



MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY



UNDERGRADUATE CATALOG 2018 - 2020

Maple Springs Baptist Bible College and Seminary exists to educate, encourage, equip and empower emerging and existing Christ-centered leaders for the propagation of the Gospel for the Church, the local and global community.

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Dr. Carl E. Keels, D. Min., President & CEO



Revised August 17, 2020



MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY

At a Glance

Degrees Granted- Bible College

A.A.B.S., B.A.B.S.

Certificates Granted

Certificate in Biblical Studies; Certificate in Ordination Preparation

President & CEO

Dr. Carl E. Keels

Founded in 1986

Founder

Rev. Dr. Chester A. McDonald, Sr., D.H.L.

Affiliation

Independent Baptist

The Evangelical Training Association

Transnational Association of Christian Colleges & Schools

Field of Study

Biblical Studies

Areas of Emphasis

Pastoral Ministry

Church Administration

Maple Springs Baptist Bible College and Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) having been awarded Reaffirmed status as a Category IV institution (offering Doctoral degrees) by the TRACS Accreditation Commission on May 15, 2018. This status is effective for a period of ten (10) years (2014 – 2024, original status: April 10, 2014). TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). TRACS offices are located in Forest, Virginia and may be contacted by writing to TRACS, P.O. Box 3281, Forest, VA 24551, by calling (434) 525-9539, or by e-mailing



to info@tracs.org.



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*A mission to educate, encourage, equip
and empower emerging and existing
Christ-centered leaders for the
propagation of the Gospel for the
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community.*

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Maple Springs Baptist Bible College reserves the right to make necessary changes in regulations, courses, personnel, and costs listed in this catalog. In such cases, the administration will attempt to communicate such changes to all students, faculty, and staff through written means. It is **IMPORTANT** that each student become familiar with the regulations set forth in this catalog and assume proper responsibilities concerning



them.



Letter from the President

Rev. Carl E. Keels, D. Min.

Matthew 28:19 – 20 provides us an imperative, indeed a command to, “Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and lo, I am with you always, even unto the end of the world. Amen.”

Maple Springs Baptist Bible College & Seminary is honored and blessed to carry out this Great Commission. Our Mission is to educate, equip and empower emerging and existing Christ – centered leaders for the propagation of the Gospel for the Church, the local and global community.

Our quest is to fulfill the mandate of Jesus Christ and be ambassadors for the building of God’s Kingdom. We invite YOU to join us in this deliberate effort to serve, educate, train and empower God’s people.

As the President of Maple Springs Baptist Bible College and Seminary, we the staff, faculty, students and alumni invite you to become a part of this great heritage of preparing Church leaders around the world. We encourage you to contact Maple Springs Baptist Bible College and Seminary at www.msbbcs.edu or (301) 736 – 3631.

We pray God’s richest blessing upon you and your ministry!

Dr. Carl E. Keels, President

Dr. Carl E. Keels, D. Min.



Communications Directory

MSBBC&S

301-736-3631

www.msbbcs.edu

Undergraduate Catalog



For Information On:

Admissions

Contact: (301) 736-3631

Director of Records and Admissions

Alonzo K. Jackson, Sr., M.Div.

Assistant Director of Records and Admissions

Timothy L. Washington, B.A.

Bookstore

Director of Student Affairs

Jeffery M. Bates, M.Div.

Facilities

Vice President for Finance and Administration

Keith M. Dukes, M.A.

Faculty

Vice President for Academic Affairs, Luther S. Buck, Th.D.

Academic Dean, Seminary Division, Dana A. Van Brakle, D. Min.

Academic Dean, College Division, Carl E. Keels, D. Min.

Fees and Payments

Director of Business Affairs

Keith M. Dukes, M.A.

Financial Aid

Financial Aid Coordinator

Himie Pickett, M.B.A., M.Ed.

Graduate Programs

Academic Dean, Seminary Division

Dana Anthony Van Brakle, D. Min.

Library and Instructional
Resources Center

Director of Library and Instructional Resources Center

Darren R. Jones, M.L.S.

Public Relations

Public Relations Officer

Marquez Ball, D.Ed.Min.

Publications

Vice President for Academic Affairs

Luther S. Buck, Th.D.

Student Services

Director of Student Affairs

Jeffery M. Bates, M.Div.

Registration and Records

Director of Records and Admissions

Alonzo K. Jackson, Sr., M.Div.

Assistant Director of Records

Timothy L. Washington, B.A.

Undergraduate Programs

Academic Dean, College Division

Carl E. Keels, D. Min.

The College and Seminary offices are open Monday through Friday 10:00 a.m. – 8:30 p.m. Visitors are welcome. All offices are closed on Saturday and Sunday, however the library is open from 9:00am – 12:00pm, on Saturdays. Specific office hours for faculty and staff are posted in the administrative and educational buildings.

Prospective students are welcome to come for a visit. You may: (1) visit our classes; (2) talk with a professor; (3) talk with an administrator; and (4) talk with students. Also, prospective students should contact the Director of Records and Admissions on (301) 736-3631 for more information.



