

# *Southeastern Baptist College*

## **Catalog**

### **2017-2018**

Southeastern Baptist College  
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A Four Year Bible College Committed to Excellence in Education

The #1 Online Bible College in the United States for 2016!  
As determined by BestColleges.com

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Dr. Scott R. Carson, President

The pages that follow relate the information necessary to acquaint you with what Southeastern Baptist College has to offer you. This information pertains to our programs, policies, and personnel. Yet, nothing short of actually experiencing life at Southeastern Baptist College will convey the warm and friendly atmosphere that is created by our staff and students. In fact, friendliness has become somewhat of a trademark with us. We do not claim this boastfully, but humbly report what those who have come our way have told us. Should you decide to experience Southeastern for yourself, we pledge to do everything possible to make you feel the same about us.

We do hope that these pages will influence you to get acquainted with our people. In so doing, you will have enriched our lives and, hopefully, we yours.

## GENERAL INFORMATION

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### **HISTORICAL SKETCH**

At the 1947 annual session of the Baptist Missionary Association of Mississippi, the messengers unanimously approved the establishment of a church owned and operated college. At a special called mid-year meeting, a motion was adopted to appoint a subcommittee to draw up a workable resolution to be presented to the messengers at the next annual session.

The resolution of this committee to begin a junior college with a Bible department was adopted by the Baptist Missionary Association of Mississippi on October 19, 1948. Seven trustees were elected and empowered to select a faculty, devise a curriculum, and find appropriate facilities. The first classes began September 27, 1949, in the educational facilities of Parkview Baptist Church, Laurel, Mississippi, with the following officers and faculty: President, D. N. Jackson; Dean, L. T. Simmons; Instructors, O. F. Parker and J. B. Coats.

The first junior college program was offered in 1955. Ten acres of land, located just north of the Laurel city limits on Highway 15, was purchased the same year. The Administration Building, which contains several classrooms, was erected in time for the fall semester. Two dormitories were constructed in 1957 and 1958, respectively. An additional ten acres, adjoining the first ten, was purchased in 1967.

Other buildings on campus include the gymnasium/auditorium, constructed in 1965; the campus faculty home (originally, the president's home), relocated and renovated in 1968; the president's home, constructed in 1972; and the A. M. Wilson Building, which houses the A. R. Reddin Memorial Library, completed in 1993.

On November 25, 1958, Southeastern Baptist College became a member of the Mississippi Association of Colleges and received provisional accreditation by the Mississippi Commission on Accreditation.

The liberal arts junior college was converted to a four-year Bible college in 1974. After gaining applicant status for accreditation with the American Association of Bible Colleges in 1979 and candidate status in 1983, Southeastern was fully accredited in 1988 and reaffirmed in 1994, and again in 1999. In June 2004, the American Association of Bible Colleges changed names. The new name is Association for Biblical Higher Education (ABHE). The ABHE Commission on Accreditation reaffirmed Southeastern's accreditation in 2009. The next accreditation review is in 2019.

### **PHILOSOPHY**

Bible colleges have at least three distinctives: first, a Bible college exists for the purpose of training Christian workers; second, Bible college training emphasizes practical experience; and third, the Bible college curricula emphasize biblical studies. The trustees, administration, and faculty of Southeastern Baptist College are committed to maintaining those distinctives for the institution. Therefore, they consider the spiritual as well as the academic qualifications of students. It is their conviction that a right relationship with God is the first step in the pursuit of knowledge.

Southeastern Baptist College reflects the teachings of the Bible from the Baptist viewpoint as expressed in the statement of beliefs below. However, free and open discussion of opposing views by faculty and students is encouraged. The institution recognizes that only those principles which can stand the test in a free market of ideas are worthy of their advocates.

Ministers and professional Christian workers, as well as Christians in all walks of life, can benefit from a Bible college education. They are the leaders and teachers of others. Their responsibility is not only to interpret correctly the truth as expressed in the Bible, but also to communicate that truth effectively.

Southeastern College was established because of these convictions and remains dedicated to them.

## **MISSION STATEMENT**

The purpose of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical world view in a Christian atmosphere.

Training is provided on campus, online, and through extensions to help prepare people for professional ministry and/or business administration. Southeastern Baptist College also seeks to train people who wish to receive the foundational courses of college curriculum in a spiritual academic setting. All courses are taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth.

Southeastern Baptist College seeks to serve the Christian community by offering a limited number of credit and non-credit courses to those who do not choose to pursue a structured program toward a specific degree, certificate, or diploma.

## **GENERAL OBJECTIVES**

The student who graduates from Southeastern Baptist College shall be able to:

1. State unreservedly that the Bible is the inspired Word of God and that it is the standard of one's faith, practice, and conduct.
2. Display a basic knowledge of the Bible necessary for intelligent Bible study.
3. Demonstrate an increase in a degree of maturity in one's Christian experience as reflected in communication, observable behavior, and initiative and performance in Student Ministries assignments.
4. Give evidence of having been stimulated toward continued growth in biblical knowledge, student ministries, Christian citizenship, and scholarly competence as reflected in records which give comparative evidence of progress.
5. Apply the teaching of Scripture in the shaping of a Biblical worldview for life and ministry.

## **STATEMENT OF BELIEFS**

1. The Trinity of God.
2. The infallible and plenary verbal inspiration of the Scriptures.
3. The Biblical account of creation.
4. The personality of Satan.
5. Hereditary and total depravity of man in his natural state involving his fall in Adam.
6. The virgin birth and deity of Jesus Christ.
7. Christ's blood atonement for fallen man. We believe Christ died for the sins of the whole world (John 1:29; I Tim. 2:4-6; Heb.2:9) that through His blood, atonement for sin is made without respect of persons. Anyone who will exercise repentance toward God and

faith in our Lord Jesus Christ (Acts 20:21) will be saved. Although all men can be saved, some will reject God's redemption by exercise of their free will.

8. His bodily resurrection and ascension back to His Father.
9. The person and work of the Holy Spirit.
10. Justification before God by faith without any admixture of works. All such justified persons are in the family of God.
11. Separation of God's children from the world.
12. Water baptism (immersion) to be administered to believers only and by divine authority as given to missionary Baptist churches.
13. The Lord's Supper, a church ordinance, to be administered to baptized believers only and in scriptural church capacity.
14. Eternal security of the believer.
15. The establishment of a visible church by Christ Himself during His personal ministry on earth; and His churches are not now, nor have they ever been, universal or invisible.
16. World-wide missions according to the Great Commission which Christ gave His church (Matthew 28:19-20)
17. The perpetuity of missionary Baptist churches from Christ's day on earth until His second coming.
18. The right of scriptural churches to be held as equal units in their associated capacities, with equal rights and privileges for all.
19. The subjection of all scriptural associational assemblies and their committees to the will of the churches, so that they shall forever remain as servants of the churches originating them.
20. The separation of the Lord's church from all so-called churches or church alliances which advocate, practice, or uphold heresies and other human innovations which are not in harmony with the Word of God. Open communion, alien baptism, pulpit affiliation with heretical churches, modernism, modern tongues movement, and all kindred evils arising from these practices are unscriptural.
21. The only valid baptism is that administered by the authority of a scriptural missionary Baptist church. Any so-called Baptist church which knowingly receives alien baptism, habitually practices this or other evils as those listed in statement 20 cannot be a scriptural Baptist church, nor can its ordinances remain valid.
22. The personal, bodily, and imminent return of Christ to earth.
23. The bodily resurrection of the dead.
24. The reality of heaven, involving divine assurance of eternal happiness for the redeemed of God.
25. The reality of hell, involving everlasting punishment of the incorrigible wicked.
26. We believe in absolute separation of church and state.

## **RECOGNITION**

Southeastern Baptist College is accredited by the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130 Orlando, Florida 32822-1781; 407-207-0808.

The college has a Charter of Incorporation by the state of Mississippi. The Mississippi Commission on College Accreditation initially granted Southeastern Baptist College full

accreditation based on full accreditation with ABHE. Accreditation by the Mississippi Commission on College Accreditation is renewed annually.

Southeastern Baptist College is listed in *EDUCATIONAL DIRECTORY, COLLEGES AND UNIVERSITIES* of the United States Department of Education. The college is approved by the United States Department of Education for participation in the Pell Grant program. It is also approved for veterans' benefits. The United States Department of Justice, Immigration and Naturalization Service has approved Southeastern Baptist College for training of international students

## **AFFILIATIONS**

Southeastern Baptist College is owned and operated by the Baptist Missionary Association of Mississippi. Baptist Missionary Associations and churches of other states also participate in the operation of the college. Southeastern is a member of the Mississippi Association of Colleges, and it is accredited with the Association for Biblical Higher Education.

## **LOCATION**

The campus, located in Jones County on Highway 15 North, is just outside the beautiful city of Laurel, Mississippi, which has a population of approximately 19,000. Laurel is situated in south central Mississippi, eighty miles southeast of the capital city of Jackson. Interstate Highway 59, Highway 15, and Highway 84 pass through Laurel. Masonite, Howard Industries, Sanderson Farms, and various other poultry and oil businesses are located in Jones County.

## **FACILITIES**

### **The Administration Building**

The Administration Building was completed in 1956. It houses the administrative offices, campus bookstore, and classrooms. The bookstore provides textbooks and supplies for students.

### **Gymnasium/Auditorium**

The gymnasium is located in the center of the campus. It will seat 500 in the bleacher section and, by adding chairs, will seat approximately 1,000 people. The front of the gymnasium serves as the student center. The student center has tables, lounge chairs, a television, and snack and drink machines.

### **Hilbun Hall**

Hilbun Hall, the residence for men, is a two-story building which provides spacious rooms accommodating two to four occupants each. All rooms are equipped with heat and air conditioning.

### **Granberry Hall**

Granberry Hall, the women's residence, is a two-story building with rooms which accommodate one or two occupants each. All rooms are equipped with central air conditioning.

### **Apartments**

Four one-bedroom apartments are located on the second floor of Hilbun Hall.

### **A. M. Wilson Building**

This building houses the A. R. Reddin Memorial Library. The library holdings consist of approximately 30,000 volumes including books, audio-visual materials, and periodicals. These holdings are carefully selected to support the curriculum and to meet accreditation standards. The library contains study areas, a periodical room, a computer lab with internet access, a copy machine, the librarian's office, and a history and archives room.

### **Transportation**

Bus, train, and air transportation are available to Laurel. Students are allowed to have automobiles on campus (see "Motor Vehicles" under the section on Student Services).

## STUDENT LIFE

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### **ORGANIZATIONS AND ACTIVITIES**

#### **Ministerial Alliance**

The Ministerial Alliance is an organization composed of ministerial students, alumni, and faculty members. The worship services of the Ministerial Alliance provide opportunities for students and visiting ministers to preach and for everyone to worship.

#### **Student Government**

Each class (freshman, sophomore, junior, and senior) elects a member to serve on the student council. These students represent their respective classes to the college administration concerning projects and/or problems.

#### **Chapel**

Southeastern Baptist College sponsors chapel and assembly programs which include spiritual enrichment, announcements of activities, as well as other information of interest to the students. All students who live in the dormitory and all who have classes before or after chapel are required to attend chapel on campus unless ill or excused in advance by the dean of students. Online students “attend” chapel online via videos of our chapel services posted on our website.

Students must attend at least 75% of all chapel services each semester to receive a satisfactory (S) grade for chapel attendance. Failure to attend 75% of chapel services will result in a grade of unsatisfactory (U) for chapel attendance which will be recorded on the student’s chapel transcript. Roll is taken for on-campus students, and online students submit weekly summaries of the chapel services that they view online.

