

STUDENT HANDBOOK

South Florida Bible College  
& Theological Seminary

# STUDENT HANDBOOK



2021-2022



2200 SW 10th Street | Deerfield Beach, FL 33442 | [www.sfbc.edu](http://www.sfbc.edu)

July 1, 2021

## *A Letter from our Vice President for Student Life*

### MISSION STATEMENT

Mission Statement for Student Life Office.

*To enhance the quality of the college experience through a vibrant learning environment, supporting the emotional development of the student by challenging students to seek new experiences.*

*In pursuit of this mission, Student Life is dedicated to a partnership with our students at South Florida Bible College and Theological Seminary.*

You have been given an exciting opportunity to study God's Word from men and women who have dedicated their lives to educating servants for God's Kingdom! The Faculty and Staff are here to help develop you into what God has purposed for your life. This is your time to learn and grow, and SFBC&TS will do all we can to help you flourish!

The policies and rules in this handbook are for your benefit. Just as God gives us guidelines for life, the rules and policies of SFBC&TS are in place to help you walk the best path as you pursue His ways for your life. If you choose to follow the paths of righteousness, you will succeed at SFBC&TS and more so in the life that God is preparing for you.

May God bless you and your time at SFBC&TS. Take advantage of this awesome opportunity and take advantage of all we have to offer you!

In Christ,

*Phyllis Wright*

Vice President for Student Life



***Administrative Phone Numbers***  
**954-637-2268**

President's Office <a href="mailto:president@sfbc.edu">president@sfbc.edu</a>	954-637-2289
Student Life <a href="mailto:studentlife@sfbc.edu">studentlife@sfbc.edu</a>	954-637-2268 x.3
Financial Aid <a href="mailto:financialaid@sfbc.edu">financialaid@sfbc.edu</a>	954-637-2279
English Lab <a href="mailto:englishlab@sfbc.edu">englishlab@sfbc.edu</a>	954-637-2268 x.0
Library <a href="mailto:sfbclibrary@sfbc.edu">sfbclibrary@sfbc.edu</a>	954-637-2268 x.7
International Students <a href="mailto:issd@sfbc.edu">issd@sfbc.edu</a>	954-637-2268 x.8
Student Billing <a href="mailto:billing@sfbc.edu">billing@sfbc.edu</a>	954-637-2268 x.5
Registrar <a href="mailto:registrar@sfbc.edu">registrar@sfbc.edu</a>	954-637-2290
Academics <a href="mailto:sfbcacademics@sfbc.edu">sfbcacademics@sfbc.edu</a>	954-637-2291
English for Academic Purposes Program <a href="mailto:eap@sfbc.edu">eap@sfbc.edu</a>	954-871-2411
Admissions <a href="mailto:admissions@sfbc.edu">admissions@sfbc.edu</a>	954-637-2268 x.1
Receptionist <a href="mailto:frontdesk@sfbc.edu">frontdesk@sfbc.edu</a>	954-637-2268 x.0

Technological Support  
[ithelp@sfbc.edu](mailto:ithelp@sfbc.edu)

954-637-2279



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## STUDENT MANUAL

You hold in your hands an invitation to an enriching learning experience. This manual will tell you about how you can expect to grow spiritually and be better equipped to minister the Word of God.

Our goals are not only academic, but also spiritual and practical. The union of these factors creates an exciting environment in which you can anticipate real expansion in your grasp of Scripture, in your relationship with other Christians, in the vigor of your faith, and in your service for Christ.

We welcome you among our students; and we pray that your expectations will be surpassed. May the Lord bring you to a new level of personal fulfillment and fruitful service.

### Mission Statement

South Florida Bible College & Theological Seminary is an institution of higher learning where the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life.

### Vision Statement

South Florida Bible College & Theological Seminary (SFBC) believes in pursuing the unreachable and chasing an image of a God-breathed community that is working towards the mission of God in their everyday lives. SFBC trusts in God to accomplish the following impossible tasks, more than we can even ask or think (Ephesians 3:20):

- Building up, Striving for, and Maintaining a spiritual vibrant community.
- Serving as a resource for the local community and impacting all nations with the Gospel of our Lord Jesus Christ.
- Pursuing a diverse student and faculty demographic that includes people from various nationalities, denominations, and cultures (Revelation 7).
- Pursuing a biblical foundation in every aspect of instruction, producing academically competent scholarship for the global church.

### Institutional Goals & Objectives

To accomplish its mission, South Florida Bible College & Theological Seminary embraces eight goal-oriented objectives.

1. The College and Seminary strives to educate Christian men and women to be transformational leaders in life and ministry, impacting culture and fulfilling the great commission.
2. The College and Seminary commits to provide adequate financial, physical, human, and technological resources for student and faculty development and spiritual growth relative to its mission
3. The College and Seminary embodies and facilitates diversity through culturally rich learning opportunities, which prepare students to impact local and global communities to further the Kingdom of Christ

4. The College and Seminary equips men and women to study, research, and analyze various theological and philosophical perspectives from a Biblical worldview across undergraduate and graduate programs
5. The College and Seminary fosters student learning through a strictly aligned curriculum and consistent academic rigor across all programs
6. The College and Seminary is committed to serving students intellectually, socially, physically, emotionally, and spiritually through: A curriculum based on the Holy Bible, information literacy, spiritual formation programs, wellness programs, and other support services
7. The College and Seminary offers placement and academic support services for domestic and international students to achieve timely graduation and to succeed in higher education, careers, and ministry
8. The College and Seminary actively supports its mission through systematic research, planning, and evaluation processes, cultivating a culture of continuous improvement across the Institution.

### Core Values

1. Transformation
  - a. Our hope for students is that, through their time at SFBC & TS, their lives will become transformed in Christ, that they will have their minds further constructed with His truth and their characters formed according to His virtues, and that their hearts will courageously carry His mission. It is our hope that our students are not just educated, but that they are being conformed to the image of Christ, both to His life and His suffering through the Holy Spirit (Phil 3:10).
2. Compassion
  - a. As a community, we seek to know the compassion and care of our God, our Creator, the Triune God. We aim to value what God values. God's kingdom touches the whole person, and care for social justice issues is a natural outflow of knowing God. We embrace local and global opportunities to express tangible care for the marginalized, poor, and vulnerable from a biblical perspective. We also desire to learn to take our responsibilities in creation care seriously by encouraging and upholding a lifestyle that is non-consumer oriented, but sustainable, as we care for His creation.
3. Respect
  - a. We believe that all people are created in the image of God and therefore have inherent worth and dignity. We seek to cultivate a safe environment for all students to engage in courteous and respectful conversation as they pursue truth and Scriptural formation. Such an environment will abide by our anti-bullying policies and promote a mutual value for seeking truth rather than being right.
4. Multi-denominationalism (Inter-denominationalism) [from research they mean essentially the same thing]
  - a. As a community, we seek to understand and embrace what being part of the 'new humanity in Christ' (Gal 3:28) looks like, including how we treat male/female, ethnic, racial, denominational, and theological differences. While we recognize the importance of holding and defending evangelical convictions with reason and grace, we are aware of the various Christian traditions – Orthodox, Roman Catholic, and

Protestant – and their profound contributions. We endeavor to be part of the solution and to model love for Jesus' Church.

5. Diversity
  - a. SFBC & TS values the energy and insights from our diverse faculty, staff, and student body. Our classrooms consist of students from diverse ethnicities, vocational goals, denominational traditions, backgrounds, and experiences. This provides us with endless opportunities to learn from each other, learn about ourselves, and foster real kingdom practices. Such diversity teaches us to celebrate our unity in Christ and to find a loyalty to Christ that transcends our human affiliations and communities.
6. Excellence
  - a. As an institution of higher learning, we believe that a rigorous academic standard and engagement in scholarship are expressions of good stewardship to God and are vital to the wellbeing of the church and mission of God. We expect that our students will engage their faith in clear, compelling, critical and intellectually rigorous ways.
7. Missio Dei
  - a. We believe God is already at work, renewing humanity and creation, and it is our desire to join in His mission. We expect our students to incarnationally mediate God's mission as they encounter and influence culture locally and globally with the holistic gospel. It is also our belief that our identity is shaped by our participation and understanding that central to God's mission is His glory, and not us.

### **Doctrinal Statements**

SFBC&TS believes it is essential to have doctrinal statements of faith that set forth the general principles of this institution and its theological understandings of Scripture. Applicants, students, and graduates are not required to sign or affirm SFBC&TS' statements of faith, but they are expected to be in essential agreement with them. SFBC&TS is interdenominational in character and maintains a conservative, evangelical position. SFBC&TS recognizes the following doctrinal statements of faith.

1. We believe the Bible reveals the mind of Christ and is the inspired, infallible, inerrant, and authoritative Word of God.
2. We believe in the Triune God who is one in substance and three in person- the Father, Son, and Holy Spirit.
3. We believe in the reality of Satan and his present control over unregenerate man.
4. We believe in the deity of our Lord Jesus Christ, His sinless life, His miracles, His vicarious and atoning death through His blood, His bodily resurrection, His ascension to the right hand of the Father, and His prophesied return enacted by the power and glory of the King of Kings and Lord of Lords.
5. We believe in the fall of man and his lost estate, which makes necessary a rebirth through confession of sin and faith in the Lord Jesus Christ.
6. We believe in the reconciliation of man to God by the substitutionary death and bloodshed of our Lord Jesus Christ.
7. We believe in the resurrection of believers unto everlasting life and the resurrection of unbelievers unto everlasting punishment.
8. We believe in the ever-present ministry of the Holy Spirit.
9. We believe in the Ex Nihilo creation of the universe.

10. We believe God has conferred equal value on men and women. We therefore seek to equip men and women for their ministry in Jesus' Great Commission in our rapidly changing and challenging mission field.

### Recognitions/Accreditations

- ABHE** South Florida Bible College & Theological Seminary is accredited by the Commission on Accreditation of the [Association for Biblical Higher Education \(ABHE\)](#), 5850 T G Lee Boulevard Suite 130, Orlando, Florida 32822 Ph. (407) 207-0808 (for both the undergraduate and graduate programs). Accredited status provides membership in the Association, and is granted to those institutions that meet the ABHE COA Conditions of Eligibility.
- The Association for Biblical Higher Education is a North American agency that comprises approximately 200 postsecondary institutions throughout North America specializing in biblical ministry formation and professional leadership education. It is an officially recognized “national accrediting association” by the [U.S. Department of Education](#). ABHE is an officially recognized “faith-based” accrediting agency by the [Council for Higher Education Accreditation](#), and is a part of a global network that relates to regional or continental higher educational agencies through the [International Council for Evangelical Theological Education](#).
- AFCS** South Florida Bible College & Theological Seminary (SFBC&TS) is a member in good standing with the American Federation of Colleges and Seminaries.
- VETERANS** Various programs at SFBC&TS have been approved by The Bureau of State Approving for Veterans Training for benefits.
- APA** SFBC&TS is approved by the American Psychological Association to offer CE credit for psychologists. SFBC&TS maintains responsibility for the program.
- STATE OF FLORIDA** SFBC&TS is licensed by the Commission for Independent Education, Florida Department of Education.
- Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.
- South Florida Bible College & Theological Seminary is listed as a Certified Vocational Rehabilitation Vendor (that is, approved to provide educational and training services) under the authority of the [Florida Department of Education](#). The Florida Department of Education's Division of Vocational Rehabilitation is a federal and state program that assists individuals with disabilities who require vocational rehabilitation services to prepare for, secure, regain or retain employment. The Division of Vocational Rehabilitation is committed to working with certified vendors (such as South Florida Bible College & Theological Seminary) to provide quality vocational rehabilitation services to Floridians with

disabilities. Call 1-800-451-4327 to reach the Division of Vocational Rehabilitation.

**I-20** Foreign students with visas are permitted to enroll, providing all INS requirements have been met.

**ACSI** SFBC&TS is on the list of Recognized College programs with the Association of Christian Schools International (ACSI).

**MINISTRY** SFBC&TS is on the list of Recognized College programs with the Ministry Ventures Program, which

**VENTURES** empowers ministry leaders to create thriving organizations.

### **Our History**

South Florida Bible College & Theological Seminary (SFBC&TS) was established in 1985, by its founder, Dr. Joseph Guadagnino. Dr. Guadagnino wanted to provide a non-denominational institution of higher learning where men and women could fulfill the call of God upon their lives. SFBC&TS began as a Bible Institute in 1985, evolving into a Bible College and Seminary in 1988. The first graduating class was in June 1990, with eighty (80) graduates.

