



BOSTON BAPTIST COLLEGE

Academic Catalog

950 Metropolitan Avenue
Boston, Massachusetts 02136
www.boston.edu

2023-2024

Prior to May 2002, this institution was known as Baptist Bible College East.

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SECTION 1

Academic Calendar

2023 - 2024 ACADEMIC CALENDAR

Dates are subject to change.

FALL SEMESTER	2023
Returning Student Move-In/Registration	To Be Announced ...
New & Transfer Student Move-In/ Registration/Orientation	To Be Announced ...
Labor Day (No Classes)	Sep 4
Fall Blitz	Sep 5 - 15
<i>Fall Blitz Add/Drop Dates</i>	
Last Day to Add	Sep 5 (Day 1 of Blitz)
Last Day to Drop (Without Paying for Course)	Sep 6 (Day 2 of Blitz)
Last Day to Drop (Withdrawal)	Sep 8 (Day 4 of Blitz)
First Day of Regular Classes	Sep 18
<i>Regular Fall Add/Drop Dates</i>	
Last Day to Add	Oct 2
Last Day to Drop (Without Paying for Course)	Oct 2
Last Day to Drop (Withdrawal)	Nov 13
Thanksgiving Break (No Classes)	Nov 20 - 24
Last Day of Classes/Exams	Dec 15
Dorms Close	Dec 16 (3 PM)
December 2023 Graduation Date	Dec 21
SPRING SEMESTER	2024
Dorms Open	To Be Announced
Spring Registration	To Be Announced
Spring Blitz	Jan 29 - Feb 9
<i>Spring Blitz Add/Drop Dates</i>	
Last Day to Add	Jan 29 (Day 1 of Blitz)
Last Day to Drop (Without Paying for Course)	Jan 30 (Day 2 of Blitz)
Last Day to Drop (Withdrawal)	Feb 1 (Day 4 of Blitz)
First Day of Regular Classes	Feb 12
President's Day (No Classes)	Feb 19
<i>Regular Spring Add/Drop Dates</i>	
Last Day to Add	Feb 26
Last Day to Drop (Without Paying for Course)	Feb 26
Last Day to Drop (Withdrawal)	April 8
Senior Presentation Night	March 12
Study Trip / Spring Break (Subject to Change)	Mar 14 - 25
Last Day of Regular Classes	May 17
Final Exams*	May 20-21
2024 Commencement**	May 22
Dorms Close	May 23
Summer Session	May 28-June 7

* Attendance at published final exam times is mandatory.

** Attendance at class day graduation is mandatory.

SECTION 2

General Information

2.1 — Heritage

In a quiet residential neighborhood, just seven miles from the heart of downtown Boston, Boston Baptist College flourishes as a distinctively biblical educational institution in the context of America's greatest university city. The five-acre campus is just minutes away from world-renowned educational and cultural facilities, and yet is a quiet and attractive contrast to the rush of city life. The diverse natural beauty of New England's rocky Atlantic coastline, as well as the picturesque mountains just a short drive away, presents an unparalleled location for ministry preparation.

Boston Baptist College has, for more than three decades, been equipping men and women for church ministry both in the United States and abroad. Under the leadership of Dr. A.V. Henderson, who served as the first President, and Dr. John Rawlings, then President of the Baptist Bible Fellowship International, Baptist Bible Institute East was established in Shrub Oak, New York, in 1976. Out of a deep concern for the population centers along America's northeastern seaboard, churches and church leaders from across the country joined together to raise up a college that would emphasize the historic fundamentals of the Christian faith. Coupled with that doctrinal commitment was a resolute mindset to build a college that would recognize the Biblically ordained role of the Scriptural church in God's redemptive plan. Soul-winning and Baptist church planting were at the very core of the founders' design. Within a year of its inception, the school was designated as an approved training facility by the Baptist Bible Fellowship International.

In the summer of 1981, all operations were moved to the present campus in Boston and the school name was changed to Baptist Bible College East. At that point, the college was incorporated as a branch campus of Baptist Bible College, Springfield, Missouri, and continued under Dr. Henderson's leadership, with Dr. W.E. Dowell functioning as the chancellor of both campuses. A year later, Dr. Henderson assumed the presidency of the combined institution until 1986, when Dr. Harry Boyle of Portland, Maine, was chosen to be the second president of Baptist Bible College East. A new phase of operations began in 1993, when the college was chartered separately within the Commonwealth of Massachusetts, and thus was no longer a branch campus of the Missouri school. The college was legally authorized by the Commonwealth of Massachusetts to offer the Associate in Science Degree in Biblical Studies in 1993. In 1995, Baptist Bible College East received accredited status with TRACS (Transnational Association of Christian Colleges and Schools). Then, in March, 2001, the Board of Higher Education approved authority to award the Bachelor of Biblical Studies Degree. The next year, the college legally changed its name to Boston Baptist College to reflect its strategic location in the world's greatest university region while retaining the college's historic mission to educate church leaders for a new millennium.

2.2 — Philosophy

Boston Baptist College holds the view of life and living taught in the infallible Word of God. The Christian education that is offered at our institution is, therefore, Bible based, Christ centered, and local church oriented. Our educational philosophy is to provide higher education consistent with Biblical truth, with emphasis on high academic standards. The professional and general education programs are thus studied and understood in the light of our Biblical worldview, with the truth of God's Word as the integrating core of all human knowledge.

2.3 — Affiliation

Boston Baptist College is affiliated with the Baptist Bible Fellowship International. Boston Baptist College meets the educational preparation requirements for Baptist Bible Fellowship International missionary candidates. Boston Baptist College is also an institutional member of the American Council on Education.

2.4 — Accreditation

Boston Baptist College (BBC) is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on November 8, 2011. This status is in force through June 30, 2022. TRACS is an institutional accreditor recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

TRACS
15935 Forest Road
Forest, VA 24551
434-525-9539

Boston Baptist College is approved by the Board of Higher Education of the Commonwealth of Massachusetts (www.mass.edu).

2.5 — Approvals

Boston Baptist College is approved by the United States Immigration and Naturalization Service for the enrollment of foreign students. Boston Baptist College is also approved to offer educational benefits to eligible veterans and their dependents as specified in the GI Bill® - Title 38 U.S.C. 3675.

2.6 — Mission Statement

The mission of Boston Baptist College is to educate men and women in the academic capacities necessary to serve in the ministries of Baptist churches around the world.

2.7— Institution’s Objectives

1. By offering a variety of social and spiritual campus opportunities, the institution will introduce students to a dynamic faith community.
2. Through a rigorous curriculum, the institution will foster the pursuit of knowledge and scholarship that meets the evolving needs of the students based on the timeless truths of the Christian Scriptures.
3. Through campus events and co-curricular experiences, the institution will create opportunities for student engagement and service in the ongoing legacy of our Baptist faith.

2.8— Programmatic Objectives for Bachelor’s of Biblical Studies

1. Through research, discussions, and class assignments, students will extend their knowledge in the liberal arts by completing general education introductory courses.
2. By surveying the Bible and administering pre and post assessments in the areas of basic Bible doctrine, Christology, and Ecclesiology, students will formulate a general knowledge of the Scriptures and its central themes.
3. In the context of supervised course assignments, students will apply hermeneutical skills to texts of Scriptures in order to develop written Biblical expositions on those texts.
4. Through research papers, projects, and/or presentations, students will demonstrate their exposure to scholarly information, as well as, their ability to analyze topics of Biblical Studies.
5. Through research papers, projects and/or presentations, students will demonstrate practical skills necessary for leading or serving in their local church or in other avenues of ministry.

2.9— Programmatic Objectives for Associates of Science in Biblical Studies

1. Students will be able to apply skills learned in introductory general education courses to effectively communicate both through written and oral expression.
2. Students will be able to demonstrate the foundations of Christology as the core of Bible knowledge.
3. Students will complete the required courses in order to be equipped to transfer to a program at the baccalaureate level.

2.10— Statement of Faith

Of the Scriptures

We believe that the Holy Bible was written by men supernaturally inspired; that it has truth without any admixture of error for its matter; and therefore is, and shall remain to the end of the age, the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

- By "The Holy Bible" we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written, does not only contain and convey the Word of God but IS the very Word of God.
- By "Inspiration" we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

Of the True God

We believe that there is one, and only one, living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

Of the Person of Christ

The Lord Jesus Christ is the eternal Son of God, equal with God the Father and God the Spirit and of the same nature. In His incarnation He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of the Father, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of all mankind from sin. He was literally and physically raised from the dead with a glorified body and appeared to His disciples as the Person who was with them before His crucifixion. He ascended into heaven and is exalted at the right hand of God the Father where He is our Advocate and High Priest, the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world which He created, consummate His mission, and assume His rightful throne. He now dwells in all believers as the living and ever present Lord.

2.10 — Statement of Faith (cont.)

Of the Holy Spirit

We believe that the Holy Spirit is a divine Person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil One until God's purpose is fulfilled; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the Agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer. Boston Baptist College teaches and practices the ministry of the Holy Spirit from a textual and historical position rather than that which is espoused by the modern Charismatic interpretation.

Of the Devil or Satan

We believe that Satan was once holy and enjoyed heavenly honors; but, through pride and ambition to be as the Almighty, fell and drew after him a host of angels; and that he is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religion, the chief power behind the present apostasy, the lord of the antichrist, and the author of all powers of darkness - destined, however, to final defeat at the hands of God's own Son, and the judgment of an eternal justice in hell, a place prepared for him and his angels.

Of the Creation

We believe in the Genesis account of creation; that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or developments through interminable periods of time from lower to higher forms; that all animals and vegetable life were made directly; and that God's established law was that they should bring forth only "after their kind."

- Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- The full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge and the origin of nations and languages at the tower of Babel.
- Since God created mankind into genders distinctly male and female we believe that the only legitimate marriage is that between a man and a woman. God has commanded that no intimate sexual activity be engaged in outside of marriage. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance.

2.10 — Statement of Faith (cont.)

Of the Fall of Man

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state. In consequence of which, all men are now sinners, not by constraint, but by choice, and therefore under just condemnation without defense or excuse.

Of the Virgin Birth

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can ever be born of a woman, and He is both the Son of God, and God the Son.

Of the Atonement for Sin

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord, bearing our sins in His own body on the tree; and that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, compassionate, and an all-sufficient Savior.

Of the Grace in the New Creation

We believe that in order to be saved, sinners must be born again, that the new birth is a new creation in Jesus Christ; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life.

Of Freeness of Salvation

We believe in God's electing grace; that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel; a rejection, which involves him in an aggravated condemnation. We believe the Savior, by His atoning work and through His Gospel, gave hope to every member of the human family.

2.10 — Statement of Faith (cont.)

Of Justification

We believe that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; that it is bestowed not in consideration of any works of righteousness which we have done; but solely through faith in the Redeemer's blood. His righteousness is imputed unto us.

Of Repentance and Faith

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God. Thereby, being deeply convicted of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy, at the same time heartily receiving the Lord Jesus Christ and openly confessing Him as our only and all-sufficient Savior.

Of the Church

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders, whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of the order. We hold that the local church has the absolute right of self-government, free from interference of any hierarchy of individuals or organizations; that the one and only Superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, policy, government, discipline, or benevolence, the will of the local church is final.

Of Baptism and the Lord's Supper

We believe that Christian baptism is the immersion in water of a believer, in the name of the Father, of the Son, and of the Holy Ghost, with authority of the local church, to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life, that it is prerequisite to the privileges of a church relation and the Lord's Supper; in which the members of the church by the sacred use of bread and wine are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

Of Genuine Saving Faith and Eternal Security

We believe that such only are real believers as have placed saving faith in Christ; that a special Providence watches over their welfare; that they are kept by the power of God through faith unto eternal salvation; and that the grand mark which distinguishes them from superficial professors is spiritual fruit produced as they abide in Christ.

2.10 — Statement of Faith (cont.)

Of the Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of God, are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked and under the curse, and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

Of Civil Government

We believe that civil government is of divine appointment for the interest and good order of human society; that magistrates are to be prayed for and conscientiously honored and obeyed except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience and the coming Prince of the kings of the earth.

Of the Resurrection and Return of Christ and Related Events

We commit ourselves to the historical grammatical interpretation of the Scriptures that verify the literal, bodily resurrection of Jesus Christ from the grave. We also affirm that He ascended "to the right hand of the throne of God;" that He alone is our "merciful and faithful high priest in things pertaining to God." (Luke 24:36-42; John 20:24-29). We believe that the Bible is clear that the next event on the prophetic timetable is the Rapture of the saved (1 Thessalonians 4:13-18). This is the "Blessed Hope". We believe the Lord's coming to be imminent. (1 Corinthians 15:51-58; John 14:1-4; Titus 2:11-14). We believe in a pre-tribulation Rapture of believers, and a premillennial return of Christ to the earth to establish His Kingdom.

Of Missions

We believe that the command to give the Gospel to the world is clear and unmistakable, and this commission was given to the churches.

Of the Grace of Giving

We believe that God's method of financing His earthly work of spreading the Gospel to all nations is the tithes and offerings of His people; that it is to be given to the Lord through the care of the churches; and the support of the ministry is by His local church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that the time to tithe is the first day of the week; that everyone is accountable to the Lord for one-tenth of the income; and that tithing was instituted long before the Law was ever given and was practiced by the early church.

SECTION 3

Admissions

3.1 — Requirements and Application Procedures

Boston Baptist College is an educational institution designed to equip men and women for distinguished Christian service. All candidates for admission to the college should manifest genuine personal faith in Christ and a sincere desire to serve in Baptist churches. The college does not discriminate on the basis of age, gender, race, or national origin in the administration of its policies. Rather, there is a desire to nurture an atmosphere of cooperation and dedication among all members of the college community. This demands that all members of the college family, including new enrollees, exemplify a congenial spirit and a resolute willingness to support the institutional policies and standards.

Academic eligibility for admission requires that a student must be a high school graduate or equivalent program, be a committed Christian who seeks education in accord with the college doctrinal statement and principles of conduct, and who submits the following documentation to the Admissions Office:

- A properly completed application for admission filed with the Office of Admissions accompanied by the \$50 application fee;
- A favorable recommendation from a senior pastor in harmony with the mission, doctrine, practice and administration of Boston Baptist College, attesting to the applicant's spiritual maturity and sincere intention to serve Christ. The recommending pastor or missionary must be in agreement with the college's Doctrinal Statement;
- Official transcripts verifying the applicant's completion of a high school curriculum as well as any previous college performance. If the applicant has not graduated from high school or equivalent program, official documentation of satisfactory G.E.D. completion is required;
- An official college medical form, signed by a certified physician, verifying the physician's professional judgment that the applicant has received all necessary immunizations and has the physical capacity to participate in college life;
- A copy of the student's ACT or SAT scores. While these scores are not the basis for admission, they may be used to assess academic standing, particularly in general education disciplines. Arrangements can be made to take an examination at Boston Baptist College. Applicants who have graduated or completed GED requirements three or more years before enrollment at Boston Baptist College are not required to submit test scores.;
- Official documentation of scores for all advanced placement courses for which the applicant is seeking college credit.
- A completed Free Application for Federal Student Aid (FAFSA) if a student is utilizing financial aid;
- Once a letter of acceptance is received, a non-refundable \$500 confirmation fee is required. This is not an additional fee, but is applied toward tuition for the first semester enrolled.

*Boston Baptist College maintains the right to require other documentation as circumstances warrant. Any student who is allowed to enroll with admissions documents outstanding is admitted on a non-matriculated basis under the stipulation that all required documents must be filed with the Office of Admissions within thirty days. Failure to comply will be sufficient grounds for termination of enrollment.

3.2 — ACT and SAT

The ACT or SAT is required of all true freshmen who seek enrollment. While test scores are not the basis for admissions, they are used as an important means of determining student proficiency in general education disciplines. In particular, ACT English scores are evaluated to establish the Language Arts proficiency of new entrants to Boston Baptist College. Applicants are strongly encouraged to take the ACT or SAT well before proposed enrollment. However, arrangements can often be made to take the ACT on campus prior to enrollment. If a student submits SAT scores, Critical Reading and Math scores will be used for general education proficiency analysis. Applicants who have graduated or completed GED requirements three or more years before enrollment at Boston Baptist College are not required to submit test scores.

3.3 — Home-Schooled Applicants

As a basis for admissions, Boston Baptist College requires that all applicants to diploma and degree programs provide proof of satisfactory completion of high school curriculum or equivalence. High school graduation, successful GED completion, or other nationally recognized evaluations are viewed as authenticating bases for pre-collegiate education. Home-schooled students are strongly encouraged to provide standardized evidence of curriculum completion. This may include, but is not necessarily limited to, descriptions of home-school curriculum, grade reports, reading lists, special projects, and student writing samples. All specific inquiries should be directed to the Office of Admissions.

3.4 — International Students

Boston Baptist College is authorized under federal law to enroll non-immigrant students into appropriate academic programs. For applicants whose native language is not English, it is recommended that they take the Test of English as a Foreign Language (TOEFL) to verify English proficiency. The Immigration and Naturalization Service of the United States Government requires that all non-American students complete Form I-20 to verify the student's financial support. All international students are required to maintain a current U.S. visa and to maintain full-time student status - that is, a minimum of twelve credit hours per semester. An international student form must accompany the application to Boston Baptist College. All international students must show evidence of one full year's college expenses before enrolling.