If one receives a grade of unsatisfactory during any semester, that individual is placed on probation for the remainder of his/her time at Southeastern.

Upon receiving two unsatisfactory grades, no student will be allowed to return to college, no transcripts will be issued for the student, nor will the student be allowed to graduate from Southeastern Baptist College until the second unsatisfactory grade has been removed. The second unsatisfactory grade will be removed after a one semester suspension from the college.

The objectives of chapel programs at Southeastern Baptist College are to:

1. Enhance the spirituality of the student by offering various types of worship experiences.
2. Increase the interaction of the college with outside leaders of the community in order to develop awareness of the college in the community and awareness by the college of community leaders.
3. Provide opportunities for students to develop communication skills.
4. Broaden the student’s intellectual experiences by providing informative presentations of important topics which are not provided through the classroom
5. Provide orientation for students to Baptist Missionary Association work.
6. Provide an atmosphere that promotes a respect for diverse backgrounds and perspectives.

## **STUDENT SERVICES**

### **Counseling**

Students are offered opportunities to seek counseling concerning their personal, spiritual, and educational problems from any member of the faculty or administration.

Academic counseling is supervised by the academic dean at registration and throughout the degree program of each student. The Student Ministries director assists in counseling students relative to their professional training.

### **Placement**

Although the college does not operate a structured placement service, faculty and staff can assist students in obtaining employment during the school terms and after graduation. Part-time employment is generally available to students in the surrounding areas. Preaching appointments, youth work, or music work in the area churches can usually be secured for students. Students concerned about employment should make inquiry to the dean of students.

### **Food**

The college does not provide food services on campus. Each dormitory has a full kitchen. Many restaurants and fast food establishments are within a few minutes' drive of the campus.

### **Health**

An excellent hospital and several medical facilities (general and specialty) are available in Laurel. The college does not employ a resident nurse or physician. At the time of his/her registration, a student completes a "Student Emergency Contact Information Form" which asks for several phone numbers of individuals to contact in case of an emergency, and for a listing of the student's existing medical conditions and/or allergies to food or medication (if any); in addition, the student signs that Southeastern is authorized to call EMT/ambulance assistance on the student's behalf in case of a medical emergency.

### **Mail**

Student mail is delivered from the Laurel Post Office to the business office at Southeastern where it is sorted and distributed.

### **Motor Vehicles**

Parking for dormitory students is provided in front of each dorm. The parking areas in front of the administration building are for administrators, faculty, staff, commuters, and visitors.

## **RULES OF CONDUCT**

One of the objectives of Christian training in college is to develop self-reliance and to form desirable and acceptable habits of conduct. The college is interested in maintaining the Christian environment which the people of the churches of the BMA of Mississippi are attempting to provide. Students are expected to be honest, to respect the rights of others, and to have proper regard for college property. Some acts of misconduct which are subject to disciplinary action by the college authorities are listed as follows:

- \* Breaking rules of the college, such as those in the student handbook.
- \* Use of tobacco in any form on campus.

- \* Cheating in any form, including plagiarism.
- \* Destruction of or damage to property.
- \* Gambling in any form.
- \* Possession, use, or distribution of alcoholic beverages or drugs.
- \* Financial irregularities such as giving bad checks or failure to pay bills.
- \* Riotous conduct or any unnecessary disturbance on or off campus.
- \* Any type of sexual misconduct or immorality, including homosexuality.
- \* Any misconduct which constitutes violation of state or federal law.

Any student may be required to withdraw from the college when his influence or conduct is considered by the administration to be detrimental to the best interest of the college.

In cases requiring immediate action, the student may be put on immediate suspension by the administration and directed to leave the campus. Proper procedures can be found in the Student Handbook.

### **Student Dress Code**

All students should dress in a manner that will reflect well upon the college and Christianity. They should observe the biblical principle of modesty and avoid extremism in any respect. Neatness is expected at all times.

#### **Men**

*Chapel/Class*

Dress Suit or

Dress pants and dress shirt

Sport shirt, Polo type shirt with collar

Nice jeans (no holes or rips)

Socks and Shoes, no flip flops

No hats, caps, do-rags and sunglasses are permitted in chapel or class.

Shirttails for men are to be tucked in at all times (exception may be when playing sports). Pants are to be kept pulled up to the waist.

#### **Ministerial Students**

Ministerial students will wear appropriate attire to chapel, Ministerial Alliance, and any church or ministry event attended as a group off campus as is customary for the event, service, or occasion.

#### **Ladies**

*Chapel/Class*

Dress or skirt (loose fitting and to the knee) and blouse

Loose fitting dress or khaki type pants (any color, not low cut) and blouse

Loose fitting nice jeans (no holes or rips)

Capri type pants between the calf and knee in length, loose fitting -They must be below the knee.

Flats or heels, no flip flops

No hats, caps, do-rags and sunglasses are permitted in chapel or class.

## **Men and Ladies**

### *Leisure/Recreation*

Jeans (loose and without holes, not low cut or tattered or extremely faded)

Modest shorts, loose and to the knees

Sport shirts, but no tank tops

Loose-fitting T-shirts (appropriate slogan shirts are allowed)

### *Ear and Body Piercings*

**Men** - The wearing of earrings or any visible body piercing jewelry is prohibited for all male students while on campus. Male students should also wear their hair neat while avoiding extreme styles and extreme dyed colors.

**Ladies** - Female students are allowed to wear earrings, avoiding extremism with multiple ear piercings. All visible body piercing jewelry is prohibited while on campus. Female students are also encouraged to keep their hair neat, avoiding extreme styles and dyed colors.

**CONSISTENT VIOLATION RESULTS IN DEMERITS**

## FINANCIAL INFORMATION

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### SCHEDULE OF EXPENSES

*Note: Observe carefully the section on financial aid on the following pages. The actual out of pocket expense to the student may be much less than the price listed.*

#### **Application Fee** (one time non-refundable)

Degree Seeking	\$25.00
Non-Degree Seeking	\$15.00

#### **Registration Fee**

3-8 Hours	\$50.00
9 Hours and up	\$75.00

#### **Tuition Cost**

##### *For Credit*

Tuition (per semester hour)	\$210.00
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##### *Non-Credit*

Tuition per audit class	\$200.00
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#### **Other Charges**

Late Registration Fee	\$25.00
Course Drop Fee	\$25.00
Late Deferred Payment Fee	\$15.00
Machine Fee (per semester)	\$50.00
Lab Fee (per semester)	\$50.00
Admin Fee (per semester)	\$50.00
Tech Fee	\$30.00
International Student Fee (per semester)	\$200.00
Graduation Fee (Degree)	\$75.00
Graduation Fee (Certificate, Diploma)	\$25.00

#### **Dormitory**

Dorm Room (full-time/per semester, no meals)	\$800.00
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##### *Commuter:*

One night per week per semester	\$300.00
Two nights	\$500.00
Three nights	\$700.00

A \$75.00 room and key security deposit is required before a room assignment can be made.

The college reserves the right to change prices listed but will attempt to inform affected students well in advance.

## **FINANCIAL AID - General Regulations**

Southeastern Baptist College is committed to the principle that no student should be denied a Christian education because of financial limitations. Therefore, the college makes every reasonable effort to assist students in obtaining any assistance for which they qualify.

All financial assistance offered by SBC is administered in conjunction with a nationally established philosophy of distributing financial aid. The basis of this philosophy is the belief that the student and his or her parents have the primary responsibility for paying the cost of education and that financial aid from the college is available only for meeting the difference between the cost of education and the amount the students and parents can reasonably be expected to contribute.

The financial aid package offered depends upon the student's academic record and need for assistance.

The Pell Grant is the foundation source for all other aid programs. All applicants for any campus-based assistance must complete an Application for Federal Student Aid. This application should be presented to the financial aid office for processing through the computer system provided by the U. S. Department of Education. The application should be submitted to the financial office as soon as possible but at least two weeks prior to registration. No other financial assistance can be awarded until the student's eligibility for the Pell Grant is determined.

The student's financial aid package may not exceed the actual cost of tuition, fees, dorm room, or other educational expenses incurred by the student. In most cases, an individual student cannot receive benefits concurrently from more than one campus-based financial aid program.

A student must be enrolled at least half-time to be eligible for campus-based financial aid. Students attending less than half-time may be eligible for Pell Grant or a tuition discount depending on enrollment status.

Students receiving financial aid from sources other than Southeastern Baptist College must advise the financial aid office of the amount and source(s) of such aid.

Each student receiving financial aid must remain free from any academic and/or disciplinary probation in order to continue in the program. A schedule of satisfactory academic progress is given elsewhere in this catalog.

## **FINANCIAL AID - Verification Policy**

The financial aid program affected by verification requirements is the Pell Grant. The financial aid office will verify the information required by law on all financial aid applications that have been selected by the federal processor. In addition to these selected, any other application that appears to have conflicting information may be selected by the college financial aid office to be subjected to the verification process.

### ***I. Supplying Verification Information***

Each student whose application has been selected for verification will be required to complete a U. S. Department of Education Verification Worksheet and provide supporting documentation.

### ***II. Processing and Payment of Aid***

Disbursements of Federal Pell Grant monies will not be made until all admission and financial aid requirements are met. If the student does not provide the information before the stated deadline, full payment for the semester will automatically be required.

Changes made to any award as a result of additional information received after the verification process is complete will be adjusted on subsequent semester payments. The student will be notified of any such changes by the financial aid office either in person or by telephone.

Should information need to be corrected, the student will be required to submit appropriate documentation to complete the verification process.

### ***III. Notification of Verification***

Students who are selected for verification will be notified in person, by phone, or in writing by the financial aid office and information needed to complete the verification process will be requested. Information concerning the following items will be needed:

1. Household size
2. Number family members in college
3. Parent and/or student adjusted gross income
4. Parent and/or student U.S. income tax paid
5. Untaxed income and benefits - may include:
  - a. Tax exempt interest income
  - b. IRA/KEOGH payments
  - c. Earned Income Credit
  - d. Social Security
  - e. Child support
  - f. Due to the fact that Southeastern has many students who are in church related fields of service, the number of untaxed benefits provided in church related work is also verified. Such items would include:
    - 1.Housing allowance funds
    - 2.Rental value of housing provided
    - 3.Utilities provided
    - 4.Any insurance paid by church
    - 5.Retirement funds
    - 6.Any other benefits provided

The student is responsible to supply truthful and accurate information requested by the financial aid office before the stated deadline in order to complete the verification process. Should the information needed for verification not be submitted by the student, no Federal Pell Grant will be awarded, and the student will be responsible for immediate payment for the semester.

## **TYPES OF FINANCIAL AID**

### **1. Non-Campus Based Programs**

#### **A. Federal Financial Aid**

Federal financial aid is available to students who qualify. Applications are available from the financial aid office.

Pell Grant - The Pell grant is a grant from the U.S. Government to the student and does not have to be repaid. This grant is based on the family income for the past year plus other financial conditions of the family. The Application for Federal Student Aid should be submitted to the financial aid office as early as possible for processing. A student who does not have the federal application processed at the time of registration will be required to pay at least one-fourth of the total amount of all tuition, fees, and charges incurred.

#### **B. Military Financial Aid**

Students who qualify for military benefits should contact the office of the academic dean for assistance.

1. Veterans' Benefits - Qualified veterans may receive financial assistance for education through the Veterans Administration.
2. National Guard and Reserves - The National Guard and the military reserves have programs which help members of their organizations with their educational pursuits.

