



2017-2018 Academic Catalog

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This catalog is not a contract. General information is applicable to all students, while the degree requirements included herein are effective beginning May 23, 2017 for students entering for the 2017-2018 academic year. Grace Bible College reserves the right to make revisions as it may deem necessary. Information regarding any change is available from the Registrar's Office.

(Updated March 20, 2017)



From the President

Grace Bible College is an organization which has been blessed by God. I attended Grace Bible College right out of high school and God used it to change my life and prepare me for a life of ministry, service and leadership. I have been back at Grace Bible College as President since 2003 and I love what God has called us to do! We seek to instill a passion for God's Word, His work, and His glory in the lives of every student. If one is hungry for God to work and available to His leading it is a transformational education. The Grace Bible College faculty and staff are committed to recognizing potential and applying opportunity for growth and development in serving Christ. Grace has intentionally hired competent instructors committed to academic excellence, and staff and administration committed to serving and growing. I really believe Grace Bible College can be used by God to change your life!

Higher Education has undergone a number of significant changes in the last 30 years. Many of those related to technologies and the 'shrinking world' due to our connectivity. It is my opinion that we must capitalize on these changes to be most effective in our methods and modes of education. In graduate studies we seek to capitalize on students' past learning and service as well as their present desire to be most effectively used by God. Grace Bible College believes the Grace of God presented in its fullness for life and practice is foundational to being relevant in an ever-changing world and culture. The Word of God must permeate all that we teach and how we conduct ourselves. We trust you will find this distinguishingly refreshing about us!

The Apostle Paul states, *"For in Him all things were created both in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. And He is before all things, and in Him all things hold together...so that He Himself might come to have first place in everything."* (Colossians 1:16-18)

I conclude from the above Scripture that *Jesus Christ is to be the center* of life, speech, values, service, education and social relationships. The world we live in and its present crises are evidence of what happens when education and life are no longer Christ-centered. There is no value-free education, it is all taught from a particular worldview. I believe it is vital to be educated from a biblical worldview that prepares one for careers, vocations, and ministry with God's values and purposes in view.

If God is calling you to learn and live His grace in a needy world, Grace Bible College is committed to assisting you in doing just that! Welcome, and may God richly bless you!

Dr. Ken B. Kemper

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The Grace Experience

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. . . The Grace Experience

Grace Bible College is committed to biblical higher education. First and foremost, this means we seek to engage our entire campus intentionally and pervasively in the study and application of the text of God's eternal Word. As an institution of higher learning, we are also committed to the pursuit of knowledge, understanding, wisdom, and skills, not as an end entirely unto themselves, but as the means by which we can become better equipped to more effectively meet the needs of the church and society, both now and in the future.

Graduate Studies Mission Statement:

The mission of the graduate studies program at Grace Bible College is to provide an excellent context in which students can pursue advanced study in order to further their calling and enhance their effectiveness in their God-given vocations.

Graduate Studies Core Values:

1. Academic Rigor. The program will teach and develop graduate-level research, writing, critical thinking, and communication skills. The first course students take, the Program Seminar, is designed to give students an orientation to graduate-level work and prepare them for the kind of reading, writing, and thinking skills they will need for the remainder of the program.
2. Student Centered. Application of constructivist learning theory puts the responsibility of learning in the hands of the students. Whenever possible, students will be given the opportunity to choose what they will learn, how they will learn, and how they will assess their own learning in terms of their own personal ministry and professional goals.
3. Best Practices. As a fully online program, Graduate Studies at Grace Bible College adheres to the best practices of online education, including, but not limited to: online presence, creating a supportive online community, a variety of individual, small group, and large group learning experiences, and clear communication in the online environment. See below for the College's statement of educational philosophy.
4. Grace Experience. As closely as possible, the Graduate Studies program will reproduce the experience of undergraduate students (traditional and adult) in terms of an authentic Grace Bible College experience, expressing the ethos, core values, and historic mission of the College. This includes the College's commitment to being a Bible-centered institution, committed to our historic Grace theological position, which values transformative relationships and service to church and society.

GRACE BIBLE COLLEGE INSTITUTIONAL OUTCOMES:

The Graduate Studies area represents one aspect of the College’s fulfillment of its mission: *Graduating Godly Individuals Prepared to Serve Christ in Church and Society*. As students work toward this end, it is expected that they will be people with character in who they are, competent in what they do, compassion as they relate to others, and commitment to a lifelong pursuit of knowledge, learning, and wisdom. The following outcomes are expected of all Grace Bible College students. In addition to these institutional outcomes, each degree program has specific outcomes which build upon and enhance these outcomes.

1. KNOWING – Students will increase their knowledge of God’s Word, since this is foundational for all contained in Christian character. While God’s Word is given as special revelation, we also understand the need to grasp God’s general revelation through creation, which leads students to pursue a broad understanding of humanity. In a world of competing truth claims, students must be able to think critically and creatively as they acquire knowledge needed for life and work.
2. BEING – Students will be people of strong character who are able to apply God’s Word to their lives from the foundation of a Christian worldview, resulting in behavior which is ethically sound and in relationships which honor God.
3. DOING – In their course of study, students will develop the skills needed for living and working in the world. This will necessitate strong communication skills and an ability to work with others in a variety of situations. Students will also develop their own life skills.
4. SERVING – Students will develop a heart of compassion and concern for others, demonstrated through service to church and society.

GRADUATING GODLY INDIVIDUALS PREPARED TO SERVE CHRIST IN CHURCH AND SOCIETY				
L E A R N I N G O U T C O M E S	KNOWING	BEING	DOING	SERVING
	Increasing Knowledge of God’s Word	Applying the Word of God to life	Communication Skills	Concern for Others
	Understanding of Humanity	Christian Worldview	Working with Others	Service of Others
	Critical and Creative Thinking	Ethical Behavior	Life Skills	Cultural Intelligence
	Knowledge Acquisition	Proper Relationships		Leadership

. . . Our History

Grace Bible College began in 1939. It was founded as Milwaukee Bible Institute, a training center for laymen and Sunday School teachers of Milwaukee. The Institute was organized by Reverend Charles F. Baker, then pastor of Fundamental Bible Church. The regular day school program began in 1945. This move was stimulated by a group of evangelical pastors especially concerned about advancing a dispensational theology approach to the Bible, the distinctive character of the revelation given to the Apostle Paul, and the preparation of full-time Christian workers to fulfill this goal. In 1953, the curriculum was broadened and Milwaukee Bible Institute became Milwaukee Bible College.