Dr. Guadagnino, having been in the ministry for over twenty-five years, brought great insight and knowledge in how to run a successful ministry. South Florida Bible College & Theological Seminary was in its original location for over 25 years. The facility was originally a movie theatre, called the "Ultra-Vision Theatres," which was the ultimate vision for the ministry of South Florida Bible College & Theological Seminary. In 2011, the Institution moved to a modern facility providing a more traditional college experience for the students.

According to Florida Smart, the State of Florida has:

Ten State Universities

Twenty-eight Community Colleges

Sixty-eight private Colleges & Universities

Only fifteen of the sixty-eight private Colleges and Universities are Bible Colleges

Only two of the fifteen Bible Colleges are in Broward County

Only one of the Bible colleges in Broward County, South Florida Bible College & Theological Seminary, offers all of the following:

- Non-denominational focus
- Undergraduate programs in Theology
- Graduate programs in Theology
- Programs in Theology for international students
- Programs in Theology taught in Portuguese

- Programs in Theology on campus or by Distance Learning
- A growing international presence

The only other Bible seminary in Broward County offers graduate-level only courses, and offers them from a reformed, Presbyterian point of view, not a non-denominational view. In the surrounding counties, there are approximately five other Bible colleges, and three of them are Catholic. Of the other two, one school only offers courses on the Internet, and thus cannot accept international students. The other offers a few undergraduate Bible classes, but no theological degrees. From this it can be seen that SFBC&TS has a unique role to play, not only in Broward County, but in all of South Florida, and the United States. It is the only non-denominational Bible college and seminary that can offer both undergraduate and graduate degrees to international students.

In 2016, the Board of Directors appointed the second President of the Institution, Dr. Mary Drabik. Dr. Drabik having been with the institution since 1989, brought with her the experience of running all aspects of an Institution of Higher Learning. In 2017, the college moved to a 50,000 square foot building to provide for the college's continual growth and blooming student body. Through many miraculous interventions from God, South Florida Bible College & Theological Seminary began. SFBC&TS continues to experience miracles and tremendous growth. Please feel free to contact us should you have questions or if you would like to receive information about SFBC&TS.

*“Come join us in making history!”™*

### **Our Campus**

The Campus for South Florida Bible College & Theological Seminary is located along 10<sup>th</sup> Street in Deerfield Beach, Florida. The campus is less than one mile from the beautiful beach and is within thirty minutes of three major airports. The campus has 50,000 sq. ft. including classrooms, bookstore, the newly renovated student center, a chapel for students, and the Steven R. Sylvester Library: The library houses the college's collection of books, journals, periodicals, as well as other learning and computer resources for student use. SFBC&TS also has private study cubicles with computers and wireless Internet access available for students.



## Tuition, Fees, and Financial Aid Schedules

*All fees must be paid in U.S. Dollars.  
All fee rates are subject to change at the discretion of SFBC&TS.*

### Application Fee

Application fees vary based on the student's admittance at SFBC&TS. This fee is non-refundable and is paid once by the student. Below is a list of those admittance types.

1. Degree-seeking students (including Transfer Students): \$75.00
2. International Students: \$350.00

The fee is to be submitted with the initial application. No application will be processed until the fee is paid.

### Registration Fee

This fee is non-refundable and is paid once by the student.

1. Degree-seeking students: \$75.00

The fee is to be submitted with the initial application. Registration remains in effect unless the student becomes inactive. A new registration fee must be paid for a student to become reactivated.

"Inactivity" is defined by SFBC&TS as follows:

**Commuters:** Must apply for re-enrollment if the student has not been enrolled in a course at SFBC&TS for one or more years.

**Distance Learners:** Must apply for re-enrollment if the student has not been enrolled in a course at SFBC&TS for one or more years.

### Placement and Entrance Testing Fees

All accepted students are required to take a placement and/or entrance test. The fees associated with these tests are *non-refundable*

- PERT Testing Fee: \$20
- Oxford Testing Fee: \$25

### International Enrollment Deposit

All accepted international students are required to make a *non-refundable* enrollment deposit. The enrollment deposit applies directly to a student's expenses at South Florida Bible College & Theological Seminary.

- EAP Enrollment Deposit: \$550
- Undergraduate Enrollment Deposit: \$660
- Graduate Enrollment Deposit: \$531

### Graduation Fees

- EAP Completion: \$50.00
- Associate Degree: \$200.00
- Baccalaureate Degree: \$200.00
- Master's Degree: \$285.00
- Doctoral Degree: \$385.00

### Transfer Credits

These are based on the following:

- Less than 30 credits \$50.00
- 30 to 60 credits \$100.00
- 61 to 90 credits \$150.00
- More than 90 credits \$200.00

### Assessed Credits

Review <i>Life Learning Portfolio</i> Fee (Undergraduate)	\$75.00
Assessing Life Learning Credit Fee (Undergraduate)	\$70.00 per credit hour
Review <i>Life Learning Portfolio</i> Fee (MDIV)	\$70.00
Assessing Life Learning Credit Fee (MDIV)	\$100.00 per credit hour
Review <i>Life Learning Portfolio</i> Fee (DMIN)	\$150.00

### Audit Fee

Auditors can inquire more about fees and expenses with the Registrar's Office.

- \$300.00 per course

### Tuition and Online Fees

#### *Undergraduate Tuition Fees:*

- 1-6 Credits: \$295.00 per credit hour
- 7+ Credits: \$285.00 per credit hour

#### *Graduate Tuition Fees:*

- \$295.00 per credit hour

- \$350.00 per credit hour (Master of Arts in Christian Counseling Degree)
- \$350.00 per credit hour (Master of Arts in Pastoral Counseling Degree)
- \$390.00 per credit hour (Doctor of Ministry Degree)

**Online Fees:**

\$150.00 per course

**Note:** The tuition fees do not include the textbook(s), workbook(s), or reference reading materials. Upon request, additional book fees will be charged to the student’s account, based on the particular course criteria. In addition, tuition and fee costs can change at any time without notice from the institution.

**Thesis and Dissertation Fees**

To cover administrative and review expenses:

- Thesis \$500.00 fee
- Dissertation \$650.00 fee
- Thesis/Dissertation Binding Fees: \$60.00 per book paid to SFBC&TS.
- Thesis/Dissertation Extension \$100.00 fee

**Student Fees (Per semester)**

- I D Card Fee \$15.00
- Parking Fee \$20.00
- Student Service Fee \$20.00
- Library Fee \$20.00
- Student Activity Fee \$10.00
- Technology Fee \$25.00
- Printing Fee (400 pgs.) \$40.00
- International Fee (if applicable) \$50.00

**Library Fees**

- Late Fee \$0.05 per article per day
- Lost/Damaged Books Cost of the book + Shipping + \$10 Processing fee

**Orientation: Strategies for Student Success Fee**

A \$50 one-time fee is required for all new students during their first term. This covers the 16-week orientation program for new students.

**Leave of Absences Fee**

A \$100 per month fee is required for any International students going on medical leave. This fee covers the maintenance of the student’s I-20 Visa.

**Return of Title IV Funds Fee**

A \$50 fee is required for any return of Title IV funds. If a student withdraws after the drop/add period and Title IV funds are required to be returned, the student will be charged a \$50 Return of Title IV funds fee.

***Card Declined or Check Returned Fee***

After three times of unsuccessful payment for any reason, the student's account will be charged a \$35 fee. This is known as an insufficient fund fee.

***Transcript Fee***

A \$10 fee is required for transcripts. All requests must be done in writing and sent to the Registrar's Office.

Students **will not** receive a copy of their requested transcript if they meet one of the following criteria:

1. Owe monies to SFBC&TS (including any departments and/or with any administrative offices)
2. Have an outstanding balance with the Library

***Lost Diploma Fee***

A \$50 fee is required for a replacement diploma. All requests must be done in writing and sent to the Registrar's Office.

**Cancellation and Refund Policy**

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and refundable fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

***Refund Policy***

If the student chooses to make monthly tuition payments, they must complete payments for the entire semester prior to subsequent registrations being accepted. Should the student either drop a course(s) or withdraw from all courses they are required to notify the Registrar's office by using the appropriate form and submitting that form to the aforementioned office.

Should the student be terminated or the registration is cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation after the third (3<sup>rd</sup>) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee.
2. Cancellation of the contract by the student must be made by certified mail or in person and in writing.

3. The college will refund 100% of tuition charges if the student withdrawal takes place within five (5) calendar days after signing an Enrollment Agreement and making an initial payment.
4. The Drop/Add period is the first five days of classes (Monday through Friday) close of business. There will be a refund if the student withdraws “on” or during the drop/add week.
5. If the student withdraws after the drop/add week, their refund will follow the following schedule\*:
  1. 2<sup>nd</sup> Week of class 75%
  2. 3<sup>rd</sup> Week of class 50%
  3. 4<sup>th</sup> Week of class 25%
  4. 5<sup>th</sup> Week of class and later No refund
6. If the college does not accept the enrollment, all monies paid by the student to the college shall be refunded and the student and college shall be released from further obligation.
7. If a student is withdrawn from a class due to a class cancellation, the student is entitled to a full refund.
8. \*No refunds are given past drop/add for any six-week courses.
9. Refunds will be made within 30 days of termination or receipt of cancellation notice.
10. Subject to the date of official withdrawal, tuition and fees will be refunded according to the schedule above. Should disciplinary measures that require the withdrawal of a student the above refund schedule will apply.

*Registration and application fees are non-refundable after three (3) business days and must be paid in U. S. dollars.*

### ***Withdrawal from Courses***

SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer. Please refer to Standards of Progress.

1. Students are allowed three (3) withdrawals for every sixty (60) credits completed.
2. Students can only request a withdrawal prior to the completion of 80%.
3. Permission must be provided by and approved by the college.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

1. Complete a withdrawal form and submit it to the Registrar’s office for review and approval
2. If requested, provide evidence of coursework completion.

Students electing to withdraw always must do so **in writing via a withdrawal form**. Contact the Registrar’s Office to withdraw from a course. NOTE: All withdrawals must be in writing via the provided form on SFBC’s website or they will not be accepted. All withdrawals are at the

discretion of the Registrar and Faculty member overseeing the course. Students can only have two formal withdrawals within one academic school year.

More detailed information on fee schedules can be found in our [Catalog](#).

### Financial Aid Requirements

Financial aid consists of funding provided through federal and state agencies that students can use to help cover educational expenses. This funding includes, but is not limited to: grants, loans, and scholarships. For more information about SFBC&TS Financial Aid options go to [www.sfbc.edu](http://www.sfbc.edu). **At present, federal funding is available for Undergraduate students only. This is subject to change in the future.**

### How to Apply for Financial Aid

1. Acceptance and/or admittance to SFBC&TS by the Admissions Office
2. Fill out a Free Application for Federal Student Aid (FAFSA) form either at *Federal Student Aid* <http://www.fafsa.ed.gov/>
3. Request that the FAFSA information be sent to SFBC&TS.

**NOTE:** Financial and educational costs are the primary responsibility of both the student and parent(s)-if applicable. The financial aid program at SFBC&TS are designed to enable undergraduate students' access to various resources that can alleviate financial burden. Financial aid packages are constructed on a case-by-case basis. Each package is based on the individual's information provided on the FAFSA form.

### Who is Eligible?

Typically, financial aid packages are determined on the basis of the individual student financial situation. The standardized need analysis that is employed by SFBC&TS is produced and maintained by the U.S. Department of Education.

Once a student's need has been determined, a financial aid package will be assembled and students will receive notification of their financial assistance by means of an award letter.

### Federal Financial Aid Criteria

	<b><u>Source</u></b>	<b><u>Eligibility</u></b>	<b><u>Amount</u></b>	<b><u>Deadline</u></b>
<b>F E D E R A L A I D</b>	Federal Pell Grant	High need on FAFSA	Varies	Varies
	Federal Supplemental Educational Opportunity (FSEOG)	High need on FAFSA	Varies	Varies
	Subsidized Federal Stafford Loans	Undergraduate students must be enrolled at least half time	Depends on grade level in school and dependency status. Financial need is required for subsidized loans	Varies
	Unsubsidized Federal Stafford Loans	Same as above	Same as above Financial need is not necessary for unsubsidized loans.	Varies

***Required Applications and Forms:***

- FAFSA
- Acceptance Letter from SFBC

When comparing costs at different schools, remember that schools vary in their tuition, financial aid, fees, and other institutional expenses. Make sure that you compare the total cost of attendance when attending a particular school. This will provide you with the proper information for making your decision about attending a college.

If you have questions about financial aid, please contact the SFBC&TS Financial Aid Office at 954-637-2279 or [financialaid@sfbc.edu](mailto:financialaid@sfbc.edu).

***Deadlines:***

All students must submit all required applications and forms by the dates below.

