

THE BRANCH
COLLEGE OF MINISTRY

Catalog
2017-2018

Fall 2017/ Winter 2018/ Spring 2018/ Summer 2018

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The Branch College of Ministry is a private institution and is approved to operate by the bureau.

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

The Branch College of Ministry reserves the right to make changes in the regulations, courses, requirements, personnel, tuition and fees listed in this catalog, through established due process.

The Branch College of Ministry does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor does it have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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SECTION 1.1 – Introduction

WELCOME

Welcome to the Branch College of Ministry. The faculty, staff, and Board of Directors are fully committed to providing you the education and tools required to excel in church ministry and leadership. Regardless of your level of postsecondary education or experience in Christian ministry, our goal is to further develop, equip, and inspire you for faithful and effective service.

The following verse has been an ongoing encouragement to me, as a tremendous reminder that service to the Lord always has a purpose: “Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that your labor is not in vain in the Lord” (1 Corinthians 15:58 NKJV). The Branch College leadership and staff share the belief that your effort, discipline, and sacrifice will not be in vain, and are committed to supporting you as you remain steadfast in your calling.

J.D. Eldridge
President

SECTION 2.1 – Academic Calendar 2017-2018

Fall Semester 2017

Start: Week of 9/17/2017

Ending: Week of 12/3/2017

End of calendar year for school

Winter Semester 2018

Start: Week of 1/7/2018

Ending: Week of 3/25/2018

2-week break

Spring Semester 2018

Start: Week of 4/15/2018

Ending: Week of 7/1/2018

2-week break

Summer Semester 2018

Start: Week of 7/22/2018

Ending: Week of 8/26/2018

2-week break

SECTION 3.1 – Mission

Mission Statement

The Branch College of Ministry exists to develop, equip, and inspire Christian leaders for excellence in ministry to the Church.

Institutional Learning Outcomes

It is the goal of the Branch College of Ministry that graduates will effectively:

- Teach sound biblical principles for effective Christian ministry
- Provide efficacious pastoral care and counsel
- Conduct competent academic research
- Utilize effective critical thinking skills
- Lead others contextually in authentic Christian ministry
- Exhibit Christ-like maturity for sustainable fruitful service

Philosophy of Education

The Lord Jesus Christ holds all authority in heaven and on earth (Matthew 28:19). We wholeheartedly recognize His command to make disciples of all nations (Matthew 28:20), His goal to build up His followers until they all reach unity in the faith (Ephesians 4:11), and His process of equipping His people for works of service (Ephesians 4:11). The Branch College of Ministry exists as the Lord's instrument to develop, equip, and inspire Christian leaders for excellence in ministry to His Church. Whatever kind of leader in Christ's Church, the Branch College of Ministry serves to cultivate their gifting(s) that we may all attain to the whole measure of the fullness of Christ (Ephesians 4:11).

The Branch College of Ministry instructors function as the Lord's servants, through whom the Lord will develop, equip, and inspire (1 Cor. 3:5). We affirm that instructors are vessels through whom the Lord will teach, correct, rebuke, and refine, but it is ultimately God who shapes the students and makes them grow (1 Cor. 3:6). In order to properly and fully instruct students, we will do so through God's Holy Bible, consisting of thorough instruction, proper interpretation, and relevant application, through Christian leadership principles, involving God's Holy Bible and modern leadership practices, and through general education, containing research, writing, science, and history. In recognizing the Lord's different gifting's for His leaders, we will offer along with core courses three fields of concentration courses: Biblical Studies, Organizational leadership, and Pastoral Ministry.

In order to assure effectiveness to our students we will instruct and assess. Instruction will take place mainly in the classroom using multiple learning techniques and modern technology, while

seeking to engage the whole student's heart, soul, mind, and strength in the Lord. We will further assess our institution following our Institutional Assessment Plan, reviewing but not limited to our organization, faculty, curriculum, and student learning outcomes.

Ethical Values and Standards

Excellence: We conscientiously strive for excellence in our work.

Integrity: We conduct ourselves with honesty and transparency in our dealings with and on behalf of the college.

Accountability: We are accountable as individuals of this institution for our ethical conduct and for compliance with applicable bylaws, policies and procedures.

Respect: We respect the rights and dignity of others, valuing our unity in diversity.

SECTION 3.2 – Doctrinal Statement

Doctrinal Statement

God

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings. We hold to single authorial intent (the human authors knew what they were writing and had a single intention of its meaning) and single Authorial intent (God knew what He was writing through human agency and the principles of one single intent of the biblical text has potentially multiple facets and fulfillments based on God's overall redemptive work through over thousands of years). The Bible is His revelation disclosed in written form that describes His will for salvation and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under judgment. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.

Jesus Christ

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our Advocate.

The Work of Christ

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

We believe that the Holy Spirit, in all that He does, reveals the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ

and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially and to live out our faith with care for one another. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

We believe in the personal, bodily return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

SECTION 3.3 – Statement of Compliance

Statement of Compliance

In keeping with the second commandment that our Lord Jesus gave in Matthew 22:39, “You shall love your neighbor as yourself”, and the belief that God made us all unique individuals, yet in His image, The Branch College of Ministry does not approve of discrimination.

The College supports Titles VI and VII of the Civil Rights Acts of 1964, and the Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of race, color, national origin, gender, age, disability, or status as a veteran in any of its policies, practices, or procedures.

In compliance with Section 504 of the Rehabilitation Act of 1973, the BCOM does not discriminate on the basis of disability in the recruitment and admission of students, or in the operation of any of its program and activities, as specified by federal laws and regulations.

SECTION 3.4 – Institutional Grading System

GPA Standard

Students must maintain a 2.0 cumulative GPA to remain in good academic standing, and to be eligible for graduation. Student grades will be posted on the BCOM web portal Populi within 3-weeks after the end of the term.

Grades and Grade Points

The Branch College of Ministry uses the 4-point grading system, subject to the teacher's requirements, homework, tests, class participation, attendance and any make-up work to be established by the teachers. These requirements will be clearly articulated in each course syllabus.

Letter grades correspond to the following numerical grade points:

Points = Grade		
4.0 = A	2.8 = B-	1.5 = D+
3.8 = A-	2.5 = C+	1.0 = D
3.5 = B+	2.0 = C	0.8 = D-
3.0 = B	1.8 = C-	0.0 = F

A grade of "C" or better must be earned in each course in order for it to be credited toward a degree. Courses may be repeated until a grade of "C" or better is attained.

SECTION 3.5 – Accreditation

The Branch College of Ministry is currently not accredited by an accrediting agency recognized by the United States Department of Education, but will be pursuing national accreditation with a nationally approved accreditation body. Our institution is committed to pursuing and maintaining the highest levels of institutional and educational effectiveness in keeping with recognized best practices in Christian higher education. The steps to achieving this goal involve the institution in an on-going process leading to candidacy status on the way to full accreditation status.

SECTION 4.1 – Basis of Admission

Basis of Admission

The Branch College of Ministry invites applicants who are able to present a clear testimony of faith in Jesus Christ and have acknowledged a call from God to attend the college. In selecting students, the Admissions department admits students who are most likely to contribute positively to the college community and intend to graduate. They prayerfully consider all factors that demonstrate the applicant's ability to succeed. BCOM follows an open enrollment procedure, allowing admissions and enrollment at each term. An application is processed as soon as the file is complete. The BCOM is designed to be an arena to develop, equip, and inspire Christian leaders for excellence in ministry to Christ's Church.

While academic accomplishment is important, God's call and a willingness by the student to complete the course of study are essential.

Also essential are:

- Evidence of a personal relationship with Jesus Christ and a consistent Christian lifestyle.
- A desire and willingness for each student's faith to grow and be challenged.
- Academic records.
- Letters of recommendation (references will be contacted upon completion of the application form)
- Willingness to abide by the doctrinal position and standards of conduct of the College.

Admission Procedures

Fill out and submit the online application following the steps through the Branch College Website:

- Pay the non-refundable application fee
- Provide Transcripts

Notification of Admission

Once the Admissions Office receives your completed application, the Academic Dean will make a decision regarding your acceptance. You can expect to receive notification within one week of the application being complete. Once a decision on your admission is made, you will receive information on registration, finances, and orientation.

SECTION 4.2 – Transfer Credit

Transfer Credit

The BCOM, at the discretion of the administration, may accept up to 90 units from another college or university providing the course descriptions and grades are comparable to BCOM standards, and have been earned with a grade of C or higher. Typically, Community College and undergraduate course work will be considered in the transfer process.

- Please note that at least the last 30 units must be completed at the BCOM to receive the Bachelor’s Degree.
- The maximum allowable transfer units for each program is 90 units.
- BCOM has not entered into an articulation agreement or transfer agreement with any other college or university.

The Registrar’s Office evaluates prior coursework, testing, and experience to determine appropriate course equivalency, placement, and standing. The number of units accepted by Branch College will be decided on a case basis by an Academic Dean.

The process for evaluating transfer credits begins when the Admissions Office receives the student’s official transcripts, which must arrive before the end of the first year of studies. Failure to ensure timely arrival of transcripts will prevent the student from continuing at Branch College.

Evaluations are based on the appropriateness of content level and credit value. Biblical and theological courses must be equivalent in quality and theological perspective and must be at least 75 percent parallel based on the course description. In some cases the Registrar may require you to provide the course syllabus and a catalog with the course description so an informed decision can be made. The Academic Dean will make the final decision whether to award transfer credit.

The passage of time is not a factor when determining the transferability of credits. Any credits that were earned outside the United States must be verified by a recognized evaluator, and the student must pay for the verification service.

High School Advanced Placement Exams

Applicants who achieve a score of 3 or higher on the College Board Advanced Placement examinations will be awarded academic credit, but only for applicable classes.

The following tests apply.

<u>Advanced Placement Title</u>	<u>Branch College Course</u>
English Language	GS102
English Literature	GS102
European History, World History	GS150
Calculus AB, Calculus BC, Statistics	GS101

Environmental Science, Adv. Biology

GS103

Credit by Examination

Credits earned at institutions not approved by Branch College and credits earned for prior training may be transferred based on validation by examination. You may submit College Level Examination Program (CLEP) examination scores to earn college credit.

CLEP Examinations

Lower division General Education credit may be awarded for successful completion of the CLEP General Examinations. To receive transfer credit, the course tested for must match content of courses at Branch College. Courses eligible to be transferred in this way are listed below. Each eligible course has a minimum score of 50 and is worth 3 credit hours.