#### **C. Rehabilitation Assistance**

Financial assistance is available to qualified individuals through the Mississippi State Rehabilitation Office. Local rehabilitation counselors should be contacted. Phone numbers are listed in the phone book under Vocational Rehabilitation.

#### **D. Endowment Scholarships**

Certain individuals, churches, and corporations have established scholarship funds for students who qualify. The Financial Aid Administrator works in conjunction with the scholarship committee and the donor to award these scholarships.

### **2. Campus Based Programs**

Campus-based financial aid assistance refers to those programs offered by the college to the student. These programs are made available to qualified students who have need after federal financial aid is determined.

#### **A. Scholarships**

**A.C.T.** – Students who make a composite score of 21 to 24 qualify for up to one-half tuition scholarship, renewable each semester they complete a minimum of 12 hours and maintain a 3.00 grade average.

Students who make a composite score of 25 to 27 qualify for up to a three-quarter tuition scholarship, renewable each semester they complete a minimum of 12 hours and maintain a 3.25 grade point average. Should the grade point average fall below 3.25 but remain at or above 3.00, the student remains eligible for a one-half tuition scholarship.

Students who make a composite score of 28 or above qualify for up to a full-tuition scholarship, renewable each semester they complete a minimum of 12 hours and maintain a 3.50 grade point average. Should the grade point average fall below 3.50 but remain at or above 3.25, the student remains eligible for a three-quarter tuition scholarship. Should the grade point average fall below 3.25 but remain at or above 3.00, the student remains eligible for a one-half tuition scholarship.

Any student who falls below the required grade point average to qualify for his/her maximum possible scholarship award may be reinstated to full benefit status the next semester after the GPA is raised to the required level.

### **B. Institutional Grants**

1. **Service Grants** - A limited number of grants may be offered by the college for service rendered to the college. Some areas of service include clerical work and maintenance. A grade point average of 2.00 is required for one to continue receiving a service grant.
2. **Meritorious Grant** - Certain students find themselves “falling between the cracks” in the area of financial assistance. They do not qualify for traditional financial aid programs, yet they are unable to afford the total expense of a college education. To assist deserving students who fit in this category, Southeastern offers a limited number of grants based on the merit of the student and the intangible contributions the student can make to the college. The dollar amounts of the grants vary and are determined by the scholarship committee in consultation with the financial aid administrator.
3. **Youth Auxiliary Grants** - Southeastern offers a grant to the persons chosen each year as National Miss GMA, Mr. Galilean of America, Miss GMA of Mississippi and Mr. Galilean of Mississippi. This grant covers up to full tuition. Recipients must enroll as incoming freshmen and are required to take a minimum of 12 hours per semester and maintain a grade point average of 2.50.
4. **H.A.N.D.S.** - is an acronym standing for “*Helping Attract New Desirable Students.*” The program is designed to encourage enrollment of prospective students in the churches of the Baptist Missionary Association of Mississippi and other churches which support Southeastern. Any student who is a member of a church associated with the Baptist Missionary Association of Mississippi, or a church which supports Southeastern Baptist College financially on a regular basis will be eligible for up to a \$400.00 tuition grant. No limit is set on the number of students who may benefit from a qualifying church. Recipients are required to be enrolled for a minimum of six (6) hours per semester and maintain a grade point average of 2.00.
5. **Baptist Pastor/Full-time Christian Worker Grant** - Up to a \$500.00 tuition grant is offered to Baptist pastors/full-time Christian workers. Recipients must be enrolled in a minimum of 6 hours per semester and maintain a grade point average of 2.00. This grant also applies to the family members of Baptist pastors/full-time Christian workers who are still part of the worker’s household.
6. **Supplemental Grant** - Students who do not qualify for other scholarships or grants offered by the college may be eligible for a \$300.00 tuition grant. Recipients are required

to be enrolled for a minimum of six (6) hours per semester, maintain a grade point average of 2.00, and be classified as a degree-seeking student.

7. The spouse of a student can audit the same course free (limited to one course per semester).
8. Four-year graduates of Southeastern Baptist College can audit one course per semester free.

## **SATISFACTORY PROGRESS FOR FINANCIAL AID**

Students receiving any financial aid are required to be making satisfactory academic progress as stated elsewhere in this catalog in order for such assistance to continue. The student must complete the course of study within 150 percent of the time allotted based on enrollment status.

The student's academic progress will be checked at the end of each academic year, with the exception of ACT scholarships which are checked at the end of each semester. If the student fails to meet any of the stated requirements at the end of an academic year, he/she will be considered to be making unsatisfactory progress and has two options:

1. Submit a written appeal to the Financial Aid Administrator to explain any extenuating circumstances. If the appeal is honored, the student may attend one semester on ***FINANCIAL AID PROBATION*** with aid and raise his/her GPA to the standard defined.
2. Attend summer school to bring the GPA and/or cumulative hours to scholastic standard requirements.

If a student enrolls and then withdraws in two consecutive semesters, he is not eligible for any financial aid until he has enrolled and completed one semester.

Transfer students will enter under the same guidelines for financial aid as current students.

## **PAYMENT OF ACCOUNTS**

The college expects all students to pay for the full semester at registration. However, other payment plans may be arranged on an individual basis. A minimum of one-fourth the total bill must be paid at registration. Students who receive financial aid are required to pay a minimum of one-fourth of the balance of their bill after all aid has been applied at registration. If a student fails to clear any account with the business office, library, or bookstore before the end of the semester, his grades will not be recorded until settlement is made. Should an account be left unsettled after the fall semester and the student wishes to return for the spring, the account must be cleared before he/she can enroll for the spring semester.

Students who sign a promissory note with the college must make payments promptly, according to the schedule on the note. Students who fail to honor the agreement within 10 days following the payment due date will be suspended from the college unless other arrangements are made with the business office. A \$15.00 fee will be assessed for each late payment of promissory notes.

No academic transcripts will be issued for a student until all financial obligations to the college have been settled.

## **REFUND POLICY**

### **1. Institutional Refund Policy**

Any student who withdraws from the college may receive a refund of tuition, but not any fees, according to the following schedule:

During first two weeks of semester - 100%

During third week of semester - 75%, less \$25.00 administrative fee

During fourth week of semester - 50%, less \$25.00 administrative fee

After fourth week of semester - NO REFUND!

(Refunds for dorm charges will be made on the unused portion only).

These weeks are determined by seven-day periods with the first week beginning the first day of classes for the semester. The day of withdrawal is considered to be the date the student obtains (from the dean) final approval to withdraw. Any student who fails to withdraw officially will forfeit any refund. No refund will be given when a student withdraws from one or more classes, but does not withdraw from all classes after the close of late registration, the end of the second week of the semester.

The institutional refund policy is used in cases when a particular student is not a recipient of federal financial aid and is not subject to federal law requirements.

### **2. Federal Refund Policy**

Any student receiving federal financial aid (Title IV Funds) who withdraws from the college is subject to federal refund requirements.

- a. Any student who is determined to be a first-time student and withdrew on or before the 60% point in time of the enrollment period for when he or she was charged is subject to Federal Pro Rata Refund calculation.
- b. Any student that withdraws who is determined not to be a first-time student is subject to the comparison of the Institutional Refund Policy and refund standards contained in the current General Provisions Regulations. The refund which is determined to best benefit the student is then issued following federal refund policy guidelines.

## **TEXTBOOKS**

A listing of textbooks and workbooks for each semester will be made available on the college website and through the Registrar's office; each course's textbook information is also posted on its *Populi* course portal. Students are responsible for purchasing their own textbooks online through avenues such as Amazon, Christian Book Distributors, etc.

## ACADEMIC INFORMATION

## **ACADEMIC INFORMATION**

The college attempts to maintain a high level of academic excellence, requiring the establishment of appropriate standards and upholding them in Christian compassion and fairness.

These policies are issued for the student's benefit to enable him to know what is expected of him and help him to perform better. They will also insure that his work at Southeastern will be valuable in the eyes of the academic and professional world.

## **ADMISSION POLICIES AND PROCEDURES**

### **Standards of Admissions**

Southeastern Baptist College accepts those applicants who give evidence of potential success in the educational objectives of the college. Acceptance is based upon previous scholastic records, entrance examinations, and when deemed necessary, personal interviews. Admission application forms are available from the director of admissions.

Students must be professed Christians to be admitted to a degree program.

Methods of admission to the academic program of the college are as follows:

1. Graduation from an accredited high school.
2. Graduation from Home Schooling, if the accreditation of the program is recognized by the state in which the student is a resident.
3. General Education Development (GED)

Non-high school graduates must present a statement from the state Department of Education showing satisfactory completion of the GED.

4. Any student who completes a program whose accreditation is not recognized by the state in which the student resides may be admitted by showing evidence of successfully completing the GED or showing evidence of having achieved a score of 14 or above on the English section and a 15 or above on the Math section of the ACT.
5. Transfer from another college.

Students may be admitted on transfer from other colleges or universities accredited by a CHEA recognized agency or an agency approved by the U. S. Department of Education as listed in the Higher Education Directory, providing there are no disciplinary reasons that would prevent acceptance for re-admission to the college or university from which the student transfers.

### **Applying For Admission**

Students seeking admission should take the following steps:

1. Obtain an application for admission from the director of admissions or online at [southeasternbaptist.edu](http://southeasternbaptist.edu).
2. Complete all parts of the application and return it with a \$25.00 application fee to the Director of Admissions, Southeastern Baptist College, 4229 Hwy. 15 N., Laurel, MS 39440. The application should be sent as soon as possible to allow ample time to receive transcripts and other information pertinent to the student's acceptance.
3. Submit either a high school transcript, GED, or acceptable scores on the ACT. A form accompanies the application that may be used to request one's high school

transcript. Transfer students must also have an official transcript sent to Southeastern from each college and/or university attended.

4. Supply other information or test scores as requested by the college. Personal interviews may be requested. International students must give evidence of having gained the English language proficiency level to perform satisfactory college work.

### **Notice of Nondiscriminatory Policy to Students**

Southeastern Baptist College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the college. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or other college administered programs.

### **Family Education Rights and Privacy Act of 1974**

Under this law, students in post-secondary education have the right to inspect and review their school records as defined by law.

Other than for directory information, Southeastern Baptist College will release information only with the student's written consent and will use directory information in the best interest of the students. Parents of tax dependents will, under the law, have the right to information without written consent of the student.

### **Drug Free Environment**

Southeastern Baptist College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the college property or as part of any of its activities. In addition to possible legal sanctions, disciplinary action for violation of this policy may include expulsion. For more details, see the "Drug Education Policy" distributed annually.

## **STUDENT MINISTRIES**

The Student Ministries Program has one ultimate goal: to guide the student to serve God to the best of his ability. To achieve the best in service one must train, both in the classroom and on the field. Academic training and practical experience make up the total educational program. The Student Ministries program adds practical experience to classroom activities.

The peculiarities and variety of circumstances faced by a Christian demand practical experience for a student during the educational process. Student Ministries attempts to provide training while one is under the leadership of a competent faculty member who will assist in any problems that may arise.

Growth in Christianity must be accomplished as the Master of teachers taught His disciples. He would teach them and then send them out in pairs to visit, witness, and minister to the infirmities of the sick and helpless. Since the training on the field made them polished saints fit for service, the aim of the Student Ministries Program will be to do likewise. Therefore, Southeastern Baptist College requires students taking 12 hours or more to engage in Student Ministries during their academic training.