ACADEMIC CALENDAR 2020

JANUARY	1 – 2	Administrative Staff Christmas/New Year Holiday Break (School & Offices Closed)
	3	School Reopens - Administrative Staff returns
	8	Late Registration – Spring 2020 Semester (6:30 – 8:00 p.m.)
	13	All Hands meeting: Faculty, Staff, Administration & Board of Trustees
	13	Spring 2019 Classes Begin
	15	Martin Luther King, Jr. (Actual Birthday)
	16	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	20	School Closed Martin Luther King, Jr. National Holiday
	23	Board of Trustees Meeting – 6:00 p.m.
	25	Math & English Placement Examination – New Undergraduate Students 10:00 a.m.
	25	Graduation Committee Meeting – 1:00 p.m.
	25	Institutional Planning Committee Meeting – 10:00 a.m.
FEBRUARY	1	Graduation Regalia/Graduation Photo (Jostens) 10:00 a.m. – 12:00 p.m.
	1	Graduate Comprehensive Examinations 1:30 p.m.
	1	Undergraduate Bible Content Exam 1:30 p.m.
	4	Last Day to Add or Drop without Penalty
	10 – 15	Chapel Services 6:45 PM (Classes will begin at 7:35 p.m. Mon – Fri) Saturday Chapel Services 9:00 AM in the Library (Classes will begin at 9:50 a.m.)
	17	President’s Day Observed (School & Offices Closed)
	18	Classes Resume
	19	Bible Content Examination – New Undergraduate Students 6:30 p.m.
	19	Graduation Committee Meeting– 5:30 p.m.
	20	Faculty Curriculum and Quality Control Committee Meetings – 5:30 p.m.
	20	Student Government Association Meeting – 6:00 – 7:00 p.m.
	20	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
MARCH	8	Daylight Savings Time (Begins at 2:00 A.M.)
	Mar 9 – 14	Spring Break (Classes Suspended – School Closed)
	16	Classes Resume
	16 – 21	MID TERM EXAMS (Instructor will inform students of their progress)
	19	Faculty Curriculum and Quality Control Committee Meetings – 5:30 p.m.
	19	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	20 – 21	Student Development and Progress Surveys Due
	24	SGA Student Development Seminar – (6:00 – 7:00 p.m.)
	26	Board of Trustees Meeting – 6:00 p.m.
	26	Academic Affairs Faculty Meeting 5:30 p.m. (4 th Thursday Bi-monthly)
APRIL	6 – 11	Final Exams for Seniors/Graduates/INCLUDING Fri & Sat Courses
	10 – 11	Easter Break (School & Offices Closed)
	12	Resurrection Day (Easter Sunday)
	13	Classes Resume
	15	Final Senior/Graduate Grades Due in Registrar’s Office
	15	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	18	Graduate Prayer Breakfast – 9:00 a.m. (Tentatively Scheduled)
	21 – 22	Registration – Summer Semester 2019 (6:30 – 8:00 pm) Classes begin at 8:05 p.m.
	23	Faculty Curriculum and Quality Control Committee Meetings – 5:30PM



ACADEMIC CALENDAR 2020

	24	Faculty and Curriculum Surveys Due
	24	Faculty Evaluations Due
	25	Institutional Planning Committee Meeting – 10:00 a.m.
	25	LAST DAY TO WITHDRAW FROM CLASSES (Spring)
	25	Last Day to Remove “I” Incomplete Grades
	25	FINAL EXAM Saturday Classes
April 27 – May 1		FINAL EXAM WEEK (All Evening Classes)
	30	Graduation Rehearsal 6:00 – 7:00 p.m. MSBC Sanctuary
MAY	2	Commencement Exercises – 11:00 a.m. MSBC Sanctuary
	5	Final Grades Due in Registrar’s Office
	5	Late Registration – Summer 2020 Semester (6:30 – 8:00 p.m.)
	21	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	25	Memorial Day Observed (School & Offices Closed)
JUNE	1	Alumni Scholarship Applications Due
	1	Summer 2020 Semester Classes Begin
	18	Board of Trustees Meeting – 6:00 p.m.
June 28 – July 3		Mid-Term Exam Week (Instructor will inform student of their progress)
JULY	4	Independence Day – Observed (School & Offices Closed)
	6	Classes Resume
	14 – 15	Registration-Fall 2020 Semester (6:30-8:00p.m.) Classes begin 8:05 p.m.
	25	Last day to withdraw from classes (Summer 2020)
Jul 27 – Aug 1		FINAL EXAM WEEK
AUGUST	1	Summer 2020 Semester Ends
	6	Final Grades, Summer Session Due in Registrar’s Office
	11	Late Registration – Fall 2020 Semester (6:30 – 8:00 p.m.)
	15	Institutional Planning Committee Meeting – 10:00 a.m.
	15	Academic Curriculum Meeting (1:00 p.m.)
	20	Academic Affairs Faculty Meeting (3 RD Thursday monthly)
	21	Last Day to Add or Drop prior to term
	24	Classes Begin Fall 2019 Semester
Aug 24 – Aug 28		New Student Orientation – 6:00 p.m. – 6:45 p.m.
	27	Board of Trustees Meeting – 6:00 p.m.
	29	New Student Orientation – 8:30 a.m. – 9:15 a.m.
SEPTEMBER	7	Labor Day – Observed (School & Offices Closed)
	8	Classes Resume
	8	Graduation Committee Meeting – 5:30 p.m.
	9	Student Government Association Meeting – (6:00 – 7:00 p.m.)
	10	Faculty Curriculum and Quality Control Committee Meetings – 5:30pm