<u>CLEP Subject Area</u>	<u>Branch College Course</u>
Biology	GS103
Calculus	GS101
Chemistry	GS103
College Algebra	GS101
College Mathematics	GS101
English Comp with Essay	GS102
Natural Sciences	GS103
Pre-Calculus	GS101

DSST (Dantes Subject Standardized Tests)

Lower division General Education credit may be awarded for successful completion of DSST testing. To receive transfer credit, the course tested for must match content of courses at SCS as shown in the following table.

<u>DSST Subject Area</u>	<u>Branch College Course</u>
Natural Science	GS103

Experiential Learning

Students who wish to earn college credit for experiential learning through prior experience or job-related work may attempt to do so through writing, submitting, and passing a Kolb Essay. The Kolb Essay guidelines and requirements may be obtained from the Academic Dean. To formally begin the process a student must submit to the Academic Dean in writing a request to earn college credit through a Kolb Essay. The Academic Dean will provide the student with the necessary requirements, paperwork, and deadlines to complete the process. Upon completion of the Kolb Essay, the Academic Dean and one other professor chosen by the Academic Dean, will review the Kolb Essay and decide no later than four weeks after student submission. The decision will be made in agreement by the Academic Dean and the chosen professor and the student will be notified in writing. A student may appeal their Kolb Essay results upon where the president and another professor, chosen by the president, will review the student's Kolb

Essay. The consensus reached by the president and chosen professor will be final and the student notified in writing.

Credit by Challenge

Branch College permits credit by challenge. The student shall petition to earn credit by challenge to the Academic Dean in writing. If the petition is approved, you must pay the normal tuition and fees and take a comprehensive oral and/or written examination. You may not challenge a course that you have failed or withdrawn from. Upon successful challenge with a grade of C or higher, you will be given full credit for the course.

The transferability of credits you earn at The Branch College of Ministry is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the B.A. degree you earn in Christian Leadership is also at the complete discretion of the institution to which you may seek to transfer. If the 126 units/credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Branch College of Ministry to determine if your 126 units/credits will transfer.

Readmission

A student (enrolled in a degree program) whose academic work has been interrupted for twelve (12) months or more will be considered to have taken a leave of absence and must apply for readmission one month prior to the start date in which he/she desires to enroll. Students may use the online admission application available on the website. If college level work has been completed elsewhere, official transcripts should accompany the application for readmission. A student who has been readmitted after one year away from the BCOM, must complete the graduation requirements as outlined in the catalog that is in current use at the time of readmission.

Transcripts

The BCOM complies with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Family Educational Rights and Privacy Act of 1974 provides that information from student records will not be identified by nor conveyed to unauthorized parties. Exceptions are made for BCOM officials, teachers, authorized federal agencies, and in connection with the application for or receipt of financial aid. No other parties may obtain information unless you have provided the BCOM with written consent. Students have access to their information on demand. Students 18 years of age and older must sign a consent form in order for parents to obtain academic or financial information. The appropriate Release of Information forms are available from the Admissions Office.

Transcripts may be requested at a fee of \$5.00 for each official transcript.

An official transcript is released only after students have settled all financial obligations to The Branch College of Ministry. Transcripts contain coursework completed at The Branch College of Ministry, as well as transfer credit. Current students have access to print unofficial transcripts at any time through the Populi system.

SECTION 4.3 – English language Proficiency

All applicants and enrolled students whose primary language is not English and who desire to take courses at The Branch College of Ministry must demonstrate English language proficiency, regardless of citizenship. Such students must complete English language assessment before registering for courses taught at The Branch College of Ministry. Applicants are exempt from English language proficiency assessment when the following is true:

- Test of English as a Foreign language (TOEFL) score of 64 iBT or higher (173 CBT, 6 IELTS) and a satisfactory Test of Written English (TWE), each taken not more than two years prior to the date of application.

English language services, including instruction such as ESL, will not be provided, as The Branch College of Ministry does not admit students from other countries currently nor provides instruction in a language other than English.

SECTION 4.4 – Academic Policies

Academic Probation and Dismissal Policies

Academic probation is a status designed to provide the student whose GPA has fallen below the College's minimum standard of 2.0, with a means to raise his or her GPA above 2.0.

A student is placed on academic probation if his or her GPA has fallen below 2.0. The following steps will be initiated at the end of the semester for which the student's GPA drops below 2.0:

1. The Dean of Students makes contact informing the student of his or her academic probation status and requests a face-to-face meeting prior to registering for any further courses.
2. At this meeting academic probation is explained to the student and a strategy is developed for improving the student's GPA.
3. The student may register for a maximum of nine units each semester while on academic probation. The limit on the number of classes for each semester is determined by the Dean of Students on a case-by-case basis.
4. The student's instructors will participate in the probationary process by providing progress reports to the Dean of Students on the third, seventh, and twelfth weeks of the semester to the Dean of Students.
5. The student will meet with the Dean of Students on the third, seventh, and twelfth weeks of the semester and discuss progress and evaluate the effectiveness of the strategy. The progress reports from the instructors will be included in these meetings.

While on academic probation students:

1. Are not eligible to apply for scholarship
2. Are not eligible for tuition installment plan

Once the student's GPA is 2.0 or greater he or she will be removed from academic probation and the above eligibilities will be reinstated. A student may remain on academic probation as long as the GPA improves. If there is no improvement in the GPA after two semesters the student will be ineligible to enroll for a period of one year (Students on academic probation may take classes for non-credit while on enrollment ineligibility status).

Forms will include:

1. Academic probation tracking form, which will include the cumulative GPA, statements of academic difficulty and a strategic plan to improve, and advisor notes and course recommendations.
2. Instructor's academic probation update form, which will include test scores, assignment grades, notes of any student/teacher consultations, and recommendations.

If the student's GPA does not reach 2.0 after two consecutive semesters, or if the student receives an instructor initiated drop resulting from poor academic performance while on Academic Probation status, the student will be dismissed from the college. This will be indicated on any transcripts issued from the college.

In order to be readmitted to the college, the student must wait one year, then petition for readmission by arranging a meeting with the Academic Dean. It is entirely the responsibility of the student to request this meeting.

Readmission to the college will be granted at the discretion of the Academic Dean, based on evidence of potential for student success as determined in a meeting with the Academic Dean. If desired, the student may still take non-credit courses at the college while readmission is pending.

Upon readmission, the student must repay the application fee.

Leave of Absence

A student may petition the Registrar for permission to take a leave of absence from attending courses for a period of up to one year (365 consecutive days or 12 months, counted from the end date of the last course attended before the petition was approved) while retaining his or her admission status and governing catalog. The following rules apply:

- A leave of absence may not be extended beyond 365 days.
- A student's first leave of absence may not be taken before the completion of at least one course, and one leave of absence may not follow another without the completion of at least one course in between.
- A student whose leave of absence has expired must resume course attendance during the trimester current at the expiration date of the leave of absence or suffer loss of the benefits brought by the approved leave of absence and become subject to the Branch College Admission Policy.
- If a student who holds an approved petition for leave of absence attends a course before the expiration date of the leave of absence, then the leave of absence will automatically expire on the start date of the course.

SECTION 5.1 – Basic Student Costs

Tuition

Bachelor’s Program

Tuition, per class	\$210 (\$70/unit)	All class requirements met.
Audit, per class	\$50	No homework required.
Total Tuition	\$8,820	Based on taking 126 Total Credits of Branch College Coursework. This does not include textbooks.
Graduation Fee	\$150	Charged with Petition to Graduate
Late Registration	\$15	Charged when payment is late as per student's chosen payment option
Insufficient Funds Fee	\$30	Charged if credit card is denied
Application Fee (non-refundable)	\$10	Charged upon application submission.
Student Tuition Recovery Fee (non-refundable)	\$0	
Textbooks	\$1500	Estimated by the number of textbooks per course a student is obligated to purchase.
Enrollment Fee	\$0	
Estimated Total Charges For The Entire Educational Program	\$10,500	
Total Charges The Student is Obligated To Pay Upon Enrollment	\$10	The \$10 is for the application fee only (non-refundable).

*Note: Tuition and Fees are subject to change without notice. Charges in US dollars based on the current schedule of tuition and fees. Actual program costs may vary depending on the student’s incoming status and personal factors.

Schedule of Program Costs

Term	B.A. Christian Leadership
FL1	\$630 ¹
WR1	\$630
SP1	\$630
SR1	\$420
FL2	\$630
WR2	\$630
SP2	\$630
SR2	\$420
FL3	\$630
WR3	\$630
SP3	\$630
SR3	\$420
FL4	\$630
WR4	\$630
SP4	\$630 ²
Total	\$8820*

¹Includes application fee.

²Includes graduation fee.

*Does not include textbooks

Student Enrollment Agreement Registration includes completing a Student Enrollment Agreement. The student enrollment agreement also includes various rights and responsibilities incumbent upon the student and Branch College as provided in law, including the statement, *The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Notice of cancellation shall be in writing.*

Payment of Accounts

Students must pay tuition online through the convenient and secure payment system available on Populi, our learning management system. 50% of the tuition must be paid by the first week of class and the other 50% of the tuition must be paid by the fourth week of class of the current semester. Extenuating circumstances must be discussed prior to the beginning of class.

Refunds

Fees are non-refundable.

Refunds related to official drops will be made according to the following rules.

1. Branch College will refund all payments of tuition and fees made for any course it cancels.
2. The Branch College refund for students who have completed 75 percent or less of the course of instruction shall be a pro rata refund.

3. Branch College will only make a pro rata refund of tuition to a student who has completed 75 percent or less of a course and who officially drops the course. If the course is not officially dropped no refund will be due the student.

4. Branch College will not refund any tuition to a student who either officially or unofficially drops a course after completing more than 75 percent of the course.

5. For the purposes of this policy, 75 percent of a standard course equates to the following rule. For a 12-session, 42-hour course, 75 percent is completed at the end of Session 9. Refunds for these students will be calculated using the pro rata refund formula prescribed for these particular students by federal regulations. Please see the CFO for more information.

6. Refunds, scholarship adjustments and repayments of federal funds are recorded to the student's account. All requests for student account refunds shall be submitted in writing to Registrar, and any balance due the student upon the making of such adjustments shall be paid to the student within 30 days.

7. A third absence without explanation from the student will be interpreted by Branch College as a withdrawal as of the date of the third absence for a course within a trimester.

Financial Aid

Students may take out personal student loans and apply for institutional scholarships (if they fit the criteria; see SECTION 5.2). The Branch College of Ministry does not participate in federal or state financial aid programs. A student is not eligible to receive federal financial aid and programs regarding The Branch College of Ministry due to its current unaccredited status (a student enrolled in an unaccredited institution is not eligible for federal financial aid programs).