3.5 — Ability to Benefit Statement

Students whose national test scores are below minimum standards may be granted provisional admission status. This status is limited to students whose applications are compatible with admissions requirements in every respect except concerning national test scores. In order to increase the likelihood of their academic success at Boston Baptist College, students admitted on a provisional basis are admitted under the following terms:

- The student will be limited to no more than 12 credit hours of lower level studies per semester (for as long as they remain at provisional status);
- The student will be required to pass courses under the Program for Academic Success (PAS) in Math, English, or both, depending on standardized test scores. After one semester failure in either PAS English or Math, or both, a student may petition the Academic Committee for one additional chance to pass the course(s);
- Student must show satisfactory academic performance (1.25 GPA) with at least 12 credit hours (including any PAS courses) in order to be granted full admission to the desired program;
- Failure to meet Provisional Standards will result in termination of admission status. Re-enrollment, as a Non-matriculated student, may be requested by petition to the Academic Committee.

3.6 — Pastoral Recommendation

Because of the unique purpose of Boston Baptist College, a favorable recommendation from a senior pastor may be the single most important admissions issue in the eyes of the institution. Applicants should show both intent and aptitude for Christian service, along with a spirit appropriate to the unity and character of the college family. Recommendations become the sole property of Boston Baptist College upon receipt and are not subject to student review unless student specifically reserves that right. Because of the Biblical emphasis and high regard for public speakers and preachers, Boston Baptist College requires that all applicants for programs that include instruction for preaching be specifically recommended by their pastors for such instruction.

3.7 — Readmission of Students

Students who have previously attended Boston Baptist College and wish to re-enter after an absence of two or more semesters must update their application information and submit a new pastor's recommendation prior to official readmission. The Admissions Committee will review all such requests. A student whose absence has been related to any academic or behavioral sanction may be required to demonstrate that problematic issues have been resolved and such students may be placed under probationary restrictions during the initial semester of readmitted residency. No student will be readmitted who has outstanding financial obligations to Boston Baptist College.

3.8 — Auxiliary Students and Auditors

Non-degree seeking students who seek educational enrichment at Boston Baptist College may apply for Auxiliary Student Status by submitting an application for admission, a senior pastor's recommendation, and the \$50 application fee. Auxiliary students must have completed high school or equivalent (GED) and are permitted to take 6 credit hours per semester. Applicants who wish to audit courses must follow the same application guidelines as Auxiliary Student applicants, but, upon admission, are not required to complete course academic requirements and so do not receive academic credit. In all cases, appropriate fees must be satisfied with the Business Office.

3.9 — Dual-Enrollment Students

High school sophomores, juniors or seniors may supplement their high school program by taking 100 or 200 level courses that double as both college and high school credits simultaneously. In addition, the student must submit a completed application, a senior pastor's recommendation, a high school grade report from the previous school year, the \$50 application fee, and a completed dual enrollment authorization form. Dual-enrollment students are permitted 9 credit hours per semester, and must maintain a 2.0 or higher GPA to remain in the Dual-Enrollment program.

3.10 — Transfer Students

Students who seek to transfer to Boston Baptist College from another accredited college or university must meet all established admissions policies and submit all required documentation. Once the Office of Admissions has received an application and application fee, the Director of Enrollment Services will review all potential transfer credit. No course will be considered for transfer of credit in which a grade of lower than "C" was originally earned. Applicants who are approved for admission will be given a written review of transfer credits and an explanation of how those credits relate to the appropriate academic program at Boston Baptist College. Transfer credits do not affect a student's cumulative grade point average in residence, nor do they in any way affect the established residency requirements for graduation. No more than half of the unit requirements for the Biblical Studies major, will be accepted for transfer credit. The total credits transferred must not exceed 75% of the degree program attempted. English transfers require the submission of a writing sample in MLA format in order to substitute for required courses. Applicants who have graduated or completed GED requirements three or more years before enrollment at Boston Baptist College are not required to submit test scores.

3.11 — Student Achievement

Student Achievement information including retention rates, course completion rates, graduation rates and job placement rates, or any state or licensing examinations (if applicable) are made available to the public.

3.12 — Discrimination

Boston Baptist College does not discriminate on the basis of age, gender, race, color, national origin, or disability in the administration of its policies.

SECTION 4

Fees

4.1 — Schedule of Fees

TUITION (2023-2024)

All majors (12-16 hours)	\$6,552 per semester♦
Part time (1-11 hours)	\$546 per hour♦♦
Audit (No Credit)	\$296 per course

BAPTIST LEADERS SCHOLARSHIP

♦ Full time students joining a local partner church are typically eligible for the Baptist Leaders Scholarship in the amount of \$1000 (per semester) to be applied toward tuition.

♦♦ Part time students joining a local partner church are typically eligible for the Baptist Leaders Scholarship in the amount of \$83 per credit hour to be applied toward tuition.

ROOM AND BOARD

Quad (Rawlings)	\$2,175 per semester
Triple (Rawlings/Boyle)	\$2,320 per semester
Double (Rawlings/Boyle)	\$2,500 per semester
Single	\$3,480 per semester
Confirmation Deposit (non-refundable)	\$500 per year*
Full Board (17 meals/week)	\$1,400 per semester
Half Board (11 meals/week)	\$800 per semester
Dorm Security Deposit	\$200 per year
Overnight guests (including meals)	\$40 per night

FEES

Application Fee	\$50 per application
Student Practicum Fee	\$100 per year
Change of Schedule Fee	\$25 per change
Registration Fee	\$100 per semester
Late Registration Fee	\$225 per semester***
Matriculation Fee	
Full Time Students	\$500 per semester
Part Time Students on Campus	\$500 per semester
Part Time Student off Campus	\$50 per credit hour
Graduation Fee	\$150 spring semester
Change of Program/Minor	\$225 per change
Re-Entry Fee	\$ 50
Private Music Lessons	\$840 per semester
***Students registering late may forfeit scholarship money	

\$2000.00 MINIMUM SEMESTER DOWN PAYMENT DUE AT REGISTRATION

All full time, on-campus students should be prepared to make a minimum semester down payment of \$2,000 at Registration.

The down payment for part time and off-campus students will be prorated based on their number of academic hours and/or living arrangement.

****Applied to account for upcoming academic year***

INSURANCE

All students attending classes on campus are required to have a health insurance plan with appropriate coverage.

The fees listed represent the estimated costs.

All fees are subject to change.

3% Credit Card user fee (per transaction).

MINIMUM SEMESTER DOWN PAYMENT - DUE AT REGISTRATION \$2000

1. Upon enrollment, each student becomes eligible to receive the Baptist Leaders Scholarship if they join and attend a local partner church. The scholarship amount is \$1,000 per semester, to be applied toward tuition.
2. Upon enrollment, each student becomes eligible to receive the Baptist Leaders Scholarship if they join and attend a local partner church. The scholarship amount is \$83 per credit hour.
3. This is applied to the student's account for the upcoming academic year.
4. Confirmation Deposit will apply toward this amount.
5. This is not required if the Confirmation Deposit, financial aid and academic advisement are completed by the posted deadline.
6. Students registering late forfeit scholarships.

4.2 — Explanation of Fees and Financial Policies

Accident Insurance

Boston Baptist College's insurance company requires that all students purchase the accident insurance.

ACT Testing Fee

This fee must be collected prior to taking the exam on campus.

Application Fee

An application will be processed only when it is accompanied by fee payment.

Audit Fee

An audit fee is charged when a student wishes to take a class for NO CREDIT. Students desiring to audit classes must also submit a regular application for enrollment with application fee and must have a favorable pastoral recommendation.

Change of Schedule Fee

A change of schedule fee is charged whenever a student wishes to change his/her schedule after the two week drop/add period at the beginning of each semester.

Change of Program/Minor Fee

Students who change their program (i.e. Bachelor of Biblical Studies changed to Associate) will be assessed a fee. Students changing their minors will also be charged the fee. Students moving from a lower to a higher program will have this fee waived (i.e. Associate to Bachelor of Biblical Studies).

Educational Ministries Practicum Fee

This fee is charged to educational ministries students when they register for a practicum.

Graduation Fee

This non-refundable fee is due in full prior to graduation, whether the candidate receives the diploma in person or in absentia.

Health Insurance

The Commonwealth of Massachusetts requires colleges to make health insurance available to their students. The law requires that students must purchase the insurance provided by the college or prove that they are covered by another policy that provides for the minimum benefits required by the law. This policy meets those requirements for uninsured students and may be recommended as a supplement for some with existing policies.

Late Registration Fee

This fee is charged to any student who enrolls after the designated time of registration. Late registrants forfeit scholarship money for the semester in which the late registration occurs.

4.2 — Explanation of Fees and Financial Policies **(cont.)**

Minimum Semester Down Payment

Students will be required to pay a down payment at registration.

Refund Policy

In harmony with practices of other institutions of higher learning, Boston Baptist College administers refund policies based on the principle that a student leaving college after a term has begun creates a vacancy that cannot be filled until the next term begins. Full refunds cannot be made because the student who leaves represents an allocation of funds, space, staff, and expendable supplies which cannot be recovered.

Refund on the tuition for the fall and spring semesters are calculated according to the following schedule: Withdrawal from college by:

5th day of the semester – 80%
9th day of the semester – 70%
13th day of the semester – 60%
17th day of the semester – 50%
After the 17th day – NO REFUND

The same schedule will apply for all students whether their status is full time or part time. Board charges are refunded on a prorated basis, calculated according to the number of days the student has been on campus during the semester.

Room fees are non-refundable.

Students who officially reduce their course load during the first two weeks of the semester may receive a tuition credit to reflect any change in tuition obligation from the new course load. NO REFUND in tuition will be considered after the 17th day of any semester. Fees are non-refundable.

SECTION 5

Financial Aid

5.1 — Awarding Policy

Boston Baptist College awards all federal and state assistance based on financial need as demonstrated by the analysis of students, and if applicable, the family's financial resources indicated on the Free Application for Federal Student Aid (FAFSA) and required supporting documentation. These funds are known as need-based financial aid. A need-based aid philosophy assumes the student is primarily responsible for the cost of an education to the extent of your ability, and financial aid is used to supplement your efforts. The College uses Federal Methodology, (FM) which is the formula used by the federal government to determine your Expected Family Contribution (EFC). Federal Methodology evaluates your income and assets, provides non-discretionary allowances against both resources and determines how much you can contribute. The EFC is then subtracted from your cost of attendance to calculate your financial need. Your financial need is used to determine the amount and type of aid-such as loans or grants - that you are eligible to receive, dependent on funding levels and the terms and specific eligibility requirements of each fund.

To receive need-based federal or state financial aid, you must meet certain requirements:

- Be a U.S. citizen or eligible noncitizen.
- Have a valid Social Security Number (unless you are from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
- Be registered with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information).
- Have a high school diploma or a General Education Development (GED) Certificate or pass an exam approved by the U.S. Department of Education.
- Be enrolled or accepted for enrollment as a regular student working toward a degree in an eligible program at a school that participates in the federal student aid programs.
- Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).
- Not owe a refund on a federal grant or be in default on a federal student loan.
- Demonstrate financial need (except for Federal Direct Unsubsidized Stafford Loans).

The Financial Aid Office is committed to providing you with tools to assist in the education financing process. We invite you to contact us if you have any questions about the options available to you.

5.2 — Verification Policy

The US Department of Education and Boston Baptist College through our third service provider, Campus Ivy, select particular applications for verification. The verification process requires Boston Baptist College to confirm certain information that you listed on your FAFSA. This process is conducted by reviewing copies of a student's and family's (when applicable) most recent year's federal income tax returns, including all schedules and W2 forms. We also require you to complete a Verification Form. Additional documentation may also be required.

5.3 — Federal Grants and Loans

Federal Pell Grant

A federally funded program that uses a standard formula, established by Congress, to evaluate the information you report on your FAFSA, to determine your Pell Grant eligibility. These funds are awarded to undergraduate students with exceptional financial need who are pursuing their first bachelor's degree. Pell Grant funding is set by the federal government each year. Current awards are estimated to range from a minimum of \$639 to a maximum of \$6,345 for the academic year 2021-2022 and are also based on enrollment status. Students are required to complete a FAFSA annually for consideration. Award amounts are ESTIMATED until final payment schedules are approved by the federal government.

Federal Supplemental Educational Opportunity Grants (FSEOG)

A federally funded program for students, enrolled at least half time, with calculated exceptional need and subject to the availability of funds. Priority is given to students who receive Federal Pell Grants. Award amounts depend on a student's need and the level of funding received by the College. Grants range from a minimum of \$100 to a maximum of \$4,000. Students are required to complete a FAFSA annually for consideration.

Federal Direct Loan Program

These loans are administered by the U.S. Department of Education and they are federally funded. These loans, known typically as Stafford Loans (for students) and PLUS Loans (for parents of dependent undergraduate students or graduate students) require repayment of the full amount of the loan. You can decline a Federal Direct Stafford Loan offered on your award letter without impacting any other forms of aid offered to you by either completing and signing the reverse side of the award letter indicating your intention to decline the offered loan or by sending a signed, written request by mail, fax or email to the Financial Aid Office. Each Federal Direct Stafford borrower is entitled to a six-month grace period which begins the day you graduate, withdraw** or become enrolled less than half-time. While the borrower is in a grace period, no payment is made.

***Note: Official withdrawal is made with the Registrar's Office. Additionally, you should visit the Financial Aid Office to discuss your status change and how it impacts your student loans.*

5.3 — Federal Grants and Loans (cont.)

Federal Direct Subsidized Stafford Loans

A federally funded and administered loan awarded by the institution to students who demonstrate need, meet eligibility requirements and are enrolled at least half time in a degree program. A Free Application for Student Aid (FAFSA) must be filed with the school. This loan is a federally subsidized loan which means there are no interest charges while the student is enrolled. First-time borrowers at the College must complete an Entrance Counseling and sign a Master Promissory Note (MPN) before funds can be disbursed. Loan funds come directly from the federal government and are paid by crediting the student's tuition account. For first-time enrolled students, the amount of the loan awarded will be credited to the student's tuition account approximately 30 days after the start of the semester. For all other students, loan funds will be credited to the tuition account no earlier than ten days prior to the start of the semester.

Award amounts (per Academic year):

- Freshman (0-30 credits) up to \$3,500
- Sophomore (31-62 credits) up to \$4,500
- Junior & Senior (63-128 credits) up to \$5,500

Terms:

- Fixed interest rate of 2.75%
- Interest and principle are subsidized by the government until the student ceases to be enrolled at least half-time
- Repayment begins 6 months after the student graduates, withdraws or stops attending school at least half-time
- Up to a 10 year repayment period-\$50 minimum monthly payment
- A 1% fee may be deducted from loan proceeds prior to disbursement

5.3 — Federal Grants and Loans (cont.)

Federal Direct Unsubsidized Stafford Loans

A federal funded loan, not need-based, available to eligible student borrowers, enrolled at least half time. A Free Application for Federal Student Aid (FAFSA) must be filed with the school the student plans to attend. First-time borrowers at the College must complete an Entrance Counseling and sign a Master Promissory Note (MPN) before funds can be disbursed. For newly enrolled students, the amount of the loan awarded will be credited to the student's tuition account approximately thirty days after the start of the semester. For all other students, loan funds will be credited to the tuition account no earlier than ten days prior to the start of the semester

Award amounts (per Academic year):

Class Level	Dependent Student	Independent Student (or students who cannot get a Parent PLUS loan)
Freshman (0-30 credits)	up to \$5,500	up to \$9,500
Sophomore (31-62 credits)	up to \$6,500	up to \$10,500
Junior and Senior (63-128 credits)	up to \$7,500	up to \$12,500

Terms:

- Interest and principal may be deferred until student ceases to be enrolled
- Interest accrues during in-school grace and deferment periods
- Fixed interest rate of 4.53%
- Interest is not paid by the government. Borrower is responsible for all interest payments
- Repayment begins 6months after the student graduates, withdraws or stops attending school at least half-time with a \$50 minimum monthly payment
- Up to a 10 year repayment period
- A 1% fee may be deducted from loan proceeds prior to disbursement

5.3 — Federal Grants and Loans (cont.)

Aggregate Loan Limits for Federal Direct Stafford Loans

	Federal Direct Subsidized & Unsubsidized Loans	Total Limit for Federal Direct Unsubsidized Loans	Limit for Federal Direct Unsubsidized Loans (minus Federal Direct Unsubsidized amounts)
Dependent Students	\$23,000	\$8,000	\$31,000
Independent Students (and Dependent Students whose parents were denied Federal Direct PLUS Loan)	\$23,000	\$34,500	\$57,500

5.4 — Entrance Counseling

Federal Direct Loan Entrance Counseling is a Federal requirement for all students borrowing a Federal Direct Subsidized and/or Unsubsidized Stafford Loan for the first time. Students are required to complete Federal Direct Loan Entrance Counseling online through www.boston.vfao.com before the proceeds from the Federal Direct Loan can be disbursed to the student account. The Federal Direct Stafford Loan Master Promissory Note (MPN) is a legally binding agreement to repay the student loan. This agreement is between the student and the Department of Education. A parent cannot complete the Federal Direct Stafford Loan Master Promissory Note (or Entrance Counseling) on the student's behalf. Once the student borrower signs the MPN or enrollment at Boston Baptist College, she/he will not need to sign again as long as she/he remains continuously enrolled at the College in a degree program. To sign your MPN go to www.studentloans.gov/myDirectLoan/index.action, sign in, and follow the steps for Complete MPN. This process needs to be repeated by the parent (using the parent's SSN) in case that she/he is applying for a Parent PLUS loan.

Please note that Federal Direct Loan funds will not be disbursed to your student account until you have completed the Entrance Counseling requirement, the Federal Direct Loan Promissory note and received confirmation from the Department of Education that both requirements have been satisfactorily completed. Any student who ceases to be enrolled at least half-time in a degree program and who borrowed a federal student loan (FFELP and/or Federal Direct) subsidized and/or unsubsidized at any time while enrolled at the College is required to complete Loan Exit Counseling either online at http://www.nslds.ed.gov/nslds_SA/ or in person with a representative of the Financial Aid Office. Information that you borrowed from the Federal Direct Loan Program will be sent to the National Student Loan Data System (NSLDS), and will be accessible by guarantee agencies, lenders and institutions determined to be authorized users of the data system.