<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
July 1 <sup>st</sup>	December 1 <sup>st</sup>	April 1 <sup>st</sup>

***Student Loans***

South Florida Bible College & Theological Seminary (SFBC&TS) is approved for private student loans. Please contact the Financial Aid Office in order to obtain the School Code and Branch Code.

***Note:*** These loans are incurred by the student and not regulated by SFBC&TS. However, please inform the Financial Aid Office about any additional loans.

***Military Benefits***

SFBC&TS is proud of the courageous men and women who actively serve our country. Active Duty, Reservists, National Guard all branches, Veterans, and military dependents have the opportunity to qualify for benefits. Various programs at SFBC&TS have been approved by The

Bureau of State Approving for Veterans Training for benefits. For more information, benefits please go to [www.gibill.va.gov](http://www.gibill.va.gov).

SFBC&TS offers a free evaluation of military training and experience for college credit. All credit granted for military training is given based on the American Council on Education (ACE) guidelines.

If you qualify for this benefit and would like to apply, please fax the request with a copy of the documentation listed below to 954-637-2269, Office of Admissions.

- Service members submit copy of Military ID
- Veterans – copy of DD214
- Military Spouses – Military ID or copy of marriage certificate with spouse's DD214

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### ***State of Florida Vocational Rehabilitation***

South Florida Bible College & Theological Seminary is listed as a Vocational Rehabilitation Vendor (that is, approved to provide educational and training services) under the authority of the [Florida Department of Education](#). The Florida Department of Education's Division of Vocational Rehabilitation is a federal and state program that assists individuals with disabilities who require vocational rehabilitation services to prepare for, secure, regain or retain employment. The Division of Vocational Rehabilitation is committed to working with certified vendors (such as South Florida Bible College & Theological Seminary) to provide quality vocational rehabilitation services to Floridians with disabilities. Call 1-800-451-4327 to reach the Division of Vocational Rehabilitation.

### ***Institutional Scholarships***

The scholarship application found on the SFBC&TS website must be filled out and submitted by June 1<sup>st</sup> every year.

*Qualifications/requirements for all scholarship are as follows:*

- Voted on, once a year in July.
- Student must be in good standing with SFBC&TS and the billing dept.
- Student must have and maintain a minimum GPA of 2.5 for undergrad and 3.5 for grad.
- If the student is on a payment plan, the student is liable to lose the scholarship after 2 late payments.

*List of Scholarships and Other requirements:*

- [First Responder's Scholarship](#)
- [Homeschooling Scholarship](#)
- [Restoration Scholarship](#)
- [Senior Pastor's Scholarship](#)
- [President's Scholarship](#)
- [Vice President's Scholarship](#)
- [Private School Scholarship](#)
- [Youth Pastor Scholarship](#)

More detailed information on financial aid policies can be found in our [Catalog](#).



## **Student Life Requirements** ***(EAP, Undergraduate, Graduate & Post-Graduate Students)***

### **General Student Life Policies**

SFBC&TS does not discriminate on the basis of race, color, age, gender, national or ethnic origin, or physical handicap.

#### ***Student Life***

An entire area of our administration exists to enhance student life on campus. The Office of Student Life oversees the day-to-day activities associated with Student life at SFBC&TS. Student Services would like to help students with the following:

1. Develop practical career training and opportunities
2. Provide opportunities for Christian Service
3. Provide Academic Support
4. Develop Student Activities on and off Campus
5. Increase Student Awareness and Capacity of Student Council

Personnel in the Office of Student Life goal is to assist with the transition to college life by helping students gain the most from their college experience. While placement assistance is offered at SFBC&TS, employment cannot be guaranteed upon completion of programs. Detailed information is available about the various programs from the Student Life Office or by consulting the SFBC&TS Student Manual. A brief summary of some of the activities, services, and requirements students may expect are described below.

### **Spiritual Life**

#### ***Christian Ethics***

SFBC&TS believes every aspect of a Christian's lifestyle must reflect an awareness of God's Kingdom. It is the essential duty of every Christian to care for those around us and live lives that exemplify the love and care Christ modeled during His time on earth. This love and care for each other is expected of students on campus as we engage in discussion in the classroom and at school-sponsored events.

#### ***Church Membership***

Active involvement in a local church is an essential part of the Christian's life and growth process. It is also a key element in preparation for effective ministry. SFBC&TS requires and expects all students to be a member of, and actively participate in, their local churches.

SFBC&TS believes every aspect of an individual's lifestyle should reflect an awareness of the Kingdom of God. It is the special responsibility of those who would serve the Body of Christ in leadership roles to live an exemplary life in order to encourage excellence in others. A truly Christian school environment cannot neglect this dimension of training.

1. Recognition of the authority of the Word of God, specifically with regard to moral standards.
2. Strong personal desire to develop Christian character: “the fruit of the Spirit: love, joy, peace, long suffering, gentleness, goodness, faith, meekness, temperance.”
3. Desire to serve the Lord as expressed in service to one’s fellow man.

### *Christian Service*

Students are required to perform Christian service under the supervision of a pastor or other qualified supervisors. This service is usually performed on a weekly or quarterly basis. Christian service is a vital part of training and character building. Depending on the service provided, up to four credit hours may be awarded. Total hours required for the Bachelor of Arts program will be one hundred sixty (160) hours; The Associate of Arts program eighty (80) hours; and for all graduate programs the requirement is eighty (80) hours. Any questions about Christian service should be directed to the Office of Student Life. Forms can be found online: <http://forms.sfbc.edu>

### *Convocation*

Convocation is held at the beginning of the Fall and Spring Terms. This event celebrates the opening of the school year and features special speakers, the induction of new students and employees and a time of worship.

### *Code of Conduct*

South Florida Bible College is a community of students, faculty, staff, and administration who are joined together for the purposes of academic enrichment, personal development, spiritual growth, and preparation for Christian ministry. Relationships and responsibilities in this community are built upon: (1) the teachings and principles of the inerrant and authoritative Word of God (2 Tim. 3:16,17), (2) the personal accountability of each member to a loving and sovereign God (1 Peter 1:17), and (3) the inner resources and attributes of the Holy Spirit to guide and minister to each other in all relationships (John 16:13,14).

Members of the South Florida Bible College and Theological Seminary community should seek first and foremost to achieve the goal of 1 Corinthians 10:31, “Whether you eat or drink or whatever you do, do all to the glory of God.” All activities and relationships should seek to accomplish this ultimate objective.

1. **INTERPERSONAL RELATIONSHIPS** - Students are to be guided by the following scriptural admonitions:
  - a. **LOVE** - “This is the message which you have heard from the beginning, that we should love one another.” (1 John 3:11)
  - b. **EDIFICATION** - “We who are strong ought to bear with the failings of the weak and not to please ourselves. Each of us should please his neighbor for his good, to build him up.” (Romans 15:1,2)
  - c. **BEARING THE TRUTH IN LOVE** - “Instead speaking the truth in love, we will all things grow up into him, who is the Head, that is, Christ.” (Ephesians 4:15)

- d. **RESPONSIBILITY TO OTHER BELIEVERS** - “Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.” (1 Corinthians 8:9)
- e. **RESTORATION AND RESTITUTION** - “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.” (Galatians 6:1)

The following standards and expectations apply to all students while attending South Florida Bible College:

1. The Lord’s Day is set apart primarily for worship, fellowship, ministry and rest of God’s people. College programs and athletic events are not sanctioned or encouraged.
2. Scripture specifically prohibits stealing, sexual immorality, lying, cheating, gossiping, evil speaking against one another, profane language, occult practices, and attitudes such as pride, lust, bitterness, jealousy, and an unforgiving spirit. These prohibitions are clearly understood to be biblical commands that are binding upon every believer.
3. Since there is great danger to one’s physical and psychological well-being with the use of certain elements, students are to refrain from the use of hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus. The use of tobacco in any of its forms on or off campus. It is expected that alcoholic beverages are not on SFBC campus. Attendance at nightclubs, bars, and similar places should be avoided.
4. Gambling is viewed as an unwise use of God-given resources. Therefore, it is not acceptable in any form on campus. Students should not attend places where gambling is the source of business or entertainment.
5. Pornographic materials are destructive and immoral and are not to be used, possessed, or distributed on or away from campus.
6. The College expects its members to be sensitive regarding the Christian testimony of their personal lives in representing the Church of Jesus Christ and South Florida Bible College. Students are to be highly selective in choices of entertainment and recreation. In addition, personal responsibilities in the areas of academics, employment, and finances should also influence decisions concerning entertainment.
7. Any kind of demeaning gesture or threats of violence or physical attack directed toward another person will not be tolerated. Vandalism, and stealing of property, services, or goods are also unacceptable. Any conduct that could lead to physical injury or property damage.
8. Because of the biblical teaching concerning the dignity and worth of every person, discrimination against others on the basis of race, color, national or ethnical origin, sex or sexual orientation, age, or handicap is not acceptable.
9. Plagiarism and academic dishonesty. Students should neither participate in cheating nor encourage cheating by allowing it to go unreported. (See academic policy statements that deal with consequences of plagiarism and academic dishonesty.)
10. Students are also to acknowledge the following:
  - I. As members of a Christian community, we are admonished to avoid certain practices, including, but not limited to, fornication, sexual promiscuity,

adultery, pornography, any form of sexual misconduct (including behaviors such as voyeurism, indecent exposure, etc.).

- II. Students who are convicted of a felony while enrolled at SFBC&TS will be subject to immediate disciplinary suspension.

### *Dress Code*

South Florida Bible College & Theological Seminary seeks to provide an atmosphere conducive to reverent worship, serious study, and the development of each student's special calling in Christ. As is the case, our approach to standards for dress and appearance seeks to honor biblical principles of modesty and to provide general guidelines appropriate for a Christ-Centered educational institution. The specific guidelines included below are shaped by biblical principles, and cultural expectations in terms of propriety and are meant to help students in relation to glorify God.

- Clothing should not be excessively short or revealing (For example, skirts/dresses should be to the top of the knee; midriffs or bra straps should not show, and shirts should not be low-cut and should have at least a modest strap.)
- Students wearing spandex for exercise should have loose-fitting shorts/shirts over top.
- Clothing should not have slogans that are inconsistent with institutional values.
- Muscle shirts are not permitted.
- Hair must be neatly groomed.

### *Anti-Hazing Policy*

According to the Student Handbook Disruptive Conduct, Hazing which actions are prohibited by Florida Statutes. "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions deemed appropriate.

### *Prohibited Activities*

The following is a list of example activities classified as hazing and should not be allowed. Actions and activities that are explicitly prohibited include, but are not limited to:

1. Calisthenics such as sit-ups or push-ups.
2. Total or partial nudity at any time.

3. Wearing or carrying items for no purpose, such as coconuts, helmets, burlap bags, bricks, paddles, rocks, etc.
4. Dropping food (eggs, grapes, liver, etc.) in the mouths of pledges.
5. Requiring pledges to wear unusual, embarrassing or uncomfortable clothing.
6. Paddle swats.
7. Throwing whipping cream, water, paint, etc., on a pledge.
8. Pushing, shoving, or tackling.
9. Rat court, kangaroo court, or any individual interrogations.
10. Lengthy work sessions.
11. Required eating of offensive foods such as raw onions, spoiled foods, pet foods, etc.
12. War games.
13. Assigning vandalism "pranks" such as stealing, painting objects, panty raids, harassing another organization.
14. Physical mutilation of the body via "branding" or tattooing.

### *Discipline*

Rarely is it necessary for disciplinary actions to be imposed at SFBC&TS. When these occasions arise, SFBC&TS follows the restoration and reconciliation process described in Matthew 18:15. Students who fail to observe college regulations will be subject to one or all of the following disciplinary procedures:

1. Consultation with the VP of Student Life.
2. A required appearance before the student life committee composed of the VP of Student Life, one counseling faculty member, one additional faculty member, one staff member, and a student approved, and appointed, by the student development office.
3. Probationary Periods of varying lengths.
4. Dismissal from college.

### *Reinstatement Policy*

A student who has been officially dismissed from South Florida Bible College for any reason will have two (2) weeks to apply for reinstatement. The student's entire school record will be reviewed, and a personal interview with the Academic Dean will be required for reinstatement.

## **Social Life**

SFBC&TS students have the opportunity to enjoy a wide variety of recreational, entertainment, and sightseeing activities. South Florida abounds with famous tourist attractions and natural beauty that make this area the number one vacation destination.

The area also offers many other cultural opportunities including art galleries, parks, museums, and professional sporting events. Swimming, deep-sea fishing, snorkeling, diving, and boating are great leisure activities available to those who live in the area surrounding SFBC&TS.