If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

SECTION 5.2 – Scholarships

The Branch College of Ministry established donor opportunities for people who believe in the mission of the college to contribute into the lives of our students, specifically to help financially scholarship students in need. The amount of scholarships given will range between a max of three (3) per semester and a minimum of zero (0). Each scholarship will currently be worth \$210 and cover one (1) class or three (3) units.

The specific criteria used to select recipients of a scholarship will be:

- a. Overall and current GPA (at least a 2.5 GPA), financial need, and integrity.
- b. The number of grants made annually are determined by the college's three (3) concentrations found in their one (1) degree. Scholarships will be offered according these concentrations: Biblical Studies, Organizational Leadership, and Pastoral Ministry.
- c. The amount of each grant is given according to the cost of current courses and current donations coming in.
- d. To qualify for additional scholarships students must meet the following eligibility requirements: at least a 2.5 GPA, attend and serve faithfully in a local Church body, and have good standing with the college (i.e. no overdue payments or library books).

To supervise scholarships a selection committee of at least three people not directly working with The Branch College of Ministry will prayerfully consider student applications for scholarships and grade transcripts provided by the Academic Dean. They will report their decisions to the President, Academic Dean, CFO, and board of trustees. The CFO will then notify each recipient and award each scholarship to the registered students upcoming semester. If a student fails to pass the course being scholarshiped, they must wait one year before re-applying for another scholarship and meet eligibility requirements.

To apply for a scholarship a student must obtain a scholarship application form from the Academic Dean and return it filled out to the Academic Dean at least six weeks before the beginning of the following semester.

SECTION 6.1 – Bachelor of Arts in Christian Leadership

Welcome to The Branch College of Ministry

We are committed to developing and equipping your spiritual growth in Christ and providing exemplary academics so that, by His grace, God may use The Branch College of Ministry as an instrument for you to fulfill His call upon your life. The Branch College of Ministry offers unique programs of study to train leaders for excellence in ministry to the Church.

Academic Programs

Bachelor of Arts in Christian Leadership

Majors:

- Biblical Studies
- Organizational Leadership
- Pastoral Ministry

Bachelor of Arts in Christian Leadership

Overview

The Bachelor of Arts in Christian Leadership establishes a solid and pertinent foundation for students who are called by God into the ministry of His Church. Through completion of Bible courses students will lay a solid theological foundation of understanding and comprehension in God's work, message, and heart for His Church and all creation. Through completion of general studies courses students will be able to defend their Biblical foundation in the Church and in the world. Through completion of Christian Leadership courses students will be able to build upon their foundation and apply it to ministry in the Church and to the world. Through selection and completion of a major concentration of study, students are prepared in accordance with their personal gifts and calling from God. Major concentrations of study are offered in Biblical Studies, Organizational Leadership, and Pastoral Ministry.

Institutional Learning Outcomes

It is the goal of the Branch College of Ministry that graduates will:

1. Demonstrate clear, effective communication of significant material.
2. Conduct competent academic research within a given discipline or field.
3. Utilize critical thinking skills to both evaluate concepts and implement practical solutions in various contexts.
4. Possess the knowledge and skill required to succeed in leadership roles and in service to the community.
5. Integrate the character of Christ into ministry, vocational, and professional settings.

Program Structure

The Bachelor of Arts in Christian Leadership features studies in Biblical interpretation, major Books of the Bible, Systematic and Biblical theology, leadership ethics, administration, organization, as well as general education.

Program Learning Outcomes

It is the goal of The Branch College of Ministry that graduates who complete the B.A. in Christian Leadership will:

1. Successfully utilize various methods of Biblical Interpretation.
2. Accurately teach sound biblical principles.
3. Provide efficacious pastoral care and counsel.
4. Rationally defend the truth claims of Christianity.
5. Effectively lead in a church or non-profit organization.

Credit Hour

1 Credit hour is equal to 14 hours or 4 weeks of class time.

Licensure

This program is not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state (CA). A graduate of this degree program will not be eligible to sit for the applicable licensure exam in California and other states, nor will they be recognized for some employment positions, including, but not limited to, positions with the State of California.

SECTION 6.2 – Bachelor of Arts in Christian Leadership – Major Concentration: Biblical Studies

Outcomes

In addition to General Education, Christian Leadership, and Biblical Studies outcomes, those deriving from a major concentration of study in Biblical Studies include further and deeper understanding and application of Biblical languages, preaching and teaching, Biblical theology, and specific Books of the Bible.

Program Structure

To complete a Bachelor of Arts in Christian Leadership with a major concentration of studies in Biblical Studies, students complete the 24 credit hours listed below in addition to general education, Christian leadership, electives, and Bible courses requirements.

Course Requirements - Total Credits 126

Bible (27 Units)			Christian Leadership (21 Units)			General Education (39 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit	Course ID	Course name	Credit
BL101	OT Survey	3	LD100	Personal Care of Leaders	3	GS101	Mathematics	3
BL102	NT Survey	3				GS102	Research & Writ.	3
BL150	Biblical Interpretation	3	LD150	Leadership & Administration 1	3	GS103	Natural Science	3
BL200	Bible Customs and Geography	3	LD151	Leadership & Administration 2	3	GS150	Church History 1	3
BL300	Pastoral Epistles	3	LD200	Public Speaking in Leadership	3	GS160	Church History 2	3
BL350	Genesis	3	LD225	Leadership & Theology	3	GS180	Intro to Philosophy	3
BL400	Romans	3	LD250	Leadership & Culture	3	GS200	Critical Thinking	3
TH101	Theology 1	3	MN300	Biblical Counseling 1	3	GS300	Greek Grammar 1	3
TH102	Theology 2	3				GS301	Greek Grammar 2	3
	Total:	27				GS350	Apologetics	3
					Total: 21	GS400	Christianity & Culture	3
						GS410	World Religions & Cults	3
						GS450	Into to Ethics	3
							Total:	39

Biblical Studies (24 Units)			Electives (15 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit
MN400	Preach. & Teaching	3	EL001	Elective	3
BL410	Greek Exegesis	3	EL002	Elective	3
GS420	Biblical Hebrew	3	EL003	Elective	3
MN480	Senior Capstone	3	EL004	Elective	3
BL_____	OT Elective	3	EL005	Elective	3
BL_____	NT Elective	3			
BL_____	NT Elective	3			
BL_____	NT Elective	3			
	Total:	24			Total: 15

Recommended Course Sequence

Bachelor of Arts in Christian Leadership: Major Concentration – Biblical Studies

126 Units

First Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL150	Biblical Interp.	3
GS150	Church History 1	3
LD150	Leadership & Admin. 2	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL101	OT Survey	3
GS160	Church History 2	3
LD151	Leadership & Admin. 2	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL102	NT Survey	3
GS200	Critical Thinking	3
GS400	Christianity and Culture	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
LD100	Personal Care of Leaders	3
GS102	Research and Writing	3
Total Credits		6

Second Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH101	Theology 1	3
EL001	Elective	3
LD200	Public Speaking in Leadership	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH102	Theology 2	3
GS180	Intro. To Philosophy	3
LD225	Leadership & Theology	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL002	Elective	3
BL200	Bible Customs and Geo.	3
BL__	OT Elective	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL__	NT Elective	3
GS101	Math (Transfer)	3
Total Credits		6

Third Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL__	NT Elective	3
GS300	Greek Grammar 1	3
LD250	Leadership & Culture	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL003	Elective	3
GS301	Greek Grammar 2	3
MN300	Biblical Counseling 1	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL300	Pastoral Epistles	3
BL410	Greek Exegesis	3
MN400	Preaching and Teaching	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL__	NT Elective	3
GS103	Natural Science	3
Total Credits		6

Fourth Year – 27 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL004	Elective	3
GS350	Apologetics	3
BL350	Genesis	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL005	Elective	3
GS410	World Religions and Cults	3
GS420	Biblical Hebrew	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL400	Romans	3
GS450	Intro to Ethics	3
MN480	Senior Capstone	3
Total Credits		9

SECTION 6.3 – Bachelor of Arts in Christian Leadership – Major Concentration: Organizational Leadership

Outcomes

In addition to General Education, Christian Leadership, and Biblical Studies outcomes, those deriving from a major concentration of study in Organizational Leadership include further and deeper understanding and application of business, organizational behavior, strategic planning, and conflict and resolution skills.

Program Structure

To complete a Bachelor of Arts in Christian Leadership with a major concentration of studies in Organizational Leadership, students complete the 24 credit hours listed below in addition to general education, Christian leadership, electives, and Bible courses requirements.

Course Requirements - Total Credits 126

Bible (27 Units)			Christian Leadership (21 Units)			General Education (39 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit	Course ID	Course name	Credit
BL101	OT Survey	3	LD100	Personal Care of Leaders	3	GS101	Mathematics	3
BL102	NT Survey	3	LD150	Leadership & Administration 1	3	GS102	Research & Writ.	3
BL150	Biblical Interpretation	3	LD151	Leadership & Administration 2	3	GS103	Natural Science	3
BL200	Bible Customs and Geography	3	LD200	Public Speaking in Leadership	3	GS150	Church History 1	3
BL300	Pastoral Epistles	3	LD225	Leadership & Theology	3	GS160	Church History 2	3
BL350	Genesis	3	LD250	Leadership & Culture	3	GS180	Intro to Philosophy	3
BL400	Romans	3	MN300	Biblical Counseling 1	3	GS200	Critical Thinking	3
TH101	Theology 1	3				GS300	Greek Grammar 1	3
TH102	Theology 2	3				GS301	Greek Grammar 2	3
	Total:	27				GS350	Apologetics	3
						GS400	Christianity & Culture	3
						GS410	World Religions & Cults	3
						GS450	Into to Ethics	3
					Total: 21			Total: 39

Organizational Leadership (24 Units)			Electives (15 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit
LD300	Organizational Behavior	3	EL001	Elective	3
LD325	Curr. Lead Trends & Con.	3	EL002	Elective	3
LD350	Challenges of Leadership	3	EL003	Elective	3
MN460	Ministry Internship	3	EL004	Elective	3
MN480	Senior Capstone	3	EL005	Elective	3
BL_____	OT Elective	3			
BL_____	NT Elective	3			
BL_____	NT Elective	3			
	Total:	24			Total: 15

Recommended Course Sequence

Bachelor of Arts in Christian Leadership: Major Concentration – Organizational Leadership