ACADEMIC CALENDAR 2020

	17	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	18	Last Day to Add or Drop without Penalty (Fall 2020)
	18	Deadline for Graduation Applications – Spring 2021
	18	Final Tuition Payments Due
	26	Board of Trustees Annual Retreat/Meeting 9:00 a.m. – 1:00 p.m. at Maple Springs Baptist Church, Fellowship Hall
Sep 28 – Oct 3		Chapel Services 6:45 PM (Classes Begin at 7:35 p.m.), Saturday Chapel Services 9:00 AM in the Library (Classes Begin at 9:50 a.m.)
OCTOBER	1	SGA Student Development Seminar – (6:00 – 7:00 p.m.)
	12	Columbus Day – Observed (School & Offices Closed)
	13	Classes Resume
	13	Graduation Committee Meeting – 5:30 p.m.
	19 – 24	Mid-Term Exams (Instructor will inform students of their progress)
	22	Academic Affairs Faculty Meeting (3 RD Thursday monthly)
	19 or 26 (TBD)	MSBBC&S Annual Day at the Washington DC Ministers Conference (Pilgrim Rest Baptist Church, Washington DC) TENTATIVE????
	29	Board of Trustees Meeting – 6:00 p.m.
NOVEMBER		
	1	Daylight Savings Time ENDS at 2AM (Clock Change Nov 1 at 2AM – Fall Back)
	5	Graduation Committee Meeting – 5:30 p.m.
	11	Veterans Day – Observed (School & Offices Closed)
	10, 12	Registration – Spring 2021 Semester (6:30 - 8:00 p.m.) Classes begin at 8:05 p.m
	12	Classes Resume
	12	Faculty Curriculum and Quality Control Committee Meetings – 5:30 p.m.
	19	Academic Affairs Faculty Meeting (3 rd Thursday monthly)
	21	Institutional Planning Committee Meeting – 10:00 a.m.
	26 – 28	Thanksgiving Holiday Recess (School & Offices Closed)
	29	Classes Resume
December		
	4	Last Day to withdraw from classes (Spring 2020)
	4	Last Day to Remove “I” Grade (Spring 2019)
	7 – 12	*** FINAL EXAM WEEK ***
	8	Faculty Evaluations Due
	8	Board of Trustees Assessment Instruments Due
	13	Fall Semester Ends
	15	Final Grades Due in Registrar’s Office
	Dec 14 – Jan 10	Student Christmas Holiday Break through January 10, 2021 (No Classes)
	** Dec 21, 2020 – Jan 2, 2021	Administrative Staff Christmas/New Year Holiday Break (School Offices Closed) **
	2021	
January	4	Administrative Offices Reopen
	7	Late Registration
	11	Spring 2021 Semester Classes Begin
	15	Martin Luther King, Jr. Birthday
	18	Martin L. King, Jr. Holiday Observed (School & Offices CLOSED)



General Information

NAME AND HISTORY

Name of the Institution

The name of the Bible College and Seminary was derived from the founding church, the Maple Springs Baptist Church, and then pastor, Rev. Dr. Chester Allan McDonald, Sr.

History of the Institution

Maple Springs Baptist Bible College and Seminary was founded in 1986 by Dr. C.A. McDonald, Sr., the Pastor of the Maple Springs Baptist Church, to help provide trained personnel for the propagation of the Gospel. Dr. McDonald appointed Dr. Larry W. Jordan, the Minister of Education of the Maple Springs Baptist Church; to develop and implement the programs required to establish the Maple Springs Baptist Bible College and Seminary. Dr. Jordan designed and implemented the curriculum to prepare for the ministry those who have had no previous undergraduate training in the biblical area as well as those who have completed an undergraduate degree.

The Maple Springs Baptist Bible College and Seminary is an independent, fundamental, conservative, and for the most part, local church oriented Institution, meeting the need for leadership in an ever-changing society. The College and Seminary is Baptist, both in belief and practice. It is committed unreservedly to the verbal-plenary view of inspiration believing every Word of the Bible to be the inspired Word of God. We are committed to the defense and proclamation of the Scriptures, upon which all true education has its foundation.

On October 20, 1989, the Maryland State of Higher Education Commission authorized the Maple Springs Baptist Bible College and Seminary to grant the Associate in Arts Degree in Biblical Studies, the Bachelor of Arts Degree in Biblical Studies, the Master of Ministry, the Master of Arts in Biblical Studies, the Master of Arts in Church Administration, the Master of Arts in Christian Counseling, the Master of Divinity, the Master of Theology, the Doctor of Ministry and the Doctor of Theology.