Students at SFBC&TS develop strong relationships with college staff and faculty. Employees of the college make themselves available in a wide array of Student Life activities.

### *Student Council*

The SFBC&TS Student Council enjoys a reputation as a concerned and effective group of student leaders committed to enhancing the quality of campus life. Council members formulate proposals to change policies governing student life, gain valuable experience working with a constitutional organization, and sponsor significant services and programs each year.

### *Organizations/Clubs*

Students are encouraged to form special clubs around particular programs. Normally, these organizations are requested by students and function with the advisement of a faculty or staff sponsor.

### *Housing*

Because SFBC&TS' students are either commuters or distance learners, housing is not provided. However, on request, SFBC&TS can direct students in locating suitable housing.

SFBC&TS offers off-campus housing by working with numerous apartments and housing complexes locally which offer discounts on pricing and fees to students of SFBC&TS. Many fees are waived as well as leasing penalties, etc. If you are looking for housing, we are here to help and have the resources to help.

### *International Student Housing*

Living with an American family can be a great way to start your life in the USA! International students booking their first 4 weeks with the American Homestay Network (AHN) learn about American culture, become better oriented to their community, understand better their long-term accommodation options (if required) and improve their American English skills. AHN specializes in placing international students with carefully screened and fully trained American host families. Students are required to stay for a minimum of 4 weeks and may choose to remain in homestay longer if they desire. Please visit <http://www.homestaynetwork.com/> for more information or to apply online today. If you have any questions or concerns, please contact our Florida office at 754-900-8297 or [florida@homestaynetwork.com](mailto:florida@homestaynetwork.com)

### [Why Homestay?](#)

### [Homestay Price Sheet for High Schoolers](#)

### [Homestay Price Sheet for Over 18](#)

## Grievance Procedure

SFBC&TS' business and student operations are designed to be administered in an atmosphere of collegiate congeniality. Civility, respect, the Golden Rule, and Christian attitudes and actions are *expected* of all faculty, staff, and students. Whenever a situation occurs that results in a student or faculty member feeling that he/she has been slighted, harassed, or abused—intentionally or unintentionally—the student or faculty member has a right to formally submit a grievance to the College or Seminary. SFBC&TS will not tolerate such behavior and will always act to rectify the situation. In order for SFBC&TS to officially respond, the student or faculty member must submit a “Grievance Form.” The following policy/procedure concerns only Student Grievances while the

detailed policy and procedures for grievances concerning Faculty can be found in the Faculty Handbook.

The “Student Grievance Form” may be obtained from the VP of Student Life, the Registrar, or any staff member in the student life office.

The Student Grievance Procedures shall apply to student grievances relating to the following:  
*Student Programs, Facilities, and Services:* Allegations of violations of SFBC&TS policies and procedures with respect to programs, services, activities or facilities.

*Student Relations:* Allegations of unfair treatment from faculty, administration, staff or fellow students.

### INFORMAL

- **1a.** The student is to first discuss the problem informally with the fellow student, faculty member, VP of Student Life’s (VPSL) designee or staff member involved and where appropriate, with supervisors or administrators at sequentially higher levels.
- **1b.** A student may not proceed to formal review unless the informal review with those persons cited above has been exhausted.

### FORMAL

- **1a.** If for any reason the grievance is not resolved informally to the satisfaction of the student within a reasonable period (minimum 3 work days; maximum 10 work days) the student should contact the VPSL.
- **1b.** The student shall prepare and submit a formal written complaint on a form provided by the VPSL which shall serve as the basis for all further considerations.
- **1c.** VPSL shall investigate all of the facts upon which the complaint is based. As soon as practicable, the VPSL shall notify the grievant of the results of the investigation.
- **1d.** If for any reason the student is not satisfied with the results of the investigation conducted by the VPSL, he/she may ask the VPSL to submit the matter to the Executive Vice President (EVP)
- **1e.** As soon as practicable, the VPSL shall:
  - (i) prepare a statement summarizing the actions taken
  - (ii) append such statement to the student's complaint form
  - (iii) forward the complaint form to the appropriate Appeal Officer (EVP)
- **1f.** Upon receipt of the formal complaint, the EVP shall review the grievance and the appeal. Within 10 work days following receipt of the complaint, the EVP shall render a decision and convey such decision to the student in writing.
- **1g.** If the student is not satisfied by the decision obtained by the EVP, he/she may ask the EVP to appeal to the President of SFBC&TS or their designee on his/her behalf.
- **1h.** As soon as practicable, the EVP shall apprise the President or their designee of the details of the grievance and serve the President or their designee with a copy of the written complaint.
- **1i.** As soon as practicable after receipt of the written complaint, the President or their designee shall render a final decision which shall be conveyed in writing to the student.

***Grievance Procedure Timeline***

The following table outlines the order of and timelines for the steps of the grievance procedure. It is in everyone's best interest to reach resolution in a timely manner; therefore, every effort will be made to stay within the timelines listed below. Given the need to gather facts, and to review the claim, time frames may shift to accommodate schedules as needed; furthermore, the fact that a specified action is delayed does not dictate a breach of process or policy on SFBC's part.

<b>Files Complaint With</b>	<b>Grievance Claim - Time Frame</b>	<b>Response Given - Time Frame</b>
VP of Student Life (verbally)	3 work days	Until determination that resolution cannot be reached verbally
VP of Student Life (Grievance form filed)	3 work days	10 work days
EVP (in writing)	3 work days	10 work days
President (in writing)	3 work days	As outlined within policy

***General***

1. **Students:** Complete the entire "Grievance Form" and give it to the VP of Student Life. The student may be asked to meet with the VPSL in order to discuss the problem and the circumstances involving the incident(s).
2. **VP of Student Life:** VPSL will undertake the first level of response. VPSL will meet and speak with the offender and inform him/her that his/her actions may be in violation of SFBC&TS' policies. The offender will be instructed to cease any offending actions and warned not to repeat the behavior.
  - a. **Note:** If the offender is an SFBC&TS student, the student's file will be noted to reflect that he/she received an official warning regarding inappropriate behavior. If the offense continues or either party does not agree with the determination of the VPSL, the situation will be escalated to the EVP or President. In this situation, the EVP or President will counsel the student offender and provide them with a warning which will be placed in their permanent record. The EVP or President will determine the punitive measures the student will receive, which may include suspension and/or expulsion. In the event a student is expelled, no monetary refunds will be made under any circumstances.
  - b. **Note:** If the offender is a member of SFBC&TS' administration, faculty, or staff, the problem should be documented and given in written form to the EVP for evaluation. If the situation cannot be resolved by the EVP, the President should be involved with the process.
3. **Appeal Clause:** Any student or faculty member deemed culpable of inappropriate actions may make a formal appeal to the EVP or President of SFBC&TS. The EVP and President, after reviewing all documents and interview records, may elect to review the determination and speak with the appellant. If the President or Vice President feels the

process has been adjudicated appropriately, the President will uphold the decision. If the President or EVP determine the action or process biased, they reserve the right to overturn the decision without further consultation.

4. SFBC&TS will retain all documentation on-file in accordance with all applicable rules and regulations.

In the case of unresolved conflict, contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free telephone number (888) 224-6684, or the Association for Biblical Higher Education at 5850 T.G. Lee Blvd. Ste 130, Orlando, FL 32822, telephone number 407-207-0808.

Out-of-State Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-Instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

### ***Miscellaneous General Provisions***

*Time Limits:* All time limits contained in the foregoing procedure may be extended in writing by the VPSL, the Appeal Officer (EVP) or the President.

*Confidentiality of Proceedings:* SFBC&TS shall take all reasonable steps to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the proceedings become public knowledge, SFBC&TS reserves the right to issue appropriate statements.

## **Students with Disabilities (SWD) Policies**

South Florida Bible College and Theological Seminary is committed to equal opportunity for all students and employees. It is the goal of this institution to ensure that all students and employees with disabilities have access to educational opportunities, so that they can participate, both freely and actively, in all facets of College and Seminary life. In compliance with the Federal Rehabilitation Act of 1973, as amended (Public Law 93-112) and the Americans with Disabilities Act of 1990 (Public Law 101-336), SFBC&TS prohibits the unlawful discrimination of students and employees because of their disabilities. SFBC&TS will provide reasonable and appropriate accommodations to enable disabled students and employees of the institution to participate in the campus life. It is the goal of SFBC&TS to provide individuals with disabilities protection and equal opportunity at all times. All students and employees with disabilities are encouraged to provide input about SFBC&TS accommodations for disabled persons in order to ensure continued SWD success at this institution.

### ***SWD Classifications***

SFBC&TS considers Student with Disabilities (SWD) to be defined as a person who exhibits one of the following characteristics:

1. Physical ailment: (e.g., difficulties walking and hearing)
2. Psychological ailment: (e.g., disorders)

### 3. Learning disabilities: (e.g. motor skills and communication)

SFBC&TS is committed to providing reasonable accommodations upon request to qualified individuals with disabilities. A reasonable accommodation includes modifications to an environment, policy or procedure that enables qualified individuals with disabilities to participate in programs, activities, and benefits offered by SFBC&TS, and necessary academic support when required. These accommodations should not cause undue hardship to the institution or its faculty. At this time, SFBC&TS does not provide specialized tutors or individual assistants for students with disabilities.

A qualified individual with a disability is someone who, with or without accommodations, meets the essential program requirements for participating in programs, services, and activities set forth by this institution. Essential Program Requirements refer to the legitimate academic and/or professional standards or skills needed to safely participate in activities.

#### *Student Responsibilities*

Students who wish to be provided SWD services must provide documentation of conditions that warrant academic accommodations. Students are responsible for submitting all necessary documentation from their appropriate diagnosing professionals to the Registrar's Office prior to their entrance to a given semester or year. Students must make sure that all documentation for their disabilities have been signed and dated by the appropriate diagnosing professional and they have completed the appropriate form(s). If a student is diagnosed mid-semester with another ailment, it is their responsibility to submit the appropriate paperwork to the Registrar's Office for consideration in the following semester.

Here is a list of the appropriate tests:

1. Aptitude Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)
2. Achievement Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)
3. Informational Processing Test: (e.g., Woodcock-Johnson Psycho-Educational Battery)

If students do not have these tests, they may submit additional testing with the approval of the Registrar's Office for consideration. The student must then allow of the processing and review of the documentation submitted. If approved, the SWD will be assigned an Academic Counselor who they will report to on a regular basis.

Note: To be guaranteed appropriate academic adjustments, SWD must be registered with the Registrar's Office. The students must register before the start of the academic semester/year in order to obtain the needed services and academic adjustments for that term. This will ensure that there is adequate time for proper evaluation and student management. Once registered, students will be provided with "Letters of Accommodation" to be given to their instructors at the being of each term. Students with disabilities are obligated to use these accommodations responsibly.

#### *Faculty Responsibilities*

When a faculty member is provided with a "Letter of Accommodation", they are responsible for providing the listed accommodations to the student. However, faculty is not required to

compromise the academic quality of the course by passing students who fail to demonstrate the necessary knowledge and competency to complete the coursework. After providing the accommodations, faculty should grade SWD as any other student; that is, faculty should not be unduly lenient to SWD. Faculty should discuss SWD information only on a “need to know” basis. Permission to disclose information must be approved by the student in question and be discussed with the Registrar’s Office for final approval.

If at any time a faculty member receives a “Letter of Accommodation” and (1) does not have the ability to provide the accommodations to the SWD or (2) does not agree with the recommendations given to the SWD, they must submit in writing to the Registrar’s Office their concerns/opinions about this particular case. The Registrar, in consultation with the involved faculty member and any other persons deemed necessary in the review process, will make the ultimate determination about the accommodations for the student in question.

### **Title IX Policies**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination.

Because South Florida Bible College & Theological Seminar (SFBC) accepts federal student loans, SFBC&TS is committed to the fulfillment of the Title IX requirements.