In 1961, the College relocated to suburban Grand Rapids, Michigan, and was renamed Grace Bible College. At that time, the State of Michigan granted the College the authority to grant Associate (ARE) and Bachelor of Religious Education (BRE) degrees. A year later, the College was given permission to grant a five-year Bachelor of Theology (BTh) degree, which for many years represented the highest level of academic preparation available at GBC. It is noteworthy that the majority of the pastors and missionaries affiliated with the Grace Gospel Fellowship are graduates of the College. While the Bachelor of Theology degree program is currently being phased out, our commitment to training men and women for ministry remains strong in our ministry emphases within our Biblical Studies degree.

Because of its commitment to serving the needs of the broader Christian community and society, Grace Bible College has expanded its degree programs over the years. In 1970, the State of Michigan authorized the College to grant an Associate of Arts (AA) degree in addition to the previously approved ARE degree. Today GBC offers two AA degrees – General Studies and Business. Then, in 1997, the State of Michigan authorized Grace to grant the Bachelor of Music (BMus) and Bachelor of Science (BS) degrees. Today Grace Bible College offers a degree in Worship Arts, as well as several Bachelor of Science degrees: Biblical Studies with concentrations in Pastoral, Youth, Women’s Ministries, Global Communication, Old Testament, New Testament, and General Ministries; Human Services with concentrations in Criminal Justice, Urban Studies, Global Communications, and Leadership; Business; Early Childhood Education; and Interdisciplinary Studies. Students can also choose to pursue further education through our Graduate Studies Program where we help students to further their calling. We praise God that today there are thousands of GBC alumni employed in a wide range of vocations, as well as being actively involved in their local churches.

. . . Our Location

Located just west of US 131, near the intersection of 28th Street and Clyde Park Avenue, Grace Bible College’s campus can be found in Wyoming, Michigan, a suburb of the greater Grand Rapids metropolitan area. The area is serviced by major air, rail, and bus lines.

. . . Our Educational Philosophy

Students come to Grace Bible College's Graduate Studies program from a variety of background. Some are alumni who graduated from the College 10, 15, or 20 years ago, While others are recent graduates, either of the College's traditional undergraduate program, or from one of the College's adult degree-completion programs, whether online or on-site. Still others may come to Grace Bible College from other collegiate, professional, or ministry backgrounds. What all these students have in common is a desire to further their callings in ministry and in professional service. In the Graduate Studies program, Grace Bible College seeks to provide students with an excellent graduate education in an online environment. The following statement of educational philosophy should be a helpful guide for understanding the conceptual framework for the Graduate Studies curriculum.

The College's Philosophy of Graduate education involves four components:

1. **Academic Rigor.** The College believes that academic rigor is crucial at every level of higher education, and that it is especially necessary at the graduate level. In the Graduate Studies program, students will be expected to develop written work that exhibits a high level of critical, synthetic, evaluative, and creative thinking. They must be able to analyze, comprehend, and evaluate arguments. They will be expected to express and defend their values and perspectives constructively, reflectively, passionately, and respectfully.
2. **Engagement & Interactivity.** The College believes that the more quality time students spend engaged with their online courses, the more they will learn. Therefore, graduate studies courses are designed to generate student engagement and interactivity in the online environment. This includes student engagement with course content (readings, resources, assignments, etc.), and student to student engagement (through discussion, problem-solving, and team-based projects). Students will also be given significant opportunities to engage their professors through lecture material, discussion forum, question-and-answer, and even through telephone/Skype/FaceTime.
3. **Online Presence.** Courses are designed so that students will be logged into their course a minimum of four days per week. The official attendance policy of the online Graduate Studies Program requires students to be "present" in an online course a minimum of four out of seven days per week, for a total of 24 days in a 6-week course. Professors also are expected to be a presence in the online environment.
4. **Grace Community.** In order to generate as fully as possible a Grace Bible College experience, the Graduate Studies Program will seek to cultivate an online learning community of faculty, staff, and students. This goal will be enhanced through a clear structure, sequence, and communication of information, respect for diversity and different learning styles, opportunities for students to interact through assignments and group collaboration, and through creating a safe and nurturing online environment. Students will be able to combine core concept learning with customized and personalized learning that is tailored to their own interests and ministry needs.

. . . Our Statement of Faith

The following is a statement of the doctrinal position to which the Board of Directors and administration of the College are committed:

- The verbal inspiration and plenary authority of the Bible in its original writings.
- The eternal trinity of the godhead.
- The eternal deity and spotless humanity of the Lord Jesus Christ.
- The total depravity of humanity by nature.
- Salvation by grace, through faith in the crucified and risen Christ.
- The eternal security of the saved.
- The personality and deity of the Holy Spirit.
- The essential unity of all believers of the present dispensation as members of the one true church, the body of Christ.
- The privilege and duty of all the saved to walk as children of light.
- The communion of the Lord's Supper, "until He comes."
- The one divine baptism by which believers are made members of the Body of Christ at conversion as the only baptism necessary in God's spiritual program in this dispensation of the grace of God.
- The resurrection of the body.
- The pre-tribulation rapture of the members of the body of Christ.
- The personal, pre-millennial return of Christ to reign on earth.
- The eternal punishment of the unsaved dead.
- The worldwide preaching of the gospel of the grace of God.



. . . Our Accreditation

Grace Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education and the Higher Learning Commission.

Commission on Accreditation

Association for Biblical Higher Education
5850 T.G. Lee Blvd., Ste. 130
Orlando, FL 32822
Ph: (407) 207-0808
Fax: (407) 207-0840
www.abhe.org

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Ph: (800)621-7440 / (312)263-0456
Fax: 312.263.7462
www.hlcommission.org

GBC is authorized by the Michigan State Department of Education to award Master of Arts, Bachelor of Science, Bachelor of Religious Education, Bachelor of Music, and Associate of Arts degrees.

Documents from all of these agencies are available for review upon request in the Administration Office.

Grace Bible College is authorized under Federal law to enroll non-immigrant students and cooperates with the U.S. Department of Veterans Affairs in processing benefits for the training of honorably discharged service members.