MSBBC&S held its first annual graduation exercises May 25, 1990. It awarded five (5) Evangelical Training Association Adult Education certificates, one (1) bachelor's degree, five (5) master degrees, and granted one (1) Honorary Doctor of Humanities degree.

On November 14, 1990, the Maple Springs Baptist Bible College and Seminary became an Adult Education member of the Evangelical Training Association. As such, the college and seminary is authorized to grant Evangelical Training Association certificates. The college and seminary offered three Evangelical Training Association certificates: (1) The Foundational Church Ministries Certificate, (2) The Standard Church Ministries Certificate, and (3) The Advanced Church Ministries Certificate; and three diplomas: (1) Associate Teachers Diploma, (2) Standard Teachers Diploma, and Graduate Teachers Diploma.

The Maple Springs Baptist Bible College and Seminary underwent an administrative re-organization effective January 13, 1991. Effective December 31, 1990, Dr. C.A. McDonald, Sr. resigned as President of the Maple Springs Baptist Bible College and Seminary to devote full time to the pastorate.

Dr. Larry W. Jordan was appointed interim President, Dr. Vivian E. Bess was appointed interim Vice President for Academic Affairs and Mrs. Jerrye B. Feliciano was appointed interim Vice President for Administration. On October 24, 1992, Dr. Larry W. Jordan became the second president of the Maple Springs Baptist Bible College and Seminary, Dr. Vivian E. Bess became Vice President for Academic Affairs and Dr. Jerrye B. Feliciano became Vice President for Administration.

On September 24, 1992, Maple Springs Baptist Bible College and Seminary was granted Associate Status with the Transnational Association of Christian Colleges and Schools (TRACS), a national accrediting agency recognized by the United States Department of Education. Associate status is designed for institutions wishing to be identified with TRACS based on meeting the requirements of BIBLICAL STANDARDS only, which meet the eligibility requirements and submit a letter of intent as to its future with TRACS. The purpose of this level of recognition is to enable new and developing institutions to come under the guidance of TRACS with the goal of moving toward accredited affiliation as soon as



possible and to provide a way for institutions which hold accredited status with nationally recognized accrediting agencies to identify and work with TRACS without seeking accredited level status.

On February 5, 1993, Maple Springs Baptist Bible College and Seminary became a corporation.

On March 20, 1993, the structure of MSBBC&S changed to two major divisions, Maple Springs Baptist Bible College and Maple Springs Baptist Bible Seminary, and an adult education division. In 1993, two Academic Deans were appointed; one for each of the two major divisions with the adult education component reporting directly to the Vice President for Academic Affairs. Dr. Sandra Shands-Strong was appointed Dean of the College and Dr. Emanuel D. Chatman was appointed Dean of the Seminary. All Evangelical Training Association programs were moved to the continuing education division.

Separate catalogs were developed for each division.

Maple Springs Baptist Bible and Seminary (MSBBCS) is an exempt religious school operating in the State of Maryland as specified in the Code of Maryland Regulations 13B.02.04. MSBBCS grants the following religious degrees: the Certificate in Biblical Studies, Associate of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies with emphasis in Pastoral Ministries or Church Administration, the Master of Arts in Biblical Studies, the Master of Arts in Biblical Studies with emphasis in Old Testament or New Testament, the Master of Arts in Christian Counseling, the Master of Arts in Church Administration, the Master of Divinity with emphasis in Church Administration, Christian Counseling, New Testament or Old Testament, and the Doctor of Ministry with emphasis in Pastoral Ministries or Christian Counseling.

In 1994, MSBBC&S changed from a quarter to a semester system.

On February 23, 1995, the MSBBC&S was awarded Candidacy Status in the Transnational Association of Christian Colleges and Schools. That meant that Maple Springs Baptist Bible College and Seminary was a candidate for accreditation with TRACS, which indicates that an institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning and the resources to implement its plans and appears to have the potential for attaining its goals within a reasonable time.

On September 20, 2000, the Maple Springs Baptist Bible College and Seminary was accredited by the Transnational Association of Christian Colleges and Schools (TRACS) as a category IV institution. The Transnational Association of Christian Colleges and Schools is listed in the United States Department of Education as a nationally recognized institutional accrediting agency serving Christian undergraduate and graduate institutions of higher learning.

On November 8, 2004, the Maple Springs Baptist Bible College and Seminary received reaffirmation from TRACS as a Category IV institution. TRACS offices are located in Forest, Virginia, and may be contacted by writing to TRACS, 15955 Forest Road; Forest, Virginia 24551 or by calling (434) 525-9539 or fax at (434) 616-2638.

October 23, 2010, Dr. Anthony Moore became the Board of Trustees Chair. Other new members added to the Board since 2010 are: Rogers Davis, James Williams, Pamela Newton, and Terrell Sheppard were added in 2011. Anna Mosby and Dorothy Bailey were removed from the Board.