SFBC&TS is committed to providing an environment free from discrimination, including discrimination based upon sex. The College provides support and resources to students, faculty, and staff to address concerns related to sex discrimination. To this end, the college has appointed Phyllis Wright, M.A., Vice President for Student Life, as the Title IX Coordinator. Retaliation against an individual who has filed a complaint under Title IX is prohibited and SFBC&TS will take strong action if it occurs. As Title IX Coordinator, the Vice president for Student Life has the following responsibilities:

- Responsibility for overall Title IX compliance
- Oversight of the Deputy Title IX Coordinator
- Assisting the complainant in identifying the appropriate policy and personnel to help to resolve the complaint in a prompt and equitable manner
- Central source for all sexual harassment/misconduct allegations on campus
- Responsibility for 'climate checks'/tracking/monitoring sexual harassment/misconduct allegations on campus
- Coordination of education and prevention efforts

#### CONTACT INFORMATION FOR TITLE IX COORDINATOR:

Phyllis Wright, M.A.  
Vice President of Student Life  
954-637-2272  
[pwright@sfbc.edu](mailto:pwright@sfbc.edu)

\*More detailed policies are available on request

### *Campus SaVE Act*

#### *Policy Concerning Sexual Assault, Domestic Violence, Dating Violence and Stalking*

SFBC&TS values the intrinsic worth of every individual, and we are committed to providing our faculty, staff, and students with a safe learning and working environment. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *"But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows."* Galatians 6:12 *"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you may also be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."* NIV)

Because of our high value on the life and safety of each member of the SFBC&TS community and in compliance with the Jeanne Cleary Act (Cleary Act), the Campus Sexual Violence Elimination Act (SaVE Act), and the Violence Against Women Reauthorization Act (VAWA), SFBC&TS has adopted policies and procedures to specifically prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the SFBC&TS Community (students, faculty, and staff) as well as third party contractors and visitors.

SFBC&TS will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals whom SFBC&TS determines have engaged in these types of behaviors are subject to discipline up to and including expulsion from SFBC&TS

#### *Resources*

- Student Chaplain 954-637-2280
- Student Life 954-637-2272
- Community Christian Counseling 954-989-1444
- Broward County Police Department 954-480-4300

#### *Information and Prevention Tips on Sexual Assault And Violence Against Women*

- <http://www.womenshealth.gov/violence-against-women/>
- <http://www.cdc.gov/violenceprevention/sexualviolence/index.html>
- <https://www.justice.gov/ovw>
- <http://www.thehotline.org/>
- <https://www.rainn.org/about-national-sexual-assault-online-hotline>
- <http://victimsofcrime.org/our-programs/stalking-resource-center>
- <https://www.justice.gov/ovw/protecting-students-sexual-assault>

#### *Bystander Intervention*

The Women's Resource & Rape Assistance Program (WRAP) defines a bystander as:

"Anyone who plays the same role in an act of harassment, abuse or violence – but is neither the perpetrator nor the victim. It is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident."

For more information on bystander intervention techniques, please visit: <http://www.wraptn.org/active-bystander.html>

## Health and Wellbeing

### *Safety*

Safety of students, personnel, and visitors at South Florida Bible College is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college's objective to train for skill and speed, it is the college's policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents. It is the intent of South Florida Bible College to comply with safety laws and applicable standards mandated by the State of Florida, applicable OSHA standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor.

In case of sickness or minor accidents, students should first inform the program instructor. Appropriate first-aid treatment will be provided. If necessary, the college will telephone the individual noted as the emergency contact person by the student to come to the college for the injured or sick student. No emergency or sick room is maintained at the college. A first-aid kit is located in the administrative office.

In case of a serious accident, an ambulance may be summoned. If possible, permission from the adult student or guardian of the minor student will be secured prior to summoning an ambulance. Personnel in charge at the time of the accident shall make such determination. All medical expenses are borne by the student.

The college safety coordinator (Vice President of Operations) shall be notified in all safety/accident situations.

### *Hurricane Plan*

The stages of hurricane announcements given by the National Hurricane Center are as follows: tropical storm (winds in excess of 39 mph can be expected), hurricane watch (winds of at least 74 mph may affect the area within 24-36 hours), hurricane warning (winds of at least 74 mph are expected in the area within 24 hours).

The decision to close the college is not determined by the Broward County School System, so employees and students should make this distinction when listening to media reports of closures. The President or Vice President may close the college in advance of a hurricane warning depending on local conditions; however, classes will be canceled once a hurricane warning has been issued by the National Hurricane Center. Class cancellations and closures can occur independent of college closure. Supervisors will attempt to contact employees by telephone when the decision to close the college is made, and employees should maintain awareness of closure decision by following media announcements and/or calling supervisors.

### *Fire Drill Regulations*

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
  - a. The alarm of a fire drill at present is a continuous buzzing.
2. Upon hearing the fire alarm, all students and personnel are to:
  - a. Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
  - b. Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
3. In the event of a fire:
  - a. Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
  - b. Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. In a class having disabled students, the instructor and another student must:
  - a. Assist the student in exiting the building.
  - b. See to the safety of the disabled student.
5. If clothing should catch on fire:
  - a. Avoid panic.
  - b. Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

### *Natural Disasters*

Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general

guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the VP for Student Life. Upon receiving such notification, the Vice President of Operations (Safety and Health Coordinator) will initiate emergency procedures.

1. Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows. Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
2. Remain in designated area until “all clear” is sounded.

### Civil Disorder

Gates and doors will be closed. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

### Bomb Threat

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat. Then notify the college administrators.

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.
2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.
4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is “Bomb,” “Danger,” “Do not open.” etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

1. Do not accept the package marking as legitimate.
2. Do not touch it.
3. Do not use a radio near the package.
4. Keep all loud noises away.
5. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary, it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff's Department or Police Department, and are advised to return by the administrative staff.

### *Evacuation Plan*

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is "just another drill."

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disable individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm.
8. Do not reenter the building until authorized by an official of the college.

### *Inclement Weather Policy*

Weather so severe as to endanger student safety or college property may cause the Vice President to close the college until conditions improve. The Vice President will call all radio and television stations by 9:00 a.m. to announce whether classes will be held.

### *Medical Information*

The College is committed to making every reasonable effort to provide students with a healthy learning and living environment. The college community has access to emergency and general medical physicians in close proximity to the campus. The Student Life Office has personnel that are available to assist in directing students toward medical care and to provide transportation if necessary.

### *Children on Campus*

As a general rule, because SFBC&TS work is that of an institution of higher education, SFBC's campus is not an appropriate environment for children. SFBC&TS manages the campus primarily for adults and does not have the capacity to provide safe places for children. As a result, children may not accompany SFBC&TS students to class. For purposes of this policy, a "child" is a legal minor anyone under the age of 18 on SFBC's campus. Finally, we ask students understand that this kind of statement is necessary because of the grave legal liabilities that exist today for the safety and well-being of children.

### **Classroom Policies**

#### ***Room Care***

To assist our custodial staff, students should keep the floor free from books, trash, and litter. Keep desks away from the walls, or other surfaces.

#### ***Policy for the Use of Photographs and Videos***

SFBC&TS occasionally photographs and records video of college programs and student activities for promotional and educational activities. The videos and photographs will be used for marketing, fundraising, and educational publications and materials.

#### ***Office Guidelines***

Students may only use office copiers, telephones, and fax machines in an emergency at the approval of a staff member. Routine usage is not permitted.

#### ***Class Notes***

All students are responsible for taking their own notes. Curriculum, video and/or audio tapes from South Florida Bible College shall not be copied or distributed to any other persons. The material is intended for the attending student only.

#### ***Taping of Class Sessions***

Students will be allowed to tape classes for personal use only with individual permission from the instructor. It is your responsibility to specifically request permission.

#### ***Classroom Discussion***

It is the policy of SFBC&TS that no student may take over a class or discussion beyond the point where it interferes with the assignment and the class as a whole. If a student's professional argument reaches an impasse, the student will be asked to take the issue to their pastor or religious leader for further discussion.

### **Miscellaneous Policies**

#### ***Website***

The SFBC&TS website is updated regularly with information that is useful to students. You can see various postings for jobs as well as student forms, and much more. Check it out at [www.sfbc.edu](http://www.sfbc.edu).

### ***Populi***

All students will be required to access their information on our online student information system known as Populi. All students are given a log in upon acceptance. Students can access their grades, financial records, courses, and much more through this system. For help, visit the following website: <https://support.populiweb.com/home>

### ***Career and/or Education Advancement***

South Florida Bible College has assisted and will continue to assist graduates in obtaining employment and/or proceeding on to graduate school.

### ***Ordination***

South Florida Bible College has assisted and will continue to assist graduates in obtaining ordination.

### ***Student Disclosure Form***

At the time of application, each student must sign a *Student Disclosure Form*, which states that he/she has read the SFBC&TS *Catalog* and is in agreement with SFBC&TS' standards and practices.

### ***Student ID Cards***

Students (external and internal students) will need to purchase a Student ID Card at the time of registration. Internal students must show this card each week in order to enter the classrooms and to access the library. External and Internal students must use their Student ID to access Student Login and Library resources. If a student loses his/her ID card, they must purchase another one for a fee of \$15.

## **Consumer Information**

Because the college participates in the Title IV federal financial aid program, the college is required to disclose specific information to students, prospective students, and/or the general public. These disclosure requirements include the following:

### ***Student Right-To-Know and the Cleary (Campus Security) Act***

- Annual Security Report: Institutional Security Policies and Crime Statistics (by October 1)
- Information on Completion or Graduation Rates (annually by July 1)

### ***Drug-Free Schools and Campuses Act***

In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities.

### ***Alcohol and Drug Policy***

Alcohol consumption is expressly forbidden on institutional premises under any circumstances.

The consumption and/or possession of any alcoholic beverage by any person less than 21 years of age are forbidden as provided by state law. In compliance with the Drug-Free Workplace Act of 1989 and Drug-Free Schools and Campuses Amendment of 1989, South Florida Bible College & Theological Seminary clearly prohibits the unlawful possession, use, or distribution of drugs, alcohol, and unlawful substances by students and employees on campus property or as any part of campus activities. A copy of the statement of policy is distributed annually to all students and employees. Any student that is found admitting to or proven to have violated the SFBC&TS Standards of conduct will be subject to disciplinary action (up to and including probation, suspension, and expulsion), may be referred for criminal prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

The policy of SFBC&TS is to maintain a drug free workplace. As a condition of continued employment, all SFBC&TS employees must comply with this policy. The term “workplace” is defined as SFBC&TS property, any SFBC&TS sponsored activity, or any other site where the employee is performing work for SFBC&TS or representing SFBC&TS. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. The Drug-Free Workplace Act of 1989 applies to all employees of the Institution. Any employee that is found guilty of an offense involving a controlled substance on the premises or property owned or controlled by the institution shall be subject to disciplinary action, including termination, or will be required to satisfactorily participate in an approved drug assistance rehabilitation program.

Anyone may request a full copy of the reports listed above. Please contact the Student Life Office (954-637-2272 or [studentservices@sfbc.edu](mailto:studentservices@sfbc.edu)) for a full copy of the Annual Security Report, and Financial Support Data, or information on the college’s alcohol and drug abuse awareness program.

Please contact the Registrar’s Office (954-637-2290) or [registrar@sfbc.edu](mailto:registrar@sfbc.edu) for the Completion or Graduation Rates.

All information can be seen online at: <https://www.sfbc.edu/institutional-effectiveness/>

## Academic Requirements

The following section describes our various academic policies, including grade scales, attendance, graduation and more.

### Academic Integrity Policies

#### *Academic Integrity (EAP Program)*

SFBC&TS endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. SFBC&TS' perspective on academic integrity is firmly grounded in the institution's mission: "...the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life."

Consequently, the administration and faculty of SFBC&TS take academic integrity seriously. Students in violation of SFBC&TS' Academic Integrity Policy are engaged in a wide range of activities including, but not limited to plagiarism, dishonest testing, using proxies for tests, purchasing papers, etc.

#### *Categories of Academic Dishonesty with Definitions*

Academic dishonesty is the failure to maintain academic integrity. SFBC&TS expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. Academic dishonesty includes, but is not limited to:

Plagiarism - the intentional or unintentional presentation of another person's words or ideas as one's own. Plagiarism includes but is not limited to copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

Students are expected to submit original ideas on all written assignments. Students are allowed to use printed dictionaries for classwork/homework or if otherwise instructed by the teacher. During the tests, students are not allowed to look up words in any dictionary.

#### *Categories of Plagiarism:*

##### Accidental or Unintentional

A student may not know that he or she is plagiarizing. However, it is the student's responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

#### *Prevention:*

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record the sources of the material. The notes should indicate whether the source is quoted, paraphrased, or summarized.

Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the source of the copied text in accordance with accepted citation practices.

### *Blatant*

Here, students are well aware that they are plagiarizing. This act includes but is not limited to: turning in borrowed or purchased research papers as one's own.

### *Self*

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her coursework from one class to another may face an allegation of academic dishonesty.

Students who repeated a level should not submit their assignments from the previous levels. Students who are retaking the same level should prepare new assignments for the present one.

### *Cheating*

The use or attempt to use unauthorized materials, information, or study aids in any academic exercise (e.g., books, Google, websites). This category also includes obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.

Writing an assignment in a student's native language and translating it electronically is also considered academic dishonesty.

### Plagiarism Procedure

This procedure will explicate South Florida Bible College's Plagiarism policy. The procedure will take the form of a three-step process, with attending consequences.