*Responsibilities of the
College Community*

Student Services

. . . Responsibilities of the College Community

Grace Bible College is a community with a purpose. The College seeks to glorify God by fulfilling its mission: Graduating godly individuals prepared to serve Christ in church and society. Members of the community include faculty, staff and students. The broader GBC community includes alumni, constituents, churches and the College Board. In order to fulfill the mission of the College, members of the community need to understand their responsibilities. If responsibilities are not met, the College will preserve the harmony of the community through redemptive discipline. We seek to create an environment of warmth in which confrontation and discipline, done with empathy and forgiveness, can be an effective part of the growth process.

In order to achieve our institutional aims and objectives we believe it necessary to ask faculty, staff, and student body members to observe limitations on conduct and to commit themselves firmly to these principles.

With the guidance and enablement of the Holy Spirit, the Administration and Faculty are responsible to:

1. Work toward the maximum attainment of institutional objectives, so as to make them steadily relevant to the lives of individual students.
2. Demonstrate in administration, instruction, and other activities Christian standards of competence, leadership, and encouragement for Christian maturity.
3. Demonstrate in their own personal lives a commitment to the Lord Jesus Christ.
4. Provide maximum educational opportunities for the student in keeping with the aims and objectives of the College.

With the guidance of the Holy Spirit, each student is responsible to:

1. Cooperate actively and constructively in the achievement of the aims and objectives of the College.
2. Practice Christian conduct based on biblical principles, extending the Lordship of Christ to every aspect of life.
3. Make full use of their God-given abilities so as to achieve maximum personal development by active participation in as many activities and learning experiences as is reasonable.
4. Respect with consideration the personal freedom, standards, and decisions of others.

The College recognizes that certain aspects of our culture are offensive to the Christian conscience and has therefore developed the following standard of conduct for the College family:

Practices known to be morally wrong by biblical teaching (i.e., drunkenness, stealing, occult practices, adultery, gossip, pride, lust, bitterness, etc.) are not acceptable for members of the Grace Bible College community.

By virtue of enrollment, students agree to accept the responsibilities outlined above. The student who is found to be out of harmony with the aims and objectives of the College may be asked to withdraw from the Community whenever the general welfare to the College demands it even though there may be no serious special breach of conduct.

. . . Student Services

Accommodations - In accordance with Section 508 Regulations, Grace Bible College is committed to providing a rich and comprehensive learning experience for all distance-learning students taking online courses who may need accommodations. Our policy for ensuring equal access is shared expectations between students and faculty. Course material will be presented in a manner that is consistent and accessible to all of Grace Bible College's students.

Requesting Accommodations:

- Fill out and submit the Accommodations Form
- Submit any IEP, 1040 or professional diagnosis documentation
- Your request will be presented to the Associate Dean for approval
- You will be notified of all approved accommodations

Chapel Pod Casts - Grace Bible College has the privilege of welcoming many gifted and talented speakers onto the campus each year. As a way to share these experiences with our on-line students, Pod Casts of these speaking events will be posted onto the website.

Empowerment Coaching - Grace Bible College has partnered with the Center for Empowerment Coaching who is convinced that empowerment creates engaged individuals and teams ... and that coaching is the most effective pathway to empowerment. To be empowered means you have the opportunity and desire to take total responsibility for the choices you make and the actions you take. As a student of Grace Bible College you have the opportunity to enroll in both the Online Empowerment Coaching Training and the 6 week Coaching Practicum for free (\$1,000 value).

Grace Online Writing Lab (GraceOWL) - Grace Bible College is committed to providing the tools and services needed to help students succeed in their studies. The GraceOWL is an online service for students to submit papers to be reviewed by qualified tutors and to receive feedback to aid in the completion of assignments.

Library Services - The Library of Grace Bible College exists to augment, enhance and facilitate the academic pursuits of online students and faculty. The Library is continually expanding its resources to support the curriculum and promote online student academic success.

Library Resources for Students Include:

- EBSCO Host - online theological database, eBook collections, full-text articles and academic journals.
- PROQUEST - online scholarly journals
- Michigan E-Library - online peer-reviewed full-text articles and journals
- GBC Online Library Services Coordinator - available to answer questions and aid in using the online resources

Admissions Information

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. . . Admissions Requirements

Admissions Requirements—Admissions requirements are designed to ensure that students admitted to Grace Bible College have the ability and desire to successfully complete academic work, make full use of the educational opportunities available and show evidence of Christian commitment. Factors which are considered in the admission process are:

1. A completed MA Ministry Application form containing evidence of:
 - a. Personal salvation through Jesus Christ, as well as Christian growth, church involvement, and other ministry or non-profit related Christian activities.
 - b. Desire and calling to further one's education and preparation for vocational and avocational ministry.
2. A Bachelor's degree from any of the following: Grace Bible College, institutions accredited by the Association for Biblical Higher Education, all regionally accredited institutions, or non-accredited institutions approved on a case-by-case basis.
3. A minimum undergraduate cumulative grade point average of 2.50 (on a 4.00 scale).
4. Submission of the Academic/Professional Reference and Pastoral Reference
5. Submission of all official transcripts.
6. Writing Sample: (not needed for transfer students with at least a 2.50 GPA)

Your courses in the Graduate Studies Program at Grace Bible College will demand a high level of critical thinking and writing. To ensure that students are adequately prepared for graduate level work, we ask that you submit a sample of your academic writing as part of your application for admission. You may submit a piece of writing from your undergraduate work, or you may elect to develop an essay specifically for this admissions requirement.

. . . Admissions Information

Guidelines for writing samples:

Admissions essay should:

- Be on a topic that is important to the student.
- Be 1000-2000 words in length (roughly 4-6 typed, double-spaced pages). Longer writing samples are acceptable.
- Be in a recognized writing style (MLA, APA, or Turabian).
- Include a references or works cited page (with a minimum of 3-4 scholarly sources).
- Include substantive references to Scripture within the body of the paper (i.e., direct quotes or paraphrase of Scripture, with citation of the reference).
- Be free of grammatical, spelling, or punctuation errors.
- Have a clear thesis statement and outline (introduction, body, conclusion).