## **Objectives**

While in the Student Ministries Program at Southeastern, the student should move toward the completion of the College's General Objectives (p. 10). Also, the student should complete the following:

### **Program Objectives:**

- I. Develop vocational skills by:
  - A. Correlating academic training with field service.
  - B. Developing confidence.
  - C. Working in a variety of areas of service.
  - D. Discovering that every Christian has at least one spiritual gift.
  - E. Understanding that spiritual gifts need cultivating.
  - F. Becoming involved and working with different people.
  
- II. Feel a sense of self-motivation for Student Ministries by:
  - A. Realizing that tasks are accomplishable, exciting, and satisfying, thus motivating further service.
  - B. Recognizing the relationship between Student Ministries and pleasing Christ.
  - C. Receiving recognition for accomplishments in news releases, grades, and chapel exercises.
  
- III. Develop personal qualities by:
  - A. Cultivating leadership abilities.
  - B. Comprehending and developing qualities such as faithfulness and dependability.
  - C. Learning dependence upon God for added strength.
  - D. Developing spiritual maturity.
  - E. Realizing that Christians do what Christ wants them to do.
  - F. Discovering a sense of satisfaction in Student Ministries.
  - G. Accepting responsibility in serving Christ.
  - H. Loving others.
  - I. Becoming aware of the various needs and opportunities available among individuals and churches.
  
- IV. Engage in activities to provide training for working together by:
  - A. Cooperation with others.
  - B. Appreciation of others' gifts and talents.
  - C. Toleration of unpleasant experiences which happen in Student Ministries.

## **Student Ministries Requirements**

Every degree-seeking student carrying twelve (12) or more hours of course work is required to:

1. Attend Student Ministries Orientation during the first semester.
2. Meet once a week with the Student Ministries Director to report areas of ministry and complete weekly report forms.
3. Spend at least one hour a week in his or her area of ministry.

4. Complete all work assigned by the director by the end of the semester. The assignments include viewing video tapes, listening to audio tapes, reading books, and keeping a record of all results in the chosen area of ministry.

All work pertains directly to and supplements the students' areas of ministry.

### **Grading, Probation, and Graduation Requirements in Student Ministries**

Grading is based on a scale which includes Excellence (E), Satisfactory (S), and Unsatisfactory (U). The student receives an excellent when he goes beyond the call of duty, doing extra service. Satisfactory grades are given when the student fulfills his responsibilities and reports to the director weekly. An unsatisfactory grade is given when the student is uncooperative and does not fulfill at least 75% of his requirements. The attitude of the student is taken into consideration.

Since Student Ministries holds priority in a Bible college, grades should be taken seriously for four reasons:

First, if one receives a grade of unsatisfactory during any semester, that individual is placed on probation for the remainder of his/her time at Southeastern Baptist College. Second, if one receives two grades of unsatisfactory, he/she will be suspended from the college for one semester. The second unsatisfactory will be removed after one semester suspension from the college.

Third, no transcripts will be issued from Southeastern Baptist College if a student has two unsatisfactory grades in Student Ministries.

Fourth, no one shall be allowed to graduate from Southeastern Baptist College with two unsatisfactory grades on his Student Ministries transcript.

## **ACADEMIC POLICIES**

### **Evaluation of Transfer Credit**

In no case will Southeastern be obligated to accept transfer credits from other institutions unless those subjects qualify the student for the course of study offered by this institution, nor will transferred credits be accepted for graduation requirements unless they are satisfactory substitutes for subjects listed as requirements in this catalog.

Credit from all institutions accredited by a CHEA and/or U. S. Department of Education recognized agency will be received at face value, but all work accepted from that institution must comply with Southeastern Baptist College's satisfactory academic progress policy and procedures.

Credits given for subjects pursued at Southeastern are measured in semester hours, and all transferred hours will be accepted at their semester hour equivalency.

Credit earned through educational experiences in the armed services and military schools will be awarded as recommended by the American Council on Education.

Each student must take at least 15 hours on campus at Southeastern to qualify for an associate degree and 30 hours on campus to qualify for a bachelor's degree.

Credits transferred from accredited institutions are reproduced on the permanent records of Southeastern Baptist College. Only courses accepted toward a degree at Southeastern are used to determine GPA. Some D's may be considered for transfer if the resulting GPA is at least 2.0.

NOTE: A student at Southeastern Baptist College who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshmen and sophomores at the four-year college. That student should obtain a copy of the catalog of the four-year college and use it as a guide in selecting courses at Southeastern. The student should contact the four-year college and receive a written guarantee that credits will transfer.

### **Transcripts of Credits at Southeastern**

Transcripts are kept on all credit earned at Southeastern. For each semester hour credit given, the student must meet class 50 minutes per week for at least 15 weeks or the equivalent.

The office of the registrar will issue a transcript of credit for any student applying for admission to another college or applying for employment, unless the student's financial accounts are in arrears or he/she has an unsatisfactory Student Ministries or chapel attendance

### **Veteran Approval**

Southeastern Baptist College meets all requirements for training students under the G.I. Bill. No veteran, dependent, or war orphan will be enrolled for assistance by the Veterans' Administration except as a candidate for a degree, diploma, or certificate.

### **Registration**

A registration period is held at the beginning of each semester during which time the student is expected to fill out forms, choose the necessary courses, properly arrange the class schedule with the approval and aid of an advisor, settle his accounts with the business office, and purchase textbooks. Registration begins at 9:00 a.m. on the dates scheduled.

In order to complete registration, each student must remit full payment for tuition, room, and fees, or make other arrangements with the financial officer.

### **Late Registration**

Students who desire to register late may do so with permission from the academic dean but will be subject to a \$25.00 late fee. No student will be permitted to register later than two weeks after registration day.

### **Late Course Additions**

A student who desires to add a course to his class schedule may do so with permission of the academic dean within two weeks after registration. Any student who changes his schedule after completion of the two-week registration period will be subject to a \$25.00 fee.

### **Guidance and Orientation**

Students of Southeastern Baptist College are given full explanations of registration procedures, and advisors are provided to help plan schedules. Faculty members stand ready at all times to counsel with students about curricular, occupational, spiritual, and personal problems. Students needing guidance in any area should contact the academic dean, college counselor, or dean of students.

The faculty and administration understand the need for students to become familiar with college studies and to adjust to college life. Therefore, each semester an orientation class is offered and is required of all degree-seeking students.

### **Attendance Regulations**

Regular attendance is expected in all classes. Students will be penalized for excessive absences. The exact policy concerning absences is explained by each faculty member at the beginning of the course and is stated in the student handbook.

Three tardies will count as one absence. No credit will be given for any course in which the student has been absent for more than one-third of the class sessions.

### **Academic Load**

A full-time student must carry at least twelve (12) hours each semester. No student will be allowed to carry more than a normal load of seventeen (17) hours during his first semester without special permission from the academic dean.

The maximum number of hours any student may carry is twenty- one (21) semester hours, and only if he has an A average for the previous semester. For a student with a “B” average for the previous semester, eighteen (18) hours is the maximum.

### **Withdrawal From a Course**

Students who wish to withdraw from a course may do so with the permission of the academic dean using the following guidelines:

1. Courses dropped during the first two weeks of the semester will not be recorded.
2. Courses dropped during the third through twelfth weeks will be given the grade “W.”
3. Courses dropped after the twelfth week will be assigned the grade “F.” Withdrawal from a course without permission will be recorded as “F.”
4. A \$25.00 fee will be charged for each change in the student’s schedule after the initial registration period.

### **Withdrawal From the College**

A student who wishes to withdraw from the college must secure the proper form from the academic dean. The withdrawal form must be signed by appropriate college personnel before official approval is granted.

A student who withdraws without prior administrative approval or who is dismissed for disciplinary reasons will automatically receive the grade “F” in all courses.

Before any student leaves the campus upon withdrawal, he is expected to clear his accounts with the business office, bookstore, and library.

A \$25.00 fee will be charged for withdrawal from the college during the semester.

### **Examinations**

Daily, weekly, six-week, and mid-term examinations are given at each teacher’s discretion, as well as final exams given at the end of each semester.

To make up tests that have been missed, it is the student’s responsibility to make arrangements with the instructor and take the tests within one week after returning to class.

## **Grading Symbols and Grade Point Values**

<b>A</b> (94-100)	Superior Scholarship, 4 points
<b>B</b> (87-93)	Above average, 3 points
<b>C</b> (78-86)	Average, 2 points
<b>D</b> (70-77)	Below average, 1 point
<b>P</b>	Passing, 0 points
<b>F</b>	Failure, 0 points
<b>W</b>	Withdrew, 0 points
<b>I</b>	Incomplete, 0 points

An “I” can be issued only when the student works out proper arrangements with the instructor before final examinations. Any incomplete work must be completed within one semester, or the grade becomes an “F” at that time.

## **Policy on Repeating Courses**

A student may repeat a course taken at Southeastern Baptist College two times in order to raise the grade. In these cases the lower grade will not be used in counting the grade point average.

Grades transferred from other institutions will be accepted as indicated on the transcript, but a course may not be repeated at Southeastern for the purpose of forgiving a low grade made at the former institution. Neither shall grades transferred from other institutions be used to forgive low grades made at Southeastern.

V.A. students cannot be certified to receive payment for repeating a course which has been completed successfully.

## **Satisfactory Academic Progress**

The following is an outline of requirements for satisfactory academic progress at Southeastern Baptist College. Satisfactory academic progress must be maintained to qualify the student for financial aid, to allow the student to continue his studies, and for the student to qualify for graduation.

Hours Attempted	Required Cumulative GPA
01-16 Hours	1.25
17-32 Hours	1.50
33-48 Hours	1.75
49 Hours and Above	2.00

In figuring these grade point averages, “A” equals four points; “B” equals three points; “C” equals two points; “D” equals one point; and “F” equals no points. The grade point average is determined by multiplying the number of hours by the number of points and dividing the total number of points earned by the number of hours taken.

If a student does not have the required grade point average at any stage in his course of study, the following steps for continuing studies at Southeastern are followed:

1. Academic warning for one semester.

2. Academic probation for one semester (may enroll in a maximum of 13 hours).
3. Academic suspension for one semester.
4. Re-admission on academic probation (may enroll in a maximum of 13 hours).
5. Academic suspension for one year and then re-admission only by approval of the admissions committee and only on academic probation.

### **Honors List**

Students who achieve outstanding grades are recognized each semester on the president's and dean's lists. These lists are publicized on campus and in the public media. To be on the president's list, one must take at least 12 hours and make all "A's" (4.00 G.P.A.). To be on the dean's list, one must take at least 12 hours and make a 3.50 grade point average. To qualify for either list, a student must have a "satisfactory" or "excellent" grade on Student Ministries, have a "satisfactory" grade on chapel attendance, have no incomplete grades, and must not be on any probation.

### **Graduation Requirements**

To be able to participate in graduation exercises and/or receive a diploma, the student must meet the following requirements:

1. Complete all course requirements for the desired degree with a grade point average of 2.0 or above.
2. Have an approved Christian character, displaying stability, maturity, cooperation, and moral conduct, as evidenced by formal and informal assessments.
3. Satisfy all Student Ministries requirements and Chapel attendance requirements, as stated elsewhere in the catalog.
4. Pass the English Proficiency Exam. This exam will be given in the sophomore year, the time to be announced each year.
5. Submit an application for graduation by February 1 of the year in which he wishes to graduate and pay the graduation fee.
6. Complete all assessment forms, surveys, and exams needed for the Office of Institutional Effectiveness.
7. Obtain a clearance form from the business office, bookstore, and library if applicable.
8. Be approved for graduation by the faculty and board of trustees.
9. Participate in the graduation exercises.