5.5 — Federal Loan Repayment

All FFELP and Direct Loans (Stafford, PLUS and GradPLUS) require repayment. To view information on Repayment Terms and Plans visit

<http://studentaid.gov/manage-loans/repayment>

Failure to repay your loan will result in a default status. Default is failure to repay a loan according to the terms agreed upon when you signed your promissory note. The consequences of default can be severe. If you are having trouble making your monthly payments, take the initiative to contact your lender as you might be eligible for an alternative repayment plan, deferment or forbearance. You may also contact the Student Loan Support Center for assistance at 800-557-7394.

Remember, you are responsible for notifying your lender when you graduate, leave school or move. If you are not sure who your lender is, you can view your loan history online at the National Student Loan Data System http://www.nslds.ed.gov/nslds_SA/. To access your information on this site you will need your FAFSA PIN.

Each Stafford borrower is entitled to a six month grace period which begins the day you graduate, withdraw or become enrolled less than halftime. While the borrower is in a grace period, no payment is made.

5.6 — Loan Consolidation

If you have borrowed multiple federal student loans from different lenders, you might be eligible to consolidate them into a single loan. Note: you cannot consolidate private education loans with your federal loans. Consolidation allows you to combine multiple loans into one new loan. This process may assist you in reducing your monthly loan payment. Your new consolidated loan bears a fixed interest rate based on the weighted average of your loans interest rates at the time you consolidate and rounded up to the nearest one—eighth of a percent. For additional information about Loan Consolidation call 800-5577394 or visit: <http://studentaid.gov/manage-loans/consolidation>

5.7 — State Programs & Grants

State Programs

State grants are based on financial need and may be offered to eligible students from their state of legal residence. Students should complete the FAFSA and follow any additional application requirements from their home state. Students should also be aware of any deadlines that are imposed by their home state. Many states such as New Hampshire, Vermont, Rhode Island, Maine, and Pennsylvania have reciprocal agreements with Massachusetts and provide funding to students who attend Massachusetts colleges. If you are eligible for state aid funds, your tuition account will be credited once the College receives the funds from your state agency for the semester but no earlier than the end of the add/drop period for the semester. Please contact your state agency for additional information regarding eligibility

State Grants

The Commonwealth of Massachusetts awards grants to Massachusetts residents who demonstrate financial need, meet application deadlines and award criteria. These grants range in amounts from \$200-\$2,500 per academic year. The Commonwealth of Massachusetts also offers additional assistance to qualified eligible students who are part-time or demonstrate high academic performance in their post-secondary academic courses. All of the grants provided by the Commonwealth of Massachusetts are subject to an application deadline of May 1.

Massachusetts Grants

A Commonwealth of MA (state) source of financial aid. Eligibility requires state residency and demonstrated financial need. Additional information about grants from the Commonwealth is available at <http://www.mass.edu/ofsa/home/home.asp>

* Award amounts are ESTIMATED until final payment schedules are approved by the Commonwealth of Massachusetts

5.8 — Scholarships

Al Ashton Memorial Scholarship

The Al Ashton Memorial Scholarship is presented annually to a Youth Ministry minor who has exhibited both aptitude and passion for evangelizing and serving in youth ministry. Awarded by a vote of the faculty of Boston Baptist College, this \$500 scholarship is given to a student who has at least a 3.0 GPA, is serving in youth ministry while attending Boston Baptist College, and who shows leadership and faithfulness.

Mr. Ashton was a Navy Seal who sacrificed in the service of his country. He came to know the Lord in the last days of his life as he was dying of cancer. Upon his death, Mr. Ashton left a financial legacy to his family, asking that they use that inheritance to get the gospel to the young people of America.

Baptist Leaders Scholarship

Upon enrollment each student at Boston Baptist College becomes eligible to receive the Baptist Leadership Scholarship if they join and attend a local partner church. Boston Baptist College receives financial assistance from missions minded Baptist Bible Fellowship churches throughout the United States. Due to the regular monthly support of these churches, the amount charged for tuition and fees is dramatically reduced. The contributions of these churches provide a reduction in cost of \$1,500 per semester.

BBFI Missions Scholarship

This scholarship is designed to help those students who have determined that they will become BBFI missionaries in the future. Awarded at the rate of \$10,000 for one year, this scholarship is evenly divided over the final two semesters of the student's senior year. Awarded at the discretion of the Scholarship Committee, this scholarship goes to qualified, selected recipients who are enrolled full-time and live on campus. The scholarship can be revoked at the discretion of the administration due to disciplinary action or the incompleteness of a semester.

Bill Britt Mission's Scholarship

The Bill Britt Mission's scholarship is given annually to a student who has demonstrated obedience to God's Word in relation to world evangelism. The \$700 scholarship is awarded by a vote of the faculty of Boston Baptist College to a student who has in tangible ways ministered the gospel to multiple people groups.

Mr. Britt graduated from Boston Baptist College in 1983 and went to Zambia to serve sacrificially and share the gospel. He died while serving the Lord there in Zambia in 1998.

5.8 — Scholarships (cont.)

Boston Academic Scholarship

Boston Academic Scholarships are available each year and are awarded to students who have proven through grades, class standing, and test scores that they have the ability to excel in the challenging academic environment of Boston Baptist College. We desire to reward those students who have shown that they rank with the academic elite and hold the potential to make a constructive contribution to our world. The amount of this scholarship varies up to several thousands of dollars per year, and is awarded over a one year period at the rate of 50% per semester.

Boston Alumni Scholarship

The Boston Baptist College Trustee Alumni Scholarship is available to previous graduates of the Biblical Studies program who are seeking bachelor's degree completion. The scholarship amount is equal to one-third of the applicable tuition not to exceed \$1,000 per semester.

Boston Alumni Dependent Scholarship

This \$2000 annual scholarship is available to qualifying dependents of Boston Baptist College Alumni who meet all admission requirements. The scholarship will be applied during the final month of each semester. The remaining balance of each semester's charges must be paid before the scholarship can be credited to the student's account. Students failing to pay the balance down to the amount of tuition by December 1 for fall and May 1 for spring will forfeit the scholarship for that semester. All funds from any other financial aid program will be applied before the scholarship will be credited. Students failing to complete a semester will not receive the scholarship or any portion thereof. Recipients must maintain a 2.0 semester GPA during the freshman year and a 2.5 semester GPA thereafter to remain eligible. Late registration may cause forfeiture of this scholarship, and delayed examinations or incomplete grades will cause forfeiture unless a grade change is recorded within two weeks of finals. A satisfactory Christian service grade must be recorded each semester. If a student loses eligibility, he may be reinstated when minimum requirements have been satisfied and the student has reapplied for the scholarship and been approved by the faculty and administration. No student will be reinstated after a second revocation of the scholarship. There is no scholarship for summer sessions. The college is to be notified immediately should a recipient lose qualifying status.

5.8 — Scholarships (cont.)

Boyle Scholarship

In honor of Chancellor Harry Boyle, \$4000 scholarships are available to the dependent sons and daughters of paid, full-time BBFI pastoral staff and evangelists whose churches are currently listed in the BBFI directory. Qualifying dependents must meet all admission requirements, and the scholarship will be applied during the final month of each semester. The remaining balance of each semester's charges must be paid before the scholarship can be credited to the student's account. Students failing to pay the balance down to the amount of tuition by December 1 for fall and May 1 for spring will forfeit the scholarship for that semester. All funds from any other financial aid program will be applied before the scholarship will be credited. Students failing to complete a semester will not receive the scholarship or any portion thereof. Recipients must maintain a 2.0 semester GPA during the freshman year and a 2.5 semester GPA thereafter to remain eligible. Late registration may cause forfeiture of this scholarship, and delayed examinations or incomplete grades will cause forfeiture unless a grade change is recorded within two weeks of finals. A satisfactory Christian Service grade must be recorded each semester. If a student loses eligibility, he may be reinstated when minimum requirements have been satisfied and the student has reapplied for the scholarship and been approved by the faculty and administration. No student will be reinstated after a second revocation of the scholarship. There is no scholarship for summer sessions. The college is to be notified immediately should a recipient lose qualifying status. Pastors should notify the college immediately if a pastorate change is made. \$2000 scholarships are available to the dependent sons and daughters of paid, full-time pastoral staff of non-supporting BBFI churches.

Hall of Honor Scholarship

In honor of the legacy of BBFI missionaries who have gone before, \$10,000 scholarships are available to the dependent sons and daughters of:

Baptist Bible Fellowship missionaries verified by the BBFI missions office. Qualifying dependents must meet all admission requirements, and the scholarship will be applied during the final month of each semester. The remaining balance of each semester's charges must be paid before the scholarship can be credited to the student's account. Students failing to pay the balance down to the amount of tuition by December 1 for fall and May 1 for spring will forfeit the scholarship for that semester. All funds from any other financial aid program will be applied before the scholarship will be credited. Students failing to complete a semester will not receive the scholarship or any portion thereof. Recipients must maintain a 2.0 semester GPA during the freshman year and a 2.5 semester GPA thereafter to remain eligible. Late registration may cause forfeiture of this scholarship, and delayed examinations or incomplete grades will cause forfeiture unless a grade change is recorded within two weeks of finals. A satisfactory Christian Service grade must be recorded each semester. If a student loses eligibility, he may be reinstated when minimum requirements have been satisfied and the student has reapplied for the scholarship and been approved by the faculty and administration. No student will be reinstated after a second revocation of the scholarship. There is no scholarship for summer sessions. The college is to be notified immediately should a recipient lose qualifying status. Unless otherwise specified by the Scholarship Committee, this scholarship cannot be combined with any other scholarship.

5.8 — Scholarships (cont.)

Ministry Internship Training Pilot Program

Criteria are as follows. A prospective recipient must:

- Be a full time, on campus student
- Maintain a 2.5 GPA

Additional criteria:

- Boston Baptist College will place a student in an internship position with a local partner church.
- This internship scholarship is awarded at the rate of \$500 per semester for the duration of the internship.
- Scholarship amounts can rise and fall at the discretion of the Scholarship Committee.
- Members of the program from the 2010-2011 and 2011-2012 school year who will be continuing will remain at the \$1,000 per semester scholarship rate.
- If a student fails to meet criteria and thereby forfeits the scholarship, he cannot be reinstated into the program.

Next Generation Scholarship

In recognition of the mission of our college and the achievements of our alumni, Boston Baptist College has decided to award students that come from the church of an alum pastor with a scholarship. This scholarship is to be awarded at the rate of \$500 per semester for the duration of a student's tenure at Boston Baptist College. The student must be full-time and living on campus to receive the entire award. The administration and the alum pastor reserve the right to revoke the scholarship due to any disciplinary action or the incompleteness of a semester.

Preferred Admissions Scholarship

Prospective students who submit the necessary admissions documents by the dates set by the Scholarship Committee are eligible to receive a \$2,000 scholarship for their first year. Students must be enrolled full-time and be living on campus to receive the full amount of the scholarship. The scholarship will be divided evenly between the fall and spring semester of a student's first year. The scholarship can be revoked by the administration at any point due to disciplinary action or incompleteness of a semester for any reason.

President's Council Grant

President's Council Grants are available each year. These grants are given to students who demonstrate serious financial need. These students must be recommended to the President's council by staff or faculty of Boston Baptist College, or by one of its trustees. Grant amounts vary based upon the individual and the recommendation, and will only be given after all other financial aid processes have been completed.

5.8 — Scholarships (cont.)

Presidential Scholarship

This scholarship is granted to students, chosen at the discretion of the college, who have exhibited extraordinary character, having meaningfully and positively impacted the lives of others. The amount of this scholarship varies up to several thousands of dollars per year and is awarded over a one-year period at the rate of 50% per semester.

Regent's Scholarship

In recognition of the works of service that members of our Board of Regents have performed in their local ministries, Boston Baptist College has created the Regents scholarship. Prospective students who have shown exemplary service in their local church or community prior to enrollment at Boston Baptist College will be eligible to receive this scholarship. Recipients must be enrolled full-time and live on-campus, and they are chosen at the discretion of the Scholarship Committee. The scholarship is awarded at the rate of \$1,000 per semester for the first two years and can be revoked at the discretion of the administration due to disciplinary action or the incompleteness of a semester.

Word of Life Bible Institute Scholarship

This \$6000 scholarship is granted to students who are Certificate holders from Word of Life Bible Institute. This scholarship is awarded over six semesters at the rate of \$1,000 per semester.

Scholarship Renewal

Renewal is based on cumulative grade point average (GPA) and satisfactory academic progress (SAP).

5.9 — Miscellaneous Financial Policies

Award Terms & Conditions

You may request a reduction in the financial aid package that you were awarded. You may choose not to accept, or may wish to reduce a particular type of aid offered by the College. For example, you may decide to reduce or fully cancel a loan. To initiate this reduction or cancellation, you must speak directly with the Director of Financial Aid to determine the exact amount of aid you want to cancel or reduce.

In order to be eligible to receive financial aid, all full and part-time students must be making satisfactory academic progress. Standards of satisfactory academic progress can be found in *The Academic Catalog*.

Financial Aid Appeals

If you experience a significant change in your financial circumstances or if you have extenuating circumstances that are not reflected on your FAFSA you may submit an appeal. You must complete the appeal form and submit all of the necessary documentation in order for your appeal to be processed. If you experience any of the following situations, please visit the Financial Aid Office.

1. Loss of income
2. Loss of untaxed income or benefits
3. Death of a parent/spouse
4. Incarceration of a parent/spouse
5. Unusually high medical/dental bills not covered by insurance, in excess of 7.5% of AGI, not including health insurance premiums.

Adjustments to Financial Aid

Adjustments may be made at any time to your financial aid package. Examples of the reasons why a financial aid package may be revised include, but are not limited to, the following:

1. Additional outside or private sources of aid being added to your award.
2. A change in your housing status. For example, your award is based on living with a relative but now you are in an apartment.
3. A change in your enrollment status. For example, you originally planned to enroll full-time but subsequently decrease your enrollment to half-time status.
4. For transfer students-the number of transfer credits you actually receive is different from those upon which the original award was based. For example, you list yourself as a junior level student on your FAFSA, however when your transcript is reviewed, your grade level status is determined to be sophomore.
5. Verification is required and results in a change to information initially reported on the FAFSA. (For more information see "Verification").

Enrollment Status

Your financial aid award will be based on your enrollment status. In order to receive a Federal Direct Stafford Loan, you must be enrolled at least half-time.

5.9 — Miscellaneous Financial Policies (cont.)

Additional Financial Resources

To assist students with meeting the full cost of attending Boston Baptist College, alternative sources of funding are available. The College will work with and process private loans for any lender of your choice. When selecting the option that is best suited for your circumstance, you should compare interest rates, borrowing limits, credit requirements, and repayment options.

Refund Policy

A student who officially withdraws from the College prior to the first day of classes receives a 100% refund on tuition.

Credit Balances

If your cash payments and financial aid, including any disbursements of Federal Title IV funds such as Federal Pell Grants or Federal Direct Loans, create a credit balance on your student account, a check, made payable to the student will be given according to the timeframe established by the Federal government.

Mandatory Health Insurance

Effective September 1, 1989, the Massachusetts law C.15A,s. 18 requires that every full-time and part-time student enrolled in an institution of higher learning in Massachusetts participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum or at least 9-credits in a given semester. Students must purchase the school-sponsored health plan or show proof of comparable coverage in an alternate health plan in order to enroll in the college/university of their choice. Students must prove comparable coverage by completing a Student Health Insurance Waiver Form at registration.

5.10 — Return of Title IV Funds

Any student who withdraws from all classes or takes an approved leave of absence, but attended the institution for at least one day during the semester and received or was eligible to receive financial aid, is subject to a Return of Title IV Funds calculation. This calculation is mandated by the federal government. Any student who receives Title IV funds will be subject to this policy. The calculation is determined in the following manner. We must calculate the percentage of financial aid that a student has “earned” during the semester. This is calculated by dividing the number of days the student attended by the number of days in the semester. Students who remain enrolled through the 60% point of the semester are considered to have earned 100% of their financial aid and will not owe a repayment of the Title IV funds. Title IV funds include: Federal Pell Grants, Federal SEOG, Federal Direct Stafford Loans, Federal Perkins Loans and Federal Direct PLUS Loans. Federal Work Study is excluded from this calculation.

The calculation will be done within forty-five days of a student’s withdrawal from the College. You will be notified in writing of any adjustments to your financial aid. If the College is required to return any of the Title IV funds that a student received, it may result in an amount owed to the College. Failure of the student to return funds to the federal financial aid programs in a timely manner may result in the student being ineligible to receive future financial aid.

5.11 — Veteran Benefits

Title 38 USC 3679 (e)

Veterans Benefits and Transition Act of 2018 S.2248 Section 103.1.(b)

- *A Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

"GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/bill>"

Boston Baptist College works with the United States Department of Veterans Affairs to provide financial assistance to veterans and their dependents. To determine eligibility as well as information about possible awards, students are encouraged to contact their Veteran's Office as well as visit <http://www.gibill.va.gov> .

SECTION 6

Student Life

6.1 — Introduction to Student Life

Life at Boston Baptist College offers students the best of many different worlds.