- Articulate an argument (thesis) that is supported in the body of the paper
- Clearly reflect a biblical worldview and outlook on the chosen topic

Scoring for writing samples:

The purpose of this admissions essay is to help determine your readiness for graduate level study. Your essay will be evaluated by a team of reviewers and given a score on a scale of 1 (Beginning), 2 (Growing), 3 (Competent), 4 (Proficient). Evaluators will look at the following six areas: Clarity, Mechanics, Writing Style, Critical Thinking, Biblical Worldview, and Scriptural & Textual Support.

Provisional Admittance:

If an essay receives an overall average of 2.5 or below from two separate reviewers, the student will be granted provisional admittance. He or she will need to achieve a grade of "B" (3.0 GPA) in the first semester of their degree, after which the normal policy for Satisfactory Academic Progress will apply. If the student does not receive a grade of "B" (3.0 GPA) in the first semester, he or she may be required to take a semester off and will then need to apply for readmission in order to continue in the program.

Nondiscrimination—Grace Bible College is committed to nondiscrimination on the basis of color, national origin, disability, age, sex, or race in all its policies and programs. Students seeking academic accommodations due to physical and/or learning disabilities should contact the Provost for further information.

Transfer Applicants—A transfer applicant is someone who has attended another college. Official transcripts from all colleges previously attended must be submitted. The applicant will be evaluated on previous course work at the college level. Failure to provide official transcripts for all previous college experiences may result in an applicant's withdrawal from the program.

Transfer of Credit—Grace Bible College will accept a maximum of 1/2 of the credits required for a graduate degree earned through a combination of advanced standing and/or transfer credit, for work completed prior to matriculation in the graduate program at the College. Applicants who have completed graduate work at other institutions should request for official academic transcripts to be sent to Grace Bible College.

- Transfer credit can be granted for 500 level undergraduate courses equivalent to the courses offered in the MA Ministry, in which a grade of "B" (3.0) or higher was earned.

Transfer students will receive an Evaluation of Transfer Credit. This evaluation will detail how course work completed at other colleges will transfer to Grace Bible College. First, courses which meet the specific requirements of the GBC degree the student expects to earn will be selected. Secondly, courses will be selected which may be used to complete the requirements for elective credits.

Credits transferred are recorded on the student's academic record and will apply toward graduation requirements. Grades are not transferred.

Once transfer credits have been granted, a subsequent change of program or major may result in a change in the number of transfer credits accepted.

Transfer students who have at least a GPA of 2.50 from their transferring institution do not need to

provide a writing sample for the admission process.

Transcripts from foreign institutions must be evaluated by an accredited educational evaluation service such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The student will be responsible for following the procedures required by the evaluation service and having the results submitted to GBC.

Advanced Standing - Students who received a BTh undergraduate degree from Grace Bible College may qualify to receive advanced standing in the Master of Arts in Ministry degree program. They may be awarded up to 9 credits toward the degree.

Veteran Students—Grace Bible College is recognized for training veterans under VA Education Programs and complies in full with all reporting requirements of the U.S. Department of Veterans Affairs.

Students receiving Veterans Benefits whose accumulative grade point average (GPA) is below 2.00 for two consecutive semesters may have their benefits terminated. The College will inform the Department of Veterans Affairs when students fail to come off academic probation after two consecutive semesters. Students may qualify for Veterans Benefits after they raise their accumulative GPA to 2.00 or higher.

Readmission— A student who is readmitted to GBC after an absence of at least one semester must graduate fulfilling requirements of the catalog that is in effect when he/she returns. However, a student may graduate under the requirements of the catalog in effect when he/she originally entered GBC if his/her absence from campus was for further uninterrupted academic course work pursued primarily for the purpose of completing a GBC degree. Written intent of this purpose is required before the student begins his/her course work elsewhere.

Acceptance Process for Graduate Program:

Grace Bible College desires to enroll students into the Graduate Studies Program who will both benefit from the program's instruction as well as contribute to the reputation and development of its offerings.

The Graduate Studies Admissions Requirements were created to help in the process of recruiting students who fulfill the standards Grace Bible College desires in its students.

Students Who Meets All of the Admission Requirements:

1. Will receive an acceptance letter from the Associate Dean of Graduate Studies
2. Will receive an acceptance letter from the Program Academic Advisor

Students Who Do Not Meet All of the Admission Requirements:

1. The student's application and writing sample will be presented to the Admissions Committee for further review.
 - a. Provisional Admission: If a student does not have the minimum undergraduate GPA, or receives an average less than 2.50 on their writing sample, they will be granted a "Provisional Admission" to the program. This states that the student is admitted to the program, providing that they obtain at least a 3.0 in their first semester. If the minimum 3.0 GPA cannot be maintained during the first semester, the student will be put on

Academic Suspension. A limited number of students who do not meet the minimum requirements may be granted provisional admission upon recommendation from the Admissions Committee (Maximum 30% of cohort). These students will receive a provisional acceptance letter from the Associate Dean of Graduate Studies and the Program Academic Advisor.

- b. Wait List: In order to maximize the online cohort experience, classes are limited to 15 students. Therefore, some applicants may be placed on a wait list for future review. As students are placed on a wait list for admission, appropriate notification will be sent to them specifying the future review date. Every effort will be made to enroll students in the first available cohort.
- c. Denied Admission: The admissions committee determines denial of admission to Grace Bible College. It is the College's desire to admit students who will be successful at Grace Bible College.

Acceptance Process for Transfer Students:

1. Once an official transcript has been received from a previous institution, the Registrar will review the possible transfer credits to evaluate which credits will transfer and what courses they will transfer in as.
2. All transferable courses will be documented on a Transfer Evaluation form which will be provided to the Admissions Committee for review.
3. Once accepted, a copy will also be provided to the student, the Academic Advisor, and will be placed in the student's file.

Graduate Studies Orientation:

1. All Graduate Students must participate in an online orientation prior to their first course.
2. Orientation will be a one week period prior to the start of the Program Seminar.
3. Orientation is designed to familiarize the students with the learning systems of the Graduate Program. There will be about ten assignments that students must complete within the one week timeframe.
4. Students must score an overall 80% in the orientation in order to pass and begin the program.

. . . Financial Information

EDUCATIONAL FEES

Changes in Tuition and Fees—Rates of tuition and fees are those in effect at the time of publication of the catalog. They are subject to change at any time by Grace Bible College’s Board of Directors.