### **Academic Awards**

In addition to presenting degrees and certificates to graduates, Southeastern Baptist College recognizes outstanding students during chapel and annual commencement services.

Meritorious scholarship is recognized by the presentation of gold cords to honor graduates. To graduate with honors, one must have earned a cumulative 3.50 grade point average, 3.70 for high honors, and 3.95 for highest honors while attending Southeastern.

The college also participates in Who's Who Among Students in American Universities and Colleges. Recognition is given in chapel to those students who receive these honors.

## **DISTANCE LEARNING POLICY**

In compliance with our accrediting agency, ABHE, the College defines distance learning as “an education process that is characterized by the separation, in time or place, between instructor and student. The term includes courses offered principally through the use of (1) communication by electronic and other technology, such as the Internet; (2) television, audio, such as open broadcast, close circuit, cable, microwave, or satellite transmission; (3) video cassettes or disks; or (4) correspondence” (taken from ABHE Manual, p. 59, “Policy on Alternative Academic Patterns”).

Distance-learning courses will comply with all of the current College policies, practices, and criteria which are applied to our on- campus “traditional” courses unless otherwise specified below.

### **Academic Honesty**

A student of a distance-learning course will be required to sign an “academic honesty” statement, asserting that the work completed for the course has been his/her own work. Failure to sign the statement will result in failure of the course. \*In most cases, major exams will be given on campus and proctored by the instructor (who will verify the student’s identity). This is in accordance with the “Policy on Alternative Academic Patterns”, ABHE Manual, p. 61.

### **Admissions**

A distance learning fee of \$30.00 per course will be charged to the student’s account at the time of admission; this covers the costs of necessary electronic media/programs. Also, the student will be informed at the time of registration as to the technological requirements necessary for completion of a distance-learning course (computer hardware, software, skills, etc.).

### **Course Development & Schedule**

Students enrolled will meet with the instructor and their classmates via *Populi*, our campus management software. Students will progress through their coursework at home (unless the course is considered hybrid in nature), corresponding with the instructor on a regular basis for discussions, to post assignments, and to receive further instruction. These classes will be consistent with the traditional on-campus courses in content, and they will (in most cases) be taught by the same instructors who teach the on-campus versions.

Online students will follow a suggested schedule for degree program completion just as on-campus students do, with a degree plan worksheet on file with the Registrar. The schedule structure guarantees continuation of the degree programs until all students that begin a program can complete that program.

### **Intellectual Property**

The materials created by faculty members for distance-learning courses should be treated the same as materials created for traditional courses: they own the copyright to those materials and retain right of use (even though the publication of the materials is through a different physical medium- one that is more public). Likewise, students will own the copyright for all work done for a course. However, students should be informed in the syllabus that student participation will be recorded through various mediums, and they will be required to post some work electronically. Others (specifically fellow students) may have access to that posted work.

### **Technical Assistance**

The College is responsible for the technological delivery of distance-learning courses; they will be delivered through reliable methods. Instructors of these courses will be trained in the use of the chosen delivery media by college technical personnel and will have sufficient technical skills to present their subject matter effectively. They will instruct students concerning all technical procedures and will consult with the college technical support personnel when needed.

## DIVISIONS OF STUDY

## **DIVISIONS OF STUDY**

The courses offered at Southeastern Baptist College are categorized under three divisions: biblical studies, professional studies, and general and continuing education studies. Southeastern Baptist College is committed to ensuring that graduates are well prepared to serve in their chosen fields of study. To that end, the College has established an outcomes assessment plan for each one of the programs. On the following pages, specific program objectives are listed. These objectives are assessed through the collection and analysis of data from students and faculty members. Through outcomes assessment, the College is better able to ensure that it is achieving what it sets out to accomplish through its divisions of study.

## **CURRICULAR PROGRAMS**

Southeastern Baptist College offers programs of study leading to degrees, certificates, and diplomas. These programs are designed to meet the needs of students preparing for Christian vocations (both professional and para-professional), or for those who wish to get their basic college education in a Christian college which provides spiritual and academic enrichment along with continuing education.

The administration of the college strongly recommends that students working on a degree take lower level courses before more advanced courses. Freshmen cannot take courses numbered in 300's and 400's. Exceptions can be made only by the academic dean with the permission of the instructor of the college involved. To eliminate scheduling problems, the suggested schedule should be followed as much as possible.

### **Degree Programs**

1. Associate of Arts (Choice of Emphasis)
  - a. Bible
  - b. Business
  - c. General Education
2. Bachelor of Science in Church Ministries
3. Bachelor of Science in Business Administration

### **Certificate and Diploma Programs - Continuing Education**

1. Certificate of Christian Leadership (12 semester hours)
2. Diploma of Christian Leadership (24 semester hours)
3. Diploma in Bible (42 semester hours)

## I. ASSOCIATE OF ARTS

### Program Objectives

Southeastern Baptist College recognizes its responsibility to young people who may not have decided upon a career or profession. The Associate of Arts degree is designed to provide the benefits of a Bible college environment before one transfers to a liberal arts college. If a student should decide to remain at Southeastern and pursue a four- year degree, these courses will form a vital part of the basic curriculum requirements.

In addition to the General Objectives (p.10), a student receiving any Associate of Arts degree must be able to meet the following Overall Associate of Arts Program Objectives:

1. Exhibit the basic skills in general education which are essential to good preparation for more advanced studies.
2. Demonstrate an understanding of, and the ability to use correctly, the English language in both its written and oral forms.
3. Demonstrate a basic knowledge of the Bible - its history and contents - upon which he may base a more intense study of the Scriptures.

### **DEGREE CORE REQUIREMENTS 66 HOURS**

#### Division of General Education Studies

42 Hours

CE110	Orientation	1
EN-131,132	English Composition I, II	6
EN-231,232	World Literature I, II	6
HI-131,132	Western Civilization I, II	6
MA-132	College Algebra	3
PY-131	Introduction to Psychology	3
SC-241,242	Biology I, II	8
SO-131	Introduction to Sociology	3
SP-131	Oral Communication	3
BU-131	Intro. to Computer Appl.	3

#### Division of Biblical Studies

12 Hours

OT-131	Old Testament Survey	3
NT-131	New Testament Survey	3
NT-231	Historical Books	3
BI-232	Bible Manners and Customs	3

### Emphasis Choices

Choose one of the following emphases.

*Bible Emphasis*

**Emphasis Objectives**

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

1. Display an understanding of the various methods of studying and presenting the Bible.
2. Exhibit a reasonable proficiency in preaching and/or teaching the Word of God.
3. Understand the importance of music in the worship service.

**Requirements**

BI-231	Bible Interpretation	3
CE-132	Evangelism	3
MU-131	Music Appreciation	3
PT-232	Homiletics	3

(HI-231, 232 may be substituted for HI-131, 132)

**SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS IN BIBLE**

**FIRST YEAR**

**Fall Semester**

CE-110-Orientation	1
EN-131-English Composition I	3
HI-131 or 231	3
OT-131-Old Testament Survey	3
SO-131-Intro. to Sociology	3
MU-131-Music Appreciation	3
<b>Total Hours</b>	<b>16</b>

**Spring Semester**

MA-130 or 132-Algebra	3
EN-132-English Composition II	3
HI-132 or 232	3
NT-131-New Testament Survey	3
PY-131-Intro. to Psychology	3
CE-132-Evangelism	3
<b>Total Hours</b>	<b>18</b>

**SECOND YEAR**

**Fall Semester**

NT-231-Historical Books	3
SC-241-Biology I	4
EN-231-World Literature I	3
SP-231-Oral Communication	3
BI-231-Bible Interpretation	3
<b>Total Hours</b>	<b>16</b>

**Spring Semester**

BI-232-Bible Manners & Customs	3
SC-242-Biology II	4
EN-232-World Literature II	3
BU-131-Intro. to Computer Appl.	3
PT-232-Homiletics	3
<b>Total Hours</b>	<b>16</b>

*Business Emphasis*

**Emphasis Objectives**

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

1. Display a thorough knowledge of basic office and business procedures.
2. Analyze prescribed work and seek practical solutions.
3. Organize work and complete assigned jobs.
4. Develop accounting skills and understand good business administration practices.

5. Develop a mature, professional attitude in working with

**Requirements**

BU-132	Business Communications	3
BU-231	Accounting Principles I	3
BU-232	Accounting Principles II	3
BU-233	Business Law	3
BU-234	Human Relations	3

(Only one literature is required)

**SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS (BUSINESS)**

**FIRST YEAR**

**Fall Semester**

CE-110-Orientation	1
EN-131-English Composition I	3
HI-131-Western Civilization I	3
OT-131-Old Testament Survey	3
SO-131-Intro. to Sociology	3
BU-131-Intro. to Comp. Appl.	3
<b>Total Hours</b>	<b>16</b>

**Spring Semester**

MA-132-College Algebra	3
EN-132-English Composition II	3
HI-132-Western Civilization II	3
NT-131-New Testament Survey	3
PY-131-Intro. to Psychology	3
BU-132-Bus. Communications	3
<b>Total Hours</b>	<b>18</b>

**SECOND YEAR**

**Fall Semester**

NT-231-Historical Books	3
BU-231-Accounting I	3
BU-233-Business Law	3
SC-241-Biology I	4
SP-231-Oral Communication	3
<b>Total Hours</b>	<b>16</b>

**Spring Semester**

BI-232-Bible Manners & Customs	3
BU-232-Accounting II	3
BU-234-Human Relations	3
SC-242-Biology II	4
EN-232-World Literature II	3
<b>Total Hours</b>	<b>16</b>

*General Education Emphasis*

**Emphasis/Objectives**

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

1. Give evidence of having acquired a reasonable knowledge of historical events in the United States.
2. Demonstrate adequate basic skills to be able to perform satisfactorily in a chosen field of study at another college or university (continuing his/her education).
3. Demonstrate a basic understanding of reading and conducting music, as well as develop an awareness of the areas related to music in church life.

**Requirements**

HI-231, 232	U.S. History I, II	6
MU-131	Music Appreciation	3
	Any Elective	3

## SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS (GENERAL EDUCATION)

### FIRST YEAR

#### Fall Semester

CE-110-Orientation	1
EN-131-English Composition I	3
HI-131-Western Civilization I	3
OT-131-Old Testament Survey	3
SO-131-Intro. to Sociology	3
MU-131-Music Appreciation	3
<b>Total Hours</b>	<b>16</b>

#### Spring Semester

MA-132-College Algebra	3
EN-132-English Composition II	3
HI-132-Western Civilization II	3
NT-131-New Testament Survey	3
PY-131 - Intro. to Psychology	3
BU-131 - Intro. to Com. Appl.	3
<b>Total Hours</b>	<b>18</b>

### SECOND YEAR

#### Fall Semester

NT-231-Historical Books	3
HI-231-U. S. History I	3
EN-231-World Literature I	3
SC-241-Biology I	4
SP-231-Oral Communication	3
<b>Total Hours</b>	<b>16</b>

#### Spring Semester

BI-232-Bible Manners & Customs	3
HI-232-U. S. History II	3
EN-232-World Literature II	3
SC-242-Biology II	4
Elective	3
<b>Total Hours</b>	<b>16</b>

NOTE: A student at Southeastern Baptist College who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshmen and sophomores at the four-year college. That student should obtain a copy of the catalog of the four-year college and use it as a guide in selecting courses at Southeastern. The student should also obtain written assurance from the four-year college that the courses will transfer.