#### Plagiarism process:

1. The first case of plagiarism – The teacher will require the student to rewrite the plagiarized assignment with a letter grade reduction. Also, the teacher will fill out the Student Incident Form, notifying the VP for Student Life (VPSL). In addition, the VPSL will fill out the plagiarism form (appendix 4) and will add a plagiarism tag (the tag will be labeled: plagiarism 1) added to the student's profile on Populi. If a student plagiarizes during a test, the student will be given a zero for the plagiarized portion of the test and would not be allowed to rewrite it.
2. The second case of plagiarism – The teacher will grade the student an "F" in the plagiarized assignment and contact the VPSL by e-mail, who will add a plagiarism tag (the tag will be labeled: plagiarism 2). In addition, the VPSL will place the student on academic probation (disciplinary).
3. The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty/EAP Director and VPSL to determine eligibility to stay in the college and add a plagiarism

tag (the tag will be labeled: plagiarism 3). Possible sanctions will include suspension, expulsion, or community service based on the findings of the committee.

### *Academic Integrity (College & Seminary)*

SFBC&TS endeavors to create an environment of scholarly inquiry built upon Christian, and ministerial integrity. SFBC&TS' perspective on academic integrity is firmly grounded in the institution's mission: "...the Bible is central in preparing men and women for ministry to serve Christ and His Church through Biblical thought and Christian life."

Consequently, the administration and faculty of SFBC&TS take academic integrity seriously. Students in violation of SFBC&TS' Academic Integrity Policy are engaged in a wide range of activities including, but not limited to plagiarism, dishonest testing, using proxies for test, purchasing papers, etc.

### I. Categories of Academic Dishonesty with Definitions

Academic dishonesty is the failure to maintain academic integrity. SFBC&TS expects all members of the institution—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. Academic dishonesty includes, but is not limited to:

- A. **Plagiarism** - the intentional or unintentional presentation of another person's words or ideas as one's own. Plagiarism includes but is not limited to: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source in the text and in reference lists. Plagiarism is considered fraud and has potentially harsh consequences.

#### **a. Categories of Plagiarism:**

##### **Accidental or Unintentional**

A student may not know that he or she is plagiarizing. However, it is the student's responsibility to ensure that he or she understands the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

##### **a. Prevention:**

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record the sources of the material. The notes should indicate whether the source is quoted, paraphrased, or summarized.

Students must both delineate (i.e., separate and identify) the copied text from their writing and give credit to (i.e., cite) the

source of the copied text in accordance with accepted citation practices.

**Blatant**

Here, students are well aware that they are plagiarizing. This act includes but is not limited to: turning in borrowed or purchased research papers as one's own.

**Self**

Turning in the same term paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism. Unless authorized by their instructors, students are expected to do their own original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.

**b. Recourse**

**a.** The first case of plagiarism – The professor will require the student to rewrite the plagiarized paper with a letter grade reduction.

**b.** The second case of plagiarism – The professor will grade the student an F in the plagiarized assignment. In addition, the VPSL will place the student on academic probation (disciplinary).

**c.** The third case of plagiarism – The VPSL will contact the student, who will be required to meet with a panel consisting of the Academic Dean, Dean of Faculty, and VPSL to determine eligibility to stay in the college. Possible sanctions will include suspension, expulsion or community service based on the findings of the committee.

- B. **Cheating** – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise. This category also includes obtaining or giving aid on an examination, presenting another's work as one's own or doing work for another student, having unauthorized prior knowledge of an examination, and using a proxy during an examination.
- C. **Fabrication** - the falsification or invention of any information or citation in an academic exercise.

Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources. Students who violate these guidelines will be counseled, reprimanded, and punished with a view towards restoration. Academic dishonesty is not tolerated in SFBC&TS. Any student who violates the academic integrity policy may receive a zero for the corresponding assignment and/or the overall course, and could face harsher penalties, up to and including expulsion from the institution.

### Academic Probation Policies

#### *Academic Probation: EAP Students*

EAP Students whose cumulative grade point average (GPA) falls below 2.0 at the end of any academic term will be placed on academic probation. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

#### *Academic Probation: Undergraduate and Graduate Students*

Undergraduate Students whose cumulative grade point average (GPA) falls below 2.0 at the end of any academic term will be placed on academic probation. Graduate Students whose cumulative grade point average (GPA) falls below 3.0 at the end of any academic term will be placed on academic probation. Periodic meetings with the academic advisors are mandatory while remedying the situation. Tutorial services are available for all students upon formal request.

#### *Standards of Progress: Academic Probation Procedures*

All students are required to meet Satisfactory Academic Progress. Academic warning/probation/suspension policies are designed to provide careful supervision of the program of study and progress of the student. Failure to meet satisfactory standards will place students on academic probation or academic suspension. Each semester's grades are reviewed to determine the attainment of satisfactory academic standards. Failure to meet these expectations will result in the following action:

#### *Academic Warning*

Students will be placed on Academic Warning if the student's semester GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Warning will not become a part of the official transcript. Students will be placed on Academic Warning during their enrollment at SFBC&TS for the following semester. **[Students must meet once in a semester with his or her advisor, and it must be documented/signed]**

#### *Academic Probation*

Students will be placed on Academic Probation if the student's overall GPA falls below (Undergraduate/EAP student – 2.0 GPA or Graduate – 3.0 GPA). Academic Probation is reported on official transcripts. Students will be placed on Academic Probation during their enrollment at SFBC&TS for the following semester (There is, at least, a two-time meeting with an academic advisor required for probation).

*\*It is the student's responsibility to contact his or her advisor and set up an appointment, and it must be documented/signed.*

### Academic Suspension

Students who have been placed on Academic Probation, and it exceeded two consecutive semesters at any time during their matriculation at SFBC&TS; will be subject to Academic Suspension. Academic Suspension is reported on official transcripts. Students who are subject to Academic Suspension will be prohibited from returning to South Florida Bible College & Theological Seminary if their academic performance indicates an inability or unwillingness to achieve normal progress toward a degree and then they will be suspended for one semester. This does not include summer terms. A second suspension will be for a minimum of a full calendar year. Following the suspension, the student must apply for re-enrollment to South Florida Bible College & Theological Seminary. Re-enrollment requires the approval of the academic committee. Credit earned from another college or university during a period of academic-related suspension will not transfer to SFBC&TS.

### Students Returning to the College Following Suspension.

A student re-enrolled in the College following a period of suspension is automatically on academic probation.

### Appeal

Students may appeal any determination given by the Probationary Review Committee in writing. *If a student's educational benefits are terminated, the student may appeal to the financial aid committee to possibly have their aid reinstated, if their GPA is above a 2.0 according to SAP (Standards of Academic Progress).*

What it means for international students: International students on Academic Probation and endanger of suspension are required to meet with the International Student Coordinator (DSO) to discuss the negative effect this may have on a student's immigration status.

Both options are to be completed by submitting a *Satisfactory Academic Progress Appeal Form to the Financial Aid Office and/or to the International Student Service* along with supporting documentation of extenuating circumstances. This must be submitted in writing either typed or electronically. **This appeal must be submitted within one week after the student has been denied Federal Assistance.** Common circumstances and procedures used in appeals are:

- Death of a relative
- Personal injury or illness
- Physical disability
- Disagreement with Review Committee actions
- Proof that standards are now being met
- Creation of a revised time frame for work completion
- Other extraordinary circumstances

Notification of action by the Academic Dean to the Financial Office will be mailed or emailed to the student within 20 days of the request.

If a student is readmitted with financial benefits, the student will be awarded all *available* funds for the current academic year. All costs of attendance incurred during the period of time which a student did not receive financial aid is considered by SFBC&TS the responsibility of the student.

A student who has been dismissed or suspended and returns to the school may not receive federal assistance until the student has re-established satisfactory academic progress.

Students who have been reinstated will be provided a written progress or grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the school.

### **Attendance Policies**

#### ***English for Academic Purposes (EAP) Attendance Policy***

Attendance will be taken at all class sessions. A substantial portion of student grades includes participation in class discussions. SFBC&TS believes class interaction is necessary to enrich student education. Prompt and consistent attendance is expected for all students enrolled at SFBC&TS. Chapel attendance is mandatory for EAP students during class hours.

The EAP student can have a maximum of 4 unexcused absences per semester. When a student reaches 3 absences, he/she will then receive and sign an absence awareness form communicating that he/she is about to reach the absence limit. If the student has over 4 unexcused absences, this will result in an automatic warning from the SFBC&TS College DSO. This will result in a reduction of final score and possible failure of the EAP level. Excessive absences can affect a student's immigration status.

#### ***Unexcused Absence***

Students will receive an unexcused absence if one of the following occurs:

- The student does not come to class
- The student arrives after 30 min from the beginning of the class
- The student leaves during the break time
- The student leaves 30 min before class is over
- The student does not meet the excused absence qualifications below

#### ***Excused Absence***

To qualify as an "excused absence", the student must present a formal excuse based on an official document\* and the student must notify the teacher prior to the particular class absence in question by email. Excused absences are not cause for automatic withdrawal or reduction of final score but may affect the student's overall performance in the course.

- Doctor's note:
  - Must be provided by a licensed doctor in the USA. In the case of travel for medical matters, the ticket must be presented with the doctor's note.
  - Must be in the student's name.
  - A doctor's note will be accepted under the student's child's name if the child is 15 years old or younger; for children over 15 years of age, the doctor's note must specify the need of the parent/legal guardian's presence for the appointment/care.

- Students who are visibly ill attending class: If the student is unable to follow class because he or she is ill, the teacher, at his/her discretion, reserves the right to ask the student to leave. The student will receive an excused absence for that day only.

***Tardiness*** - Classes start promptly at the scheduled time. “Tardy” is defined as arriving at least 5 minutes after the official starting time of the class. “Tardies” will decrease the overall grade of the course. A total of 3 tardies equals one unexcused absence.

***Class Participation*** - Class participation means active participation in the discussions, interactions using appropriate English language acquired in class, group work, and assignments provided by the teacher during class. Workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of the participation grades is based on but not limited to the student’s positive attitude and involvement in his/her learning process.

Points considered for grading attendance and participation:

- Interaction with classmates and teacher
- Appropriate usage of English at the academic level
- Disruption in class not acceptable, including side conversation but not limited to
- Excessive usage of cell phones in the classroom
- Frequently leaving the classroom
- Tardies will also be reflected in participation

\*Official documents: appointments with Immigration, Government agencies, lawyers.

### ***College & Seminary Attendance: (Commuter/On Campus Students only)***

#### ***Attendance on First Day of Class***

Students are required to attend the first day of class for any course in which they are registered. If a student misses the first day of class for any reason, the student may be administratively withdrawn from the course. No student may attend a course for which he or she is not registered.

#### ***Evaluation of Attendance and Class Participation:***

##### **(i) Attendance:**

Attendance will be taken at all class sessions. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

- B. Unexcused Absence – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three (3) unexcused absences in the 12-week summer semester or two (2) in the 6-week summer term, it will result in automatic failure (FN) from that course. It is the student’s responsibility to be aware of their attendance in each of their classes.

- A. Excused Absence – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- a. What is an excused absence?
    - i. An absence will be excused if a student is genuinely prevented from attending class due to extenuating circumstances outside of his or her control. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for their absence.
    - ii. An excused absence falls into a special category, which includes but is not limited to:
      1. a family emergency, medical excuse, official school business, military obligation, bereavement, court appearance, etc.
    - iii. If a student will be absent for the reasons stated above, they must inform professor by email at least 12 hours before class, or immediately after based on the situation. The professor reserves the right to ask for any documents that will substantiate the student’s claim.
    - iv. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- B. Tardiness – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

*(ii) Class Participation*

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student’s grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

*College & Seminary Attendance: (Online Students only)*

*Evaluation of Attendance and Class Participation:*

(i) Attendance:

Students must remain active in online courses just as they would for on campus courses. Prompt and consistent attendance is expected for all students enrolled at South Florida Bible College.

- C. Unexcused Absence – In determining a student’s final course grade, the student’s cumulative final score will be reduced for each unexcused absence. When a student has four (4) unexcused absences from any one course in the fall/spring semester or three (3) unexcused absences in the 12-week summer semester or two (2) in the 6-week summer term, it will result in automatic

failure (FN) from that course. It is the student's responsibility to be aware of their attendance in each of their classes. Please keep in mind that unexcused absences in online courses are defined as inactivity in Populi for the given week.