December 8, 2011, Dr. Rogers Davis became the Interim Board Chair.

The Maple Springs Baptist Bible College and Seminary Board Resolved to appoint Dr. Sandra Shands-Strong as Chair of the Affirmation of Accreditation by Resolution Number 11-11-03, effective December 8, 2011.

The Maple Springs Baptist Bible College and Seminary Board Resolved to update the Mission Statement by Resolution Number 11-12-05 effective December 8, 2011.

The Maple Springs Baptist Bible College and Seminary Board Resolved to appoint Dr. Marcos Lewis Anthony as Chief Academic Officer by resolution Number 11-12-06, effective December 8, 2011.

Effective in the Fall 2011 Semester, the Seminary removes the Masters of Religious Education (MRE) Degree from its Graduate offerings, and from all printed materials.



December 2012, MSBBC&S began the process of meeting & exceeding the necessary requirements for Reaffirmation II Status with the TRACS Accreditation Commission. MSBBC&S prepared to host the TRACS commission within the year 2013, with implemented plans to aggressively seek & complete Reaffirmation II Status.

April 29, 2014, the TRACS Accreditation Commission voted to grant Maple Springs Baptist Bible College & Seminary Reaffirmation II Status as a Category IV Institution. Hence, MSBBC&S is approved to offer our current programs including Certificate, Associate of Arts, Bachelor of Arts, Graduate Certificate & Master of Arts in Biblical Studies; Master of Arts in Christian Counseling; Master of Divinity; Doctor of Ministry.

Spring 2015, MSBBC&S partnered with Tune-In Radio & My Spirit DC radio station WYCB – 1340 AM and began an in – depth weekly radio broadcast, discussing the institution & its offerings, featuring student, faculty & other special guests. This endeavor has broadened the community reach of the institution & furthered our marketing efforts in the DC Metropolitan Area.

Fall 2015, Dr. Larry W. Jordan announces that he will resign as President of the MSBBC&S at the end of the calendar year, prior to the Spring 2016 semester.

February 1, 2016, Dr. Jerrye B. Feliciano installed as Interim President of the MSBBC&S by the Board of Trustees.

July 2016, MSBBC&S offers the first ever Summer Lecture Series, where 6 general topics were listed & attendees chose one particular topic. The presentations were assigned to partnered, well – respected ministers in the local DC, MD & VA area, including some of our own Faculty & Administration members.

Fall 2016, Dr. Jerrye B. Feliciano announces that she will resign as President of the MSBBC&S, effective December 1, 2016.

January 3, 2017, Dr. David Clark installed as Interim President of the MSBBC&S by the Board of Trustees.

Summer 2017, MSBBC&S partnered with The Sanctuary at Kingdom Square to implement an addition to the curriculum. It was approved by TRACS, and in the Fall 2017 Semester, the Ordination Preparation Seminar, Parts 1 & 2 were officially launched and offered at MSBBC&S, to both Bible College (undergraduate) & Seminary (graduate) students. The completion of the full curriculum leads to a Certificate in Ordination Preparation.

May 2018, TRACS upgrades the accreditation status of MSBBC&S from ACCREDITED – ON PROBATION to ACCREDITED. Reaffirmation of status is good through 2024.

November 2018, MSBBC&S launched the “Virtual Dinner Fundraising Project”. The project encouraged participants to set aside \$60 – monthly, in comparison to a dinner out expenditure, and donate it the institution in place of a dinner with an historical Biblical figure, or a former Maple Springs Hero, who has gone to Glory! The project is one that will carry on throughout the future of MSBBC&S.

April 2019, Dr. David Clark announces his resignation as President/CEO of the MSBBC&S.

May 6, 2019, Dr. Carl Eugene Keels installed as Acting President of the MSBBC&S by the Board of Trustees.

May 30, 2019, Board of Trustees installs Dr. Marquez Ball as Executive Assistant to the President, Dr. Jerry Jones as Executive Vice President, Dr. Luther S. Buck as Vice President for Academic Affairs.

March 23, 2020, MSBBC&S institutes safety measures to conduct instruction virtually, in response to the COVID – 19 pandemic.

Maple Springs Baptist Bible and Seminary is an exempt religious school operating in the State of Maryland as specified in the Code of Maryland Regulations 13B.02.04. MSBBC&S grants the following religious degrees: the Certificate in Biblical Studies, Associate of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies with emphasis in Pastoral Ministries or Church Administration, the Master of Arts in Biblical Studies, the Master of Arts in Biblical Studies with emphasis in Old Testament or New Testament, the Master of Arts in Christian Counseling, the Master of Arts in Church Administration, the Master of Divinity with emphasis in Church Administration, Christian Counseling, New Testament or Old Testament, and the Doctor of Ministry with emphasis in Pastoral Ministries or Christian Counseling.



MISSION STATEMENT

Maple Springs Baptist Bible College and Seminary exists to educate, encourage, equip and empower emerging and existing Christ-centered leaders for the propagation of the Gospel for the Church, the local and global community.