The college is located within the city limits of Boston, one of the world's great cultural and intellectual centers. The city is easily accessible by air, train, and automobile, while public mass transit offers convenient transportation to most of the historic and cultural sites. This affords students, faculty members, and administrators unrivaled access to world-class museums, libraries, educational institutions, and artistic performances. Boston's neighborhoods showcase a rich diversity of traditions from more than one hundred people groups, making a simple walk through the city extraordinarily educational. Blend with these opportunities the scenic beauty of New England's mountains and Atlantic seacoast, and you have a context for college life that is simply unbeatable.

Since the college itself is a community of Christians committed to God and His Word, a context of mutual respect and compassion is at the core of life at Boston Baptist College. All members of the Boston Baptist College family affirm a personal relationship with Christ and participate actively in the life of area churches. The college family therefore benefits not only from the vitality of those churches, but is also enriched by the privilege to serve the Lord amidst the great spiritual needs of the Northeast. Christian character, integrity, and moral ethics are expected of all members of the college family at all times. Boston Baptist College is a substance and smoke-free campus, as well as an institution that aggressively opposes violence, harassment, and all forms of dehumanization, including promiscuity.

6.2 — Campus Facilities

6.2.1 — Overview

The Boston Baptist College campus facilities provide a hospitable atmosphere in which to live, study, build friendships, and recreate. The campus facilities were originally constructed as a New England estate, and recent renovations have enhanced the historic character and aesthetic appeal of the buildings and grounds. Handicap access has also been significantly improved.

6.2.2 — Athletic Facilities

Henderson Hall provides gymnasium facilities for students and is the venue for most athletic events. Other campus facilities are used for Physical Education Activities as well as recreational activities. Public recreational facilities providing sports fields, hiking, ice skating, bowling, and even downhill skiing are located within a five minute drive from the campus.

6.2.3 — Dorms

Campus facilities provide separate and comfortable housing for men and women during their academic residence at Boston Baptist College. Dormitories are fully furnished, but students must supply their own bedding. Laundry facilities are maintained on campus. Local students may live with their families.

6.3 — Cafeteria & Food Services

Nutritious meals are prepared by in-house professionals and served in the college cafeteria. All residential students must choose from a variety of meal plans. Off campus students and guests can purchase meals at a reasonable cost.

6.4 — E-Mail

All students are eligible to maintain a free e-mail account accessible through wireless internet access which is available throughout the campus.

6.5 — Library

The Fred Tatro Research Library boasts an in-house collection of over 62,000 volumes of various resources and formats. In addition, multiple online database sources contain tens of thousands of full text volumes of periodicals, e-books, and other monographs available via the internet. The BBC library provides full circulation, reserve, and reference services to BBC administration, faculty, staff, and students. Individual and group study areas are provided for study. Several computers are also available to patrons for research purposes. Library services include photocopying (color printing available), laminating, stapling, hole-punching, cutting, and thermal binding processes.

6.6 — Chapel

The entire college family worships together in chapel. Music, prayer, and preaching from guest pastors, missionaries, and other spiritual leaders help to keep the focus on spiritual life and needs. Chapel attendance is required for all on-campus students. Off campus students are exempt from chapel if they do not have a class that begins before 9:30am.

6.7 — Church Service Program

Since the local church should be the center of all Christian activity, students are required to be involved in their local churches and receive pastoral evaluation of their service. All current students are required to be active members in a partner Baptist church of like faith and practice. Unless continued attendance in their home church is practical, students are required to unite with a local Baptist church that is in harmony with the doctrine, practice, and administration of Boston Baptist College, and that is a partner church with the college. A student may face termination of enrollment if church service is neglected. Scholarship eligibility will be reviewed for students with two successive semesters of "unsatisfactory" church service.

6.8 — Social Activities

Student Government, Fellowships, and the Director of Student Life organize a variety of activities for the Boston Baptist College family. Concerts, banquets, holiday parties, day trips, and many other creative, inspirational, and recreational events fill the college calendar.

6.9 — Student Government Association

Students at Boston Baptist College elect a Student Body President each spring, as well as Fellowship Presidents who serve the needs of the college and work with the Administration for institutional improvement. The Student Government Association operates under its own approved organizational framework and provides students with valuable input into campus life.

6.10 — Campus Security and Legal Policies

6.10.1 — Campus Safety and Security Policy

Boston Baptist College is committed to assisting all members of the BBC community in providing for their own safety and security. The annual security and fire safety compliance document is available on the college's website. If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the office of our Campus Security Director. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by CNO; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the college.

6.10.2 — Drug Conviction Policy

Federal regulations require the College to notify all students of federal student financial aid penalties for drug law violations. Students who are convicted of any offense involving the possession or sale of a controlled substance under state or federal law while receiving federal Title IV financial aid benefits (including grants, loans, and work assistance) are ineligible to receive these benefits for the following time periods after the conviction:

For the first offense, the penalty for possession is one year and for sale is two years. For the second offense, the penalty for possession is two years and for sale indefinite. For the third offense, the penalty is indefinite. A student who loses eligibility for federal financial aid may resume eligibility before the end of the determined period if:

1. The student satisfactorily completes a drug rehabilitation program that: (a) meets Federal requirements; and (b) includes two unannounced drug tests; or
2. The conviction is reversed or set aside.

6.10.2 — Drug Conviction Policy (cont.)

Boston Baptist College prohibits the unlawful use, possession, sale, distribution, or manufacture of controlled substances or alcohol on College property or as part of College activities. Boston Baptist College recognizes that alcoholism, drug addiction, and substance abuse may represent illnesses or conditions, both physical and/or spiritual, that require professional counseling, assistance, or treatment. Faculty, students, and staff with problems related to or stemming from alcohol and substance abuse or dependency are encouraged to utilize the services provided through the College's medical insurance programs and qualified pastoral counselors within our college community, or other sources of assistance. However, neither addiction nor abuse excuses any member of the College community for violating the rights of others, or for neglecting or performing inadequately academic or job-related responsibilities.

Any violation of these policies may be grounds for dismissal or other appropriate sanctions as set forth by The Standard.

6.10.3 — Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.Veteran'sBenefits

Boston Baptist College works with the United States Department of Veterans Affairs to provide financial assistance to veterans and their dependents. To determine eligibility as well as information about possible awards, students are encouraged to contact their Veteran's Office as well as visit <http://www.gibill.va.gov>. We utilize the web-based VA-ONCE system. This system is an enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c and simplifies the application process.

6.10.4 — Sexual Assault

Introduction

As a Christian community of higher education, Boston Baptist College is committed to fostering a safe learning environment shaped by ideals and standards consistent with a Christian worldview. Inherent in a Christian worldview are the biblical injunctions to live to the glory of God and to recognize the Lordship of Christ in every activity.

6.10.4 — Sexual Assault (cont.)

Human beings, being created in God’s image, are endowed by God with dignity and worth. Those are foundational values at Boston Baptist College for developing and maintaining a learning and working environment characterized by integrity, mutual respect, and accountability. All members of the BBC community have a responsibility to foster a respectful, supportive, and safe campus environment.

Sexual Assault

Given our foundation of human dignity and worth, Boston Baptist College approaches issues of sexual assault not just as behaviors prohibited by applicable state and federal law, but as conduct that is antithetical to the scriptural values this community espouses. Sexual assault is harmful not only to the individuals involved, but it undermines the entire community. Boston Baptist College prohibits all forms of sexual assault, including but not limited to, rape, acquaintance rape, and domestic and dating violence. We regard sexual assault as a serious offense, and a violation of trust and integrity. Such violations go against Boston Baptist College’s policies, whether they happen on campus or off campus.

What to Do

If you have experienced sexual assault or are a friend or relative of someone who has, some suggested next-steps are described below, including getting to a safe place, reporting the incident, and connecting with experienced counselors.

IF YOU HAVE EXPERIENCED SEXUAL ASSAULT, YOU MAY WANT TO CONSIDER TAKING THE FOLLOWING STEPS:

Go to a safe place. Go to a friend’s room, a public place---anywhere you feel you are safe---as soon as you can. If you are concerned about your safety, you can call the local authorities at 911.

Seek medical attention. Medical attention may be necessary to treat the full extent on any injury or trauma and to consider the possibility of sexually transmitted diseases or pregnancy. In addition, a medical exam may be necessary to properly preserve evidence in case you decide to prosecute.

Seeking Confidential Support. BBC strongly encourages you to seek support for any incident of sexual assault as soon as possible, even if you are unsure whether you will seek prosecution of the assailant. This is not a commitment to prosecute. You may seek confidential support BOTH on-campus and off-campus.

BBC Confidential Resource Provider:
 Rebekah Butler | 617-364-3510 ext. 235
 Dr. Bill Smith | 617-364-3510
 Boston Area Rape Crisis Center 24-Hour Hotline: 617-492-RAPE
 REPORTING SEXUAL ASSAULT TO LOCAL LAW ENFORCEMENT:
 Boston Police Sexual Assault Unit | 617-343-4400

6.10.4 — Sexual Assault (cont.)

If you are unsure what to do you can also contact:

National Sexual Assault Hotline
 24-hour online hotline: <http://online.rainn.org>
 1-800-656-HOPE (1-800-656-4673)
 National Teen Dating Abuse Helpline
 1-866-331-9474
 Boston Area Rape Crisis Center (BARCC)
 1-800-841-8371

Try to preserve physical evidence. Avoid bathing, brushing teeth, drinking or eating, or changing clothes until physical evidence can be collected. If you change clothes, collect the clothes you were wearing at the time of the assault in individual paper bags (not plastic).

Reporting

BBC strongly encourages you to report any incident of sexual assault as soon as possible, even if you are unsure whether you will seek prosecution of the assailant. Your report is not a commitment to prosecute. Below you will find detailed information about reporting, confidentiality, BBC's disciplinary process, and counseling and other resources.

Filing a Report

BBC strongly encourages you to report any incidents as soon as possible, even if you are unsure whether you will seek prosecution of the assailant. Your report is not a commitment to prosecute.

Where to Report

You may report sexual assault to on-campus authorities, off-campus authorities, or both. You can pursue criminal charges by working with local law enforcement agencies, including the Boston Police Department.

On Campus

All forms of sexual assault are violations of Boston Baptist College's policies. You may report any incidents to any of the following BBC officers or departments:

President Melton
 VP Randy Ward
 Board of Trustees- Chairman John Reilly | 734-287-3090
 Dean of Women- Mrs. Jamy Smith
 Dean of Men- Mr. Bill Smith

Off Campus

Sexual assault is a crime. You can report to your local police department, including:

Boston Police Sexual Assault Unit | 617-343-4400

Your report is not a commitment to prosecute.

6.10.4 — Sexual Assault (cont.)

BBC's Disciplinary Process

All incidents will be taken seriously by college officials and will be reviewed to the fullest reasonable extent. Records of incidents and actions will be retained in confidential files in the appropriate office. All incidents and actions taken will be reported in writing to the chairman of the Board of Trustees. The appropriate committee of the Trustee Board will review the file and note their concurrence or non-concurrence with the action taken.

6.10.5 — Formal Complaint Policy (Academic and Non-Academic)

Boston Baptist College is committed to timely and fair resolution of all student complaints. Whenever possible students should voice complaints with the appropriate faculty or staff member, or other students. If the complaint cannot be resolved informally, Boston Baptist College provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the *Student Handbook* and the *Academic Catalog* take precedence.

- Students may submit a confidential formal complaint about an issue occurring during their current term of enrollment.
- The student expresses grievance in writing via the complaint form. Only complaints submitted via the complaint form will be considered official complaints. Complaints submitted via other forums will not be considered official complaints. [Student Complaint Form](#) or [Distance Education Student Complaint Form](#)
- The complaint will be forwarded to the Vice President's office.
- The complaint decision is rendered based on research findings.
- The decision making party will rule on the complaint and notify the student via email of the decision.
- If the student is not satisfied with the outcome of their initial complaint, they may appeal within five business days of the rendered decision by providing additional support/documentation for review.
- A second review of the complaint will be completed by the President's Office.
- If after all steps have been exhausted and the complaint has not been resolved, the student may file a complaint for with the following agencies:
 - Boston Baptist College is accredited by the Transnational Association of Christian Colleges and Schools. Any student who has already followed the Complaint Procedures and feels the issue is not resolved, may contact TRACS.
 - Students should follow the **TRACS Complaint Policy** and complete the **TRACS Complaint Form**.

Transnational Association of Christian Colleges & Schools (TRACS)
 15935 Forest Road
 Forest, Virginia 24551
 Telephone: (434) 525-9539
 Email: info@tracs.org
 Website: tracs.org

Department of Higher Education following the steps at this link: [Filing a Complaint with DHE](#)

SECTION 7

Academics

7.1 — Areas of Academic Study

7.1.1 — Biblical Studies and Theology (BSTH)

The major academic discipline for all students is the core of Biblical Studies, intended to serve as the basis for knowledge and Biblical learning for a lifetime. The entire corpus of Scripture is surveyed, and the essential elements of Christian doctrine are articulated. The procedural skills for credible Biblical interpretation are stressed, as is the central role of Christ, the Incarnate God, in all historic Christianity. The upper level curriculum includes the study of the church as God's agent to convey Christ to the watching world. Then an unmistakable emphasis is placed on the ability to gather and convey Biblical truth through careful Scriptural exposition. Finally, the Senior Seminar requires that students demonstrate the ability to integrate Biblical knowledge into the pressing issues of the day and thus afford themselves the opportunity to translate Biblical faith into real life contexts.

7.1.2 — Cross-Cultural Studies (CCST)

Inherent in all academic programs at Boston Baptist College is at least an introduction to the cross-cultural aspects of the Christian mission. Since the New Testament clearly mandates that all believers share the responsibility of presenting Christ to the world, even Christians who do not anticipate vocational missions need a fundamental understanding of and commitment to the task of world evangelism. All programs require a core course in cross-cultural studies.

7.1.3 — Church History (CHHS)

Another essential to education at Boston Baptist College is an introduction to the history of Baptists and the unique role Baptists have played in the history and mission of Christianity. As a Baptist institution, the legacy of our forebears is seen as more than mere tradition. It is a sacred trust passed down to each generation with great passion and at great cost. The appreciation of the legacy is a step toward the responsibility it entails.

7.1.4 — Ministry Skills (MNSK)

Appropriate to the institutional purpose of equipping church leaders, every student is introduced to the practical skills necessary for church ministry. Every bachelors program includes a twenty-one to twenty-four credit hour minor in one of nine ministry specializations: Pastoral Ministries; Cross-Cultural Ministries; Church Ministries; Educational Ministries; Youth Ministries; Biblical Counseling; History; Music; or Business. Students who finish these programs should demonstrate significant potential in the practical application of serving churches in these capacities.

7.1.5 — General Education Core (GNED)

Because “the earth is the Lord’s and the fullness thereof,” all credible academic disciplines have intrinsic value as expressions of God and His revelation. At Boston Baptist College, the core program for general education highlights a commitment that educated Christians should have a broad foundation of knowledge, including the traditional academic disciplines. The following divisions of general education reflect this value:

Language Arts (Area I)

Since God has so clearly revealed Himself through the written word, the emphasis of God’s people on the appropriate use of language should be a foregone conclusion. The study, then, of the medium through which truth must be revealed is of extraordinary importance.

History and Social Studies (Area II)

The Biblical world view maintains that God is transcendent and remains active in human affairs. A thorough understanding of the world and its development is then a window into the workings of God and His interaction with His creation.

Fine Arts (Area III)

The God of the Bible is a creative God. The earth itself reflects His attention to order, detail, and beauty. The arts have, both Biblically and historically, been avenues for attributing to God the praise due Him by His creation.

Natural and Physical Sciences (Area IV)

The natural world is the result of divine design, and so the knowledge of that world is appropriate to those who desire to know the Designer. Both animate and inanimate creation reveal the majesty of God and the priceless mystery of life.

Mathematics (Area V)

Since the physical world reflects God’s design, the accuracy and symmetry of that design is not only paramount but holy. Values and calculation reflect the Creator’s attention to order and His instruction that all things are to “be done decently and in order.”

Behavioral Sciences (Area VI)

The crown of God’s creation is the human race, and the mysteries and complexities of the human mind captivate the attention of careful observers. A working knowledge of factors affecting human behavior not only underscores Biblical truth, but provides insights into the implementation of the Christian mission.

Foreign Language (Area VII)

In a diverse world, the ability to understand linguistics beyond one’s mother tongue is an enormous asset. For Biblical Studies, ancient languages reveal insight into God’s revelation. In contemporary society, languages are the door to greater learning and opportunity.

7.1.5 — General Education Core (GNED) (cont.)

Communication Arts (Area VIII)

The proclamation of truth is so essential to the purpose of Boston Baptist College that the institutional emphasis on communication skills is intrinsic. The ability to convey knowledge to others through interpersonal communication is a keystone to Christian service and an essential in Christian education.

Literature (Area IX)

The inspiration and instruction to be gained from exposure to literary excellence should be a vital quality in well-balanced education. Timeless literature is essential for very good reasons. Familiarity with excellence is the breeding ground for new generations of excellence.

7.2 — Programs and Requirements

7.2.1 — Bachelor of Biblical Studies Degree

Four-year students are enrolled in the Bachelor of Biblical Studies degree and have Biblical Studies as the major course of study. This major includes 42 hours of Bible, 3 hours of Church History, 3 hours of Cross-Cultural studies, 41 hours of general education, and a minor course of study compiled of 21 to 27 hours, with the remainder of the 128 hour degree consisting of general electives (from 12-18 hours depending on the minor).

