligned with the mission of Faith Bible College, to be Grounded in the Word, Growing in Christ and Giving Back to the Church. Faith Bible College views FE as an essential part of the maturing process.

Each student who is enrolled in the Certificate, Associate or Bachelor Degree program is required to complete Field Education with an approved ministry, church, or para-church organization. The Field Education requirements are as follows:

- Certificate program: FED I is included in the Spiritual Transformation II course
- Associate Degree program: FED II & III
- Bachelor’s Degree program: FED IV-VII

Each student will arrange their own FE experience. Students must have their Field Education program approved by the Field Education Director (FED) at the start of each semester in which FE is elected. It is recommended that students begin FE after one year in their course study to complete all required courses of FE in a timely manner. Faith Bible College has relationships with many local churches and para-church organizations, including a partnership with TEAM, a mission-sending organization. These ministries could offer a variety of ministry opportunities, as well as short-term mission trips, that a student may inquire about to fulfill FE requirements.

Grading System

FBC uses the following grading system. The points for a particular letter grade form a range that begins with the listed percentage. There is no rounding up in calculating GPA's.

Letter Grade	Percentage	GPA
A (outstanding)	95	4.00
A-	92	3.67
B+	89	3.33
B (above average)	86	3.00
B-	83	2.67
C+	80	2.33
C (average)	77	2.00
C-	74	1.67
D+	71	1.33
D (below average)	68	1.00
D-	65	0.67
F (failing)	0	0.00

CR Credit, applies to GPA

AU Audit, no credit

I Incomplete, no credit

VWD Volunteer withdraw drop, does not enter GPA

VWP Volunteer withdraw passing, does not enter GPA

VWF Volunteer withdraw failing, enters GPA

Graduation Requirements

After completing the required minimum course work of 34 hours for a Certificate in Biblical Studies, 62 hours for an Associate in Biblical Studies and 121 hours for a Bachelor's Degree in Biblical Studies and Ministry, the student may apply for graduation. Graduation ceremonies will take place once a year in May. If a student completes their credit work during the Fall semester, a diploma can be issued at that time. The student may also participate in the graduation ceremony the following Spring.

Students may graduate from their respective programs after meeting the following criteria:

- Satisfactory completion of all course work with a GPA of 2.0 or higher
- Satisfactory completion of all required Field Education courses and course work.
- Payment of all required tuition and fees
- Submission of a graduation application
- Payment of a graduation fee of \$50, regardless of actual participation in commencement
- Demonstration of commendable Christian character and conduct
- Completion of the exit version of the Bible Knowledge Exam (not graded)
- Completion of the Student Exit Survey
- Completion of an exit interview

Note: Graduation requirements are subject to change

Mentoring

One of the strongest aspects of an FBC education is the potential a student has to develop a close mentoring relationship with their instructors. Each instructor takes the role of mentoring students seriously and understands its importance in helping the student to succeed academically and to mature spiritually. In this regard the smaller size of most FBC classes provides a unique benefit to students.

MLA Formatting and Style

Students must adhere to the MLA (Modern Language Association) formatting and style for writing and research assignments. Failure to follow these guidelines will reduce the grade earned for class papers and other written assignments. Each new credit student, an audit student if desired, will enroll in the Research and Writing Seminar (one 3 hour class) at the beginning of each semester. This seminar will prepare and equip students to compose, research and complete required papers as well as introduce online research websites that will assist you in assignments.

Plagiarism Policy & Procedure

- First offense: The Instructor should consult first with the Academic Dean to determine the severity of the incident. The instructor then may fail the student for the assignment or require a rewrite of the same assignment or require another assignment. The student will be required to meet with the Dean.
- Second offense while at FBC: The student will be immediately dismissed from class and receive a failing grade for the course in which he/she used plagiarized material. The Academic will be notified of the offense and the student will be required to meet with the Dean.
- Third offense while at FBC: The student will be immediately dismissed from FBC by the Academic Dean and possible receive failing grades for all of the courses he/she has taken that semester.

Based on the severity of the offense of plagiarism as reflected by an attitude of apathy, disrespect, and/or unrepentance, the above procedure may be by-passed and immediate referral made to Academic Dean for dismissal.

Students have the right to appeal an accusation of plagiarism by a Faculty member to the Academic Dean and to Senior Administrative Committee (SAC). The decision of Senior Administrative Committee will be final.