PURPOSE

Maple Springs Baptist Bible College and Seminary seeks to produce Christ-centered leaders with the values, knowledge, and skills required to fulfill the Great Commission. We seek to transform and prepare for ministry those with or without previous undergraduate training in the biblical area. We do this through a partnership of students, faculty and churches; academic discipline; and an affordable "open door" admission policy permitting the discovery, communication of and preservation of biblical knowledge and understanding in a unified community known as a Bible College-Seminary. We seek to ensure each student is grounded in a conservative, fundamental, evangelical biblical position in order to be an instrument of renewal and development for the Christian and world communities.

OBJECTIVES

Through its curricula, Maple Springs Baptist Bible College and Seminary seeks to promote the following measurable objectives. Each student will be able to:

- Understand and apply the doctrines of evangelical Christianity and the basis for and significance of the Gospel as it relates to persons individually and corporately.
- Understand the Christian world-view and be able to intelligently communicate it and demonstrate it in one's lifestyle.
- Understand and demonstrate the process of biblical interpretation and doctrinal formulation.
- Understand and teach the Bible effectively.
- Understand and demonstrate an understanding of and applications of skills for the specific ministry for which the student is preparing.
- Understand and demonstrate a thorough knowledge of essential biblical principles and teachings for lay or ordained work in the church or the community.
- Demonstrate and apply an understanding of the concepts, principles and biblical teachings through practicums, field experience and other written and verbal measures.
- Think critically about and present a reasoned defense of the faith against other beliefs. A reasoned defense of one's faith refers to the presentation of an apologetic which is based on the biblical revelation and is also intellectually and rationally sound.



RECOGNITION

The Maple Springs Baptist Bible College and Seminary holds full-accredited status with the Transnational Association of Christian Colleges and Schools (TRACS), a national accrediting agency recognized by the United States Department of Education.

The Maple Springs Baptist Bible College and Seminary is a Higher Education member school of the Evangelical Training Association and is authorized to grant ETA certificates and diplomas.

Maple Springs Baptist Bible College and Seminary (MSBBCS) is an exempt religious school operating in the State of Maryland as specified in the Code of Maryland Regulations 13B.02.04. MSBBCS grants the following religious degrees: the Certificate in Biblical Studies, Associate of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies, the Bachelor of Arts in Biblical Studies with emphasis in Pastoral Ministries or Church Administration, the Master of Arts in Biblical Studies, the Master of Arts in Biblical Studies with emphasis in Old Testament or New Testament, the Master of Arts in Christian Counseling, the Master of Arts in Church Administration, the Master of Divinity with emphasis in Church Administration, Christian Counseling, New Testament or Old Testament, and the Doctor of Ministry with emphasis in Pastoral Ministries or Christian Counseling.

STATEMENT OF PHILOSOPHY

The programs and curricula of Maple Springs Baptist Bible College and Seminary are built upon the biblical framework that emphasizes the special creation and sovereign control of all things by the Lord Jesus Christ (Colossians 1:16-20), recognizing that all knowledge centers in Him (Colossians 1:10, 2:3, 2:8-10).

The College rejects the evolutionary philosophy, which has been very dominant in the past century, with the conviction that evolutionary humanism is false scientifically and biblically.

The Bible is the heart of the curriculum in contrast to a program that is essentially philosophical or sociological. The Maple Springs Baptist Bible College maintains the dispensational approach to the Scriptures, teaches the pretribulational rapture of the church, the premillennial return of the Lord, and interprets the Old Testament prophecies concerning Israel, the tribulation period and the millennial kingdom of Christ literally.

The basic outlook of the Bible College is evangelistic. A world vision is the goal of every class while a missionary emphasis is the underlying objective of each professor. The aim in all curricula is not to provide a secular education in a Christian environment but rather to develop every course within a consistently biblical philosophy. The philosophy of MSBBC is to provide quality education while meeting the needs of men and women who are either currently involved in Christian service or desire to be better prepared to serve our Lord. To implement this philosophy, the Bible College awards the following certificates and degrees to those individuals who successfully complete the prescribed programs of study:

Certificate in Biblical Studies (CERT)
Certificate in Ordination Preparation (CORD)
Associate of Arts Degree in Biblical Studies (AABS)
Bachelor of Arts Degree in Biblical Studies (BABS)



GOVERNANCE

An administrative staff, with an elected Board of Trustees operates the Maple Springs Baptist Bible College and Seminary. The Bible College does not desire to be guided or dominated by any other than God the Father, God the Son, and God the Holy Spirit; it believes the route of independence, under the leadership of the Lord Jesus Christ, is the best way. The Bible College is supported by the Maple Springs Baptist Church and through gifts of churches, friends and tuition. The programs offered are primarily intended to serve the Christian community; however, others who pursue these studies would benefit as well.