Tuition

Per hour	\$405.00
Required Technology fee per course	\$25.00

Fees

Readmission fee (after a semester out)	\$15.00
Add/Drop fee	\$100.00
Graduation fee (non-refundable)	\$150.00
Official transcripts, (paid in advance)	\$5.00 each
NSF check charge	\$25.00
Class-Specific fees	varies

Settlement of Accounts— Full payment or a verified payment plan is due prior to the beginning of the first class of every semester.

Refund Policy—Students who withdraw from the College or from a particular course in which they are enrolled may be eligible to receive a refund. Students must notify the Graduate Studies Office of their intention to withdraw and process an official withdrawal form. Refunds will be based on the date of actual notification rather than course participation or attendance.

If courses are dropped, the following schedule of tuition refunds applies:

- During the first week of the course – 100% refund on basis of registered hours;
- During the second week of the course - 75% refund;
- During the third week of the course - 50% refund;
- After the third week of the course - no refund;
- If for disciplinary reasons - no refund;

Weeks Enrolled	Percentage of Refund
1	100%
2	75%
3	50%
4-6	-0-

Refund of Title IV Funds—The Financial Aid Office recalculates federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing at least 60% of a semester.

. . . Financial Aid

An application for financial aid is made by submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA can be submitted electronically by going to www.fafsa.ed.gov. It is recommended to complete the FAFSA in early spring, prior to the semester start date. The policies and scholarships are subject to change at any time. Contact the Financial Aid Office for the most recent information regarding any available scholarships.

INSTITUTIONAL SCHOLARSHIPS

A recipient of a GBC institutional scholarship must be enrolled full-time in the Master's Program. Contact the Financial Aid Office for further information.

Grace Bible College Alumni - A 15% scholarship is available to students who graduated with a bachelor's degree from the undergraduate program at Grace Bible College.

Non-Profit Partnership Scholarship – A 15% tuition reduction will be granted to students who work for a partnering non-profit organization. Proof of employment must be provided.

Full-Time GBC Employees and Their Spouses—Employees and their spouses are eligible for a 50% Graduate Studies tuition scholarship. Students who receive this scholarship are not eligible to receive the Alumni or Non-Profit Scholarships.

LOANS

Federal Stafford Student Loans—These loans are available to students enrolled at least half-time. Eligibility must be determined through the FAFSA (www.fafsa.ed.gov), and the student must be certified eligible by the College.

Private Loans—In some instances, a student may still need additional loans to cover the remainder of the cost of their graduate education. Private Loans are available to help students meet costs that are not covered by federal, state, and institutional aid. See GBC's Financial Aid Office with any questions.

OTHER FINANCIAL AID SOURCES

Veterans Benefits—Grace Bible College cooperates with the U.S. Department of Veterans Affairs for the training of honorably discharged service members. Veterans who wish to use the benefits should obtain the necessary forms from the nearest office of Veterans Affairs or GBC's Registrar. Veterans will be reimbursed directly by the Department of Veterans Affairs and should plan to pay their account in accordance with GBC's payment schedule.

Academic Policies

Degrees & Programs

. . . Academic Policies

Academic Semester—Grace Bible College operates on the semester basis. A school year consists of two semesters, which will consist of 24 weeks (four courses which are each six weeks long). The Graduate Studies Program will not schedule online classes for the week of the following holidays: Easter, Fourth of July, Thanksgiving, Christmas, and New Year's.

Unit of Credit— The unit of credit is the semester hour. Due to the program's online format, courses have been designed to total the requisite hours of study for each three credit class. 15-20 Hours per week for each six week class (reading, posting, instruction, & research).

Registration— Registration for students will be automatically done each semester by the Graduate Studies Specialist and will be based on a customized Graduation Plan for each student.

Changes in Registration— Any course dropped during the first week of the class will not be entered on a student's academic record.

Any course dropped *after* the first week of the class will be recorded on the student's academic record as W (withdrew passing) or WF (withdrew failing).

Any student who discontinues attending a course for more than 8 days without officially withdrawing will be automatically withdrawn from the class with a WF on their transcript.

Academic Advising—Academic advising is provided to allow an ongoing series of consultations between students and an academic advisor. Therefore, every student admitted to the College is assigned to an academic advisor.

Advisors are available to offer counsel to students in regard to academic policies and procedures, registering for courses each semester, checking progress toward obtaining their degree, and in matters relating to personal and spiritual growth.

While advisors and advisees share in the advising process, *each student is responsible for meeting his/her educational goals and satisfying graduation requirements.*

Attendance— Grace Bible College believes that regular attendance and participation in classes are essential for learning. Furthermore, consistent attendance is critical to the online learning environment. Students are expected to monitor their class attendance and abide by the following guidelines:

- Students will log in to the course and participate a minimum of four days per week.
- Participation is defined as a minimum of one substantive (100 words) post to class discussion boards.
- Students will receive one absence for each day they do not participate in class discussion.
- A maximum of 8 absences will be allowed per course. Once a student receives 9 absences he/she will automatically be withdrawn from the class with a WF.
- Exceptions to this policy may be granted in the case of extenuating circumstances and with prior notice given to the course facilitator.

Grading System — Grade Point Average (GPA) is determined on a 4-point system. Grades and grade points are assigned as follows:

A	4.0 grade points	C	2.0 grade points
A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	D-	0.7 grade points
C+	2.3 grade points	E	0 grade points
I	Incomplete—0 grade points		
W	Withdrew (no penalty)		
WF	Withdrew/Failing—0 grade points		
R	Course repeated (difference in grade points from first course taken)		
XF	The grade of XF is given for plagiarizing, cheating on a test, or in other ways which flagrantly violate academic integrity—0 grade points; no credit earned		

950 - 1000	A	770 - 799	C
920 - 949	A-	740 - 769	C-
890 - 919	B+	710 - 739	D+
860 - 889	B	680 - 709	D
830 - 859	B-	650 - 679	F
800 - 829	C+		

Incompletes — A course's work is designed to be completed within the 6 week course time-frame. If a student fails to complete all the course requirements, faculty may, if they consider a student's reason valid, give a grade of "I" or Incomplete. In situations warranting the use of "I," the work must be completed within two weeks following the close of the course.

Grade Reports — Grade reports are issued by the Registrar's Office at the end of each semester and are available online through the Graduate Portal.