126 Units

First Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL150	Biblical Interp.	3
GS150	Church History 1	3
LD150	Leadership & Admin. 1	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL101	OT Survey	3
GS160	Church History 2	3
LD151	Leadership & Admin. 2	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL102	NT Survey	3
GS200	Critical Thinking	3
GS400	Christianity and Culture	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
LD100	Personal Care of Leaders	3
GS102	Research and Writing	3
Total Credits		6

Second Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH101	Theology 1	3
EL001	Elective	3
LD200	Public Speaking in Leadership	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH102	Theology 2	3
GS180	Intro. To Philosophy	3
LD225	Leadership & Theology	3
Total Credits		9

Spring Semester		
Course #	Course name:	Credit
EL002	Elective	3
LD300	Leadership & Admin. 3	3
BL__	OT Elective	3
Total Credits		9

Summer Semester		
Course #	Course name:	Credit
BL__	NT Elective	3
GS101	Math (Transfer)	3
Total Credits		6

Third Year – 33 Credits

Fall Semester		
Course #	Course name:	Credit
BL200	Bible Customs and Geo.	3
GS300	Greek Grammar 1	3
LD225	Leadership & Culture	3
Total Credits		9

Winter Semester		
Course #	Course name:	Credit
LD400	Bus/Lead Communication	3
GS301	Greek Grammar 2	3
MN300	Biblical Counseling 1	3
Total Credits		9

Spring Semester		
Course #	Course name:	Credit
BL300	Pastoral Epistles	3
EL003	Elective	3
LD325	Curr. Lead. Trends & Con.	3
Total Credits		9

Summer Semester		
Course #	Course name:	Credit
MN460	Ministry Internship	3
GS103	Natural Science (Transfer)	3
Total Credits		6

Fourth Year – 27 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL004	Elective	3
GS350	Apologetics	3
LD350	Challenges of Leadership	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL350	Genesis	3
GS410	World Religions and Cults	3
EL005	Elective	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL400	Romans	3
GS450	Intro to Ethics	3
MN480	Senior Capstone	3
Total Credits		9

SECTION 6.4 – Bachelor of Arts in Christian Leadership – Major Concentration: Pastoral Ministry

Outcomes

In addition to General Education, Christian Leadership, and Biblical Studies outcomes, those deriving from a major concentration of study in Pastoral Ministry include supplementary and deeper understanding and application of Biblical counseling, preaching, teaching, and effective pastoring.

Program Structure

To complete a Bachelor of Arts in Christian Leadership with a major concentration of studies in Pastoral Ministry, students complete the 24 credit hours listed below in addition to general education, Christian leadership, electives, and Bible courses requirements.

Bachelor of Arts in Christian Leadership – Major Concentration: Pastoral Ministry

Course Requirements - Total Credits 126

Bible (27 Units)			Christian Leadership (21 Units)			General Education (39 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit	Course ID	Course name	Credit
BL101	OT Survey	3	LD100	Personal Care of Leaders	3	GS101	Mathematics	3
BL102	NT Survey	3				GS102	Research & Writ.	3
BL150	Biblical Interpretation	3	LD150	Leadership & Administration 1	3	GS103	Natural Science	3
BL200	Bible Customs & Geography	3	LD151	Leadership & Administration 2	3	GS150	Church History 1	3
BL300	Pastoral Epistles	3	LD200	Public Speaking in Leadership	3	GS160	Church History 2	3
BL350	Genesis	3				GS180	Intro to Philosophy	3
BL400	Romans	3	LD225	Leadership & Theology	3	GS200	Critical Thinking	3
TH101	Theology 1	3	LD250	Leadership & Culture	3	GS300	Greek Grammar 1	3
TH102	Theology 2	3	MN300	Biblical Counseling 1	3	GS301	Greek Grammar 2	3
	Total:	27				GS350	Apologetics	3
					Total: 21	GS400	Christianity & Culture	3
						GS410	World Religions & Cults	3
						GS450	Into to Ethics	3
						Total:	39	

Pastoral Ministry (24 Units)			Electives (15 Units)		
Course ID	Course name	Credit	Course ID	Course name	Credit
MN100	Evangelism & Discipleship Methods	3	EL001	Elective	3
MN220	Effective Pastoring	3	EL002	Elective	3
MN301	Biblical Counseling 2	3	EL003	Elective	3
MN400	Preaching & Teaching	3	EL004	Elective	3
MN460	Ministry Internship	3	EL005	Elective	3
MN480	Philosophy of Ministry	3			Total: 15
BL____	OT Elective	3			
BL____	NT Elective	3			
	Total:	24			

Recommended Course Sequence

Bachelor of Arts in Christian Leadership: Major Concentration – Pastoral Ministry

126 Units

First Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL150	Biblical Interp.	3
GS150	Church History 1	3
LD150	Leadership & Admin. 1	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL101	OT Survey	3
GS160	Church History 2	3
LD151	Leadership & Admin. 2	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL102	NT Survey	3
GS200	Critical Thinking	3
GS400	Christianity and Culture	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
LD100	Personal Care of Leaders	3
GS102	Research and Writing	3
Total Credits		6

Second Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH101	Theology 1	3
EL001	Elective	3
LD200	Public Speaking in Leadership	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
TH102	Theology 2	3
GS180	Intro. To Philosophy	3
MN100	Evang. & Disc. Methods	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL002	Elective	3
LD225	Leadership & Theology	3
MN300	Biblical Counseling 1	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
MN220	Effective Pastoring	3
GS101	Math (Transfer)	3
Total Credits		6

Third Year – 33 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL200	Bible Customs & Geo.	3
GS300	Greek Grammar 1	3
LD250	Leadership & Culture	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL003	Elective	3
GS301	Greek Grammar 2	3
MN301	Biblical Counseling 2	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL300	Pastoral Epistles	3
MN400	Preaching & Teaching	3
GS350	Apologetics	3
Total Credits		9

Summer Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
MN460	Ministry Internship	3
GS103	Natural Science (Transfer)	3
Total Credits		6

Fourth Year – 27 Credits

Fall Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
GS450	Intro to Ethics	3
BL350	Genesis	3
BL____	OT Elective	3
Total Credits		9

Winter Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
EL004	Elective	3
GS410	World Religions and Cults	3
BL____	NT Elective	3
Total Credits		9

Spring Semester		
<i>Course #</i>	<i>Course name:</i>	<i>Credit</i>
BL400	Romans	3
EL005	Elective	3
MN480	Senior Capstone	3
Total Credits		9

SECTION 7.1 – Bible & Theology

BL101 – OT Survey

Course Description: This course is an overview of the Old Testament with an emphasis on the literary themes in canonical context. It seeks to develop an understanding of the theological and literary purpose of the Old Testament and its message. An exploration of topics includes human origins, the history of Israel, Old Testament covenants, and the periods of monarchy, captivity and return. Class discussions will consider Old Testament themes in light of New Testament theology and contemporary Christian living.

BL102 – NT Survey

Course Description: This course provides an introductory survey of the twenty-seven books of the New Testament. It focuses on the major theological ideas, literary structures, and the author's overarching intent of each individual book. It also introduces the historical, social, and cultural background as the basis for better understanding of the Scripture.

BL150 – Biblical Interpretation

Course Description: For many believers, the task of studying, interpreting, understanding, and applying the Bible becomes a daunting task. This course will launch the student into a hands-on study and approach to Scripture. We will explore the practical guidelines of basic Bible study ("hermeneutics") and look at how to study the Bible within the different genres of Scripture. You will become familiar with eight of the key methods to do Bible study, which will be most rewarding and practical for developing devotionals, sermons, and Bible studies.

BL200 – Bible Customs & Geography

Course Description:

This course will emphasize the necessity of reading the biblical record with an awareness and understanding of its historical, cultural, and geographical context. We will explore the customs and cultures of the Ancient Near East, from Genesis through Acts, and examine various biblical and archaeological sources, paying special attention to the geographical locations of each biblical timeframe.

BL300 – Pastoral Epistles

Course Description: This course takes students on an exegetical study to identify Biblical answers to crucial leadership and ministry issues from three of Paul's letters, 1 and 2 Timothy and Titus. We will be looking at the text from a variety of methods: pre-observation, linguistics, exegesis, and rhetorical criticism. All of these will aid the students in a well-rounded approach to studying the Scriptures. Emphasis will also be placed on understanding and putting into practice the theological themes that emerge from the Pastorals.

BL350 – Genesis

Course Description: We will be walking through the book of Genesis in a variety of ways. First, we will be delving into the book paragraph by paragraph so that the student will have a grasp on the events, timelines, and theological intentions that the author conveyed. Secondly, we will be looking at Genesis through the lens of a variety of Bible study methods, such as the Biographical Method, the Linguistic-Literary Method, and the Historical-Cultural Method. This will allow the student to see numerous

theological facets from different vantage points that may otherwise be missed in exposition solely. Students will also be introduced to the key tools to help them prepare various Bible studies in Genesis.

BL400 – Romans

Course Description:

This course is a historical-grammatical exegesis of Paul’s letter to the Romans with an emphasis on Paul’s flow of thought throughout the letter. This class will explore interpretative difficulties within the letter as well as equip the student to articulate the issues through discussion, debate and writing. There will also be an emphasis on preparing students to use scholarly resources to facilitate their own continued study and its application to personal life and ministry.

TH101 – Theology 1

Course Description:

The entire Theology track (2 semesters in total) is designed to prepare, equip, and enable students for right doctrine, right belief, and right practice of the Christian faith. The main objective for this class is to furnish students with the basic knowledge of the major doctrines of Scripture, God, Humanity, and Sin while giving special emphasis to the pure teaching and practice of these doctrines in the Church and before the world. Students will be able to learn via lecture, quizzes, reading and writing assignments.

TH102 – Theology 2

Course Description:

The entire Theology track (2 semesters in total) is designed to prepare, equip, and enable students for right doctrine, right belief, and right practice of the Christian faith. The main objective for this class is to furnish students with the basic knowledge of the major doctrines of Christ, The Holy Spirit, Salvation, the Church, and the Last Things while giving special emphasis to the pure teaching and practice of these doctrines in the Church and before the world. Students will be able to learn via lecture, quizzes, reading and writing assignments.

SECTION 7.2 – General Studies

GS150 – Church History 1

Course Description: This class will cover church history from Pentecost to events leading up to the Reformation in 1517 A.D. We will trace the chronological path of the church from Jerusalem through the Middle Ages, ending up at the dawn of the Reformation, and will also look at many of the personalities who had a hand in shaping this period of history.