## II. BACHELOR OF SCIENCE

### BACHELOR OF SCIENCE (CHURCH MINISTRIES) (129 HOURS INCLUDING AA BIBLE REQUIREMENTS)

#### Program Objectives

In addition to the General Objectives and overall program objectives, upon completion of this program, a person should be able to:

1. Defend the position that the Bible is the inspired Word of God and a complete rule of faith and practice.
2. Make significant application of biblical truth to his personal and family life.
3. Read extensively in the field of secular literature and other media and objectively evaluate this material in the light of the Scriptures.
4. Demonstrate that he has acquired a comprehensive knowledge of the Bible, Christian doctrine, and Christian ministry.
5. Provide evidence of having sufficient knowledge in the fields of natural and social science necessary to communicate with contemporary society.
6. Show that he has developed a Christian philosophy of missions based on New Testament teachings to prepare him for participating in the missionary enterprise at home and abroad.

7. Exhibit sufficient knowledge to interpret the facts of history in order to be assured of an accurate working knowledge of the field.

**BACHELOR OF SCIENCE (CHURCH MINISTRIES) DEGREE REQUIREMENTS  
129 HOURS INCLUDING AA BIBLE**

**Requirements**

**Division of General Education Studies**

42 Hours

EN-131,132	English Composition I, II	6
EN-231,232	World Literature I, II	6
HI-131,132	Western Civilization I, II (or)	
HI-231,232	U. S. History I, II	6
HI-431	History of Christianity	3
HI-432	Baptist History	3
MA-130	Basic Mathematics (or)	
MA-132	College Algebra	3
PY-131	Introduction to Psychology	3
SC-241,242	Biology I, II	8
SO-131	Introduction to Sociology	3
BU-131	Intro. to Comp. Appl.	3
SP-131	Oral Communication	3

**Division of Biblical Studies**

24 Hours

OT-131	Old Testament Survey	3
NT-131	New Testament Survey	3
NT-231	Historical Books	3
BI-231	Bible Interpretation	3
BI-232	Bible Manners & Customs	3
BI-332	Bible Geography	3

**Division of Professional Studies**

31 Hours

CE-110	Orientation	1
CE-132	Evangelism	3
CE-431	Methods of Christian Teaching	3
CM-331	Hospital Ministries	3
CM-332	Worship	3
CM-333	Youth/Adult Ministries	3
CM-431	Principles of Counseling	3
CM-432	Marriage Counseling	3
MI-331	Introduction to Missions	3
MU-131	Music Appreciation	3
PT-232	Homiletics	3
PT-331	Pastoral Ministries	3

**Biblical/Professional Studies Electives**

27 Hours

**BACHELOR OF SCIENCE CHURCH MINISTRIES SUGGESTED SCHEDULE**

(Follow Associate of Arts, Bible emphasis, for first two years)

### **THIRD YEAR**

#### **Fall Semester**

MI-331-Intro. to Missions	3
PT-331-Pastoral Ministries	3
CM-331-Hospital Ministries	3
BI-Elective	3
BI-Elective	3
<b>Total Hours</b>	<b>15</b>

#### **Spring Semester**

BI-332-Bible Geography	3
CM-332 -	3
CM-431-Methods of Christian Teaching	3
BI-Elective	3
BI-Elective	3
<b>Total Hours</b>	<b>15</b>

### **FOURTH YEAR**

#### **Fall Semester**

TH-431-Christian Doctrine I	3
CM-431-Principles of Counseling	3
HI- 431-History of Christianity	3
BI-Elective	3
BI-Elective	3
Any Elective	3
<b>Total Hours</b>	<b>18</b>

#### **Spring Semester**

TH-432-Christian Doctrine II	3
CM-432-Marriage Counseling	3
HI-432-Baptist History	3
BI-Elective	3
BI-Elective	3
<b>Total Hours</b>	<b>15</b>

### **BACHELOR OF SCIENCE (BUSINESS ADMINISTRATION) 129 HOURS INCLUDING AA BUSINESS ADMINISTRATION REQUIREMENTS**

#### **Program Objectives**

In addition to General Objectives and A.A. Program Objectives, upon completion of this program, the student should be able to:

1. Demonstrate one can apply functional and foundational concepts to think critically and solve business problems in curricular (in classrooms) and co-curricular situations (outside classrooms).
2. Demonstrate an understanding of the interdependencies among business functions and processes.
3. Demonstrate an understanding of how economic, legal and regulatory, political, social, technical, environmental, and competitive forces (local, regional, global) impact business and vice versa.
4. Recognize ethical issues and apply ethical frameworks to analyze them, then choose and defend a solution.
5. Produce quality business documents that exhibit competence in content, organization and clarity, and quality.

**BACHELOR OF SCIENCE (BUSINESS ADMINISTRATION) DEGREE  
REQUIREMENTS 129 HOURS INCLUDING AA BUSINESS ADMINISTRATION**

**Requirements**

**Division of General Education Studies**

38 Hours

EN-131, 132	English Composition I, II	6
EN-231 or 232	World Literature I or II	3
HI-131, 132	Western Civilization I, II	6
MA-132	College Algebra	3
PY-131	Introduction to Psychology	3
SC-241, 242	Biology I, II	8
SO-131	Introduction to Sociology	3
BU-131	Intro to Computer Applications	3
SP-131	Oral Communication	3

**Division of Biblical Studies**

30 Hours

OT-131	Old Testament Survey	3
NT-131	New Testament Survey	3
NT-231	Historical Books	3
BI-232	Bible Manners & Customs	3

Biblical Studies Electives (Six Courses) 18

**Division of Business Professional Studies**

61 Hours

CE-110	Orientation	1
BU-132	Business Communication	3
BU-231, 232	Accounting I, II	6
BU-233	Business Law	3
BU-234	Human Relations	3
BU-337	Economics I (Macroeconomics)	3
BU-338	Economics II (Microeconomics)	3
BU-335	Managerial Accounting	3
BU-333	Microcomputer Applications	3
BU-336	Principles of Marketing	3
BU334	Managerial Finance	3
BU-441	Business Statistics	3
BU-433	Principles of Management	3
BU-437	Business Ethics	3
BU-432	Production Management & Policy	3
BU-434	Strategic Management	3

Business Professional Studies Electives (Four Courses) 12

**BACHELOR OF SCIENCE (BUSINESS ADMINISTRATION) SUGGESTED SCHEDULE 129 HOURS INCLUDING AA BUSINESS ADMINISTRATION REQUIREMENTS** (Follow A.A., Business Emphasis, for first two years)

**THIRD YEAR**

**Fall Semester**

BU-337 Economics I	3
BU-335 Managerial Accounting	3
BU-333 Microcomputer Appl.	3
BU-331 Personal Finance	3
BI -231 Bible Interpretation	3
<b>Total Hours</b>	<b>15</b>

**Spring Semester**

BU-338 Economics II	3
BU-336 Principles of Marketing	3
BU-334 Managerial Finance	3
BU-332 Intro to Business Finance	3
BI- 332 Bible Geography	3
<b>Total Hours</b>	<b>15</b>

**FOURTH YEAR**

**Fall Semester**

BU-431 Business Statistics	3
BU-433 Principles of Management	3
BU-437 Business Ethics	3
BU-435 Intermediate Accounting I	3
Bible Elective	3
Bible Elective	3
<b>Total Hours</b>	<b>15</b>

**Spring Semester**

BU-432 Prod. Management & Policy	3
BU-434 Strategic Management	3
BU-436 Intermediate Accounting II	3
Bible Elective	3
Bible Elective	3
<b>Total Hours</b>	<b>18</b>

**III. CERTIFICATE AND DIPLOMA PROGRAMS**

The continuing education program is a public service outreach of the college, serving educational and community service needs through credit and non-credit programs on campus and at other locations in the community and the state.

Bible and Bible-related courses are available during the day-time and evening. There are no formal admission requirements; however, students who wish to take the courses for college credit must meet regular college admission requirements. Although these courses are designed primarily for adults, they are available to all. Four-year graduates may audit one course per semester free.

- A. Certificate of Christian Leadership  
Twelve (12) semester hours in Bible and related courses
- B. Diploma of Christian Leadership  
Twenty-four (24) semester hours in Bible and related courses

Those completing one of the programs above should show evidence of:

1. An increased reverence for the Word of God by the amount of time spent reading, studying, and teaching it.
2. Enthusiasm in the service of the Savior by their willingness to serve in their church and community.
3. An understanding and use of the various methods of studying and presenting the Bible.

### C. Diploma in Bible

It is the conviction of the faculty and trustees of the college that a call to service is a call to preparation. The best preparation is a college degree followed by a seminary program designed to prepare one for a place of service.

Some, however, realize that neither of these programs is possible. The college recognizes a definite obligation to furnish the best possible training for those mature individuals who have experienced a call from God to one of the gospel ministries but find it impossible to complete their college training.

The two-year program leading to the awarding of the Diploma in Bible is designed to meet this need.

Non-credit students who wish to receive this diploma may attend the same classes as credit students, meet at least two-thirds of the class sessions, take the same tests, do the same assignments as other students, but will be given a pass/fail grade for the course.

Students completing the two-year Bible diploma program should be able to

1. Exhibit a reasonable proficiency in preaching and/or teaching the Word of God.
2. Defend the position that the Bible is the inspired Word of God and the complete rule of faith and practice.
3. Make application of biblical truth to their personal and family life. This program is primarily designed for non-credit students, but it may be taken for credit.

Requirements for Diploma in Bible	42 Semester Hours
Division of Biblical Studies (These should be courses numbered 100, 200 or 300)	21
Division of Professional Studies (Evangelism must be included. Homiletics must be included for ministers.)	12
Division of General Education Studies (Must include three (3) hours of any history and three (3) hours of English grammar.)	9

## COURSE DESCRIPTIONS

## **COURSE DESCRIPTIONS**

The College uses a two-letter prefix to identify the subject area. The prefixes are as follows:

BI - Background Studies	EN - Language Arts & Literature
BL - Bible Language Studies	SP - Speech
OT - Old Testament Studies	HI - History
NT - New Testament Studies	PY - Psychology
TH - Biblical Theology	SO - Sociology
APOL – Apologetics	SC – Science
CE - Christian Education	MA - Mathematics
PT - Pastoral Training	MU - Music
CM - Church Ministries	BU - Business
MI - Missions	

The College uses a three-digit number to identify each course, including the level of difficulty. The first digit in a course number represents the year in which it is recommended that the course be taken. The second digit is the number of hours credit received, and the third digit indicates the order in which the courses should be taken.

### **DIVISION OF BIBLICAL STUDIES**

#### **Background Studies**

##### **BI-232 - BIBLE MANNERS AND CUSTOMS**

This course is a study of the cultures of Bible lands which are important to the instruction and interpretation of the Bible. Examples from the Bible are studied to illustrate many of the customs. Three hours credit. \*Available online when schedule permits.

##### **BI-231 - BIBLE INTERPRETATION**

A study is made of the principles of Scripture interpretation, methods of Bible study, and emphasis on various types of biblical passages. Three hours credit.

##### **BI-332 - BIBLE GEOGRAPHY**

The history of the Bible is related to the geography of Bible lands. Three hours credit. \*Available online when schedule permits.

#### **Bible Language Studies**

##### **BL-331 - ELEMENTARY GREEK**

Elementary New Testament Greek during the first two semesters involves a study of pronunciation, grammar, and reading exercises. This course is offered based on demand. Three hours credit.