The governance of the Bible College includes collegial input from the faculty and the students. The faculty's official organ for participation in governance of the College is through the faculty Senate. The body consists of all core faculty members and is organized into several committees and sub units. Through the Student government association, students impact directly on matters of governance through providing recommendations to the administration. In all cases final decision-making is the responsibility of the administration within the broad policies established by the Board of Trustees. The administration considers recommendations from the faculty, staff, and students in making governance decisions. On matters of academic impact, the recommendation of the faculty, through its governance organ, shall be factored into the decision made by the administration.

DOCTRINAL POSITION

All faculty, administrative staff, and members of the Board of Trustees subscribe to and sign annually to the following statement of doctrine. Each student must read, understand, and respect the doctrinal statement and the Standards of Conduct. The College trains students for the ministry within a particular doctrinal framework. Therefore, it is to be understood and respected by those who are to be graduated.

DOCTRINAL STATEMENT

SECTION 1. The Scriptures.

We believe in the plenary, verbal inspiration of the original writings of the sixty-six books of the Bible, the Word of God, and that it is the full and complete revelation of God's will for man, the supreme and final authority in all matters of faith and practice (II Timothy 3:16,17; II Peter 1:20,21; Jude 3).

SECTION 2. The Godhead.

We believe in one God, eternally existing in three Persons, Father, Son and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14; Matthew 28:18,19).

SECTION 3. The Person and Work of Christ.

- A. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary that He might reveal God and redeem sinful men (John 1:1,2,14,18; Luke 1:35).
- B. We believe that the Lord Jesus Christ accomplished our complete redemption through His death on the cross as a representative, propitiatory, and substitutional sacrifice, a redemption made sure to us by His literal, physical resurrection from the dead (Romans 3:24,25; 5:8-10; I Peter 2:24; Ephesians 1:7).
- C. We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God the Father where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate (Acts 1:9 – 11; Romans 8:34; I Timothy 2:5; Hebrews 1:3; 6:19, 20; 7:24, 25; 9:24; I John 2:1, 2).



SECTION 4. The Person and Work of the Holy Spirit.

- A. We believe that the Holy Spirit is a divine person, possessing all the attributes of deity; and that; in essence, He is equally God (Acts 5:3, 4; II Corinthians 13:14).
- B. We believe that the Holy Spirit is the Supernatural Agent in regeneration and sanctification, baptizing all believers into the body of Christ, indwelling equally and permanently with every believer, and sealing them unto the day of redemption (Romans 8:9; I Corinthians 6:11; 12:12-14; Ephesians 1:13,14; 4:30).
- C. We believe that every unregenerate person, the moment he exercises faith in Christ as Savior, immediately possesses the Holy Spirit (Romans 8:9; I Corinthians 3:16; 6:19; Galatians 4:6; I Thessalonians 4:8).
- D. We believe that He is the Divine Teacher who guides believers into all truth; that He sovereignly bestows spiritual gifts upon each believer; and that it is the privilege and duty of all the saved to be filled (controlled) with the Spirit (John 16:13; I Corinthians 12:4 – 7; Ephesians 5:18).

SECTION 5. The Total Depravity of Man.

We believe that man was created in the image and likeness of God but through Adam's sin the whole race fell, became alienated from God and inherited a sin nature, is totally depraved, possesses no spark of divine life, and of himself, is utterly helpless to remedy his lost condition apart from the grace of God (Genesis 1:25 – 27; Romans 3:22, 23; 5:12; Ephesians 2:1 – 3, 12).

SECTION 6. Salvation.

We believe that salvation is the gift of God brought to sinful man by grace and received solely by personal faith in the Lord Jesus Christ who accomplished complete redemption by His substitutionary death and shedding of His precious blood (John 3:18; Galatians 2:16; Ephesians 1:7; 2:8, 9; Philippians 3:4 – 9 ; Titus 3:5; I Peter 1:18, 19).

SECTION 7. Sanctification.

We believe that sanctification is a setting apart unto God (John 17:17, 19). It consists of three steps in the believer's life:

- A. Positional: Every believer, by his being "in Christ" and partaking of all He is, has a complete standing before God (I Corinthians 1:2, 30; 6:11; Hebrews 10:10, 14).
- B. Progressive: Yet every believer, because he retains a sin nature which cannot be changed nor eradicated in this life, lives in a present state that is imperfect to the extent that he fails to appropriate the power of the Holy Spirit by which to live the Christian life, and therefore, he is in need of a progressive sanctification by growing in grace unto spiritual maturity (II Corinthians 3:18; 7:1; Ephesians 4:24; Hebrews 12:10).
- C. Ultimate: Every believer will be fully and completely sanctified when he shall see the Lord and shall be like Him (Romans 8:29; Ephesians 5:25 – 27; II Corinthians 3:18; I John 3:2).