Requirements:

1. A minimum of 45 hours of Biblical Studies and Theology, including the following core:
 - BSTH 124 Introduction to the Old Testament
 - BSTH 121 New Testament Survey: The Gospels
 - BSTH 122 New Testament Survey: Acts through Revelation
 - CHHS112 Baptists and the History of Christianity
 - BSTH 232 Jesus and Christianity Through the Ages
 - BSTH 241 The Interpretation of Scripture: Biblical Hermeneutics
 - BSTH 251 Christian Doctrine
 - BSTH 351 Ecclesiology: The Doctrine of the Church
 - BSTH 471 Senior Seminar: Biblical WorldView and Contemporary Issues

Plus 9 hours of at least 200 level Church History or Biblical Studies area courses are required

Plus 9 additional hours of upper level Biblical Studies and Theology courses and 6 hours of upper level Expository courses are required.
2. A minimum of 3 credit hours in Cross-Cultural Studies, CCST 122.
3. 41 credit hours in the General Education core, with area requirements as follows:
 - GNED 112 The Boston Experience (2 credit hour)
 - Language Arts (6-9 credit hours to include ENGL 111 and a writing intensive course)
 - History (6-9 credit hours to include at least 3 hours of U.S. History)
 - Fine Arts (3-9 credit hours)
 - Natural and Physical Sciences (3-9 credit hours)
 - Mathematics (3-9 credit hours)

7.2.1 — Bachelor of Biblical Studies Degree (cont.)

4. Behavioral Sciences (3-9 credit hours)
 Foreign Language (3-9 credit hours)
 Communication Arts (3-9 credit hours to include COMM 112)
 Literature (3-9 credit hours)
 Every student must satisfy at least the minimum requirements in the Language Arts and History areas. At least one 3 hour course is required in each of the remaining areas. General education credits earned must total 41, with no more than 9 credits in any discipline applied to the core requirements.
5. 15-18 credit hours of general electives.
6. A minimum of 21 hours in one of the seven following Ministry Skills minors, completing the prescribed course work for that minor:

Biblical Counseling

This minor is designed to identify the Biblical mandate for counseling within the context of the local church and to affirm the sufficiency of Scripture to give solutions for man's problems. Both secular and integrated counseling are examined and contrasted to the Biblical model of change. Students are encouraged to examine their own hearts and lives through the lens of Scripture.

Requirements:

1. COUN112 Essentials of Biblical Counseling
2. COUN222 Adolescent Spiritual Development
3. COUN 225 Counseling and the Contemporary Family
4. COUN248 Strategies in Counseling
5. COUN371 Counseling for Spiritual Growth
6. 6 hours of counseling electives
7. MNSK331 Communication in Ministry

7.2.1 — Bachelor of Biblical Studies (cont.)

Business

The minor in Business is ideal for students who want a general understanding of the concepts of management and business strategies. The program is particularly structured for entrepreneurial approaches in the global marketplace, and embraces the paradigm of effective business as a “ministry” with goals far beyond just merely turning a profit.

Requirements:

1. BUSI 111 Introduction to Business and Personal Finance
2. BUSI 241 Economics in the Contemporary Global Set
3. BUSI 242 Fundamentals of Marketing
4. BUSI 251 Sales, Strategies and Procedures
5. BUSI 262 Strategic Management
6. BUSI 322 Business Ethics
7. Plus 3 hours of Business elective

Cross-Cultural Ministries

This minor deals with a variety of subject areas that are pertinent to general church ministries. Students are free to take ministry skills courses that deal with their particular interests relative to Christian service. This allows for greater flexibility as well as exposure to different styles and techniques of both traditional and modern approaches.

Requirements:

1. MNSK 221 Essentials of Ministry
2. MNSK 331 Communication in Ministry
3. MNSK 362 Leadership and Administration in Ministry
4. CCST 122 Philosophy of Mission and Ministry
5. CCST311 Cross-Cultural Communication
6. CCST321 Cross-Cultural Strategies
7. Cross-Cultural Area Study
8. Cross-Cultural Elective

7.2.1 — Bachelor of Biblical Studies (cont.)

Church Ministries

This minor deals with a variety of subject areas that are pertinent to general church ministries. Students are free to take ministry skills courses that deal with their particular interests relative to Christian service. This allows for greater flexibility as well as exposure to different styles and techniques of both traditional and modern approaches.

Requirements:

1. MNSK 221 Essentials of Ministry
2. MNSK 331 Communication in Ministry
3. Plus 12 credit hours of Ministry Skills electives with advisor approval.

Educational Ministries

For the student with a teacher's heart, the Education Ministries Minor may be the perfect fit. Designed to prepare the next generation of Christian educators, this program focuses on the skills and principles necessary for great teachers. Boston Baptist College offers three possible tracks that may lead to state licensure.

Requirements:

1. EDUC 211 Introduction to Education
2. EDUC 221 Exceptionalities
3. EDUC 225 Foundations of Reading
4. EDUC 271 Methods of Teaching and Curriculum
5. EDUC 361 Classroom and Behavior Management
6. MNSK 421 Education Practicum – 9 credit hours

History

Boston Baptist College's History program is designed for individuals who have a passion for understanding the past and have a desire to use their knowledge to better our future. History students focus their studies on a number of different historical periods ranging from Ancient History to Modern History.

Requirements:

1. HIST111 Western Civ I: The Ancient
2. HIST112 Western Civ II: Rome to Modern
3. HIST131 US History: 1607-1860 OR HIST132 US History: 1860-Present
4. 300/Level History Seminar
5. Plus 9 hours History elective

7.2.1 — Bachelor of Biblical Studies (cont.)

Music

Boston Baptist College's Music program is designed for individuals who have a passion for creating, conducting, and perfecting musical arts. Music students focus their studies on developing musical skills as well as learning about music theory and music history on a more in-depth level.

1. MUSC111 Introduction to Musicianship
2. MUSC212 History of Music and the Church
3. MUSC312 Advanced Musicianship
4. MUSC351 Music Seminar
5. Music Elective (3 hours)
6. Plus 8 hours of Applied Music

Pastoral Ministries

The Pastoral Ministries Minor is designed to equip future pastors with instructional guidance in both preaching and pastoral skills. Development of preaching skills is highly emphasized. Students in this minor will incorporate and demonstrate material from various classes in the development of the art of Biblical preaching.

Requirements:

1. MNSK 221 Essentials of Ministry
2. MNSKXXX Strategies for Ministry
3. MNSK 331 Communication in Ministry
4. MNSKXXX Contemporary Issues
5. MNSK362 Leadership and Administration
6. Plus 6 hours ministry skills elective

Youth Ministries

The Youth Ministries Minor will prepare the student for youth ministry in a local church setting. Each student will have a dynamic opportunity in class to study theoretical and practical principles for reaching young people with the Gospel of Jesus Christ. Classroom experience will be combined with a number of opportunities to interact on a deep level with teenagers.

Requirements:

1. MNSK 221 Essentials of Ministry
2. MNSK 331 Communication in Ministry
3. MNSKXXX Strategies for Ministry
4. YTST 222 Adolescent Spiritual Development
5. MNSKXXX Contemporary Issues
6. 6 hours of Youth Ministry Electives

7.2.1 — Bachelor of Biblical Studies (cont.)

Double Minor

A student may double minor as long as he or she has at least 21 hours in the second minor with no double uses of classes in the MNSK area. The Academic Office will determine other courses to meet the spirit of the second minor when necessary.

7.2.2 — Associate in Science in Biblical Studies Degree

Students enrolled in the Associate in Science in Biblical Studies degree have a 64 hour course of study including 27 hours of Bible, 3 hours of Ministry Skills, 3 hours of Cross-Cultural studies, 28 hours of general education, and 3 hours of general electives.

Requirements:

1. A minimum of 27 hours of Biblical Studies and Theology, including the following core:
 - BSTH124 Introduction to the Old Testament
 - BSTH 121 New Testament Survey: The Gospels
 - BSTH 122 New Testament Survey: Acts through Revelation
 - BSTH 232 Jesus and Christianity Through the Ages
 - BSTH 241 The Interpretation of Scripture: Biblical Hermeneutics
 - BSTH 251 Christian Doctrine
 Plus 9 additional hours of Biblical Studies, Church History, and Theology courses.
2. A minimum of 3 credit hours in Cross-Cultural Studies, (CCST 122)
3. A minimum of 29 credit hours in the General Education core, with area requirements as follows:
 - GNE1 122 College Study Skills (2 credit hours)
 - Language Arts (ENGL 151 and a three hour writing intensive course)
 - One 3 credit hour US History elective
 - Fine Arts (3 credit hours)
 - Natural and Physical Sciences (3 credit hours)
 - Mathematics (3 credit hours)
 - Behavioral Sciences (3 credit hours)
 - COMM 112 Fundamentals of Speech
 - Literature (3 credit hours)
4. A minimum of 3 general education elective credits
5. At least 5 credit hours of general electives.

7.2.3 — Distance Education

Boston Baptist college offers selected courses via online education.

SECTION 8

Academic Policies

8.1 — Academic Advisement

Every student is personally advised by the Director of Advisement who advises the student each semester regarding the academic program specifically appropriate for that student. While advisement is a vital asset to each student, the responsibility to understand and comply with all college policies and graduation requirements remains with the student. A signed advisement worksheet is mandatory for pre-registration or registration for any semester.

8.2 — Academic Honors

8.2.1 — Academic Honors Overview

Each full semester (excluding summer intensives), academic honors are posted for students completing a minimum of nine credit hours at Boston Baptist College that semester. Semester academic honors are based on the following performance standards:

- Honor Roll (3.0 to 3.49 GPA for the semester)
- Dean's List (3.50-3.84 GPA for the semester)
- President's List (3.85-4.00 GPA for the semester)

Any student with an incomplete grade or with unresolved financial balances with the Business Office will be ineligible for academic honors.

8.2.2 — Honors Course

Honors courses are designed for students in the final stages of a program who have demonstrated academic excellence (at least a 3.0 CGPA) as well as unusual aptitude in the particular discipline beyond the boundaries of the standard curriculum. Students seeking Honors Study must follow the same petitioning guidelines and contact hour requirements as those for Guided Study. Honors Study enrollment requires a \$100 fee per course and will involve research, typically in a reading intensive format as a 400 level course.

8.2.3 — ENDOXA Honors Society

Endoxa, Boston Baptist College's elite academic society, is by invitation only. To be eligible, students must maintain a minimum of 3.6 GPA for each semester as well as a 3.6 cumulative GPA. After two successive semesters of 3.6 GPA, a faculty member may recommend a student for Endoxa. That student must then be ratified by the Academic Committee and the Administration. Scholarships are granted to students who are approved for Endoxa.

8.3 — Standards for Satisfactory Academic Progress Policy (SAP)

8.3.1 — Overview

All students must maintain satisfactory academic progress in order to remain enrolled at the Boston Baptist College. Additionally, students must maintain satisfactory academic progress in order to remain eligible to receive federal and state financial assistance. Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA), Term Grade Point Average (TGPA) and the student's rate of progress toward completion of the academic program. These are outlined as follows.

8.3.2 — Cumulative Grade Point Average (Qualitative)

In order to retain financial aid eligibility, all students must maintain a minimum Cumulative GPA (CGPA) and a Term GPA (TGPA) based on the attempted number of credits:

Attempted Credits	30 credits or less	31-44 credits	45-completion
Minimum GPA	1.25	1.75	2.0

Attempted credits are those credits for which a student is registered at the end of the College's official course add/drop period. Thus, attempted credits include all graded courses, accepted transfer courses, courses from which a student has withdrawn after the drop/add period (W), and courses in which a student receives any grade.

A student's Cumulative GPA is based on graded credits only. Transfer courses, withdrawals, and incompletes are not included in a student's cumulative GPA.

**A-term grades will be applied to the Fall semester, and Summer term(s) grades to the Spring semester.*

8.3.3 — Completion Rate (Quantitative)

In addition to the CGPA and TGPA requirements, a student must complete and pass at least 67% of all coursework attempted each semester to be considered to make satisfactory academic progress. The completion rate is determined by dividing the number of credit hours successfully completed each semester by the number of attempted credits the same semester.

For example, a student attempting 12 credit hours is required to successfully complete 8 hours, a student attempting 15 credits hours is required to successfully complete 10 hours, and a student attempting 18 credit hours is required to successfully fulfill 12 credit hours. As with the determination of CGPA, the completion rate will be reviewed at the end of each term after grades have been posted to determine whether the student is progressing satisfactorily.

**A-Term attempted credits will be applied to the Fall semester. Summer term attempted credits will be applied to the Spring semester.*

8.3.4 — Program Completion Time Frame

Students must complete all degree requirements within the maximum allowable time frame which cannot be longer than 150% of the published length of the program or the required number of credits of the student's degree program. Students enrolled in a four-year degree are allowed up to 192 attempted credits of financial aid eligibility to earn the 128 credits required for degree completion.

All attempted credits are used towards the Program Completion Time frame calculation regardless of whether the student received Federal Aid during that time. Once a student has exceeded the maximum time frame, the student will no longer be eligible for financial aid. At the moment it becomes mathematically impossible for a student to finish his/her degree within the allotted time frame of 192 attempted credits, the student becomes permanently ineligible for Federal and State Financial Aid.

*Attempted hours include all transferred credits and all BBC courses passed, failed, or repeated.

8.3.5 — Failure to Make Satisfactory Academic Progress

Students who fail to meet the qualitative and/or quantitative standards at the end of a term (based upon the student's attempted hours for that term) will be placed on Academic Warning status and will remain eligible for financial aid while on a warning status. Students not meeting the requirements at the next term's measurement of progress will be placed on Academic Suspension and considered ineligible for future financial aid until the deficiencies are resolved.

Any student who has been put on Academic Suspension has the right to appeal the Suspension. The appeal must be submitted to the Financial Aid Appeals Committee, composed of the Academic Committee and the Director of Financial Aid, within thirty business days of the notice of the probation. To make the appeal, the student should follow the steps outlined below. Warnings, Probations, and Suspensions will be noted on the student's transcript.

8.3.6 — Academic Warning

Requires that a student:

- Be limited to a maximum enrollment of 12 credit hours (including the Summer term for the Spring Semester, and A-Term for the Fall semester);
- Meet with the student's advisor 3 times during the semester.

In addition, the student:

- Is encouraged to limit typical workweek to 20 hours or less;
- Encouraged to take advantage of Peer Tutoring arranged by the Director of Assessment
- Will be removed from Warning the following semester if the student meets the Satisfactory Academic Progress guidelines during the warning semester.

8.3.7 — Academic Suspension

A student who does not meet the Satisfactory Academic Progress guidelines during a warning semester will be subject to Academic Suspension. Any student on Suspension is ineligible to receive Federal and State Financial Aid. Any appeal of Academic Suspension must be submitted in writing to the Financial Aid Appeals Committee within thirty business days of the notice of the suspension. Academic restrictions are noted on transcript records.

Academic Suspension requires the following:

- The student is limited to enrollment of up to 6 course hours for a minimum of one semester;
- The student is ineligible for Title IV Financial Aid until he/she has completed one semester of Satisfactory Academic Performance.

8.3.8 — Regaining Satisfactory Academic Progress Eligibility

- Students who are placed on Academic Suspension must complete courses at Boston Baptist College at their own expense to regain their eligibility for financial aid. Absence does NOT restore eligibility for financial aid. After a student has successfully completed courses at BBC at their personal expense and has made Satisfactory Academic Progress, the student can petition the Financial Aid Appeals Committee to be considered eligible for federal and state financial aid. Once a student's request is approved by the Appeals Committee, the student will be put on Academic Probation and their eligibility reinstated.
- If a student is granted an appeal of the Suspension, the student will be placed on either Academic Probation or Financial Aid Academic Plan as outlined below and the student will be eligible for Title IV funding during either one of these semesters. However, if the student fails to make Satisfactory Academic Progress while on Probation or if the student fails to meet the expectations outlined in the Financial Aid Academic Plan, the student will be placed on Suspension and will lose his/her right to appeal the Suspension.
- Students who are placed on Academic Suspension because they have not met the program completion time frame requirements and have reached the maximum number of hours or time frame allowed to complete their degree program may not regain eligibility to receive financial aid. In order to complete a degree program and graduate from BBC, the student will have to complete those courses without receiving federal and state financial assistance. If the student feels that these calculations are incorrect, he or she may contact the Financial Aid Office to request a formal review of eligibility.

8.3.9 — Appeal Process

A student who has been placed on Academic Suspension for not meeting the required Satisfactory Academic Progress guidelines may appeal his/her suspension if there were unusual or extenuating circumstances (death of a relative, injury or illness, etc.) that contributed to the student's failure to meet the required criteria. If the appeal is granted, the student will be placed on an Academic Probation status and will be allowed to receive financial aid for the next semester only (see Academic Probation below). If the student's situation is such that he/she will not make SAP the following semester, the Financial Aid Appeals Committee can place the student on a Financial Aid Academic Plan.

To make the appeal, the student should submit an Appeal Request form to the Financial Aid Appeals Committee. All appeal decisions are final. Students will be notified in writing as to the decision regarding their financial aid appeal.

8.3.10 — Financial Aid Academic Plan

If a student is placed on Suspension and successfully appeals the decision, but the student's academic situation is such that it would be mathematically impossible for him/her to regain SAP eligibility during the next semester as required by federal SAP guidelines, the College may, at its sole discretion, place the student on a Financial Aid Academic Plan. This plan will be designed to outline steps of progress that, if followed by the student each semester, will lead to regaining SAP eligibility at a specific time in the future. The student then must commit to follow the plan and fulfill all the requirements outlined therein. If a student does not meet these progressive steps each semester, he/she will immediately be placed on Academic Suspension.

8.3.11 — Academic Probation

If a student is placed on Suspension and successfully appeals the Suspension either through completing a semester (making SAP), or through the Appeal Request form (due to mitigating circumstances), the student's Federal and State aid will be reinstated and the student will be placed on Academic Probation. If the student fails to make SAP while being on Probation, the student will be placed on Suspension and will lose the right to appeal the Suspension.