- C. Excused Absence – To qualify as an “excused absence”, your absence must be approved by your instructor prior to the class. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- a. What is an excused absence?
    - i. An absence will be excused if a student is genuinely prevented from attending class due to extenuating circumstances outside of his or her control. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for their absence.
    - ii. An excused absence falls into a special category, which includes but is not limited to:
      1. a family emergency, medical excuse, official school business, military obligation, bereavement, court appearance, etc.
    - iii. If a student will be absent for the reasons stated above, they must inform professor by email at least 12 hours before class, or immediately after based on the situation. The professor reserves the right to ask for any documents that will substantiate the student's claim.
    - iv. Excused absences are not cause for automatic withdrawal or reduction of final score; however, they may adversely impact overall performance.
- D. Tardiness – Classes start promptly at the scheduled time. “Tardy” is defined as being at least five (5) minutes late to class. Three (3) “tardies” will be counted as one (1) unexcused absence.

*(ii) Class Participation*

Class participation means active participation in the discussions, group work, and assignments provided by the instructor during class; completing the workbook and any other assignments are expected to be completed prior to entering the classroom unless otherwise stipulated. A substantial portion of student's grades is participation in class discussion. South Florida Bible College believes class interaction is necessary to enrich student education.

### **Withdrawal Policies**

***Attempted Hours***

Courses appearing on a student's schedule after the drop/add period are considered attempted hours. (See the Academic Calendar for the last day to drop/add without fee liability.) Courses that a student drops or withdraws from after the drop/add period are also considered attempted hours.

Students will find their total attempted hours in their unofficial and official transcripts.

### *Drop/Add Courses*

The formal drop period for any course is the first week (1 week) of attended class. If a student wishes to drop a course after that period it will be considered a Withdrawal.

### *Withdrawal from Courses*

SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer. Please refer to Standards of Progress.

1. Students are allowed three (3) withdrawals for every sixty (60) credits completed.
2. Students can only request a withdrawal prior to the completion of 80%.
  - a. Students cannot withdraw from courses that they received a failure for non-attendance.
3. Permission must be provided and approved by the college.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

1. Complete a withdrawal form and submit it to the Registrar's office for review and approval
2. If requested, provide evidence of coursework completion.

Students electing to withdraw always must do so **in writing via a withdrawal form**. Contact the Registrar's Office to withdraw from a course. NOTE: All withdrawals must be in writing via the provided form on SFBC's website or they will not be accepted. All withdrawals are at the discretion of the Registrar and Faculty member overseeing the course. Students can only have two formal withdrawals within one academic school year.

### *Incompletes*

Students who register for a course but fail to complete the course requirements without dropping the course will receive a grade of "F" from the course instructor. A student who is passing a course but has not completed all the required work because of exceptional circumstances may, with the approval of the instructor, temporarily receive a grade of "I" (incomplete). The grade of "I" is neither passing nor failing, and it is not used in computing a student's grade point average. The "I" grade is not to be used to allow students to do extra work to raise the grade earned during the regular term. It indicates a grade deferral and must be changed to a grade other than "I" within a specified time frame, not to exceed one semester from the end of the semester during which the course was taken.

Students cannot graduate from any degree program with a grade of incomplete ("I") on their academic record. Additionally, students pursuing the A.A. degree cannot graduate with an "I" grade on their transcripts.

Instructors use the online grading system to enter "I" grades and expectations for course completion. This includes the academic work the student is missing and the deadline for completion of that work. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

*Possible ways to resolve "I" grades are:*

1. Complete the work required in the "I" grade agreement made with the instructor.
2. Request that the default grade filed by the instructor be immediately recorded. With approval of either the instructor or department chair, a grade of "F" may be recorded if the instructor did not submit the required documentation with the "I" grade.
3. Petition to withdraw from the course, if exceptional circumstances show merit.

*Withdrawal from the College*

SFBC&TS take student withdrawals seriously. Students considering such actions should seek counsel from their advisors and especially from God through prayer.

Most adverse circumstances can be resolved. Prior to withdrawal, students must do the following:

3. Discuss the reasons for withdrawal with their academic advisor
4. Discuss the reasons for withdrawal with the Care and Retention Department.
5. Complete a withdrawal form and submit it to the Registrar's office for review and approval

*Students Seeking Readmission*

Students returning to SFBC&TS after one year of non-attendance, are required to submit an application for readmission and official transcripts from all postsecondary institutions attended since the last date of attendance at SFBC&TS. Students in this category may be required to complete the admissions process. This determination is at the discretion of the Registrar and the Office of Admissions.

The following provisions for readmissions are considered for service members: If any service member is called to active duty during his educational time at SFBC, re-admissions will be a smooth and seamless process regarding the student's return to SFBC&TS. SFBC&TS will not delay or attempt to avoid a readmission of a student under section 34 C.F.R. 668.8 by demanding documentation that does not exist, or is not readily available, at the time of readmission.

**NOTE:** Returning students are eligible for readmission only if they are in good standing for the last term of attendance. Students who are not in good standing or who have not served designated suspension periods may request readmission by appeal to the Admissions and Academic Standards Committee. Please see and follow the process for denial of admission listed below.

### **Graduation Policies**

Upon completion of all requirements, distance learners may participate in the annual commencement ceremony.

All students are eligible to attend graduation ceremonies and receive earned degrees. The following must be met to fulfill graduation requirements:

1. Successful program completion including all required courses on the student's degree audit.
2. A cumulative resident GPA that is satisfactory to degree specific requirements (2.0 or higher for Undergraduate; 3.0 or higher for Graduate).
3. A passing average on all written assignments, examinations, and research.
4. Completion of Christian service criteria (See requirements in Student Life section).
5. Payment of all fees.
- 6. Each degree program reserves the right to require additional requirements for graduation. It is the responsibility of the student to inquire about these potential requirements with their faculty advisors.**
- 7. If all requirements are not met, a degree will not be issued to the student. There are no exceptions.**

### ***NOTE: Grade Point Average Requirements***

Students graduating from SFBC&TS must meet the following GPA requirements in order to receive their diploma(s):

2. Undergraduate students: minimum 2.0 GPA
3. Graduate students: minimum 3.0 GPA

### ***Students may also be eligible to graduate "with honors."***

#### *Undergraduate Degree Honors:*

- A GPA of 3.5 or higher constitutes "cum laude" or "with honors."
- A GPA of 3.75 or higher constitutes "magna cum laude" or "with high honors"
- AGPA of 3.75 and faculty recommendation constitutes "summa cum laude" or "with highest honors"

#### *Graduate and Post-Graduate Degree Honors:*

- A GPA of 3.75 or higher constitutes "cum laude" or "with honors."

### ***Timely Graduation for Undergraduate Students***

SFBC&TS is committed to ensuring that students admitted as undergraduates will make progress toward their degree and graduate in a timely manner. SFBC&TS tries their best in order to provide personnel and advising services for the students. However, students also must take responsibility for timely graduation. They must learn their degree requirements as listed in this Catalog. They must review their degree audit in Populi as least once every semester and consult their academic advisor if needed.

#### *Expectations for Timely Graduation*

In their first semester at SFBC, students will be given an "Expected Graduation Date," which they are expected to follow as they complete their degree requirements. The following rules apply:

1. Full-Time students admitted to SFBC&TS as freshmen are expected to complete their degree program within four years. (The typical degree program requires 120 credits.) To do so, students must successfully complete a minimum of 30 credits every year.
2. Part-Time Students admitted to SFBC&TS as freshmen are expected to complete their degree in six years. (The typical degree program requires 120 credits.) To do so, students must successfully complete a minimum of 20 credits every year.
3. Transfer students who enter SFBC&TS with an A.A. degree and other transfer students entering with 60 or more transfer credits are encouraged to complete their degree program within two years.
4. Transfer students entering with 59 or fewer credits are encouraged to complete their degree program in three years.

To graduate within the timeframes specified above, students must successfully complete an average course load of 15 credits every semester. Students should enroll in summer courses so as to lighten their load in semesters when taking particularly difficult courses and to ensure progress toward their degree.

Students unable to graduate within the expected graduation timeframes must secure the approval of an academic advisor and establish a plan of study. These steps will ensure their continuing progression toward a degree. All students who have completed 120 credits or more must only enroll in classes required for graduation. Exceptions are allowed with academic advisor approval only for those students needing to maintain a full-time course load due to financial aid or other requirements. Upon completing all requirements for their degree, students will graduate and have the opportunity to participate in commencement exercises. Those wishing to take additional courses after meeting degree requirements should consider a second baccalaureate degree, a graduate degree or coursework taken as a non-degree-seeking student. Students will need to carefully consider the ramifications of their course selection in consultation with an academic advisor. The addition of a minor or additional courses to their academic portfolio may sound appealing, but it also might result in considerable additional expense and a delay in degree completion. A change of major, too, may have the same results. Students who have completed all requirements for their first major by the deadlines stipulated above must graduate, regardless of missing requirements for a minor, second major or certificate program.

### *Change of Major*

All students seeking to change their major must meet with an academic advisor and carefully devise a plan of study to ensure a timely graduation. A change of major will not be considered for students who have completed 75 or more credits of coursework, unless there is a clear expectation that the graduation timeframe requirement will be met.

### *Timely Graduation for Graduate Students*

SFBC&TS is committed to ensuring that students admitted as graduate students will make progress toward their degree and graduate in a timely manner. SFBC&TS tries their best in order to provide personnel and advising services for the students. However, students also must take responsibility for timely graduation. They must learn their degree requirements as listed in this Catalog. They must review their degree audit in Populi as least once every semester and consult their academic advisor if needed.

Expectations for Timely Graduation

In their first semester at SFBC, students will be given an “Expected Graduation Date,” which they are expected to follow as they complete their degree requirements. The following rules apply:

1. Full-Time students admitted to SFBC&TS are expected to complete their degree program within the specified timelines described below. To do so, students must successfully complete a minimum of 21 credits every year (doctoral students must complete a minimum of 12 credits every year).
2. Part-Time Students admitted to SFBC&TS are expected to complete their degree within the specified timelines described below. To do so, students must successfully complete a minimum of 15 credits every year.

Students unable to graduate within the expected graduation timeframes must secure the approval of an academic advisor and establish a plan of study. These steps will ensure their continuing progression toward a degree. All students who have completed the amount of credits required for their degree or more must only enroll in classes required for graduation. Exceptions are allowed with academic advisor approval only for those students needing to maintain a full-time course load due to financial aid or other requirements. Upon completing all requirements for their degree, students will graduate and have the opportunity to participate in commencement exercises. Those wishing to take additional courses after meeting degree requirements should consider a second graduate degree or coursework taken as a non-degree-seeking student. Students will need to carefully consider the ramifications of their course selection in consultation with an academic advisor. Additional courses to a student’s academic portfolio may sound appealing, but it also might result in considerable additional expense and a delay in degree completion. Students who have completed all requirements for their degree by the deadlines stipulated above must graduate, regardless of missing requirements for a minor, second major or certificate program.

Change of Major

All students seeking to change their major must meet with an academic advisor and carefully devise a plan of study to ensure a timely graduation. A change of major will not be considered for students who have completed 75% or more of coursework, unless there is a clear expectation that the graduation timeframe requirement will be met.

Time Limitations:

<i>Degree</i>	<i>Part-Time Students</i>	<i>Full-Time Students</i>
M.A. Biblical Studies	4 years	2 years
M.A. Christian Counseling	5 years	3 years
M.A. Pastoral Counseling	4 years	2 years
Master of Divinity	6 years	4 years
Master of Theology	5 years	3 years
Doctor of Ministry	5 years	3 years

## Awards

### *Semester Awards*

#### *Dean's List*

SFBC&TS recognizes superior academic performance at the end of each semester by the publication of a Dean's List for the college. To be included in this list, an undergraduate student must complete a half-time load (at least 6 credits) with a grade point average of 3.5 or higher. The selection of Dean's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a result of grade changes and removal of "I" grades. Grades of "AUD", "P", and "R" are not used in determining eligibility for the Dean's List.

#### *President's List*

In recognition of superior academic achievement, the President's List is published at the end of each semester of the academic year. To be included in this list, an undergraduate student must complete a half-time load (at least 6 credits) with a grade point average of 4.0. The selection of President's List students is based on grades reported on the official grade reporting date for each semester. No changes are made to the list as a result of grade changes and removal of "I" grades. Grades of "AUD", "P", and "R" are not used in determining eligibility for the President's List.

### *Other Awards*

#### *Christian Service Award*

This award is given annually to outstanding graduates. The selection is made by the faculty based on the student's volunteer hours.

#### *Delta Epsilon Chi Award*

This award is given annually to outstanding graduates. The selection is made by the Vice President for Student Life in recognition of leadership ability, Christian character, and intellectual achievement.