GS160 – Church History 2

Course Description: This class will cover church history from the time of the Reformation through events leading up to the present day. We will trace the chronological path of the Church from the early 1500s to the beginning of the twenty-first century, looking at many of the individuals and movements that God used to shape Western religion, culture and philosophy. We will also spend some time discussing the nature of change throughout the life of the Church with an emphasis on the topic of Spiritual Renewal.

GS180 – Intro to Philosophy

Course Description: This course will be a general introduction into the nature, problems, methods, concepts, and divisions of philosophy. The emphasis will be on surveying major areas of philosophy (metaphysics, epistemology, philosophy of mind, critical thinking, ethics, & philosophy of science) and how the concepts within have shaped many of the beliefs we hold about reality, knowledge, political thought, and society. Key terms, methodologies, and influential thinkers of western philosophy will be explored, as well as the practical impacts philosophy has made on culture and church.

GS200 – Critical Thinking

Course Description: Critical thinking involves the disciplined skill of ensuring that we use the best reasoning possible in any set of circumstances. To take full advantage of our intellect, we must learn how to analyze and critique our way of thinking. This class will assist students in becoming more effective thinkers in every aspect of their lives. This will be accomplished by identifying the core skills of critical thinking, and learning how to apply those skills to their lives. Additionally, as Christians, each student will discover how critical thinking develops the quality of their knowledge and relationship with God.

GS300 – Greek Grammar 1

Course Description: The entire Greek Grammar track (2 semesters in total) is designed to prepare, equip, and enable students to proper exegetical study of the Scriptures. The main objective for this class is to furnish students with the basic knowledge of Greek grammar and vocabulary while giving special emphasis to knowing the Lord and fully and accurately proclaiming His Word to the world. Students will be able to learn via verbal, lecture, writing assignments, and quizzes.

GS301 – Greek Grammar 2

Course Description: The entire Greek Grammar track (2 semesters in total) is designed to prepare, equip, and enable students to proper exegetical study of the Scriptures. The main objective for this class is to furnish students with the basic knowledge of Greek grammar and vocabulary while giving special

emphasis to knowing the Lord and fully and accurately proclaiming His Word to the world. Students will be able to learn via verbal, lecture, writing assignments, and quizzes.

GS350 – Apologetics

Course Description: Christian Apologetics has the two-fold design of enabling the student to dismantle arguments brought forth against Christianity and to build a compelling case for what Christians believe. The course will focus on building up knowledge in subjects that are both essential to Christianity and frequent to attacks: God, Scripture, Jesus, and morality. Students will be able to learn via lecture, quizzes, reading, and writing assignments.

GS400 – Christianity & Culture

Course Description: This course seeks to help the student develop a theological and practical basis by which to understand human culture as it relates to the Christian faith. Focus will be given to examining contemporary western culture in such a way that will give guidance, support, and depth to Christian ministry.

GS450 – Intro to Ethics

Course Description: In a pluralistic society where subjective individualism results in every person defining morality on his or her own terms, it needs to be evaluated whether objective moral truth exists. This course will study the objective moral truth of the Christian ethic and examine how it differs from the subjective value systems of the atheist, moralist, humanist and evolutionist. Most importantly, through the examination of the Christian ethic, the student will ideally come to see that this study is not simply an academic study of values and truths; this type of life is God's desire for us. Ultimately, Christian ethics is a way of life.

SECTION 7.3 – Christian Leadership

LD100 – Personal Care of Leaders

Course Description: The vocation of Christian ministry is rewarding, but it can be hazardous. Due to the hazards, many ministers and church leaders either burn out or disqualify themselves from completing their calling. This class will examine these hazards as they pertain to vocational ministry, with a goal of educating students in identifying the areas of potential personal weakness and providing resources for dealing with the complexity of ministry life. Attention will be given to all aspects of a minister/church leader's *self*, from emotional to physical to spiritual health, as well as practical ways to affect behavioral change.

LD150 – Leadership & Admin. 1

Course Description: Churches do not run themselves, but rather need proper leadership and guidance. The Leadership and Administration track (3 courses total) is designed to provide leaders the mandatory, necessary and best practices of Church and leadership administration. Regarding legal, policy, team, and future matters, students will be given a knowledgeable and practical foundation in running and leading the Church in her ministries and mission for the glory of God in Christ.

LD151 – Leadership & Admin. 2

Course Description: Churches do not run themselves, but rather need proper leadership and guidance. The Leadership and Administration 2 course is designed to equip students to lead in a local church and/or parachurch context. Emphasis will be given to learning and acquiring skills needed to become an effective leader who can coach individuals, build teams, manage conflicts, and strategically move an organization forward. Students will be given the knowledge and necessary tools needed to lead the Church in her ministries and mission for the glory of God in Christ.

LD200 – Public Speaking in Leadership

Course Description: This course is designed to prepare students for success in public speech situations and to provide them with the basic principles of organization and research needed for effective speeches. Students are required to deliver five speeches in a public setting to fulfill course requirements. These speech exercises will serve to demonstrate a student's understanding of theory and the speech communication learning outcomes.

LD225 – Leadership & Theology

Course Description: There is a great measure of books, articles, and teachings on what leadership is and what effective leaders do. This course focuses students on the key theological teachings, concepts, and examples in regards to leadership as found in Scripture. Through the lens of Biblical theology special attention will be given to main profiles of leaders in both the Old and New Testaments.

LD250 – Leadership & Culture

Course Description: The world is progressively becoming more and more diverse and connected. The Christian leader needs to be able to operate and partner cross-culturally in a diverse global market. Leading requires cultural awareness, intelligence, and practicality. This course is designed to provide the Christian leader with the knowledge, tools, and resources for effective community partnership.

MN300 – Biblical Counseling 1

Course Description: The purpose of this course is to introduce students to the principles of Biblical counseling using the Scriptures as their standard. The course will seek to provide each student with the necessary tools to counsel others, whether in a formal or informal environment.

SECTION 7.4 – Biblical Studies Concentration

MN400 – Preaching & Teaching

Course Description: This course is a hands-on, practical approach to understanding the three main methods of preaching and teaching: exegetical, expositional, and topical. The foundation of this course will be rooted in rigid Bible study methodology so that the students will approach every Bible text with the original author's intent in mind. We will pay special attention to contextual and interpretive principles. We will examine lesson preparation, delivery techniques, and other practical elements that go into delivering a great message. Students will also be introduced to the key tools that will help them in sermon and lesson preparation. Through balanced academic study, directed observation and practical application, this course is appropriate for those who desire to be better teachers, preachers, and listeners.

BL410 – Biblical Exegesis

Course Description: Greek Exegesis is designed to prepare, equip, and enable students to proper exegetical study of the New Testament Scriptures. The main objective for this class is to furnish students with the basic knowledge of Greek syntax and vocabulary while giving special emphasis to knowing the Lord and fully and accurately proclaiming His Word to the world. Students will be able to learn via verbal, lecture, writing assignments, and quizzes.

GS420 – Biblical Hebrew

Course Description: Biblical Hebrew introduces students to the fundamentals of Hebrew language. Students can expect to enrich their knowledge of Hebrew grammar, syntax, and vocabulary. This serves to help the student translate Hebrew into English and properly interpret authorial intent. A working knowledge of Hebrew will enhance the students skills in exegesis, will provide the critical skills necessary to evaluate various translations and will broaden access to advanced study tools and commentaries.

MN480 – Senior Capstone

Course Description: This course is designed to demonstrate students accumulated training in Christian Leadership and their degree concentration (Biblical Studies, Organizational Leadership, or Pastoral Ministry) in a single thesis of their choice, subject to the instructor's approval. The writing will consist of a research thesis of approximately 6000 words (24 pages double spaced). The completed thesis should demonstrate skills and knowledge obtained in the degree and specific to their concentration. Students will be subjected to regular feedback from their instructor and present their thesis to The Branch College of Ministry faculty.

SECTION 7.5 – Organizational Leadership Concentration

LD300 – Leadership & Admin. 3

Course Description: We live in a world that is changing at a rapid pace. Culture, music, technology, and ethics are all changing and adapting to ever growing, global community. The 21st century leader is one who can assess their present, consider where their organization is headed, and make the changes necessary to stay relevant. The Leadership and Administration 3 class is designed to provide the Christian Leader with the tools needed to guide their church into the future while remaining faithful to God's Word in the process.

LD325 – Current Leadership Trends & Concepts

Course Description: This course is designed for leaders to more effectively understand the demands our culture is likely to face in the future and meet them with upmost preparedness and excellence in Christ. How leadership responds and survives those complex and emerging challenges will be of upmost importance. This course will examine a number of these challenges while looking at possible solutions and alternatives from a leadership point of view.

LD350 – Challenges of Leadership

Course Description: Leadership is not for the faint of heart. There are unique challenges every leader will face daily that will challenge him/her to their core. Failure, opposition, criticism, and stress are just the beginning of what leaders will face. This course is designed to provide the help, insight and strategy needed to not only face these challenges but thrive in them.

MN460 – Ministry Internship

Course Description: An internship experience allows students to implement classroom learning into real life settings. This course is designed to get the student into the field of ministry they desire to serve in, see areas of strength and weakness, create professional networks, and be more prepared for the next step after they graduate.

MN480 – Senior Capstone

Course Description: This course is designed to demonstrate students accumulated training in Christian Leadership and their degree concentration (Biblical Studies, Organizational Leadership, or Pastoral Ministry) in a single thesis of their choice, subject to the instructor's approval. The writing will consist of a research thesis of approximately 6000 words (24 pages double spaced). The completed thesis should demonstrate skills and knowledge obtained in the degree and specific to their concentration. Students will be subjected to regular feedback from their instructor and present their thesis to The Branch College of Ministry faculty.

SECTION 7.6 – Pastoral Ministry Concentration

MN100 – Evangelism & Discipleship Methods

Course Description: This course is designed to instruct and train Church leaders with the Biblical knowledge and tools to equip the local church for effective evangelism and discipleship. The focus will be given to implementing Church wide strategies of evangelism and discipleship for the furtherance of the Gospel of Christ Jesus.

MN220 – Effective Pastoring

Course Description: Pastoring is not an opportunity to be famous but a gifting and function given by the Lord necessary for the well-being of His Church. This course will examine the biblical requirements, duties, and tasks to pastor effectively a local church. Emphasis will be given to caring for and feeding God's Church.

MN301 – Biblical Counseling 2

Course Description: The purpose of this course is to introduce students to the principles of Biblical counseling using the Scriptures as their standard. The course will seek to provide each student with the necessary tools to counsel others, whether in a formal or informal environment.