##### **BL-332 - ELEMENTARY GREEK (Prerequisite BL-331)**

A continuation of BL-331. This course is offered on demand. Three hours credit.

**BL-431 - INTERMEDIATE GREEK** (Prerequisites BL-331, 332)

The principles of Greek grammar are reviewed along with a study of sentence structure. Facility in translation is sought. Selected portions of the Greek New Testament are translated with some attention given to methods of exegesis. This course is offered based on demand. Three hours credit.

**BL-432 - GREEK EXEGESIS** (Prerequisites BL-331,332,431)

An exegetical study of selected New Testament writings are pursued. Translation skills are improved through the induction study of Greek grammar and syntax. Vocabulary is strengthened through acquisition and retention. This course is offered based on demand. Three hours credit.

**Old Testament Studies**

**OT-131 - OLD TESTAMENT SURVEY**

A general survey is made of the entire Old Testament. Three hours credit.

**OT-332 - PENTATEUCH**

The Pentateuch is a study of the first five books of the Bible. Special emphasis is given to the creation, the fall of man, and the law given through Moses. Three hours credit.

**OT-333 - HISTORICAL BOOKS I** (Joshua, Judges, Ruth, I &II Samuel)

Attention will be given to existing cultures in and around Canaan which influenced Israel's history. The major events and teachings of each book will be studied in relation to the book's place in the canon of scripture.

**OT-334 - HISTORICAL BOOKS II** (I & II Kings, I & II Chronicles, Ezra, Nehemiah, Esther)

Attention will be given to existing cultures in and around Canaan which influenced Israel's history. The major events and teachings of each book will be studied in relation to the book's place in the canon of Scripture. Three hours credit.

**OT-435 - OLD TESTAMENT POETRY** (Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon)

A survey will be made of the types and characteristics of Hebrew Poetry, giving attention to each book in relation to the overall revelation of God. The historical background, the authorship, and the major teachings and applications of the respective books will be noted. Three hours credit.

**OT-436 - ISAIAH, JEREMIAH, AND LAMENTATIONS**

The main ideas and messages of each book will be studied. The Messianic and Millennial prophecies and the unity of Isaiah will receive special attention. Three hours credit

**OT-437 - EZEKIEL AND DANIEL**

This course is an inductive study of the prophecies of Ezekiel and Daniel designed to determine their respective messages, theological content, and present significance. Three hours credit.

### **OT-438 - THE MINOR PROPHETS**

The role and purpose of the prophets will be discussed. Attention will be given to the historical settings of each prophet. An exposition of each book will be presented. Three hours credit.

### **New Testament Studies**

#### **NT-131 - NEW TESTAMENT SURVEY**

This course is a general survey of the entire New Testament. Attention is given to the political, social, and religious environment of early Christianity. Three hours credit.

#### **NT-231 - HISTORICAL BOOKS (Matthew, Mark, Luke, John, Acts)**

A study is made of the historical events of the first two-thirds of the first Christian century. The life of Christ is studied from a chronological perspective. The evangelistic and missionary activity of the early church is given special attention. Three hours credit.

#### **NT-333 - PERSONAL BOOKS (I & II Timothy, Titus, Philemon, II & III John)**

A careful exposition of each book will be made. Paul's instructions to ministers concerning church administration will be given special attention. Doctrinal and practical aspects of the epistles will be related to modern pastoral problems and responsibilities. Three hours credit.

#### **NT-334 - DOCTRINAL BOOKS I (Ephesians, Philippians, Colossians, I & II Thessalonians)**

A detailed study will be made of these books with emphasis on their doctrinal content. Three hours credit.

#### **NT-335 - DOCTRINAL BOOKS II (Hebrews, James, I & II Peter, I John, Jude)**

A detailed study will be made of these books with emphasis on their doctrinal content. Three hours credit.

#### **NT-436 - DOCTRINAL BOOKS III (Romans, I & II Corinthians, Galatians)**

A detailed study will be made of these books with emphasis on their doctrinal content. Three hours credit.

#### **NT-437 - PROPHETIC BOOK (Revelation)**

A study is made of the literary structure, the doctrinal teachings, and the devotional lessons of the book. Methods of interpretations are surveyed. Various views of the second coming of Christ are considered. Three hours credit.

### **Biblical Theology**

#### **TH-431 - CHRISTIAN DOCTRINE I**

The first course in Christian doctrine includes the following topics from systematic theology: Bibliology, Paterology, Christology, Trinity, and Pneumatology. Three hours credit.

### **TH-432 - CHRISTIAN DOCTRINE II (Prerequisite TH-431)**

The second course in Christian doctrine includes the following topics from systematic theology: soteriology, angelology, anthropology, hamartiology, ecclesiology, and eschatology. Three hours credit

## **DIVISION OF PROFESSIONAL STUDIES**

### **Christian Education**

#### **CE-110 - ORIENTATION**

A college catalog, student handbook, and Student Ministries' manual are given to each student and discussed. Instruction is given in the use of the library. Other activities are provided to help the student become familiar with the college personnel and facilities. One hour credit.

#### **CE-132 - EVANGELISM**

A study is made of effective methods of presenting Christ in personal conversation with a view to converting prospects to the Christian faith. Special attention is given to the various problems of the unsaved. A history of evangelism and how to do evangelism in the local church is also emphasized. Three hours credit.

#### **CE-332 - INTRODUCTION TO CHRISTIAN EDUCATION**

This course consists of a study of the biblical and historical foundations of Christian education. The student's personal attitude toward the Bible and its teachings is developed in accord with the principles appropriate to Christianity. Three hours credit.

#### **CE-431 - METHODS OF CHRISTIAN TEACHING**

Skills are developed relating to various methods of lesson preparation. A teaching workshop provides the student with actual experience in the use of teaching methods and audio-visual equipment. Three hours credit.

### **Pastoral Training**

#### **PT-232 - HOMILETICS (Prerequisite SP-131)**

A study is made of the principles of the preparation and delivery of sermons, with exercises in sermon construction and emphasis on the guidance of the Holy Spirit in the ministry of the Word. Attention is given to Bible exposition and preparation of sermons on entire books. Exercises in preaching are given in series in the classroom. In keeping with the theological position of the denomination which owns the college, this course is open to male students only. Female students may substitute a Bible elective for this course. Three hours credit.

#### **PT-331 - PASTORAL MINISTRIES**

This course is a study of a pastor's call and conduct; his relationships with family, church members, and community; and his leadership responsibilities. A study is made of the organization and activities of the local church with emphasis on the pastor's role as an administrator. Instruction is given in the practical aspect of pastoral functions such as funerals, weddings, baptisms, business meetings, and church committees. In keeping with the theological position of the denomination which owns the college, this is open to male students only. Female students may substitute a Bible elective for this course. Three hours credit.

## **Church Ministries**

### **CM-331 - HOSPITAL MINISTRIES**

This course is a clinical study of the role the church plays in ministering to the sick, especially those who are hospitalized. Special attention will be given to the practical techniques of hospital visitation and crisis intervention. Three hours credit.

### **CM-332 - WORSHIP**

This course is designed to examine the act of worship from a biblical point of view. The traditional Baptist worship service will be evaluated with suggestions to enhance it and make it more meaningful to those who come to worship. Three hours credit.

### **CM-333 - YOUTH/ADULT MINISTRIES**

This course is designed to equip the student with necessary tools to organize and administer an effective youth/adult ministry in the local church. Areas studied include Bible study, fellowship time, retreats, counseling, scheduling, administration, recreation, puppets, visitation, plus others. Three hours credit.

### **CM-431 - PRINCIPLES OF COUNSELING**

This course is a study of principles and techniques of individual and crisis counseling as they apply to Christian counseling. Specific attention will be given to the use of biblical principles and concepts within the counseling situation. Three hours credit.

### **CM-432 - MARRIAGE COUNSELING (Prerequisite CM-431)**

A study is made of the causes and consequences of marriage problems, the role of the pastor in marriage counseling, and special techniques for marriage counseling. Three hours credit.

## **Missions**

### **MI-331 - INTRODUCTION TO MISSIONS**

The course provides an introduction to the biblical basis for missions, a survey of contemporary Christian missions, including diverse backgrounds and perspectives, and the responsibility of individuals and churches in missionary work. The course includes a study of missionary qualifications, support, field methods, and indigenous church principles. Three hours credit.

## **DIVISION OF GENERAL AND CONTINUING EDUCATION STUDIES**

## **Language Arts and Literature**

### **EN-031 – REMEDIAL ENGLISH I**

A prerequisite course to prepare students for entrance into freshman level language arts courses. Attention is given to phonemic awareness, phonics, and syllabication, grammatical and writing skills, and reading fluency improvement. Three hours credit.

**EN-032 – REMEDIAL ENGLISH II**

A continuation of Remedial English I, preparing students for entrance into freshman level language arts courses. Attention is given to phonemic awareness, phonics, and syllabication, grammatical and writing skills, and reading fluency improvement. Three hours credit.

**EN-131 - ENGLISH COMPOSITION I**

A study is made of the fundamentals of English composition. Emphasis is placed on regular and methodical practice in composition by the student. This course is an introduction to the study of grammar. Three hours credit.

**EN-132 - ENGLISH COMPOSITION II**

A study is made of the library and its use in research with practical work in research papers and theses. Advanced freshman grammar is included. Three hours credit.

**EN-231 - WORLD LITERATURE I**

The course includes a survey of the major works of the literature of the world to the Renaissance. Three hours credit.

**EN-232 - WORLD LITERATURE II**

This course includes a survey of the major works of the literature of the world from the Age of Enlightenment to the present. Three hours credit.

**SP-231 - ORAL COMMUNICATION**

This course is a study of the principles and practice of public speaking. Attention is given to effective delivery and speech content. Three hours credit.

**History****HI-131 - WESTERN CIVILIZATION I**

This course deals with the political, economic, social, and cultural development of Europe to 1660. Three hours credit.

**HI-132 - WESTERN CIVILIZATION II**

This course is a continuation of HI-131 and covers the periods from 1660 to the present. Three hours credit.

**HI-231 - HISTORY OF THE UNITED STATES I**

This course is a study of American history from the period of discovery and exploration to reconstruction days. Three hours credit.

**HI-232 - HISTORY OF THE UNITED STATES II**

This course is a continuation of HI-231 to the present time. Three hours credit.

**HI-431 - HISTORY OF CHRISTIANITY**

A study of the history of Christendom is presented. Three hours credit. \*Available online when schedule permits.

### **HI-432 - BAPTIST HISTORY**

A survey of Baptist history is made. Three hours credit.

### **Social Sciences**

#### **PY-131 - INTRODUCTION TO PSYCHOLOGY**

Fundamental facts and principles of general psychology are studied. Three hours credit.

#### **SO-131 - INTRODUCTION TO SOCIOLOGY**

This course consists of a study of the elements and nature of the social group. Three hours credit.

### **Science**

#### **SC-241 - GENERAL BIOLOGY I**

This course presents a survey of basic processes and principles of plant and animal life. It includes the chemical basis of life, cell biology, and heredity. Three hours lecture and two hours lab each week. Four hours credit.

#### **SC-242 - GENERAL BIOLOGY II**

This course is a continuation of a survey of basic processes and principles of plant and animal life, with emphasis on structure, function, diversity, classification, and ecology. Three hours lecture and two hours lab each week. Four hours credit.

### **Mathematics**

#### **MA-130 - BASIC MATHEMATICS**

This course is designed for the student who needs to develop the fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. This course may not satisfy math requirements for degree programs at other institutions. Three hours credit.