Completion Time Policy - Time to degree completion is an important part of the integrity and quality of graduate programs. In general, graduate students at GBC must complete all degree requirements within five years after admission to their program. An approved leave of absence of up to two semesters is not counted in the five years. Returning GBC graduate students who are readmitted to the same graduate program for the same degree objective are subject to degree requirements at the time of readmission.

Satisfactory Academic Progress (SAP) Academic & Financial Aid Policy

Satisfactory Academic Progress (SAP) at Grace Bible College relates to both your academic status, as well as your eligibility to receive financial aid. The guidelines outlined below relate to your eligibility to receive Federal Financial Aid. Contact the Director of Financial Aid for information about maintaining your Financial Aid eligibility.

Students who fail to meet these SAP standards become ineligible for Federal Aid, but can submit an appeal to the Financial Aid Committee. Determination as to whether or not you are meeting SAP requirements is made at the end of each semester, based on three factors mandated by federal policy.

The factors include cumulative grade point average (GPA), completion ratio, and the maximum completion time frame, as described below.

1. GPA: To maintain financial aid eligibility, you must have earned the required cumulative Grade Point Average based on the semester hours attempted.
2. COMPLETION RATIO: Determined by using the following formula:

$$\text{Completion Ratio} = \frac{\text{Cumulative semester hours earned}}{\text{Cumulative semester hours attempted}}$$

GRAD Semester Hours Attempted	Cumulative GPA Required	Completion Ratio
6 to 12	2.50	The required completion ratio for all levels is 75%
13 and up	3.00	

The Director of Financial Aid has the authority to grant limited exceptions to first semester Grad Students who fail to meet this requirement but whose cumulative GPA is at or above 2.50.

3. COMPLETION TIME (maximum time frame a student must complete their Graduate degree):

Students must complete all degree requirements within five years after admission to their program.

An approved leave of absence of up to two semesters is not counted in the five years. When determining SAP, grades and credits are tallied according to the following guidelines:

- ✓ Earned semester hours include all grades of A, B, C, D, and P.
- ✓ Attempted semester hours include the grades listed above, as well as E, U, W, WP, WF, and F.

- ✓ For repeated courses, credits from each time you are enrolled are applied to the attempted/ earned credits. However, only the most recent grade earned is used when calculating the cumulative GPA.
- ✓ Transfer credit accepted at the time of admission, if applicable, is not included when calculating cumulative GPA.

Academic Probation — The purpose of probation is not designed to punish, but rather to serve as an indication to the student that he or she is not progressing at a satisfactory rate toward graduation. The following guidelines govern academic probation:

1. Any student who receives an 'F' or 'D' in any course, or who finishes a semester with a GPA below 3.0, will be placed on academic probation.
2. The Registrar will notify each student placed on academic probation at the close of the course. The letter will indicate the conditions that must be met and will outline an appropriate time frame in which to regain good academic standing in the graduate program.
3. A student will be released from academic probation upon achieving the prescribed semester GPA of 3.0.

Academic Suspension — The following guidelines govern academic suspension:

1. Any student who fails to reach the required cumulative GPA of 3.0 for a second semester in a row, or fails to meet the minimum pace of 75% completion, to demonstrate satisfactory academic progress will be academically suspended for the next semester.
2. A student who is academically suspended will not be allowed to enroll in any courses offered by Grace Bible College during the next semester.
3. A student on academic suspension for the first time may be re-admitted to GBC after sitting out one semester and by completing an Application for Readmission. If this application is approved by the Admissions Committee, this student would reenter GBC on academic probation.
4. Any student academically suspended for a second time must petition the Educational Policies Committee for re-admittance after sitting out one semester. This petition must include evidence that the difficulties previously encountered have been overcome and that completion of degree requirements can reasonably be expected. The decision of the Educational Policies Committee is final, with no right to appeal.
5. A student who becomes academically suspended because of extenuating circumstances may appeal this decision to the Educational Policies Committee.

Grievance Procedure — If a dispute involving an academic issue occurs, the student and faculty member should try to resolve their differences through a private conference. Should such efforts fail, the student may request the Associate Dean of Graduate Studies or the Graduate Studies Specialist to assist the student and faculty member in resolving this matter. If there is no satisfactory outcome with this mediation, the student may submit a written appeal to the Educational Policies Committee for final resolution.

Transcript Service — A permanent record of dates of attendance, courses taken, and grades earned is kept by the Registrar for each student. Copies of student transcripts can be sent to other institutions and organizations upon written request by the student. Each official copy costs \$5.00, payable in advance. Transcripts will not be sent to other institutions until all obligations to the Library, Registrar's Office, and Business Office are met. Students may receive an unofficial copy of his/her transcript for personal use by using the online student portal. There is no cost for this service.

Graduation Requirements — In order to graduate from Grace Bible College, a student must have accomplished the following:

- Completed all degree requirements within five years of their first class;
- Earned a minimum cumulative grade point average of 3.00;
- Fulfilled all financial obligations to the College;
- Completed a minimum of 24 hours at Grace Bible College.

Degree-Hour Requirements

MA 36 Credit Hours

Petitioning for Graduation — Students wishing to graduate must submit an “Application for Degree” to the Graduate Studies Office. This is not an automatic process; students must petition for graduation. There is a \$150 non-refundable graduation fee required of all graduates. The College is maintained not only by the fees a student pays, but also by sacrificial gifts from many donors who believe in the mission of Grace. The Board, Administration, faculty and staff of the College likewise serve sacrificially in many ways. The graduation fee is non-refundable, as it helps to underwrite the expenses of this celebration.

Participation in Commencement — Candidates for degrees may participate in the commencement service in the spring of the year. Graduation is one of the few public celebrations of a student’s entire educational process. While graduates occupy center stage, the annual commencement ceremony is about the success of the whole. Education at GBC is not an isolated or individualized experience.

Withdrawal from the College — When a student finds it necessary to withdraw from the College during or at the end of a semester, he/she must obtain an Official Withdrawal Form from the Graduate Studies Office. The student must obtain the proper signatures and return the form before the withdrawal is complete.

Family Educational Rights and Privacy Act — Grace Bible College complies with the Family Education Right and Privacy Act of 1974 as amended. This Act was designated to protect the privacy of educational records, to give students the right to inspect and review their education records in the Registrar’s Office, and to have inaccurate data corrected through informal and formal hearings. Students also have the right to file complaints with Family Educational Rights and Privacy Act Office (FERPA) in Washington, DC if they feel that the College is not complying adequately with the Act.