MN400 – Preaching & Teaching

Course Description: This course is a hands-on, practical approach to understanding the three main methods of preaching and teaching: exegetical, expositional, and topical. The foundation of this course will be rooted in rigid Bible study methodology so that the students will approach every Bible text with the original author's intent in mind. We will pay special attention to contextual and interpretive principles. We will examine lesson preparation, delivery techniques, and other practical elements that go into delivering a great message. Students will also be introduced to the key tools that will help them in sermon and lesson preparation. Through balanced academic study, directed observation and practical application, this course is appropriate for those who desire to be better teachers, preachers, and listeners.

MN460 – Ministry Internship

Course Description: An internship experience allows students to implement classroom learning into real life settings. This course is designed to get the student into the field of ministry they desire to serve in, see areas of strength and weakness, create professional networks, and be more prepared for the next step after they graduate.

MN480 – Senior Capstone

Course Description: This course is designed to demonstrate students accumulated training in Christian Leadership and their degree concentration (Biblical Studies, Organizational Leadership, or Pastoral Ministry) in a single thesis of their choice, subject to the instructor's approval. The writing will consist of a research thesis of approximately 6000 words (24 pages double spaced). The completed thesis should demonstrate skills and knowledge obtained in the degree and specific to their concentration. Students will be subjected to regular feedback from their instructor and present their thesis to The Branch College of Ministry faculty.

SECTION 8.1 – Faculty Listing

Full time

Brooks Fuller, MDiv – Professor of Leadership

Mr. Fuller is the full-time Professor of Leadership for the Branch College of Ministry, and currently serves at Hope Church in San Diego. Formerly, Mr. Fuller taught at Horizon Christian Academy, served as the youth pastor for Horizon Christian Fellowship, and engaged in church planting operations with New Life Community Church. In addition to developing the leadership program and assisting in student activities, Mr. Fuller teaches Leadership and Administrative courses, being motivated by his steadfast desire to train Christian leaders for excellence in service to the church.

- B.T.S. (Theological Studies), Moody Bible Institute
- MDiv., Azusa Pacific University

Part Time

Charles Allers, Ph.D. – Professor of Church History

Dr. Allers has been a pastor at San Diego Branch Church since its inception in 2013, and pastored at Horizon Christian Fellowship from 1991-2013. Dr. Allers served as the Principal of Horizon Christian Academy's Jr./Sr. High School from 2001-2003, and has been a volunteer chaplain for both the American Red Cross (since 1999) and also the San Diego County Office of Emergency Services (since 2008). In addition to his teaching duties at The Branch College of Ministry, Dr. Allers has been an adjunct professor for Azusa Pacific Seminary, Horizon University and Veritas Evangelical Seminary (where he is also Director of the Master of Divinity Program). His PhD dissertation was published in 2013 (Peter Lang Publishers and Monsoon Books in Singapore), and is entitled *The Evolution of a Muslim Democrat: The Life of Malaysia's Anwar Ibrahim*. Dr. Allers teaches Church History and World Religions, bringing to the classroom his extensive knowledge and perspectives on church movements and developments in Islam, while continually seeking to raise up and shepherd future leaders.

- B.A., University of Oklahoma
- MDiv., Azusa Pacific University
- D.Min., Azusa Pacific University
- Ph.D. in Islamic Studies, University of Wales

Wayne Kinde, M.A. – Professor of Bible and Hermeneutics

Mr. Kinde has served as one of the pastors of the San Diego Branch Church since 2013. Before coming to The Branch, he served as the Academic Dean for Horizon University in San Diego, and was the Sr. Vice President and Publisher at Thomas Nelson publishers in Nashville, Tennessee, overseeing the Biblical Reference, Academic & Professional, and Church Curriculum divisions. Mr. Kinde teaches various courses including Hermeneutics and Biblical Counseling, being fully devoted to the fields of both biblical exegesis and pastoral care.

- B.A. in Biblical Studies, Northwestern College
- B.A. in Pastoral Studies, Northwestern College
- M.A. in Theological Studies, Grand Rapids Theological Seminary

Sean Henschel, M.A. – Professor of Bible and Theology

Mr. Henschel has served the Branch College of Ministry as both the Academic Dean and an instructor since 2015. In addition to his service to the college, he is an ongoing speaker for the Rock Church Pastoral Support Team, as well as a regular teacher for the Branch Church morning and evening services. Previously, Mr. Henschel served in Christian Education for five years at Horizon Christian Academy, teaching at various high school grade levels while engaging in curriculum development. In addition to his contributions to program and syllabus development at the Branch College, Mr. Henschel teaches Greek language and exegesis courses, focusing his efforts on scriptural analysis and faithful interpretation.

- B.B.S. (Biblical Studies), Horizon University
- M.A. in Theological Studies, Bethel Seminary

J.D. Eldridge, MA – Professor of Old Testament

Mr. Eldridge was recently named the President of the Branch College of Ministry in 2017, and will continue to serve the college as an instructor. Previously, he ministered at Horizon Christian Fellowship in various teaching contexts, and currently serves the Rock Church Pastoral Support Team through lectures and seminars. In addition to accreditation oversight and program development, Mr. Eldridge teaches Bible Customs and Geography and various Old Testament courses, being committed to both biblical Hebrew and the faithful transmission of the Scriptures.

- B.B.T.S. (Biblical and Theological Studies), Horizon University
- M.A. in Theological Studies, Azusa Pacific University

Matthew Marzec, MA (candidate) – Professor of General Studies

Mr. Marzec is currently on staff at the San Diego Branch Church, where he regularly speaks at the morning and evening services. Before his transition to full-time ministry, Mr. Marzec was an account specialist/executive for various software and technology companies. In addition to his service to the Branch Church congregation and youth, Mr. Marzec serves organizations such as the Rock Church (Rock College Ministry, Pastoral Support Training, and Rock Life), through speaking engagements and seminars. Mr. Marzec teaches Apologetics and Philosophy, being fully dedicated to both defending and declaring the truth claims of Christianity.

- B.S. in Business Marketing, BIOLA University
- M.A. in Philosophy (cand.), Talbot School of Theology

SECTION 8.2 – Administrators

Administrators

President – JD Eldridge, M.A.

- MA – Azusa Pacific University
- BA – Horizon University

Academic Dean - Sean Henschel, M.A.

- MA – Bethel Seminary San Diego
- BA – Horizon University

Human Resources – Treena Myers, D.Min. (Can.)

- DMin – Azusa Pacific University (Can.)
- MDiv – Azusa Pacific University

Members of the Governing Board

- JD Eldridge
- Mark Irish
- Jeries El-Raheb
- Richard Cates
- Wayne Kinde
- Chuck Allers
- Sean Henschel

SECTION 9.1 – Social/Behavioral Standards

Alcohol/Drugs

The college expects its students to obey the law. It is a violation of the college's expectations for a student to drink, possess, or be impaired by drinking, alcoholic beverages, or to possess, use, or be under the influence of, illegal drugs, on campus or at any event sponsored by the college or by a college-approved student organization. If the college determines that a student has violated this policy, the college may disclose the violation to a student's parent or legal guardian if the student is less than 21 years of age at the time of the notification. Violation of this policy may result in any sanction deemed appropriate by the college, including, but not limited to, required participation in a drug or alcohol treatment or rehabilitation program, suspension or expulsion.

Attendance

A student who misses 3 classes will be automatically dropped from the course unless arrangements have been made previously with the instructor due to emergency or extreme circumstances. A student who misses class is responsible for all class notes, assignments and any exams that occurred during their absence. It may or may not be possible to make up these assignments, at the discretion of the instructor. Please consult individual syllabi for class requirements.

Attire

Students should be properly dressed at all times for the specific occasion. Any sexually suggestive clothing, including t-shirts with ungodly wording, slogans or cartoons, will not be tolerated anywhere on the campus. Shirts and shoes must be worn at all times by both men and women. Both men and women are asked to avoid wearing clothing that reveals their undergarments. Individual classroom attire regulations shall be at the discretion of instructors and/or administration.

Any student wearing inappropriate attire will be dismissed from class until that student can return wearing suitable clothing. It will then be the student's responsibility to obtain any lecture notes missed due to dismissal for inappropriate attire. Repeated violations of this policy may result in probation with mandatory pastoral counseling, or suspension from the college, at the discretion of the Student Dean, Academic Dean, and President.

Cheating/Plagiarism/Forgery

Plagiarism is taking an idea or structure of a work that someone else has written, composed, etc., then presenting it as one's own idea, and neglecting to give credit to the original source of that work. Anyone who plagiarizes will receive an automatic failure on that piece of work, as well as a warning of a potential "F" for the course. A second occurrence of plagiarism within that course will result in failure ("F") for the final course grade. An "F" for cheating/plagiarism in a subsequent course may result in suspension from the college, at the discretion of the Student Dean, Academic Dean, and President.

Church Involvement

Students are expected to attend church regularly. They may attend the weekly service at The San Diego Branch Church, or, services at a Christian church of their choosing.

Financial Irregularities

Keeping in mind the biblical principles of stewardship, selflessness, integrity, and personal discipline, it is expected that students will meet financial obligations on their scheduled due date for each session that they attend The Branch College of Ministry.

If a student is late for two consecutive installments, that student will lose installment privileges for the following term. This means that the student would be required to make full payment for all classes at the start of the term.

Any payments that are returned to the college for non-sufficient funds will result in a charge of \$20.00 to the student. After two non-sufficient funds occurrences, the student will be required to pay by cash, certified check, credit card, or money order for the remainder of the academic year.

A student will not be permitted to register for any new courses, graduate, or obtain transcripts until all tuition debts from the prior term are paid in full.

Insurance Liability

Although precautions are taken to maintain adequate security, The Branch College of Ministry does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property which occur in its buildings or on its grounds, prior to, during, or subsequent to classes or events on the campus. Students, their parents, guardians, or guarantor are thereby strongly encouraged to purchase and maintain appropriate insurance to cover health, life and property.

Student Discipline

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of The Branch College of Ministry. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it. The primary goals of discipline at The Branch College of Ministry is restorative (i.e., not punitive) and the physical, emotional, and spiritual protection of the community.