Academic Probation requires that the student:

- Be limited to a maximum enrollment of 15 credit hours (including the Summer term for the Spring Semester, and A-Term for the Fall semester);
- Meet with his/her advisor 3 times during the semester.

In addition, the student:

- Is encouraged to limit typical workweek to 20 hours or less;
- Will be removed from Probation the following semester if the student meets the Satisfactory Academic Progress guidelines during the probationary semester.

8.3.12 — Other Satisfactory Academic Progress Guidelines

Transfer Credits

Credits that have been transferred into the institution by the student have no effect on the percentage of completion calculation in the Satisfactory Academic Progress (SAP), nor does it have any effect on the grade point average requirement for the SAP. Transfer credits are considered when computing the maximum time frame allowed for a program of study. In other words, any credit transferred towards a program at BBC counts towards the 150% time frame, but grades and completion percentages are not considered.

Dual Enrollment

A student may not receive federal aid from more than one institution at the same time. A student transferring to BBC from another institution must have his/her aid canceled at the former institution.

Repeat Courses

A student may receive federal financial aid for repeat courses only once. The student cannot use Federal and State Aid money to pay for third attempts and following.

8.4 — Adding/Dropping a Course

A student may drop or add a course without fee during the first two weeks of any full semester simply by filing the appropriate paperwork with the Office of Enrollment Services. The deadline for adding any course is the tenth scheduled day of classes for that semester, or in a blitz course, the second day of classes. A student may drop a course through the midpoint of the course and receive a "W" on his/her permanent record for that course. For courses offered in traditional format, a student may add or drop during the first ten class hours without charge. From that point until the mid-point of the course, the \$25 drop fee must be paid at the time the drop request is submitted to Enrollment Services. Drop requests that are filed with Enrollment Services will be processed only when applicable fees have been paid and appropriate forms are fully completed including all required signatures. No student will be allowed to withdraw from class after the midpoint of the course without the direct and specific approval of the Academic Committee based on extraordinary circumstances. Intensive courses (BLITZ courses) may be added or dropped only within the first two days of scheduled class meetings.

8.5 — Additional Hours

No student may petition for 18 hours unless his or her previous semester GPA is at least 3.0. There are two exceptions to this policy: Fall – a student may petition if taking both an A-term and a fall BLITZ course; Spring – a student may petition if taking both a spring BLITZ and a study trip course. In these cases, GPA will not be the determining factor, but other factors may be considered by the Academic Committee in determining the feasibility of 18 hours.

8.6 — Advanced Placement Program

An applicant's scores on the Advanced Placement Examinations of the College Board will be considered for meeting General Education core requirements. A minimum score of "3" will be required for credit which will be awarded only in areas compatible with the Boston Baptist College curriculum.

8.7 — Appeal Process

In the event that a student feels that he/she is being treated unfairly or in violation of academic policy by an advisor (or any other college official), an academic appeal should be immediately submitted in writing to the Academic Committee for consideration.

8.8 — Attendance Policy

- Students are allotted five one-hour absences per each three-hour course per semester
- If the course is a one-credit course, two class hours are allotted for absence.
- For each ensuing absence (beyond the allowed number), a letter grade reduction will be given.
- Exceptions to the attendance policy are reviewed by the Academic Committee.

Punctuality is also an attendance issue. Students who are not in place at the designated course start time will be considered tardy. Three instances of tardiness will equate to one full absence for that course. Any student arriving to class more than ten minutes late will be considered absent rather than merely tardy. Students also are considered absent if they leave class more than ten minutes before it is dismissed.

In the event of absence or lack of punctuality, the student assumes full responsibility for all missed assignments. Make-up work will be according to the make-up work policy published in the course syllabus. Any student who anticipates an extended absence should contact the Academic Office in advance to explore appropriate options.

8.9 — Auditing a Course

Students who wish to audit courses must follow standard application, registration, and business office procedures. The audit fee is \$265.00 per course per semester. Auditors are expected to attend classes but do not complete course requirements or receive academic credit.

8.10 — Student Classification

8.10.1 — Class Standing

Students achieve class standing based on the number of credit hours completed prior to the start of the appropriate semester. Classification is based on the following scale:

- 0-30 credit hours completed = FRESHMAN
- 31-62 credit hours completed = SOPHOMORE
- 63-94 credit hours completed = JUNIOR
- 95 or more credit hours completed = SENIOR

8.10.2 — Classification

The following distinctions will be applied during all full semester sessions (excluding the summer intensives):

- Full-time Students - Enrolled in an academic program and at least 12 credit hours per semester;
- Part-time Students - Enrolled in an academic program and less than 12 credit hours per semester;
- Auxiliary Student Status - Enrolled in 6 credit hours or less merely for academic enrichment rather than the completion of any program of study;
- Dual-Enrollment Student - High school junior or senior taking at least 1 credit hour.

8.11 — College Level Examination Policy

This program is administered by the College Entrance Examination Board and is designed to measure knowledge acquired through nontraditional study. A student may apply as many as nine credits acquired through CLEP to a program at Boston Baptist College, but each attempt must be pre-approved by the Academic Committee. Each test performance will be evaluated based on in-house score requirements for the CLEP exam in question. Credit will be given for General Education courses only in cases where there is clear compatibility with Boston Baptist College curriculum requirements.

8.12 — Course Changes

A student's schedule of courses is established as enrollment at registration day for each semester (rather than at pre-registration), since registration is when full financial responsibility is assumed and fee payments are due. Once enrolled, the Office of Enrollment Services posts a student's schedule of courses as a permanent record. ANY and ALL changes to the original schedule, whether additions or deletions, require the completion of an official change form submitted to the Office of Enrollment Services. Failure to complete the required forms can bring serious academic consequences. For example, if a student attends a class in which he/she is not enrolled, even if the student completes course requirements and gives quality performance, no credit for the course will be awarded. It is the student's responsibility to ensure that the academic advisement form submitted at registration accurately details the course work that the student intends to complete during that semester.

8.13 — Course Load

No student may enroll in more than 18 credit hours in any regular semester without direct prior approval from the Academic Committee. This excludes courses taken during blitz or study trip courses. 18 credit hours will be the normal maximum limit for any given semester unless the student's past performance and extracurricular responsibilities suggest that success can be expected even if academic demands are increased. Students under any form of academic warning will be limited to no more than 12 credit hours in content courses. Any course work above 16 hours will require additional tuition to be paid.

8.14 — Credit Hour Definition

Boston Baptist College follows the credit hour policies established by the U.S. Department of Education and in congruence with the Board of Higher Education "BHE" of the Commonwealth of Massachusetts. The credit hour represents an amount of work completed in intended learning outcomes that is verified by measured student achievement. The expectation is that one hour of classroom time, or direct faculty instruction, with an additional two hours of out-of-class student work for approximately fifteen weeks shall be the traditional measurement of an earned credit hour. Regardless of calendar scheduling, one semester hour of academic credit is normally awarded for 800 instructional minutes accompanied by approximately twice that amount of time in supplemental study, work, and research. In summary, students are expected to devote two hours to out-of-class work to each hour of instructional time, regardless of the format: in-person or online. Student out-of-class work will include reading, studying, assignments, worksheets, research, and other academic activities assigned or recommended by the professor. The use of instructional methods such as quizzes, examinations, discussion boards, tutorials, audio and visual presentations, chats, and other instructional techniques are considered instructional time. Additionally, professors meet TRACS requirements for regular and substantive interaction with online students including opportunities to interact with their peers, their professor, and course content by electronic means. Boston Baptist College courses will follow these same methods of calculation regardless of modular, traditional, or online format.

8.15 — Course Numbering System

The course numbering system at Boston Baptist College includes a four-digit alphabetical prefix, which describes the content division of the course.

BSTH	Biblical Studies / Theology
BUSI	Business
CCST	Cross Cultural Studies
CHHS	Church History
COMM	Communications
COUN	Biblical Counseling
CSRV	The Church Service Program
EDUC	Education
ENGL	English / Language Arts
GNED	General Education
GREK	Greek Language
HEBR	Hebrew Language
HIST	History
INTN	The Ministry Internship Program
KORE	Korean
LITR	Literature
MATH	Mathematics
MNSK	Ministry Skills
MUSC	Music
PHED	The Physical Education Activities Program
PSCH	Psychology
SCIE	Science
SOWK	Social Work
YTST	Youth Studies

Following each discipline description is a three digit number. The course number itself indicates the following:

- 100 level courses - Introductory in nature with no required prerequisites;
- 200 level courses - More advanced study with recommended prerequisites;
- 300 level courses - Advanced course work with required prerequisites;
- 400 level courses - Limited to seniors only.

8.16 — Final Grades & Grade Changes

All professors will submit a final grade for each student in each course prior to the grading deadline for each semester (typically this is the end of the work day on the last day of final exam week). Requests to change any grade must be submitted by the professor to the Office of Enrollment Services within thirty days of the original posting. Incomplete work in a course will result in an "F" for that course until the work is submitted within the time frame as set forward by the professor.

If you believe that a grade on your grade report is incorrect, you must follow the procedure listed below within 30 days of the grade postings. Failure to do so will cause you to forfeit any right to a grade change.

- Contact the professor about the grade in question. This must be done during his/her posted office hours. Be sure to do so with the right spirit.
- If the professor discovers an error, he/she will submit a change of grade notification to the Academic Office.
- If the professor states that there is no error and you do not agree, do not argue with the professor. You may appeal your request by submitting a written complaint (Academic Petition) to the Academic Office, within seven days, explaining your grievance.

Note: Grade changes cannot be made after a student has graduated unless there was a clerical error by the faculty or the institution.

8.17 — Grade Point Average

One of the most important academic statistics for a student is his/her grade point average (commonly referred to as GPA). The GPA for a student is calculated by adding the total number of quality points (see Grading Policy) and then dividing that number by the credit hours completed for that semester. A grade of "F" is calculated in the GPA though it earns 0 quality points. GPA's are calculated for each semester as well as for the entirety of a student's residence at Boston Baptist College. The calculation of a student's full academic performance for all semesters is referred to as the cumulative grade point average (CGPA). A CGPA of at least 2.0 is required for graduation. Transferred credits do not affect the CGPA, even though those credits may help to fulfill graduation requirements. Freshmen may have a CGPA of as low as 1.25 and Sophomores may have a CGPA as low as 1.75 without receiving academic warning.

8.18 — Grading Policy

Grade	Grade Points	Percentages
A+	4.0	99-100
A	4.0	95-98
A-	3.7	90-94
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
D-	0.7	60-63
F	0	0-59
AU	Audit - traditional course taken for no grade or credit	
D	Developmental Course – Not counted toward program completion	
ES	English PASS091- Satisfactory	
EU	English PASS091- Unsatisfactory	
H	Honor course, enrollment limited to Endoxa Honor Society members	
I	Incomplete - temporary grade for a period of no more than 30 days	
IP	In Progress at this time	
MS	Math PASS091- Satisfactory	
MU	Math PASS091- Unsatisfactory	
NP	Not Passing - course is for credit but not included in GPA	
P	Pass - course is for credit but not included in GPA	
R	Retaken - marks the original entry for a class that has been retaken	
S	Satisfactory - acceptable completion of a course (usually non-credit)	
U	Unsatisfactory - unacceptable completion of a course (usually non-credit)	
W	Withdrawn - indicates that a student officially dropped a class during drop/add period	
WF	Withdrawn while failing the course	
WP	Withdrawn while passing the course	
X	Audit	
XF	Fail – due to disciplinary infractions	
XR	Retake – marks the original entry for a class retaken due to failure on disciplinary grounds	

8.19 — Graduation

8.19.1 — Declaration of Candidacy

Any student who desires to participate in the May commencement ceremonies must file a "Declaration of Candidacy" with the Office of Enrollment Services no later than registration for the final year of residence. Filing at pre registration is strongly recommended. Any delay in filing the declaration limits the institution's ability to review all graduation requirements, and typically delays participation in graduation ceremonies until a succeeding year. All diplomas and degrees are available for presentation only at the May commencement.

8.19.2 — Graduation Honors

All courses taken in residence at Boston Baptist College will be calculated for academic honors at the graduation ceremony. The student who has fully completed the bachelor's degree program requirements with the highest cumulative grade point average will be declared the Valedictorian, with the second highest-ranking CGPA being recognized as the Salutatorian. The following graduation honors will be bestowed on all baccalaureate graduates with the appropriate cumulative grade point averages:

- Summa cum laude - 3.9 to 4.0 CGPA
- Magna cum laude - 3.75 to 3.89 CGPA
- Cum laude - 3.50 to 3.74 CGPA

To be eligible for graduation honors a student must complete a minimum of half of the required coursework for the program in residence at Boston Baptist College. To be eligible for valedictorian and salutatorian, the candidate must have completed 74 hours of their program in residence at Boston Baptist College. Candidates for the Associate in Science Degree are eligible only for cum laude recognition.

8.19.3 — Graduation Requirements

To be recommended by the faculty for graduation from the Bachelor of Biblical Studies program, a candidate must:

- Give evidence of genuine and consistent Christian faith and affirm the institutional doctrinal statement;
- File a "Declaration of Candidacy" for the appropriate program at pre-registration (or no later than registration) for the final year of that program;
- Fulfill the residency requirement of Boston Baptist College;
- Complete a minimum of 128 credit hours with all area requirements met and with a cumulative grade point average of at least 2.0.

To graduate with the Associate in Science Degree a candidate must:

- Give evidence of genuine and consistent Christian faith and affirm the institutional doctrinal statement;
- File a "Declaration of Candidacy" for the appropriate program at pre-registration (or no later than registration) for the final year of that program;
- Fulfill the residency requirement of Boston Baptist College;
- Complete a minimum of 64 credit hours with all area requirements met and with a cumulative grade point average of at least 2.0.

Students are fully responsible to see that all graduation requirements are met prior to appropriate deadlines. This includes, but is not limited to, official verification of any pre-approved transfer of credit toward the program requirements. All such official verification should be provided to the Office of Enrollment Services (Academic Office) at least fifteen days prior to the graduation ceremony in question. Graduation requirements in force at the time of a student's entrance to Boston Baptist College will be honored by the institution, unless the accrediting association or regulatory code preclude it. Students are expected to fully complete all graduation requirements prior to participation in graduation ceremonies.

8.20 — Guided and Honors Studies

Guided and Honors tutorials may be used to fulfill course requirements but are available to students on a severely limited basis with priority given to students in the final stages of a bachelor's program. Guided Studies will typically follow an existing course syllabus for a core requirement but as a tutorial will typically follow a reading-intensive format. Guided Studies may be available to students under the following criteria:

- The student must have a cumulative grade point average of at least 2.5 and show either a class schedule conflict or a distinct need for a course that will not be offered in the traditional format within a suitable time frame;
- Upon approval, a student will pay a \$50 fee per course to enroll in Guided Study; A fee of \$250 may be charged in the case of student-requested Guided Study;
- The Guided Study will incorporate a minimum of six contact hours of tutorial with the supervising professor during the semester of enrollment;
- The course will typically earn three hours of credit.

8.21 — Language Arts Requirement

All students in all programs will be required to successfully complete ENGL 151 and an additional writing-intensive course prior to obtaining junior status. All English composition courses submitted for transfer at the time of initial enrollment will be carefully examined for compatibility with ENGL 151, and students requesting to transfer in a course for ENGL 151 must submit a writing sample in MLA format to be analyzed by a faculty member. Unless ENGL 151 transfer is approved, students must enroll in ENGL 111 the first semester they attend Boston Baptist College. In the case of failure, this course must be repeated in the very next available semester, until it is passed. The research requirements of 300 level courses necessitate that students satisfactorily complete the core composition course prior to enrollment in upper level research.

8.22 — Ministry Skills Minor

All students at Boston Baptist College major in Biblical Studies. All bachelors programs, however, also require each candidate to complete a Minor, a core of at least 21 credit hours, in one of nine approved areas of ministry skills training: Pastoral Ministries; Cross-Cultural Ministries; Church Ministries; Educational Ministries; Youth Ministry; Biblical Counseling; History; Music; or Business. A minor must be declared at enrollment to program. Any change after the sophomore year incurs a change fee of \$225. Once junior status is achieved, the minor may be changed only by means of petition to the Academic Committee. Some minor programs may require specific pastoral recommendations, faculty committee approval, and Admissions Committee approval prior to entrance.

8.23 — PAS - Program for Academic Success

Students who are admitted with lower than the minimally required national test scores must address any need for remediation in the first applicable semester of enrollment. PAS, the Program for Academic Success, offers pre-collegiate level review in both English and Math. Students take PAS as a three-credit course for institutional credit only. Successful completion of appropriate PAS sections is required for enrollment in required 100 level courses and for full admission to the college.

8.24 — Readmission into Academic Program

Students who take a leave of absence from their academic program may be readmitted to that program, pending an updated pastoral recommendation and approval from the Admissions Committee. *Academic Catalog* requirements in force at the time of re-enrollment will be applied.

8.25 — Record Confidentiality

Boston Baptist College has established policies concerning the confidentiality of student records based on the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93- 390. The educational record of each student is confidential and will be released only upon the written and signed request of the student.

8.26 — Notification of Rights under Ferpa for BBC

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Boston Baptist College receives a request for access. A student should submit to the registrar, or head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Boston Baptist College to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Boston Baptist College decides not to amend the record as requested, Boston Baptist College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Boston Baptist College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Boston Baptist College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Boston Baptist College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Boston Baptist College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Boston Baptist College.

8.26 — Notification of Rights Under FERPA for BBC (cont.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Boston Baptist College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

8.26 — Notification of Rights Under FERPA for BBC (cont.)

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Boston Baptist College maintains a secured fireproof file of all student admissions and academic records.