#### **MA-132 - COLLEGE ALGEBRA**

Topics covered in this course include a review of algebraic operations, functions, systems of equations, determinants, progressions, binomial theorem, permutations, combinations, induction, theory of equations, inequalities, circles and their graphs, applications, polynomial and rational functions, and logarithmic and exponential functions. Three hours credit.

### **Music**

#### **MU-131 - MUSIC APPRECIATION**

This course offers a survey of music history and literature. It will include basic music reading skills, conducting, hymnology, worship planning, and a general appreciation for music. Three hours credit.

## **Business**

### **BU-131 - INTRODUCTION TO COMPUTER APPLICATIONS**

This course provides the student a background in using the microcomputer mainly in the following three areas: word processing, filing, and spread sheets. Three hours credit.

### **BU-132 - BUSINESS COMMUNICATIONS**

A study is made of the principles of composing various types of business letters. A review of basic grammar principles is provided. This course also emphasizes correct spelling, telephone etiquette, filing procedures, and developing a business vocabulary. Three hours

### **BU-231 - ACCOUNTING PRINCIPLES I**

This course includes the analysis and recording of business transactions in the journal; posting to the ledgers; preparing a trial balance, worksheet, income statement, and balance sheet; adjusting, closing, and reversing entries; reconciling bank statements; and working practice sets. Three hours credit.

### **BU-232 - ACCOUNTING PRINCIPLES II** (Prerequisite BU-231, with a grade of C or better)

A continuation of Accounting Principles I. Emphasis will be upon partnerships and corporations. Three hours credit.

### **BU-233 - BUSINESS LAW**

A study is made of contracts, agency, negotiable instruments, property, wills, deeds, mortgages, employer-employee relations, bailments, and carriers. Three hours credit.

### **BU-234 - HUMAN RELATIONS**

This course in business management includes an overview of major functions of management, various aspects of relating to fellow workers and supervisors, and an increase in one's self-awareness. Three hours credit.

### **BU-331 - PERSONAL FINANCE**

A study is made concerning personal decisions in financial matters. These include saving money, borrowing money, taxes, social security, mortgages, insurance, etc. Three hours credit.

### **BU-335 - MANAGERIAL ACCOUNTING**

This course outlines information for administrative decision making. Three hours credit. Prerequisite: BU-232.

### **BU- 333 - MICROCOMPUTER APPLICATIONS**

The focus of study is the use of computer software that relates to business applications. Three hours credit. Prerequisite: BU-131

### **BU-337 - ECONOMICS I - MACROECONOMICS:**

A study of the economy as a whole with emphasis on national income accounting, international trade, fiscal and monetary policy, and employment theory. Three hours credit.

**BU-338 - ECONOMICS II - MICROECONOMICS:**

The exploration of supply and demand, pricing of products, and resources of individual firms. Three hours credit.

**BU-332 - INTRODUCTION TO BUSINESS FINANCE**

This course provides an introduction to the financial system integrations including financial institutions, markets, investments and management, and looks at the movement of money in the financial system. Three hours credit.

**BU-334 - MANAGERIAL FINANCE**

This course applies mathematics to financial problems in organizing and managing a business. Three hours credit. Prerequisite: BU-231, BU-232.

**BU-336 - PRINCIPLES OF MARKETING**

A study of marketing including segmentation, target markets, marketing strategy and the marketing environment, including global markets. Three hours credit.

**BU-431 - BUSINESS STATISTICS**

A study is made of the principles of statistics and probability with emphasis on their application to business. Three hours credit.

**BU-432 - PRODUCTION MANAGEMENT & POLICY**

This course studies converting resources into goods and services, and productivity analysis techniques. Three hours credit.

**BU-433 - PRINCIPLES OF MANAGEMENT**

Principles of planning, organizing, supervising, and controlling a business enterprise. Three hours credit.

**BU-434 - STRATEGIC MANAGEMENT**

The study of corporate strategy and policy integration at senior management level, ethical and public policy factors in the business environment and the decision making process. Three hours credit.

**BU-435 - INTERMEDIATE ACCOUNTING I**

Accounting practice and accounting theory as applied to financial statement preparation. Three hours credit. Prerequisite: BU-232.

**BU-436 - INTERMEDIATE ACCOUNTING II**

This is a continuation of Intermediate Accounting I. Three hours credit. Prerequisite: BU-435.

**BU-437-BUSINESS ETHICS**

The study of ethical practices as related to business. Three hours credit.

## CALENDAR

### **Fall Semester            2017-2018**

Registration	Aug. 8-10
Dorms Open*	Aug. 11
Classes Begin	Aug. 15
Registration Closes**	Aug. 24
Labor Day	Sept. 4
BMAM Break	Oct. 17-18
Thanksgiving	Nov. 22-23
Final Exam	Dec. 5-7

### **Spring Semester**

Registration	Jan. 2-4
Dorms Open*	Jan. 2
Classes Begin	Jan. 9
Registration Closes**	Jan. 18
Spring Holidays	Mar. 12-16
BMAA Break	Apr. 16-20
Final Exams	May 8-10
Commencement	May xx

**Summer Session**      To be announced in the Spring Semester (based on student interest)

\* Dorms close when school is not in session

\*\* Last day to enroll or add/drop classes

## **PERSONNEL**

### **Trustees**

October, 2016

<b>Name</b>	<b>Occupation</b>	<b>City</b>
Mr. Arthur Broadhead	Educator	Laurel, MS
Bro. Chris Floyd	Minister	Meridian, MS
Erma Hensarling	Accountant	Hattiesburg, MS
Bro. Matt Hudson	Minister	Fulton, MS
Bro. Scott Kirkland	Minister/Business	Perkinston, MS
Bro. Cedric Lumpkin	Minister	Carriere, MS
Bro. Sam Oglesby	Minister	Hattiesburg, MS
Mr. Kenneth Pollock	Minister	Mantachie, MS
Dwight Sibley	Minister	Vicksburg, MS
Bro. Sam Oglesby	Minister	Hattiesburg, MS

### **Officers**

Chairman	Matt Hudson	Fulton, MS
Vice-chairman	Sam Oglesby	Hattiesburg, MS
Recording Secretary	Chris Floyd	Meridian, MS
Treasurer of Foundation	Robert Welborn	Brandon, MS

### **Out of State Trustees**

Buck Hughes	Minister	Baton Rouge, LA
Dennis Rankin	Businessman	Mobile, AL
Robert Welborn	Businessman	Pearl, MS

### **Administration**

President and Academic Dean:	Dr. Scott R. Carson
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## **Faculty**

### **Scott R. Carson**

Academic Dean -Chairman, Divisions of Biblical and Professional Studies  
Bible, Greek, Pastoral Training  
B.B.S., Tampa Bay Bible College  
M.Div., Baptist Missionary Association Theological Seminary  
M.S.S., U.S. Army War College; D. Min., Bethel Seminary

### **Daryl Coats**

Chairman, Division of General and Continuing Education Studies  
Student Ministries Director  
English, Western Civilization, US History  
B.A., summa cum laude, University of Southern Mississippi  
M.A., University of Southern Mississippi  
PhD, University of Mississippi

### **Aaron Parker**

Bible, Greek, Pastoral Studies  
B.A., Southeastern Baptist College  
M.Div., Baptist Missionary Association Theological Seminary  
D.Min., Reformed Theological Seminary

### **Gary O'Neal**

B.A. in Christian Ministry - Trinity Baptist College, Jacksonville, Florida  
M.Div., BMA Theological Seminary, Jacksonville, Texas  
PhD, Mid-America Baptist Theological Seminary, Cordova, TN

### **Robert Burch**

A.A. in Bible, Southeastern Baptist College  
B.S. in Church Ministries, Southeastern Baptist College  
M.A. in Christian Education, Tennessee Temple University  
Doctor of Christian Counseling, Andersonville Theological Seminary (unaccredited)

### **Christopher Bart Herrington**

Bachelor of Music, University of Mississippi  
B.S. in Leadership and Ministry, Central Baptist College  
M.Div., Baptist Missionary Association Theological Seminary

### **Melvin J. Hendricks**

A.A., Selma University  
B.A. and B.Th in Religion and Theology, Selma University  
B.S. in Psychology and English, Alabama State University  
M.Div., Morehouse School of Religion (ITC)  
M.S. in Counseling and Human Development, Troy State University  
PhD, U.S. International University  
Education Specialist – Counselor Education, Mississippi State University

**Amy Hinton**

Librarian

A.A. in General Education, Southeastern Baptist College

B.S. in Elementary Education, William Carey College

Master of Library & Information Science, University of Southern Mississippi

**Dustin R. Holifield**

Business

A.A. in Pre-Accounting, Jones County Junior College

B.S.B.A., Accounting Major, University of Southern Mississippi

Master of Public Accountancy, University of Southern Mississippi

Graduate Studies - Economics & MBA, MSU, USM, and DSU

**Michael W. Hinton**

Business

A.A., Jones Junior College

B.S.B.A., University of Southern Mississippi

MBA, William Carey University

**Joe L. Mauldin**

A.A., Jones County Junior College

B.S.B.A., University of Southern Mississippi

MBA, University of Southern Mississippi

Graduate Studies – Finance and Marketing, University of Southern Mississippi

Graduate Studies – Accounting, Higher Education Leadership, Technology in the Classroom,

USM, WCU, MC

**Alison Clark**

Mathematics

A.A., Jones Junior College

B.S., University of Southern Mississippi

MAT, William Carey University

Specialist In Education, Emphasis In Mathematics, University of Southern Mississippi

**Rosemary Davis**

English

A.A., Southeastern Baptist College

B.A., William Carey University

M.A., William Carey University

**Hubert Dyess**

Director of IT Services

Computer

A.S., Pearl River Community College

A.A., B.S., Southeastern Baptist College

**Eric Estes**

Oral Communication  
B.A., Louisiana State University Shreveport  
M.Div., Southwestern Baptist Theological Seminary

**Lisa Headrick**

Science  
B.S., Mississippi College  
M.S., University of Southern Mississippi

**Shirley Hendricks**

Sociology, Psychology  
B.S., Shorter College (Rome GA) B.S. Shorter College (Rome GA)  
M.S., Counseling University of Southern Mississippi  
PhD, University of Southern Mississippi

**Glenn Padgett**

Music  
A.A., Jones County Junior College  
B.M., M.M., William Carey University

**Staff/Personnel**

Ronnie Kitchens	Financial Aid Director/Admissions Director
Emma Bond	Registrar
Sandy Tidwell	Bookkeeper
Hubert Dyess	Director of Information Technology
Amy Hinton	Director of Institutional Effectiveness

**CONTACT INFORMATION**

**Mailing Address:**

Southeastern Baptist College  
4229 Highway 15 North  
Laurel, Mississippi 39440

**Contact**

Telephone Number: (601) 426-6346  
Fax Number: (601) 426-6347  
Email: info@southeasternbaptist.edu  
Website: www.southeasternbaptist.edu

Correspondence with the college will be expedited if the initial communication is directed to the following officers:

General Matters,  
Gifts and Bequests,  
Alumni Affairs,  
Public Relations,  
Financial Aid,  
Transcripts,  
Veterans' Affairs,  
Admission to Study Programs,  
Academic Affairs,  
Business Affairs,  
Student Accounts,

PRESIDENT  
PRESIDENT  
PRESIDENT  
PRESIDENT  
FINANCIAL AID ADMINISTRATOR  
REGISTRAR  
ACADEMIC DEAN  
DIRECTOR OF ADMISSIONS  
ACADEMIC DEAN  
PRESIDENT  
BUSINESS OFFICE