Student Rights and Due Process

A student who believes that disciplinary procedures are unwarranted or unfair has the right to due process. The sequence of steps starts with a meeting with the Dean of Students to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the Dean of Students will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through (1) probation, (2) suspension and (3) expulsion. At the point that the latter three steps begin, a student may notify the Dean of Students that he or she wants to appeal his or her case to a committee of disinterested faculty and students (i.e. those who are a part of

the college but not involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

- The student has a right to know the charges against him or her and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of disinterested faculty (two) and students (preferably two members of the student government) and the Dean of Students. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the President and a copy will be given to the student.
- The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the President and a copy will be given to the student.

Reports to Law Enforcement

In the interest of the safety and integrity of The Branch College of Ministry community, The Branch College of Ministry reserves the right to refer any violation to appropriate law enforcement.

Rude/Obscene Language

Vulgar, foul, obscene, or profane language is not to be tolerated on campus at any time. Pornographic materials, obscene literature and pictures are also not to be tolerated. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of rude or obscene language may result in probation with mandatory pastoral counseling and/or community service, or suspension from the college, at the discretion of the Student Dean, Academic Dean, and President.

Sexual Misconduct

Students engaged in inappropriate sexual behavior are destructive to an environment of purity and obedience to God. Sexual misconduct includes, but may not be limited to, the following: suggestive conversation, correspondence, or gestures; public displays of sexual intimacy; and extra- or pre-marital sexual relations, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Student Dean. Repeated occurrences of sexual misconduct may result in probation with mandatory pastoral counseling and/or community service, or suspension from the college, at the discretion of the Student Dean, Academic Dean, and President.

Smoking

The Branch College of Ministry is a smoke-free environment. No student may smoke either on or outside of the campus. Due to its destructive nature to the human body which God has created, smoking is strongly discouraged as a life-style choice, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Student Dean. Repeated occurrences of smoking on or outside of The Branch College of Ministry campus may result in probation with mandatory pastoral counseling and/or community service, or suspension from the college, at the discretion of the Student Dean, Academic Dean, and President.

Theft/Destruction

Bearing in mind the Biblical principles of honesty, integrity, and concern for neighbors, theft or destruction of property will not be tolerated at The Branch College of Ministry. Any student who practices breaking and entering, theft, embezzlement of funds, and/or related activities will be subject to suspension from the college with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.

Unauthorized Use of Property & Equipment

Students are prohibited from any unauthorized use of The Branch College of Ministry property or equipment. This includes office equipment and supplies, kitchen and bathroom areas, any and all multi-media and computer equipment. No student may disconnect, interface with, relocate or tamper in any way with computer systems, hardware, printers, peripherals or accessories. No student may download or install any third party programs or software. Any unauthorized use or tampering that result in loss of functionality or damage will be considered as Theft/Destruction (see above).

Unauthorized Use of Premises

Students are prohibited to use The Branch College of Ministry campus for unauthorized events or activities. If a student wishes to hold an event or activity on the campus, the student must first obtain permission from the Registrar Office. Unauthorized use of premises may result in probation or suspension from the college, at the discretion of the Academic Dean.

Violence

Threats or acts of violence will not be tolerated at The Branch College of Ministry. For the safety and well-being of the entire Branch College of Ministry community, any student who violates this policy must immediately leave the campus. Furthermore, that student will be subject to suspension from the college with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.

Weather Policies

In the event of extreme weather conditions such as fire, flood, or earthquake warnings, it is likely that the campus will cancel classes. However, no student should assume that a class is cancelled without verifying the cancellation with The Branch College of Ministry faculty. In

addition, students should inquire about any changes to course requirements resulting from the closing.

Sexual Assault Policy

If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest fellow faculty or staff member, who is to in turn notify the school's President or Academic Dean and the police. We desire to do everything possible to protect victim's safety, reputation and emotional wellbeing. Therefore, a sympathetic, same-sex companion will be made available to be with a victim of such a crisis. Any observer of a sexual assault crime should notify the school's President or Academic Dean immediately, rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities. The police will be called to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved with the assault. In order to protect the rights of both victim and alleged perpetrators, neither the names of victims nor alleged perpetrators will be released to the public without prior permission. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the school's President or Academic Dean to avoid misrepresentation of the facts and breach of confidentiality. Efforts will be made by a college staff or faculty member to help the victim deal with work-related difficulties resulting from the crime. Should a student, faculty member, or staff member be accused of the crime, appropriate disciplinary action will not occur until a formal investigation is completed. The victim will be informed of any disciplinary action that is taken or progress of appeals in connection with the sexual assault. Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as escorting females to parking areas, expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

SECTION 10.1 – Student Complaint Procedures

Student Complaint Procedures

Students are encouraged to help improve the college by sharing their observations. Various mechanisms are available. A Student Survey is distributed annually. The Dean of Students will welcome you if you make an appointment. If a problem is presented to the Dean of Students, he or she will keep records of any complaints as well as any action taken. A student is welcome to make another appointment to inquire of progress on the issue. If the student does not find the resolution to be acceptable, the student may write a formal description of the problem and a proposed solution. Upon the student's request, this written description and proposed solution will be presented at duly appointed administrative council consisting of the Academic Dean, Dean of Students, and Director of Admissions. The decision of the administrative council will be final. Records of the decision of the administrative council are to be kept by the Dean of Students. If desired, the concerned student may make an appointment with the Dean of Students to read the decision.

If a student feels there is a problem with another student, faculty member, staff member, administrator, or other person associated with the school, the concerned student is encouraged to follow procedures outlined in Matthew 18 before engaging in the formal complaint process. First go to the person and humbly express the issue. If this does not prove adequate, take it to the Dean of Students. If the resolution of the Dean of Students and administrative council are not acceptable, the student has a further option. A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone # (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Website www.bppe.ca.gov.

Also, any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

SECTION 10.2 – Student Rights

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the college.

Students have the right to have their performance evaluated solely on an academic basis as defined by the course syllabus, not on opinions or conduct matters unrelated to academic standards.

Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner.

Students have the right to form clubs, as defined through Section 2.8 of the Student Handbook, to show solidarity to an academic program, societal issue or personal cause.

Students have the right to safeguard and protect their official college record, as defined by the Family Educational Rights and Privacy Act (FERPA) of 1974. Students and former students have the right to review their official records and to request a hearing if they want to challenge the content of their record.

All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of California shall not be denied to any student.

Should a student violate a college policy, college discipline will be initiated when the presence of the student on campus will (or has) disrupt the educational process. Students have the right to due process during these situations. Due process procedures are established to guarantee a student accused of a Standards of Student Conduct Violation (academic or non-academic) the right to a hearing, a presentation of charges, evidence of charges, the right to present evidence, the right to have a witness on one's behalf, the right to hear witness on behalf of the accuser, and the right to an appeal. If a student violates State or Federal law and the violation adversely impacts the college's pursuit of its recognized educational objectives, the college will enforce its own disciplinary sanctions, in addition to penalties incurred by legal authorities, to maintain a safe and orderly academic environment.

SECTION 10.3 – Open Door Admission Policy

Pursuant to state law and except as provided below, The Branch College of Ministry maintains an open-door admission's policy for all of its educational programs.

Admission is open to all legal residents of the United States who are high school or high school equivalency program graduates or who are at least eighteen (18) years of age.

Admission Criteria

The following admission criteria shall apply to all college applicants:

1. High School Diploma - Admission to degree programs requires a high school diploma or the equivalent.
2. Transfer - Applicants transferring from other postsecondary institutions must submit official transcripts for placement documentation and transfer credit evaluation. The college reserves the right to deny admission to applicants on disciplinary suspension from another educational entity.
3. Audit - A person who meets the college's admission requirements may enroll as an audit student. The fee in a curriculum course is less than a credit student (see the current years Catalog). Audits are not reported on grade reports and transcripts and do not earn credit.

SECTION 10.4 – Registration

Contact: Registrar Office, (858) 384-6679

The Registrar Office handles both credit and non-credit registrations. In addition, the Registrar Office handles drop/add withdrawal from courses, and 'incomplete' status.

Student responsibilities:

Credit students

- Students should register for courses according to their quarterly recommendation letter from the Academic Dean.
- Students must register for courses each session prior to the registration deadline.
- Students will register for classes on Populi after they have been accepted and entered into the website database.

Non-credit students (Audit)

- Non-credit students must complete a registration form (available at www.branchcollege.org), along with appropriate non-credit tuition fees, prior to the registration deadline each term.
- Students taking classes in a non-credit status must remember that they will not receive credit for taking the course. A grade will not be issued, nor will a transcript be provided.

Add

Students may add a class no later than the second class meeting. To add a class, log onto Populi and under the current semester select the course(s) you wish to add.

Drop

Students may drop classes up to and including the 4th week of the course. To drop a class, a student must log onto Populi and drop the specific class in their account.

Withdrawal

Students may withdraw from a class after the fifth (5th) week and up through the ninth (9th) week of classes. To withdraw from a class a student must log onto Populi to complete the action. A "W" will appear on the student's transcript.

Student responsibilities for Withdrawing from the institution:

- Students must inform the Academic Dean of their decision to withdraw from the College. Upon doing so, the Academic Dean will remove them from the Populi database.
- If students desire to re-enter they must submit a new application and application fee.

Independent Study Option

Independent study is provided for the benefit of students to help them finish their degree in a timely manner. Often a student may need one or more classes to graduate but that class is not offered until the following year. The independent study option will provide the opportunity for the student to finish without having to wait.

1. The student and the faculty member under whom the student wishes to study should submit a written proposal to the Academic Dean. The "Independent Study Application," should be used and can be obtained from the office of the Registrar.
2. Students may only receive credit for a maximum of nine units of independent-type study to be applied to their undergraduate degree program.
3. There is a limit of five independent-study students per teacher, per registration period. This limit is monitored by the Academic Dean.
4. Students are assessed a fee of \$200 per course for independent-type study. The faculty member does not have the right to waive the fee for independent study.
5. Faculty are responsible to ensure that the learning objectives for each independent study course is met before assigning a grade.
6. Faculty are to place a copy of the students "Independent Study Application" with the office of the Registrar.

SECTION 10.5 – Financial Aid Services

Financial Aid

Students may take out personal student loans and apply for institutional scholarships (if they fit the criteria; see SECTION 5.2). The Branch College of Ministry does not participate in federal or state financial aid programs. A student is not eligible to receive federal financial aid and programs regarding The Branch College of Ministry due to its current unaccredited status.

If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

SECTION 10.6 – Commencement

At the end of spring semester, a commencement ceremony is held for students to celebrate their achievement of completing degree requirements for programs approved by The Branch College of Ministry. Students completing degree requirements during the summer semester may participate in the commencement ceremony.