Each semester, the Academic Office publishes a list of academic honors. Any student not wishing to appear on such lists must submit a request to be omitted, in writing, to the Academic Office.

8.27 — Privacy and VLE

- Boston Baptist College protects the privacy of all students, adhering to the same privacy standards for distance education or traditional students, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- There should be no guest access to the online course. “Guest lecturers” should create a video, send it to the professor, and be uploaded by the professor.
- Student rosters and grades should only be viewable by the professor.
- A student has their own VLE account that is password protected. Should a student feel their password or account has been compromised, they may reach out to the help desk in the IT department at 617-364-3510 ext. 221

8.28 — Registration

All students who plan to enroll for that semester must attend registration on the dates and at the times published. Pre-registered students may be required to attend the regular registration to complete business and financial arrangements. At registration, all tuition and financial obligations are formally acknowledged and at least the appropriate minimum payment is due in the Business Office.

8.29 — Repeating Courses

A student may repeat a course with the intent to improve upon the academic performance demonstrated previously. If a student retakes a course, the subsequent grade earned will be the grade retained for permanent record, regardless of its comparison to the previous grade. The earlier attempt will show simply as an "R" (Retaken) on the official transcript and will have no bearing on the student's GPA. The Academic Committee reserves the right to limit the number of courses a student may retake.

8.30 — Residency Requirements

Any student seeking graduation from any degree must complete at least thirty of the final thirty six hours of that program in residence at Boston Baptist College. In addition to that, no less than half of the unit requirements for Biblical Studies must be completed in residence. Special consideration may be given to transfer students from other Baptist Bible Fellowship associated institutions.

8.31 — Summer Intensive Program

Immediately after the Spring Semester, Boston Baptist College typically offers course work in an intensive format. The Academic Office will typically publish the schedule for the summer intensive by April 1st.

8.32 — Transcripts

An official transcript of a student's academic work at Boston Baptist College is available upon the submission of a completed "Transcript Request Form" or a written request containing student name, social security number, dates attended and degrees received (if any), along with the student's signature authorizing release to a specific institution or institutions along with mailing addresses. Transcript request forms are available at <https://www.boston.edu/request/transcript>. There is a \$10 charge for each transcript and a minimum of three to ten business days should be allowed for processing. Official transcripts are released directly to the records office of other educational institutions or businesses. An official transcript will be released to the student in secured format only in exceptional cases. No transcript will be released under any circumstances for a student who has unresolved financial obligations to Boston Baptist College.

8.33 — Transfer of Credits

Applicable credits from other accredited colleges and universities can be transferred to appropriate programs at Boston Baptist College but will be evaluated after an application, application fee, and official transcript has been received. A course may be considered for transfer credit only when a student received a grade of "C" or higher and the course is compatible with Boston Baptist College curriculum requirements. Official copies of all transcripts are required for evaluation and permanent records and must be requested by the student and forwarded directly to the Academic Office for review. To be eligible for transfer credit, courses typically must have been earned within ten years prior to enrollment.

8.34 - Laboure College Transfer Credit Policy

Students can be approved to transfer up to 9 hours from Laboure College to receive an EKG certificate, Phlebotomy Certificate, or Gerontology Certificate from Laboure College and apply those credits to their Boston Baptist college degrees in the areas of Natural and Physical Science, General Education Electives, or General Elective. Students can seek approval by completing a *Laboure Certificate Transfer Credit Form* available in the Registrar's Office. All transfer credits are subject to the transfer credit policy.

8.35 — Withdrawal

8.35.1 — Overview

In the unfortunate event that a student must leave school during a semester without completing all course work, the student is responsible to obtain an "Official Withdrawal Request" from the Office of Enrollment Services. The completed form must be submitted to that office before formal withdrawal can be accomplished. Without formalized withdrawal, a student may be destined to fail all courses for that semester. Academic and financial responsibilities will be upheld. All emergency cases require a petition to the Vice President for Academic Affairs.

Amendment to Withdrawal Policy

December 13, 2018

8.35.2 — Official Withdrawal

Students requesting to withdraw from courses during the semester must do so in writing by submitting a Withdrawal Form to the Registrar. Generally, the withdrawal date will be the date the student submitted the form to the Registrar. Nonattendance at class does not constitute official withdrawal and will result in a failing grade. Withdrawing from individual courses, while maintaining enrollment in others, does not constitute a total withdrawal. A student may withdraw from a course up until the course withdrawal deadline. See the academic calendar for the exact date for this deadline. Students are considered withdrawn from the college if they withdraw from all courses for the semester.

8.35.3 — Unofficial Withdrawal

The college has established a procedure, in accordance with Title IV regulations, to determine if students enrolled in courses are progressing toward the completion of their courses. The Title IV regulations require colleges and universities to have a mechanism in place for determining whether or not a student who began a course and received or could have received a disbursement of Title IV funds, unofficially withdrew.

Students who have begun classes, but cease to attend or submit any academic assignments (such as an examination, written paper or project, discussion board post, or other academic event) during the enrollment period, will be assigned a failing grade. Students receiving failing grades in all of their classes in a semester will be processed as an unofficial withdrawal. The withdrawal date is the last date the student attended a class, or submitted an academic assignment during the semester or enrollment period. A Title IV withdrawal calculation will be performed and the student will be reported as withdrawn. Students will be notified by the Financial Aid Office regarding the results of the Title IV withdrawal calculation. The student will be responsible for any remaining account balance.

8.36 — Course Descriptions

BSTH205 The Work of the Ministry: Paul’s Labor with Friends, Christian Leaders, and Church Members

Jesus’ creation and establishment of the church is glorious and beautiful; it is also demanding and can be difficult due to the curse of sin. The goal of this course is to examine Paul’s approach to Gospel ministry through the local church and through the network of churches that were planted through the missionary endeavors. His approach included mentorship, delegation, training, confrontation, and participation. He dealt with ecclesiastical establishment and formation, conflict resolution within the church, and Gospel propagation.

The goal of this course is to equip the student to understand the functionality of the local church and Christian mission as demonstrated through Paul’s teachings and example.

BSTH206 Miracles in Mark’s Gospel

This is an amalgamation of two levels of courses pertaining to the miracle narratives found in the Gospel According to Mark. These are titled as the Miracles in Mark’s Gospel, a 200-level course and the Exposition of Markan Miracle Narratives, a 300-level course. Both of these courses are distinguished by the amount of course requirements for each one.

This combined course is designed to expose the students to most, if not all, healing narratives found in the Gospel according to Mark with a purpose of locating them in their proper historical contexts. These historical contexts are further developed by an adaptation of proper interpretive skills fit to each of the levels mentioned above. In order to achieve this objective various tool

available in the English language are introduced to the students, and applied so that they can develop a good familiarity by classroom discussions and personal hands-on experience with these miracle narratives. These include but not limited to the historical, social, textual, contextual, and comparative approaches to these narratives.

BSTH241 Interpretation of Scripture

This introductory course is designed to help the student understand the basic issues of Biblical interpretation. The student will read and understand the class text, discuss pertinent issues in class, and be able to deal with the wide range of sensitive interpretive issues, which confront the Bible student in the area of Biblical interpretation. The successful completion of this course is a pre-requisite to all upper-level exposition coursework. Recommended prerequisites: BSTH 111, BSTH 112, BSTH 121, BSTH 122.

This course in Biblical interpretation is fundamental to the student's success in the overall Biblical course of study. This course lays the foundation for the student's ability to recognize key issues, which he or she will confront during the course of preparing and analyzing Biblical presentations. By completing this course, the student will be prepared for theology and practical ministry courses. This course in Biblical Hermeneutics is designed to introduce the student to the world of proper biblical interpretation and ground the student in sound principles of the hermeneutical process. The student will gain an appreciable knowledge of the history of interpretation, an understanding of how language is to be utilized in a changing world, and how to apply the rules of interpretation to ascertain the significance of Scripture. Therefore, this course is essential for students preparing for local church ministries.

BSTH246 Stories at Street Level

The events recorded in Scripture, both Old Testament and New, are not just "stories," they are historical events that happened to real people in real places in time and space. While we often draw inspiration and even instruction (in appropriate cases) from those events, it is helpful to examine the accounts in Scripture as they happened in real terms. BSTH 246 will sample events from both testaments and analyze key elements that must frame our understanding. Geography, climate, seasons, hunger and thirst, relationships and even the theology of the "players" all shape the events, and so must shape our understanding and interpretation of those events.

BSTH306 Exposition of Markan Miracle Narratives

The course is designed to expose the students to the miracle narratives found in Mark's gospel to locate them in their proper historical and linguistic contexts. These contexts are further developed by an adaptation of proper hermeneutical skills with the help of various tools available in English. These tools are introduced to the students and applied in the class so that students can develop a good familiarity with both the tools and their proper application, by classroom discussions and personal hands-on experience interpreting these miracle narratives.

These include, but are not limited to, the historical, social, textual, contextual, and comparative approaches to these narratives. This course also has an embedded goal of helping students write the expositions of the assigned miracle narratives.

BSTH388 Exposition of the Thessalonian Epistles

This course is an expository study of the Thessalonian Epistles, with emphasis on interpretive issues, its theological and practical relevance for the local church, Christian life, and pastoral leadership. Special emphasis will also be given to Paul's instruction concerning eschatological issues.

CCST203 Area Study: India

This course offers to students a basic introductory knowledge of a place, which is known as an Indian subcontinent, located in the southern part of Asia. The study covers a wide range of topics like history, physical, human, and political geography, religions, culture, festivals, etc. The students will also be exposed to some cultural events through media and in-person house visits (if permitted) to experience Indian hospitality, Indian cuisine, costumes, etc.

ENGL212 Advanced English Composition

The objectives of the course will focus on advanced written analysis, oral discourse, evaluation, argument, and research focusing on further development of critical reading strategies. Analyze textual rhetoric, discourse, and style while further developing academic writing proficiencies to include advanced summary and research writing with an expectation of developing inquiry, critique and reflection skills necessary to successfully build on written communication skills acquired in English 151 a prerequisite. Basic composition skills are assumed.

GNED112 The Boston Experience

This course is designed to provide training in the development of personal skills relating to the purposes and processes of college education. Emphasis will be placed on a variety of interdisciplinary study skills to help the student become a better learner. The student will be required to read, interact, discuss, and ultimately begin forming their own approaches to learning within the context of the college community.

HIST352 Research

This course is a research intensive course designed for History minor students and students considering post-grad work.

MNSK262 Culture, Religion, and Contemporary Trends

This course is a study of the relationship between contemporary issues and the historic Christian faith. The course will examine the fundamental elements of the Christian worldview and how it is expressed within cultural contexts. Special attention will be given to investigating

the relationship between basic Christian values and the realities of a secular contemporary culture.

MNSK336 Speaking from the Scriptures (Communication in Ministry)

This course is designed for the student who has successfully completed Fundamentals of Speech. As a second-tier speaking course, this class is designed to instruct the student in speaking from the Scriptures in a manner which honors sound hermeneutical and exegetical methods. Classroom instruction, along with several speaking responsibilities, will allow the student to develop a firm sense of communicating Scripture from a variety of ministry perspectives.

MUSC252 Music Appreciation

This course will provide students with an appreciation for the art of music and an understanding of how music has evolved into what we know today. Students will explore music history with a primary focus on music from European traditions in addition to music from non-European cultures. Students will then learn how these different musical cultures have merged to create the music we listen to today. Fundamental music concepts will also be discussed. MUSC 252 has no required prerequisites and is appropriate for all students regardless of their musical experience.

PSCH116 Mental Health and Mental Illness

This course is designed as an introduction study of mental health and mental disorders. Students will explore the prevalence, stigmas, diagnosis and treatments of mental health issues. Students will explore how perspectives, culture, and contextual factors can affect mental health.

SECTION 9

Distance Education

9.1 — Distance Education Defined

9.1.1 — Federal Definition

Distance Education uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if used in a course in conjunction with any of the technologies listed above.

9.1.2 — Boston Baptist College Description

Boston Baptist College currently offers online courses supplemental to the traditional programs. The institution uses the LMS, Moodle, for its Virtual Learning Environment. Online courses do not require on-campus meetings. Faculty-student interaction and delivery of course content is achieved through the VLE system. Through regular effective and substantive contact, instructors and students interact to complete assignments and assessments and to demonstrate course objectives and Programmatic Objectives as they relate to each particular course.

9.2 — Academic Policies and Procedures

At this time, most of the policies and procedures in the *Student Handbook* are just as applicable to students enrolled in online courses. Any policy or procedure that differs for online students will be noted in this section.

9.2.1 — Application and Admissions

The application and admissions process for a student wishing to take an online course is the same as face-to-face students. The Registrar must then confirm the student is from one of the approved Distance Education states. Once the student is accepted, the Registrar will notify the Director of Distance Education. The Director of Distance Education will send the student the *Student Handbook*, video tutorials for VLE, the link to the VLE and the contact number for the help desk.

9.2.2 — Adding a Course

Students will follow the same procedures as face-to-face students, with their contact person being the Registrar. If a student is placed on a waitlist, the Registrar will email them their position on the waitlist. Once a student has been granted permission to enroll in the course, they will have 24 hours to do so in order to add the class. If they do not, then the next student on the waitlist takes the spot. Distance Education courses are distinguished by section number seven (ex. CCST111-7).

9.2.3 — Dropping a Course

Students will follow the same procedures as face-to-face students, with their contact person being the Registrar. Students must login to the course on the start date and will have 48 hours to complete the Check-In assignment given by the professor. If the student has not completed the Check In assignment by the deadline, an email reminder will go out to let the student know they will be dropped if the assignment is not completed by the end of the week. If the student has still not responded, the professor is to let the Registrar know and the student will be dropped from the course.

9.2.4 — Late and Make-Up Work Policy

No late work will be accepted past the published deadlines. In each course, a one time exception to this rule will be allowed as long as the work is submitted within 48 hours of the deadline - this work will receive a 10% penalty. Regarding make-up work for unavoidable leave, petitions and documentation must be submitted to the Director of Distance Education.

9.2.5 — Formal Complaint Policy (Academic and Non-Academic)

Boston Baptist College is committed to timely and fair resolution of all student complaints. Whenever possible students should voice complaints with the appropriate faculty or staff member, or other students. If the complaint cannot be resolved informally, Boston Baptist College provides a process for students to file formal complaints when they are dissatisfied with institutional policies, services, or employee actions. This process may apply to academic or nonacademic issues, but is typically applied in matters where formal policies and procedures are not in effect. In those areas, policies stated in the *Student Handbook* and *Academic Catalog* take precedence.

- Students may submit a confidential formal complaint about an issue occurring during their current term of enrollment.
- The student expresses grievance in writing via the complaint form. Only complaints submitted via the complaint form will be considered official complaints. Complaints submitted via other forums will not be considered official complaints. [Student Complaint Form](#) or [Distance Education Student Complaint Form](#)
- The complaint will be forwarded to the Vice President's office.
- The complaint decision is rendered based on research findings.
- The decision making party will rule on the complaint and notify the student via email of the decision.
- If the student is not satisfied with the outcome of their initial complaint, they may appeal within five business days of the rendered decision by providing additional support/documentation for review.
- A second review of the complaint will be completed by the President's Office.
- If after all steps have been exhausted and the complaint has not been resolved, the student may file a complaint for with the following agencies:
- Boston Baptist College is accredited by the Transnational Association of Christian Colleges and Schools. Any student who has already followed the Complaint Procedures and feels the issue is not resolved, may contact TRACS.

Students should follow the [TRACS Complaint Policy](#) and complete the [TRACS Complaint Form](#).

Transnational Association of Christian Colleges & Schools (TRACS)
 15935 Forest Road
 Forest, Virginia 24551
 Telephone: (434) 525-9539
 Email: info@tracs.org
 Website: tracs.org

- Massachusetts Department of Higher Education following the steps at this link:
[Filing a complaint with Massachusetts Department of Higher Education](#)
- Distance Education Students should follow these steps:
[Filing a Complaint with DHE](#)

9.2.6 — Attendance Policy

The Attendance policy of this course is in accordance with the official attendance policy of Boston Baptist College as listed in the Standard. How this looks for distance education courses is the following: Students are required to “attend” or participate in the online course by completing at least 2-3 activities each week. Activities would include viewing course materials, responding to discussion posts, writing essays, completing quizzes, etc.

9.3 — Student Privacy

9.3.1 — FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) designed to protect student rights regarding education records maintained by the institution also covers Boston Baptist College. Under this act, students may inspect and review education records maintained by the institution that pertain to them; challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and control disclosures from their education records with certain exceptions.

Not only does FERPA cover computerized educational records but also things like email communication, posts on a discussion board, and projects uploaded to electronic sites.

9.3.2 — Instructor of Record

Only the Instructor of Record has the right to access student records.

9.3.3 — Technology and FERPA

- Students will be required to submit information through various forms of websites in order to complete projects, make comments, do research, etc. Professors must make sure that internet sources being recommended for use are FERPA compliant.
- Examples of FERPA compliant websites - internet research, surveys, tests, etc. that do not require login information
- Examples of non FERPA compliant websites - social media, assignments beings created on websites outside of VLE that require login information, websites that house grades

9.3.4 — Privacy and VLE

- Boston Baptist College protects the privacy of all students, adhering to the same privacy standards for distance education or traditional students, through strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- There should be no guest access to the online course. "Guest lecturers" should create a video, send it to the professor, and be uploaded by the professor.
- Student rosters and grades should only be viewable by the professor.
- A student has their own VLE account that is password protected. Should a student feel their password or account has been compromised, they may reach out to the help desk in the IT department at 617-364-3510 ext. 221

9.3.5 — Online Orientation and Learning Assistance

Upon being registered for your course, it is important that you review the *Student Handbook* as well as the VLE training tutorials that will be emailed to you. If you have any questions about VLE, please contact the help desk in the IT department at 617-364-3510 ext. 221.