#### *Dr. Gary Cohen Award*

This award is given annually to one outstanding student. The selection is made by the faculty based on the student's academic achievement in Old Testament Studies.

#### *Dr. Joseph Guadagnino Award*

This award is given annually to one outstanding student. The selection is made by the faculty based on the student's outstanding service and ministry outside of the classroom.

#### *President's Award*

This award is given annually to outstanding graduates. The selection is made by the President and faculty based on the student's total academic experience at SFBC&TS.

#### *Proto Language Scholar Award*

This award is given annually to outstanding students. The selection is made by the faculty based on the student's academic achievement in Language studies.

*Proverbs 24:6 Award*

This award is given annually to outstanding behavioral science students in the undergraduate and graduate programs. The selection is made by the faculty based on the student's total academic experience at SFBC&TS. In their honors, we have named following achievement, the Proverbs 24:6 award (For by wise counsel you will wage your own war, and in a multitude of counselors *there is safety*).

*Zondervan Awards*

This award is given annually to outstanding students in three areas: Theology, Greek, and Hebrew. The selection is made by the faculty based on the student's total academic experience at SFBC&TS.

## Student Records

***Orientation, Advisement and Registration for Entering Degree-Seeking Students***

All new degree-seeking students are required to attend orientation, advisement and registration programs. The Office of Student Life coordinates all orientation programs for degree-seeking students. Orientation is designed to accomplish many goals: introduce students to SFBC&TS and the college's services and programs, provide academic advising and assist students with the challenges they will face as new students at SFBC&TS. Even if students attended another institution, orientation is essential for getting ahead at SFBC&TS because it provides the basic information needed to succeed at the college. The program presents this information in the most concise manner possible so that a student's time at orientation is spent efficiently.

Students must engage in a semester long orientation program during their first semester at SFBC&TS. If they do not complete all requirements, they will not be allowed to register for classes in subsequent semesters.

***Registration for Continuing Students***

Continuing students at SFBC&TS may register during the registration period (see the Academic Calendar for dates). Students use Populi to register for courses.

***Academic Advising***

Academic advising is an integral part of the higher education experience. Its primary purpose is to assist students in developing meaningful educational plans compatible with their life goals. This is accomplished in a variety of ways, but always in collaboration with college, departmental or professional advising personnel. These meetings provide the student with an introduction to the campus, to student services and to the academic programs and requirements of the major.

***Course Load***

*Undergraduates*

Full-time undergraduate students are those who are registered for 12 or more credits in any semester. A typical undergraduate course load is 12 credits with 15 credits being the maximum. Registrations exceeding this maximum must be approved in advance by the dean of the college.

The maximum undergraduate load in the summer semester is 9 credits each for short terms B and

C, and 15 credits for the full term A. The maximum for the entire summer (whatever combination is taken) may not exceed 15 credits. Registrations exceeding this maximum must be approved in advance by the dean of the College.

Half-time undergraduate students are those who are registered for 6 to 11 credits. Any student registered for 5 or fewer credits is classified as less than half-time. Students who drop courses during a semester, reducing their registration below 12 credits, will be classified as outlined above.

### *Graduates*

For fall and spring semesters: Graduate students registered for 9 or more credits are considered full-time, registrations for 7 credits are considered 3/4-time and registrations for 4.5 credits are considered half-time.

For the summer semester: Graduate students registered for 6 credits are considered full-time, registrations for 5 credits are considered 3/4-time and registrations for 3 credits are considered half-time.

Registrations exceeding 12 credits in any semester must be approved in advance by the dean of the Seminary. Graduate students who drop courses and reduce their enrollment below the full-time minimums will be regarded as part-time students. See below for exceptions: Graduate Student Enrollment Petitions.

Note: Students on F-1 visas and students on graduate assistantships are required to register for a full-time course load.

### *Waitlist Program*

SFBC's waitlist program, accessible through Populi allows students to place themselves on a waitlist for classes that have reached the maximum enrollment limit. Students are notified by email if a seat opens in the class, and they are automatically registered.

### *Registration for Auditors*

Auditors are those individuals wishing to attend classes without receiving credit. Students cannot change to audit status after the end of the drop/add period. In order to audit a course, students must contact their advisor in order to audit any course. Registration of auditors is on a space-available basis and, because of limitations in instructional resources, the enrollment of auditors may be restricted in some courses.

### *Transfer to Another Institution*

A student who plans to transfer from SFBC&TS to another institution should, at the earliest possible date, request that an official transcript be forwarded by the Office of the Registrar to the new institution. Evaluation of transcripts is the responsibility of the new institution.

### *Student Records*

Student records submitted to SFBC&TS become the property of the college and cannot be returned to the student or released to a third party. These records will be used by officials of the

college in any manner deemed appropriate in order to guide students toward their academic objectives.

It is the policy of the college to include in the academic records of students all appropriate college-level work attempted or completed at another institution.

### Privacy Act (FERPA)

South Florida Bible College & Theological Seminary complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which gives the student the right to know what information the college maintains about that student, the right to ensure the accuracy of that information, the right to know who has access to files of information and for what purposes, and the right to control to a significant extent the distribution of that information outside the institution.

The College and Seminary considers some information to be directory information which may be disclosed to others without student permission. This includes, but is not limited to, items such as name, address, telephone number, e-mail addresses, photographs, dates of enrollment, classification, full or part-time status, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, and participation in activities. If a student does not want this information released, he or she must submit a Request to Prevent Disclosure of Directory Information form to the registrar's office. This request remains in effect until revoked in writing by the student.

Educational records will not be released to individuals other than the student except as provided for by FERPA. This provision includes: (1) A parent who claims a student as a dependent on their most recent federal income tax form. The parent must submit a Parental Affidavit for Academic Information to access the student's record. (2) A person to whom a student grants access to his/her educational record by submitting a Student Consent for Release of Records. These forms must be submitted for each request.

Information regarding FERPA and forms necessary to withhold or release information may be obtained through the registrar's office.

### Hold on Records

Student records may be placed in a hold status because of financial or other obligations to SFBC&TS. While the student's records are on hold, registration will not be permitted nor will official transcripts be released. Records will be held until the obligation is cleared to the satisfaction of the office or department issuing the hold.

### Transcripts

SFBC&TS will provide transcripts to students and other institutions on request for a **minimal fee**, providing all other financial obligations have been met. Contact the Registrar for the fee amount.

### Credit Totals Posted on the Student's Unofficial and Official Transcripts

When looking at the unofficial or official transcript, please note that all credits attempted and earned at any previous institution will be listed. If a student repeated any course at an institution, that course will be noted on the transcript as a repeat. The student's GPA from each institution

attended will also be posted. However, these courses and GPAs will have no effect on the student's academic standing at SFBC&TS.

All credits attempted and earned at SFBC&TS are posted on the transcript and used for computing the student's GPA and posting academic standing (such as good standing, probation, etc.). Any course repeated at SFBC&TS using the Forgiveness Policy will also be noted on the transcript.

### *Leave of Absence (LOA) And Return Policy*

During the course of enrollment at SFBC&TS, a student may need to withdraw from classes and/or leave the college due to a medical and/or psychological issue(s) that temporarily prevents the student from successful and productive participation in college.

### *Expectations during medical leave for the student*

A medical leave is authorized by the Vice President for Student Life (VPSL) on the basis of a formal recommendation from the student's physician - a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist - recommending leave for a specific length of time. The student requesting a reduced course load for medical reasons must obtain approval from the SFBC&TS Academic Department before withdrawing from courses. The student must also provide appropriate medical documentation acceptable to support the medical leave request. SFBC&TS expects students on medical leave to seek and complete the full course of medical and/or psychological treatment, with follow-through, on a designed treatment plan, in developing their physical and/or mental health stability.

### *International Students*

International students must consult the Office of Student Life to obtain relevant, current, legal/regulatory information early in the process of requesting a medical leave. In addition, to obtain approval prior to requesting a reduced course load due to medical conditions.

International students who are requesting a reduced course load due to medical reasons and who want to remain in the United States for medical treatment must provide to SFBC&TS a letter from a licensed Medical Doctor, a Doctor of Osteopathy, or a licensed clinical Psychologist recommending such leave for a specific semester. In addition, the doctor/psychologist's note must specify whether the student may remain in the United States to receive treatment or should return to the student's home country.

International students may be eligible to request a reduced course load due to medical reasons for up to two full semesters (up to a total of 12 months); however, students must obtain approval for reduced course load each subsequent semester along with submitting updated documentation. If a student withdraws from classes without obtaining approval from the Office of Student Life and the Academic Department, they will be considered out of status leading to termination of their I-20. The 12-month aggregate maximum includes all reduced course load approved for medical reasons. There will be a \$100.00 per month maintenance fee for international students on LOA.

### *Return Policy*

After proof of treatment, the student may return to college. The VPSL will review the medical professional's consent and, if necessary, facilitate the student's return to campus.

**Necessary documentation for return: student letter and physician letter**

Student letter must include the following:

- Student's full name, current email, and physical address for receipt of decision letter
- Semester dates of requested return
- Explanation of the factors that led to the LOA
- Overview of the care and treatment received addressing the health issue
- Reflection on the student's ability to return to the rigors of academic study
- Plan for how the student will maintain wellbeing (i.e., continued treatment, mental health support network etc.)

The physician's consent to return must include the following:

- status of the student's medical health defending readiness to return
- plan for continued care through rigors of academic study

Upon receipt of this paperwork the VPSL will notify the student by letter.

**Appeal process**

If the VPSL denies the student's return, the student may appeal in writing providing documentation. Appeals are considered only when relevant, previously unconsidered information emerges. If the VPSL grants return, they will create required strategies to aid the student's future success.



## Academic Programs and Faculty Advisors

### General

Part of our mission at South Florida Bible College is to develop the whole person. We accomplish this by tailoring a degree program especially for you.

### Core Curriculum

With the exception of the Associate Degree, all degree programs at SFBC&TS have core requirements. These consist of at least thirty-six credit hours of general education, and thirty or more credit hours *each* in biblical and professional education. Some programs have additional requirements, such as practica, labs, and research. A portion of the academic criteria may be fulfilled through “course challenge” examinations. Regardless of the program pursued, students will be challenged and fulfilled by a course of study specifically designed for each student.

### Programs

South Florida Bible College and Theological Seminary offers seventeen (17) degree programs as follows:

#### Associate of Arts in:

Biblical & Theological Studies	60 Credit hours
Business Administration & Management	60 Credit hours
General Studies	60 Credit hours
Ministry and Leadership	60 Credit hours
Psychology	60 Credit hours

#### Bachelor of Arts in:

Biblical & Theological Studies	120 Credit hours
Business Administration & Management	120 Credit hours
Christian Counseling	120 Credit hours
Ministry and Leadership	120 Credit hours
Psychology	120 Credit hours
Religious Education:	

Elementary Teacher Education 129 Credit hours

*Master of Arts* in:

Biblical Studies 36 Credit hours

Christian Counseling 60 Credit hours

Pastoral Counseling 36 Credit hours

*Master of:*

Divinity (MDiv) 75 Credit hours

Theology (ThM) 48 Credit hours

*Doctor of:*

Ministry (DMin) 36 Credit hours

### Academic Advisors

#### General

Upon acceptance, students will be assigned an advisor to provide assistance and counsel in the selection of a program. Students will have a clear goal of what they want to accomplish. Advisors guide students who are unsure what God’s will for them may be. They direct students to an appropriate educational path.

Students can see who their advisor is by logging into Populi and viewing their student profile. If students are placed on any type of probation or warning, they must meet with their advisor as scheduled by them. Failure to meet these standards can result in disciplinary actions up to expulsion from the institution.

#### EAP Advisors



**Beth Hall, B.A., Director EAP Program**

*Program Advisor – EAP Program*  
(954-871-2411, [bhall@sfbc.edu](mailto:bhall@sfbc.edu))



**Maria Da Silva, EAP Professor**  
*Program Advisor – EAP Program*  
(954-871-2411, [mdasilva@sfbc.edu](mailto:mdasilva@sfbc.edu))

*College Advisors*



**Jodyann Reid, DMin, Dean of College Programs**  
*Program Advisor – Various Programs*  
(954-637-2291, [jreid@sfbc.edu](mailto:jreid@sfbc.edu))



**John Stevenson, .DMin, Full-Time Professor**  
*Program Advisor – Biblical Studies Programs*  
([jstevenson@sfbc.edu](mailto:jstevenson@sfbc.edu))



**Michael Rackley, DMin, Full-Time Professor**

*Program Advisor –Ministry & Leadership Program*  
(954-637-2290, [mrackley@sfbc.edu](mailto:mrackley@sfbc.edu))



**Kevin Clarke, MDiv, Part-Time Professor**  
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