Online Identity Verification – Grace Bible College is in the process of creating an institution wide online identity verification policy for online students, including, but not limited to, two-step password login, tracking of student IP addresses, and photo verification of student work.



. . . Degrees & Programs

MASTER OF ARTS IN MINISTRY DEGREE

The new Master of Arts in Ministry (MAMin) at Grace Bible College is a fully online, 36-credit graduate degree designed to refresh your biblical and theological outlook and hone the practical skills you need for ministry in 21st century church and culture. It is designed to provide an excellent context in which students can pursue advanced study in order to further their calling and enhance their effectiveness in their God-given vocations. The Degree Outcomes for the MA in Ministry answer the question, “What will students be able to *do* upon completion of the degree?”

Degree Outcomes:

Students who graduate with the Master of Arts in Ministry at GBC should be characterized by:

1. BIBLICAL AND THEOLOGICAL PERSPECTIVE. *Students will evaluate and apply principles of biblical, systematic and historical theology*, emphasizing the historic theological contributions of Grace Bible College.
2. DYNAMIC LEADERSHIP. *Students will apply leadership theory* in a variety of ministry contexts.
3. CULTURAL ENGAGEMENT. *Students will be able to construct* practical, biblically-based responses to contemporary trends in theology, church, and culture.
4. COMMUNICATION SKILLS. *Students will develop and enhance skills in communicating biblical truth* through teaching, preaching, and facilitating small groups.
5. COMPASSIONATE MINISTRY. *Students will value and employ effective ministry practices* that promote the spiritual and emotional well-being of others.

Master Of Arts In Ministry

Biblical and Theological Studies			12 crs
BIB 525	Galatians & Romans	3	
BIB 540	Isaiah	3	
THE 540	Contemporary Theology Perspectives	3	
THE 560	Studies in Dispensational Theology	3	
Humanities Courses			3 crs
HUM 550	Dynamics of Counseling	3	
Ministry Courses			21 crs
MIN 501	Program Seminar	3	
MIN 515	Communicating for Transformation	3	
MIN 530	Transformational Leadership	3	
MIN 540	Ministry & Culture	3	
MIN 545	Leading with Cultural Intelligence	3	
MIN 550	Practical Application of Pauline Theology	3	
MIN 590	MA Thesis	3	
Total Credits			36 crs



COURSE DESCRIPTIONS

Bible

Humanities

Ministry

Theology

BIBLE

BIB 525 Galatians & Romans 3

Explores Pauline theology by way of an in-depth study of the Apostle Paul's letters to the Galatians and Romans. Consideration will be given to theological questions generated by the New Perspective on Paul and relevant concerns of Dispensational Theology.

BIB 540 Isaiah 3

Explores the historical circumstances, literary features and theology of the book of Isaiah. Attention will be given to contemporary approaches to the book and use of the book in the New Testament.

HUMANITIES

HUM 550 Dynamics of Counseling 3

Offers theological, psychological, and practical perspectives on the care of others. It includes analysis and application of principles related to beginning counseling skills, as well as an exploration of the strengths and challenges the student brings to the counseling process.

MINISTRY

MIN 501 Program Seminar 3

Explores the necessary aspects of successful graduate level course work, including methods of quality research and use of credible sources. Development of critical thinking and analysis of issues from a biblical worldview perspective will be explored by engaging specific areas of culture (arts, media, politics, sports, etc.) in order to assess, critique, evaluate and formulate a holistic Christian viewpoint.

MIN 515 Communicating for Transformation 3

An analysis of the skills, resources, methods, and spiritual dynamics for effective Bible teaching. It will explore principles and creative practices of communicating God's Word with relevant audience-sensitive skills in a variety of ministry contexts.

MIN 530 Transformational Leadership 3

This course introduces students to the biblical foundations, principles, and practices of effective leadership. Students will further develop personal leadership skills, as well as create a working model of how to inspire change within a variety of ministry settings.

MIN 540 Ministry & Culture 3

Provides students with a foundation for doing ministry in ways that are relevant, appropriate, and culturally sensitive. It includes exposure to global and domestic trends and their implications for ministry, as well as an examination of the validity of traditional and emerging models for ministry & mission.

MIN 545 Leading with Cultural Intelligence 3

Introduction to Cultural Intelligence (CQ) – the capability to function effectively in a variety of cultural contexts. Students will examine literature and perspectives from the fields of anthropology, sociality, and organizational leadership, as well as study cultural engagement in light of the biblical narrative.

MIN 550 Practical Application of Pauline Theology 3

A study of Pauline theology with an emphasis on practical theology for spiritual formation, church practice, evangelism, and the mission of the church. Attention will be given to current trends in Pauline theology, as well as the importance of Paul's letters for dispensational theology.

MIN 590 MA Thesis 3

The aim of the Ministry Thesis is to provide students with a self-directed course of study that will enrich their ministry as well as the ministries of those in the graduate online community. Each thesis will have a biblical, theological, and practical component.

THEOLOGY

THE 540 Contemporary Theology Perspectives 3

This course is designed to equip the student to respond biblically to a range of theological issues facing the 21st century church. Issues include (but are not limited to): soteriology, biblical interpretation & authority, and the emergent/missional church.

THE 560 Studies in Dispensational Theology 3

Presents the student with an intensive summary of the historic theological position of Grace Bible College, including critical examination and evaluation of the biblical, theological, and practical interests of dispensational theology.