Required Course Work

FBC requires each student to demonstrate both spoken and written proficiency in using the English language. This requirement can be fulfilled by taking the GEN201-3 course for credit at the college, or by passing the English and writing tests with a minimum grade of C. Students who choose to take these tests must complete them before the start of semester classes if they are pursuing a Certificate or Associates Degree.

For each classroom credit hour in a course, the student will be responsible for completing an average of 2 ½ hours of work outside the classroom. For example, if a student takes a three-credit course, then he can expect to complete an average of 128 student effort hours outside the classroom work each week. This work can include textbook assignments, reading requirements or researching and writing papers.

Semester System

FBC operates on a semester system that includes a Fall, Spring, and Summer semester. The Fall Semester has 15 weeks of instruction plus an exam week. It generally starts on the third Monday in August, includes a Fall break and a Thanksgiving break, and concludes before Christmas. The Spring Semester also has 15 weeks of instruction and an exam week. It generally begins on the second Monday in January and includes Spring and Easter break. The Summer Semester has 6-8 weeks of instruction. The college may also offer short intensive courses at other times during the academic year. “J-term” courses, for instance, are intensive one-week courses that FBC may offer the first week in January.

Student Academic Progress Policy

Should a student begin to fall behind in grades, the Instructor will notify the Academic Dean.

In order to improve productivity of classwork, the Student Learning Plan will be assigned to the student in order for the student and Advisor to find weaknesses in attendance, reading assignments and motivational skills. See Appendix A for a sample Student Learning Plan, pg. 24.

If a student has a cumulative GPA of 1.0 or below after 1 semester, the student will be placed on academic probation and given one semester to improve their GPA to a 2.0 or higher.

If a student remains at 1.0 GPA after 2 semesters, the student will be asked to discontinue attending classes for one semester. A student will be allowed reentry to FBC after one semester and a consultation with their Advisor and the Academic Dean.

Transcripts

Students may print an unofficial transcript at any time by accessing their Populi account. They must, however, request an official transcript from the Registrar's Office by submitting a *Transcript Request form*, either on-line or in person. The fee for an official transcript is \$5 each with a two-week turn-around. Additional charges will apply for expedited requests.

Transfer of Credits

Upon request to the Registrar, students may be able to transfer credit for courses that they have taken at other post-secondary institutions. The Academic Dean will determine if these courses are equivalent to those offered by FBC. At a minimum, students must have earned a grade of C in courses taken at an accredited college, and at least a B in courses taken at an unaccredited institution. Credit may also be given for "life experiences and education" when the courses meet required academic standards.

At least half of the total credit hours in Biblical and theological studies are required for either the Certificate or Associate Degree in Biblical Studies. All required Field Education requirements must be completed at FBC under the direction of Field Education Director.

Appendix A:

Student Learning Plan

Student Name: _____

of Semesters at FBC: _____

Status: _____ **Academic Warning** _____ **Academic Probation**

Credits Attempted This Semester: _____

SLP Goals

1. What are your goals this year academically?

2. What are three things you do that can get in your way of achieving these goals?

a. _____

b. _____

c. _____

3. What are two things you can do to help yourself to achieve your goals?

a. _____

b. _____

Required Actions:

Attend Classes & Track Absences

Meet with Academic Advisor

Record Grades

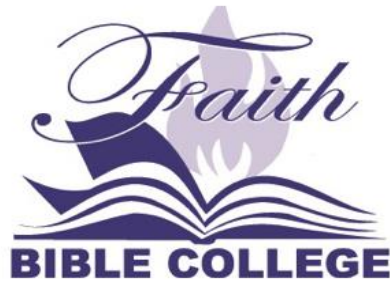
Compliance Tracker

2 Weeks	4 Weeks	6 Weeks	8 Weeks	10 Weeks	12 Weeks	14 Weeks

Attendance Tracking	Classes (# of Absences)
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	

Attendance Tracking	Classes (# of Absences)
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	

Academic Tracking						
Course						
Grades-end of Week 4						
Grades-end of Week 8						
Grades-end of week 12						



Faith Bible College is a 501(c) (3) non-profit, post-secondary institution.
All donations are tax deductible by law.

Contact Us

6330 Newtown Road, Suite 211
Norfolk, VA 23502
Phone: (757) 423-2095

For more information, visit our website:
www.faithbiblecollege.com



The Association for
Biblical Higher Education

Faith Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the bachelor's level.

Faith Bible College is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.