Applications for commencement must be approved by the Academic Dean and submitted to the Office of the Registrar by the deadline listed in the academic calendar. Following verification of the completion of requirements by the Academic Dean and the Office of the Registrar, the degree is awarded to the student.

Commencement Ceremonies are coordinated by the Dean of Students.

SECTION 10.7 - Student Records

The Registrar is the official who is responsible for the custody of student records at The Branch College of Ministry. At BCOM, paper records are kept locked in a secure cabinet and digital records are kept for each student. Other critical duties belonging to the Registrar include enrollments, processing of grades, degree audits, graduation, new-student orientation, and transfer evaluations. Contact the Registrar at (858) 384-6679 if you have questions about these functions.

Student Rights and Responsibilities:

The Branch College of Ministry complies with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment) which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The Family Educational Rights and Privacy Act of 1974 provides that information from student records will not be identified by nor conveyed to unauthorized parties. Exceptions are made for BCOM officials, teachers, authorized federal agencies, and in connection with the application for or receipt of financial aid. No other parties may obtain information unless you have provided BCOM with written consent. Students have access to their information on demand. Students 18 years of age and older must sign a consent form in order for parents to obtain academic or financial information. The appropriate Release of Information forms are available from the Admissions Office.

- **Course Work** - Any papers or tests that are not returned to the student prior to the end of the session will be available for pick-up by the student at the BCOM office.
- **Transcripts** - Students fill out the Transcript Request Form available at the Registrar Office. Students must either mail or drop off the form, including a fee of \$5 per transcript. Transcript requests will not be processed without fee payment.
- Mail to Address:
The Branch College of Ministry
8344 Clairemont Mesa Blvd. Suite 100
San Diego, CA 92111
Attn: Transcript Request
- Drop Off Address: Same as above

SECTION 10.8 – Library

Facilities

The Branch College of Ministry library is located inside The Branch College building at the end of the main hall, east of classroom C.

Users

The Branch College Library welcomes patrons from its Branch Church. Any student attending The Branch Church San Diego, as well as any Branch College instructor or staff may borrow books from the library. Any patron who borrows books is held responsible for the timely and safe return, and will be charged for any late or lost books.

Services

Library materials are available for check-out to The Branch College students by following check out procedures as listed in the library.

Internet Availability

Wireless internet access is also available in the building for those with laptops. The password is available in each room.

Policies

Library User Rules

- Patrons are welcome to research, study, and fellowship in the library, keeping in mind the needs of other visiting patrons and modify sound level appropriately.
- Please place all materials taken from shelves to the designated book return area rather than returning them to their shelves. This will enable the College to track the extent to which the library is being used by its patrons.
- Please be mindful of the intended use of the library as a research and study resource for students and staff. The Branch College reserves the right to ask visitors to leave if their behavior is not in keeping with this intent.
- Do not remove books from the library without checking them out, or accurately filling out a book check out form and notifying a college staff member.

Lending Policy

1. Lending policies, duration, and procedures shall be posted and available through the library.
2. Lost or damaged library materials will be charged to borrowers for the replacement cost as determined by administration.

3. Books may be checked out by a faculty member for three months. Faculty members are not charged overdue fines, but will be charged for lost or damaged materials.

SECTION 10.9 – Lost and Found

Contact: Administration, (858) 6384-6679

The Branch College of Ministry is not responsible for any student's personal items. However, in the event that personal items are found on the property, BCOM will keep those items at the Admissions Office for the duration of the term in which the items were found. Once the term is completed, the Admissions Office will dispose of the items as they see fit.

Student Responsibilities:

- Students will contact the Admissions Office to inquire about lost items as needed.
- Students may bring found items to the Admissions Office.

SECTION 10.10 – Students with Disabilities

Contact: Please contact appropriate faculty or staff as designated by department or nature of issue

Faculty will make every effort to accommodate the specialized learning and participation needs of students with disabilities.

Student responsibilities:

- All students, faculty, and staff must treat students with disabilities in a godly manner, displaying dignity and respect.
- Areas designated for access by individuals with disabilities must not be blocked for any reason at any time.
- Students with disabilities must voice questions or concerns to appropriate staff or faculty (according to the nature of the issue) in a timely manner.

SECTION 10.11 – Student Clubs and Organizations

Groups of students and student organizations are expected to comply with all college policies, including the Social/behavioral standards and all additional policies pertaining to groups and organizations. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account all appropriated and related factors.

SECTION 10.12 – Scholarships

The Branch College of Ministry established donor opportunities for people who believe in the mission of the college to contribute into the lives of our students, specifically to help financially scholarship students in need. The amount of scholarships given will range between a max of three (3) per semester and a minimum of zero (0). Each scholarship will currently be worth \$210 and cover one (1) class or three (3) units.

The specific criteria used to select recipients of a scholarship will be:

- a. Overall and current GPA (at least a 2.5 GPA), financial need, and integrity.
- b. The number of grants made annually are determined by the college's three (3) concentrations found in their one (1) degree. Scholarships will be offered according these concentrations: Biblical Studies, Organizational Leadership, and Pastoral Ministry.
- c. The amount of each grant is given according to the cost of current courses and current donations coming in.
- d. To qualify for additional scholarships students must meet the following eligibility requirements: at least a 2.5 GPA, attend and serve faithfully in a local Church body, and have good standing with the college (i.e. no overdue payments or library books).

To supervise scholarships a selection committee of at least three people not directly working with The Branch College of Ministry will prayerfully consider student applications for scholarships and grade transcripts provided by the Academic Dean. They will report their decisions to the President, Academic Dean, CFO, and board of trustees. The CFO will then notify each recipient and award each scholarship to the registered students upcoming semester. If a student fails to pass the course being scholarshiped, they must wait one year before re-applying for another scholarship and meet eligibility requirements.

To apply for a scholarship a student must obtain a scholarship application form from the Academic Dean and return it filled out to the Academic Dean at least six weeks before the beginning of the following semester.

SECTION 10.13 – Fire and Safety Drills

Fire or Emergencies

In case of a fire or an emergency proceed to the nearest exit as illustrated on the evacuation plan listed on the bulletin board inside the classrooms. If the smoke alarm sounds, get out and stay out, do not go back inside for people and pets. If you have to escape through smoke get low and go under the smoke to your way out. Call the fire department from outside the facilities. For further emergencies and what to do, see The Branch College Emergency Action Plan (made available on-line at branchcollege.org).

Safety Drills

The Branch College of Ministry will practice a variety of safety drills biannually, once every Spring and Fall, including fire drills, earthquake drills, and shooter drills. As lead by the Academic Dean, students will proceed to know and practice the college escape plan as illustrated in each classroom on the bulletin board, as least two ways out of the facilities, and conjuring at an outside meeting place.

SECTION 10.14 – Grade Appeal

Grade Appeal

The grade appeal process applies only to final grades.

1. Student must first meet with the instructor of record within ten (10) business days of the grade being posted to the transcript to discuss the grade and try to informally resolve the matter.
2. If the student does not agree with the instructor's determination at the informal level, the student may appeal the grade to the Academic Dean. The appeal must be made within ten (10) business days after the instructor's decision at the informal level. The appeal must be in writing, must demonstrate that the student met with the instructor and must contain sufficient documentation to assist the Academic Dean to make a determination. The Academic Dean will conduct any further investigation into the matter as necessary. The Academic Dean shall make a written determination and provide a copy of the decision to the student and instructor.
3. If the student does not agree with the Academic Dean's determination, the student may then appeal the grade to the President. The appeal must be made within ten (10) business days after receipt of the Academic Dean's written determination. The appeal must be in writing. The President shall review the written appeal and any and all documentation presented at the lower level appeals and will do such other further investigation into the matter as necessary. The President shall make a written determination and provide a copy of the decision to the student and instructor. The President's decision is final.

SECTION 10.15 – Placement Services

The Branch College of Ministry does not offer placement services upon graduation.

SECTION 10.16 – Housing

The Branch College of Ministry does not have dormitory facilities under its control and is not responsible to find or assist a student in finding housing before, during, or after their residency in the program. There are a number of apartments for rent in the nearby Clairemont area of San Diego (5-10 miles) containing one to three bedrooms and ranging from roughly \$1250-\$2500. Please google search “apartments in Clairemont, San Diego” for more info. or visit <https://www.apartments.com/clairemont-san-diego-ca/>. If students would prefer to rent a house in the nearby Clairemont area of San Diego (5-10) miles, there are a number of homes for rent starting at roughly \$2000 and ending roughly at \$4300, containing two to four bedrooms. Please google search “homes to rent in Clairemont, San Diego” for more info. or visit <https://www.zillow.com/clairemont-mesa-san-diego-ca/rent-houses/>.

SECTION 11.1 - Facilities

The facilities used by the Branch College of Ministry are located on the first floor (Suite 100) of a two-story office building. Of the four classrooms, students have access to classrooms (Room B and C) when class is not in session, during office hours, and when no other special group is using the room. Each room holds up to fifty students and contains tables, chairs and three whiteboards and a projector by which students will be instructed. Students may use the desks and whiteboards but may not use the projector unless given permission by the Academic Dean or current course professor. The facilities include a few cubicles for students to use during office hours located in room A and restrooms located outside at the end of the west side of the building. Students may access the restrooms using the proper key located at the front entrance desk.

SECTION 11.2 – Library

The Branch College of Ministry has over 3600 holdings in its library fit to support the B.A. in Christian Leadership program. Sections include, but are not limited to, O.T., N.T., Theology, Biblical Commentaries, Ethics, Greek, Hebrew, Leadership, Organization, World Religions, Missions, History, and more. Students have access to The Branch College of Ministry library located east down the hall from room C. Students may check out books within library policy and procedures during regular office hours and during class nights.

Library Policy and Procedures

1. Library Hours

- Monday – Friday: 8:30am–4:30pm
- During Classroom Times (6pm-9:30pm)

2. Students/patrons may not check out reference books, dictionaries, or commentaries that come in complete sets. Please ask a Branch College faculty or staff member when in doubt.

3. Students/patrons must check out books with a Branch College faculty or staff member using the Library computer. Do not remove books from the library without checking them out with a Branch College staff or faculty member.

4. Students/patrons will be allowed 5 weeks from the date they check out a book to return it. Failure to return the book or books on time will result in a loss of privilege to use the library and a withholding of grades until books are returned or paid for by the college's determined value of the book. Damaged books may be fined as determined and assessed by the college up to the full value of the book.

5. Students/patrons must return all books to the designated book return area in the library rather than returning them to their shelves. This will enable the college to track the extent to which the library is being used by its students/patrons.