Administration

Faculty

Board of Directors & Reference

Cooperation & Support

Glossary Of Terms

. . . Administrators

KENNETH B. KEMPER, B.Th., M.Div., L.L.D., President

KYLE M. BOYL, B.R.E., B.A., Associate Vice President for Community Life

STEPHEN C. GOWDY, Vice President for Advancement

SHEREA Y. LACY, B.A., M.B.A., Associate Vice President of Talent Management

KIMBERLY M. PILIECI, B.A., M.A., Ph. D., Provost, Chief Academic Officer

BRIAN P. SHERSTAD, B.Th., M.A., Executive Vice President

ZAK. L. SORENSEN, B.S., Associate Vice President of Marketing

DOUG P. VRIESMAN, B.S., M.B.A., Vice President of Finance and Business Services

. . . Deans

AMIE K. ANDERSON, B.S., M.S., Ph.D., Dean of Adult and Online Education

MATTHEW H. LOVERIN, B.S., M.A., Ph.D., Associate Dean of Graduate Studies

TIMOTHY C. RUMLEY, B.A., M.A., M.Ed., Ph.D., Associate Dean of Undergraduate Studies

. . . Faculty

SHANE JOHNSON, Specialty Appointment Faculty for Faculty & Student Development (2011)

B.A., Southeastern University

M.Div., Ashland Theological Seminary

D.Min., Ashland Theological Seminary

PHILLIP J. LONG, Professor of Bible & Biblical Languages (1998)

B.Th., Grace Bible College

M.A.; M.A., Talbot Theological Seminary

Ph.D., Andrews University

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B.S., Grace Bible College

M.T.S., University of Notre Dame

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B.A., Calvin College
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PAUL R. SWEET, Professor of Education (2013)

B.Th., Grace Bible College
M.A., Moody Graduate School
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SCOTT D. SHAW, Professor of Human Services (2011)

B.R.E., Cornerstone University
M.T.S., Grand Rapids Theological Seminary
M.A., Cornerstone University
M.A., Arizona State
M.S.W., Grand Valley State University
Ph.D., Northcentral University
D.Min., Trinity Theological Seminary

. . . Board of Directors & Advisory Board

Craig Apel, Muskegon, MI

Retired Pastor, Berean Church

Lynn Caraway, Tanzania, Africa

Missionary, Grace Ministries International

Daniel Gowdy, Grand Rapids, MI

Director, Sunset Retirement Communities

Timothy S. Hall, Rockford, MI

Retired Pastor, Grace Community Church

Gretchen Johnson, Grand Rapids, MI

Director of Nursing, Pine Rest Behavioral Health

Mulonge Kalumbula, Grand Rapids, MI

Curriculum Supervisor, GR Public Schools

Keith Kemper, Edmonds, WA

Attorney, Ellis, Li & McKinstry

Kenneth B. Kemper, Grand Rapids, MI

President, Grace Bible College

William Krombeen, Grand Rapids, MI

William Lange, Mobile, AL

Associate Pastor, Forest Park Bible Church

Gary Leyendecker, Byron Center, MI

Cook Funeral Services

James Moore, Hudsonville, MI

Counselor/teacher, Byron Center High School

Scott Myers, Enumclaw, WA

Pastor, Northwest Bible Church

Rebekah Shyne, Muskegon, MI

Teacher, Muskegon Middle School

Richard Velting, Grand Rapids, MI

Owner, Concord Management

Samuel R. Vinton, Jr., Caledonia, MI

Retired Director, Grace Ministries International

Bryan Walker, Dorr, MI

Executive Director, Park Village Pines

James Webb, M.D., Byron Center, MI

Retired Physician, Lacks Enterprises, Inc.

Randall Zandbergen, Grandville, MI

Chief Financial Officer, Pioneer Construction

. . . Cooperation and Support

Alumni Association—The primary purpose of the association is to foster fellowship among graduates and former students. Homecoming at the College, as well as regional banquets, breakfasts, and other meetings are exciting times. Members of the association encourage students to attend Grace and provide regular and special fund support of the College.

Grace Gospel Fellowship—Grace Bible College is an affiliated organization of Grace Gospel Fellowship and is therefore recognized as the only college and theological training school of the Fellowship.

Churches—The College enjoys financial support from concerned churches.

Publications—*TRUTH* is a subscription magazine, published quarterly by the Grace Gospel Fellowship. It contains Bible study articles and news sections from the College, GGF, and other affiliated organizations. The College publishes *The Journey*, which contain articles of educational thought, College news, and alumni activities.

Glossary of Terms

Academic Advising —The process of faculty helping students with course selection and career advisement. Enrolled students are assigned to an academic advisor upon acceptance into the College.

Admissions —The process of application, acceptance and entry, which begins by submitting to GBC's Admissions Office an application for admission.

Audit —To register for and attend a class as a listener without being held responsible for the work required for credit. Faculty permission is required. One-half tuition must be paid. The grade "AUD" appears on the student's record.

Class Period —A class period varies in length with each credit hour typically representing 800 minutes in a given semester.

Course Schedule —A bulletin prepared for each semester listing all courses offered, including class hours, credits and instructors' names.

Credit —Regular academic classes are assigned a value known as a "credit." Earned credits certify that a student has satisfactorily completed a course of study.

Curriculum —The collection of courses offered by the College; a group of courses required for a specific degree program.

Degree —An academic title given by a college or university to a student who has satisfactorily completed a specified course of study.

Drop/Add —The official procedure for changing one's schedule by adding or deleting classes is accomplished by filing a "Change of Program" form in the Registrar's Office.

Elective —A course which will count as a general credit toward a degree, but is not a specific program requirement.

Fees —Special costs not covered by tuition.

Financial Aid —A variety of forms of financial assistance to help pay college costs.

Grade Point—The numerical value given to letter grades. An “A” is equivalent to 4 points per semester, a “B” to 3 point, etc.

Grade Point Average GPA —A student’s scholastic average computed by dividing the total grade points earned by the credit hours attempted.

Grant—A monetary award based on financial need. Requires no repayment.

Loan—A monetary award from a lender college, bank, savings and loan, or credit union based upon financial need. Repayment required.

Orientation—The process of acquainting new students with the policies, procedures, services, faculty, administrators, and activities of GBC prior to registration.

Permanent Record —A list of each student’s academic history maintained by GBC’s Registrar in an accurate, secure, and confidential manner.

Prerequisite —A requirement, usually the completion of another course, which must be met before a student may register for the course in question.

Readmission —The process of officially applying and re-entering GBC following an absence of one or more semesters.

Registration —The official procedure of choosing and enrolling for courses.

Scholarship —A monetary award based on academic ability and/or financial need. Requires no repayment.

Transcript —An official copy of a student’s permanent academic record available upon written request by the student, or released to a third party at the student’s direction. Transcripts are obtained from the Registrar’s Office.

Tuition —The charge for instruction based on the number of credits for which the student has registered.

Withdrawal —An official procedure for withdrawing from a course or the College. The grade assigned will depend upon the time in the semester in which the student withdraws.



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