9.3.6 — Verification of Student Identification

For all credit-bearing courses offered through distance education, the college must verify that the student who registers for a distance education course is the same student who participates in and completes the course or program and receives academic credit. According to the HEOA, one or more of the following methods must be used:

- A secure password and login
- Proctored exams
- Other technologies or practices that are effective in verifying student identification
- Boston Baptist College further recommends that
- Students adhere to Academic Dishonesty statement in syllabi
- Visual ID verification

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Initial Verification

During the Admission's process, each student receives a unique student ID number and ID badge. Upon matriculation, each student receives a unique and secure network account to authenticate into Boston Baptist College's electronic systems (i.e. VLE, Email). The Registrar's Office provides student verification for non-degree seeking students.

Secure Login and Password

Each Boston Baptist College student is assigned a unique student username and has a student-generated password to log into the Virtual Learning Environment (VLE). Students are responsible for providing their complete and true identity information in any identification verification process.

LMS and Student Work

Students are required to authenticate each time they log into the VLE learning management system to access their course(s) and complete course activities. All online course work that is graded or contributes to a student's grade is submitted via this authentication.

9.3.7 — Virtual Learning Environment

The LMS that is used for online learning is Moodle, and it can be located at vle.boston.edu. Students will use their email and login credentials to access their online courses.

Interactions and Expectations

Faculty and student interaction is an important part of the distance education learning experience. Successful completion of this course requires that students log into the course via the Virtual Learning Environment. Regular and substantive interaction with both the instructor and classmates is required throughout the semester. Academic exercises will be listed on the course syllabus and include, but are not limited to, reading textbooks and journal articles, watching videos, listening to audio, PowerPoint/PDF slides, discussion postings, quizzes, examinations, reflection and/or research papers, and written assignments.

9.3.7 — Virtual Learning Environment (cont.)

Substantive Interactions

Students are required to regularly and substantively participate in class assignments. Failure to do so will prevent the student from meeting the course objectives and therefore hinder their academic progress in the course.

9.4 — Communication

There are three official means of communication between faculty, staff, and administration to students: Campus Information System, student email, and the VLE.

9.4.1— Campus Information System (CIS)

Important announcements are posted on the CIS regularly. It will be necessary for every student to check the CIS on a regular basis.

The address for the CIS is www.Boston.edu/cis

9.4.2— Student Email

Every student will receive an official Boston Baptist College email account at registration. Boston student email accounts are the official means of communication for the Boston Baptist College community. Therefore, it will be necessary for every student to check this account on a daily basis. Students are accountable for the contents of institutional communication received through their email account.

This service must be used in an appropriate and ethical manner, not to transmit or distribute communications designed to annoy, offend, or harass others.

Users are responsible for all usage of email service and for maintaining the confidentiality of the username and password, as well as the content of all transmissions. Users agree to indemnify and hold Boston Baptist College harmless for the loss or damage arising from the content of any message.

This service cannot be used to gain unauthorized access to any other attached network or system. The misuse of email may result in loss of privileges, disciplinary action, or legal action. Student access to boston.edu e-mail and online services will end when the student withdraws. Student e-mail services may also be suspended when a student's account is unpaid.

9.4.3— Virtual Learning Environment (VLE)

Most communication between faculty and students will be done through the VLE. This is where professors will post the syllabus, post assignments, give feedback and grading, and post absences. This should be checked daily.

9.5 — Regular and Substantive Interaction Guidelines

Faculty and student interaction is an important part of the distance education learning experience. Successful completion of an online course requires that students log into the course via the Virtual Learning Environment. Regular and substantive interaction with both the instructor and classmates is required throughout the semester. Academic exercises will be listed on the course syllabus and include, but are not limited to, reading textbooks and journal articles, watching videos, listening to audio, PowerPoint/PDF slides, discussion postings, quizzes, examinations, reflection and/or research papers, and written assignments.

Students are required to regularly and substantively participate in class assignments. Failure to do so will prevent the student from meeting the course objectives and therefore hinder their academic progress in the course. The following are some guidelines for regular and substantive interaction for professors and students.

Instructor to Student Interactions

- Course announcements
- Messaging via the VLE
- Personalized feedback
- Discussion boards
- Videoconferencing (Zoom or Google Meets)
- Phone/voicemail

Student to Student Interactions

- Messaging via the VLE
- Discussion boards
- Collaborative projects: group blogs, wikis

Student Interactions with Course Content

- Weekly assignments on the VLE
- Lectures (recorded/streaming)
- Lecture slides, notes, powerpoints, etc.
- Podcasts/webinars/screencasts
- Videoconferencing (Zoom or Google Meets)
- Discussion boards

9.6 — Fred Tatro Research Library

Online students have access to the online library catalog. This can be found under the Academics section of the www.boston.edu website. Students will click “access library resources” and then sign in with their login credentials.

SECTION 10

Personnel

10.1 — Administrators

President, Rev. David Melton

After nine years of administrative service to Boston Baptist College, Rev. David Melton was named the third president of the college in July 2005. He has served churches in New Hampshire, Oklahoma, Missouri and Massachusetts, and has served in chaplain capacities for colleges, universities, and a major league baseball team. Melton is the founding pastor of the MetroWest Baptist Church, a growing congregation in Wellesley, Massachusetts, where he continues to lead a thriving church family in Boston's western suburbs. Melton is a nationally-known speaker and keeps a busy schedule in churches, colleges and conferences.

As an academic, President Melton continues to teach each semester, focusing on his dual interests in the ongoing research into the historical Jesus, as well as the nature and mission of the New Testament churches in the Greco-Roman world. His academic preparation includes degrees from New England Baptist College, the University of Oklahoma and the Harvard Divinity School. He has done additional graduate research at the Hebrew University of Jerusalem as well as Gordon-Conwell Theological Seminary.

Melton and his wife, Kim, live in Wellesley, Massachusetts, with their four sons. David is a Little League Dad, a history buff, a man who loves to travel in Europe, a poor but aspiring golfer, a dyed-in-the-wool Boston Red Sox fan, and an avid reader. Kim, his best friend and wife, travels with him when she can, and holds down the home front with the boys, Dave, Samuel, Matthew and Joshua.

Vice President for Academics and Operations, Rev. Randall Ward

Rev. Randall Ward took the position of Vice President for Operations in July, 2005. Ward spent several years on the staff of High Street Baptist Church in Springfield, Missouri, where he served as Singles Pastor, and, eventually, an Executive Pastor. Ward earned a degree in Accounting from Southwest Missouri State University and a Master of Arts Intercultural Studies degree from Baptist Bible College Graduate School of Theology.

Ward and his wife, Kelly, have four children at home: Gabriel, Rachel, Gracyn, and Hannah.

10.2 — Board of Trustees

Rev. Steve Bender
Springfield, Missouri

Rev. Steve Dillard
Granbury, Texas

Rev. Chris Edwards
Florence, South Carolina

Mrs. Karen Fox
Union Township, New Jersey

Rev. Lyndell Lee
Odessa, TX

Rev. Chris Litt
Bowie, Texas

Rev. David Melton
Wellesley, Massachusetts

Rev. John Reilly
Taylor, Michigan

Rev. Tim Robinson
Belmont, Massachusetts

10.3 — Faculty

10.3.1 — Full Time

Professor Vivek Arora

Professor Arora offers students expertise in languages, New Testament studies, and a commitment to research. Professor Arora is also the Pastor at All Nations Church-Boston in Waltham Massachusetts beginning in February 2010.

- Doctor of Philosophy (ABD) Concentration in New Testament
- New Orleans Baptist Theological Seminary, New Orleans, Louisiana – April, 2014
- Master of Theology (Th.M.) New Orleans Baptist Theological Seminary, New Orleans, Louisiana - May, 2007
- Master of Divinity (M.Div.) International School of Theology (Now AGSL), Quezon City, Philippines – April, 2002
- Bachelor of Arts in Geography (B.A.) University of Delhi, New Delhi, India – April, 1988

Professor Mark Howell

Dr. Mark Howell offers students expertise in Old Testament studies, New Testament studies, ministry application, and commitment to research. Dr. Howell is also the executive director of E2 Initiative and has a heart for missions.

- Doctor of Philosophy Concentration in Theological Studies, Southeastern Baptist Theological Seminary – May, 1999
- Master of Divinity (M.Div), Southeastern Baptist Theological Seminary – May, 1993
- Bachelor of Arts in Biology (B.A.), Carson-Newman College – May, 1989

10.3.1 — Full Time (cont.)

Professor Bill Smith

Dr. Bill Smith has taught at Boston Baptist College since 2001. He earned his Doctor of Ministry degree from Gordon-Conwell Theological Seminary in 2010. At Gordon-Conwell, Dr. Smith specialized in the ministry track, "From the Study to the Pulpit." At Boston Baptist, Dr. Smith has a passion to teach students to live and present God's Word Biblically and in a relevant manner. He teaches a variety of ministry courses, including: Speaking From the Scriptures; Church Administration; Senior Seminar; Essentials of Ministry; and Urban Ministry. Dr. Smith is Senior Pastor of Temple Baptist Church in West Bridgewater, Massachusetts, where he has served since 1989.

- D.Div., Gordon Conwell Theological Seminary, Hamilton, MA - 2010
- Th.M., Gordon Conwell Theological Seminary, Hamilton, MA – 2016
- M.A. Urban Ministry, Gordon-Conwell Theological Seminary, Hamilton, MA – 2005
- B.S. Theology, Northeastern Baptist Bible Schools

Professor Jan Zimmerman

Dr. Zimmerman offers experience and expertise in Fine Arts in the classroom and the setting of private music lessons.

- D.M.A. University of Connecticut, Storrs, CT – 2020
- M.A. Music/Voice Performance, The Boston Conservatory, Boston, MA – 2006
- B.A. Music, Palm Beach Atlantic University, West Palm Beach, FL – 2004

10.3.2 — Part Time

Mrs. Rebekah Butler

Professor Rebekah Butler, a 2012 alumna of Boston Baptist College, began serving as the college's Registrar while working toward her master's. She has a history of ministry-mindedness, which is exemplified in her family life, in her church life, and in her job. As a result of such tenacity as further evidenced in her pursuit and achievement of her master's degree, along with her demonstrated desire to mentor and train young men and women as she has been trained, Professor Butler is counted as a valuable asset to the institution's academic rigor.

Mrs. Kristin Clark

Boston Baptist College is privileged to have Professor Kristin Clark as a part of its staff and faculty. Professor Clark is a graduate of Boston Baptist College, and as an instructor she brings a fresh and welcome perspective to the education curricula of the institution. In addition to serving the Boston Baptist College community, Professor Clark is a special education teacher for students with Autism for Boston Public Schools. She has also served as the Children's Director for seven years at Discovery Church in Weymouth, Massachusetts, where she is now the Special Needs Ministry Director.

Dr. Atif Debs

Boston Baptist College is excited to count among its faculty Dr. Atif Debs. With a fascinating personal history and a powerful testimony, Dr. Debs is able to challenge students and convey insights from a unique and engaging perspective. Courses taught by Dr. Debs include Christianity and Islam: A Comparative Study and Islam and the Islamic World.

Mrs. Deanna Dwyer

Professor Dwyer brings energy and experience to the Boston Baptist College business minor. Professor Dwyer holds an M.B.A. from Marist College.

Dr. Candi Finch

Dr. Finch challenges Boston Baptist College students with a commitment to a high level of Biblical scholarship. She received a Ph. D. in Systematic Theology from Southwestern Baptist Theological Seminary.

Rev. Bruce Garner

Boston Baptist College is thrilled to count Rev. Bruce Garner among its esteemed faculty. Rev. Garner has taught several courses at the institution, including Senior Seminar, which marks the academic culmination of every student's hard work and perseverance, and is a prerequisite for graduation. When Rev. Garner is not teaching at Boston Baptist College, he is serving as the Senior Pastor at CrossPoint Baptist Church in Huntington Beach, CA.

Dr. Madison Grace

Dr. Madison Grace has consistently helped contribute to the rigor required of Senior Seminar. Dr. Grace is a full time professor at Southwestern Baptist Theological Seminary and an active leader in his church. Dr. Grace challenges Baptist Bible College students to complete their program with excellence.

10.3.2 — Part Time (cont.)

Professor P.J. Guske

Professor Guske offers expertise in astronautics and space engineering. He received his Master of Science degree in Astronautics and Space Engineering from Cranfield Institute of Technology in 1989 and has since worked for the Jet Propulsion Laboratory on the Mars mission.

Rev. Jeremy Highlander

Professor Highlander is the lead pastor at NorthPointe Baptist Church in Sandusky, Ohio. Professor Highlander has a passion for communication and ministry. Professor Highlander received his M. Div from Liberty Baptist Theological Seminary and is in the process of obtaining his D.Min from Liberty University School of Divinity.

Mrs. Melissa Lindsey

Professor Lindsey received her M.Ed from Providence College. Professor Lindsey is completing a degree in professional counseling at Liberty University. Professor Lindsey is a staff member and leader at Ocean State Baptist Church in Smithfield, RI.

Professor John Paul-Lotz

Rev. Dr. John-Paul Lotz brings an added depth to the academic rigor of Boston Baptist College, where he has been teaching such classes as New Testament Studies, Church History, Greek, and Hebrew since 2014. Rev. Dr. Lotz is a lifelong student who consistently demonstrates the importance of a readiness to defend Truth in a world where such tenacity is often undervalued. When Rev. Dr. Lotz isn't on the campus at Boston Baptist College, he can often be found at the church he pastors on New England's beautiful Cape Cod.

Education and Credentials

- PhD in Patristics, Cambridge University Cambridge, UK (2002)
- Masters of Divinity at the Beeson Divinity School at Samford University in Birmingham, AL (1997)
- Bachelor of Arts in History, University of Richmond in Richmond, VA (1993)
- lecturer at London School of Theology in Northwood, UK
- Author of "Ignatius and Concord" (published 2009) • Senior Pastor of Church of the Redeemer in Sandwich, MA (2012-present)

Mrs. Tristan Maiden

Mrs. Maiden is a 2012 alumna of Boston Baptist College. She holds a master's degree from Bridgewater State University in Severe Disabilities. She works in the Boston Public School system and brings a great perspective to the students of Boston Baptist College.

Rev. David Melton

After nine years of administrative service to Boston Baptist College, Rev. David Melton was named the third president of the college in July 2005. He has served churches in New Hampshire, Oklahoma, Missouri and Massachusetts, and has served in chaplain capacities for colleges, universities, and a major league baseball team. Melton is the founding pastor of the

MetroWest Baptist Church, a growing congregation in Wellesley, Massachusetts, where he continues to lead a thriving church family in Boston's western suburbs. Melton is a nationally-known speaker and keeps a busy schedule in churches, colleges and conferences.

Rev. Timothy Robinson

Professor Robinson is a proud 2015 alumni of Boston Baptist College. Professor Robinson went on to receive his M.A. from Capitol Seminary and Graduate School. Professor Robinson is a staff member at NorthPointe Baptist Church in Sandusky, Ohio where he serves with his wife Toni and their six children.

Professor Courtney Smith

Professor Courtney Smith received her M.A. in Marriage and Family Therapy from Eastern Nazarene University in 2022. She teaches counseling and psychology courses geared toward helping students better understand individuals and families.

Professor Jamy Smith

Professor Smith offers students the ability to strengthen their writing and research skills. Professor Smith offers consistent support to students as they work towards gaining the skills necessary to succeed in their courses. Professor Smith is a homeschooling mother of her four children. She is a faithful leader at Lighthouse Baptist Church in East Providence, RI.

Rev. Phil Smith

Rev. Philip Smith earned a BS in Biology from St. Joseph's College in Darjeeling, India and a Masters of Business Administration from Bryant College. He is a businessman who deals with math issues on a daily basis. This makes him uniquely qualified to teach math courses at Boston Baptist College.

10.3.2 — Part Time (cont.)

Mrs. Grace Snavely

Professor Snavely brings a wealth of educational experience to the education students at Boston Baptist College. Professor Snavely is a dynamic professor who demonstrates the organization and skills necessary to quality educators to her education students. Professor Snavely is the co-founder of Global Baptist Training Foundation where she helps to train national pastors across the globe.

Mrs. Kelsey Spicer

Professor Spicer is an alumni of Boston Baptist College and has further pursued her education, earning a M. Ed at Liberty University in Teaching and Learning History.

Mr. Fred Tatro

Mr. Fred Tatro heads up all of the library services at Boston Baptist College. He earned a BS in Business Management from Southeastern Massachusetts University and an MA in Library Sciences from the University of Rhode Island.

Rev. Phillip Webber

Professor Webber brings a wealth of ministry experience to Boston Baptist College. Professor Webber earned a M.A. in Religion from Liberty University. He has served faithfully as a pastor for over 30 years.

Rev. Randall Ward

Rev. Randall Ward took the position of Vice President for Operations in July, 2005. Ward spent several years on the staff of High Street Baptist Church in Springfield, Missouri, where he served as Singles Pastor and, eventually, Executive Pastor. Rev. Ward earned a degree in Accounting from Southwest Missouri State University, and a Master of Divinity degree from Baptist Bible College Graduate School of Theology.

Rev. Michael Woodward

Boston Baptist College is thrilled to count among its faculty members Ocean State Baptist Church's Rev. Michael Joseph Woodward. Rev. Woodward brings valuable perspective and welcome energy to the college's academic rigor, and his classes, including Adolescent Spiritual Development, Counseling for Spiritual Growth, and Youth Curriculum Design, are heralded among the students as both personally challenging and ministry enriching.