**SECTION 8. The Comfort of the Believer.**

- A. We believe, because of the eternal purpose of God, because of the nature of the Word and promise of God, and because of the immutability of the covenants of God, that all the redeemed of God are indwelt by the Holy Spirit, and interceded for by Christ, and therefore secure in Christ forever (John 6:37 – 40; 10:27 – 30; 17:11; Romans 8:1, 19, 30, 38, 39; I Corinthians 1:4 – 8; II Timothy 1:12; I Peter 1:5; Jude 24).
- B. We believe that God, as a Holy and Righteous Father of all the redeemed, cannot overlook the sin of His children, and when they persistently sin, will chasten and correct them in infinite love (I Corinthians 11:27 – 32; Hebrews 12:5 – 11).
- C. We believe that it is the universal privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word: which truth excites within His children filial love, gratitude and obedience (I John 5:10–13; 3:14; II Corinthians 5:6–8; Romans 13:13, 14; Galatians 5:13; Titus 2:11–15).

SECTION 9. The Church.

- A. We believe that the universal church, which is the body and the bride of Christ, is a spiritual organism made up of all born-again persons of the present age which began at Pentecost and shall be terminated at the rapture (Ephesians 1:22, 23; I Corinthians 12:12–14; Romans 12:5; Matthew 16:16–18; Acts 2:42–47).
- B. We believe that the establishment and continuance of the local church is clearly taught and defined in the New Testament Scriptures, being composed solely of believers (Acts 14:27; 20:17, 20:28 – 32; Timothy 3:1 – 13; Titus 1:5 – 11). These churches worship on the first day of the week, the Lord's Day (John 20:19, 26; Acts 20:7; I Corinthians 16:1, 2; Hebrews 10:25).
- C. We believe baptism by immersion should precede local church membership (Acts 8:35 – 38).

SECTION 10. The Ministry and Spiritual Gifts.

- A. We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelist, pastor-teacher are sufficient for the perfecting of the saints today (I Corinthians 12:4 – 11; II Corinthians 12:12; Ephesians 4:7 – 12; I Corinthians 13:8).
- B. We believe that every believer possesses a spiritual gift for the edification of the body of Christ (I Corinthians 12:20 – 27; Ephesians 4:12).

SECTION 11. Christian Walk.

- A. We believe that every saved person possesses two natures, and that all claims to the eradication of the old nature in this life are unscriptural (Romans 7:1 – 13; Colossians 3:10; I Peter 1:14 – 16).
- B. We believe that the Christian life consists of a positive abiding in union with the living Christ and by living in the power of the indwelling Spirit with the living Christ, and by living in the power of the indwelling Spirit so that the fruit of the Spirit is produced in the life in contrast to lusts of the flesh (John 15:1 – 16; Galatians 5:16 – 23; Ephesians 4:22 – 24).
- C. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (Romans 12:1, 2; 14:13, 21; II Corinthians 6:14 – 7:1; II Timothy 3:1 – 5; I John 2:15 – 17; II John 9 – 11).
- D. We believe that every believer should be a faithful steward of all his substance for the furtherance of the Gospel at home and abroad (II Corinthians 9:6 – 8; 16:2).

**SECTION 12. The Great Commission.**

We believe that it is the obligation of all believers to witness by life and by word to the truths of the Holy Scripture and seek to proclaim the Gospel to all mankind (Matthew 28:18 – 20; Mark 16:15; Acts 1:8; II Corinthians 5:19, 20; Romans 10:11 – 17).

SECTION 13. Dispensations.

We believe in the dispensational approach to Scripture and that God, in His progressive revelation, has entrusted man with varying responsibilities in successive periods. These dispensations are divine testing periods in which the failure of man is consistently seen. Although these dispensations span the history of mankind, seven are the subject of extended revelation in Scripture, viz.: the dispensation of God's dealing with the human family in the ages of Innocence, Conscience, Human Government, Promise, Law, Grace and the coming age of the Kingdom. Likewise, we reject that teaching known as "Ultradispensationalism" which opposes either the Lord's table or water baptism as church ordinances for the dispensation of the church (Isaiah 61:1,2; Luke 4:16 – 21; I Corinthians 9:17; Ephesians 1:10; 3:2, 9; A.S.V. Colossians 1:25; A.V.S. I Timothy 1:4).

SECTION 14. The Personality of Satan.

We believe that Satan is a personal being, the highest rank of all angelic creatures; that through pride, thereby becoming the author of sin and the cause of the fall of man; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire (Genesis 3:1 – 19; Isaiah 14:12 – 17; Matthew 4:21; 25:41; Revelation 20:10).

SECTION 15. The Blessed Hope.

We believe that the next great event in the fulfillment of prophecy will be the imminent, personal, pre-tribulation return of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming and also all who have fallen asleep in Him. This event is the blessed hope set before us in Scripture, and for this we should be constantly looking (John 14:1 – 3; I Corinthians 15:51, 52; Philippians 3:20; I Thessalonians 4:13 – 18; Titus 2:11 – 14; I Thessalonians 1:10; Revelation 3:10).

SECTION 16. The Tribulation.

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week (Daniel 9:27; Revelation 6:1 – 19, 21) during which the church, the body of Christ, will be in heaven. This entire period of seven years will be a time of judgment on the whole earth, at the end of which, the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble (Jeremiah 30:7), which our Lord called the great tribulation (Matthew 24:15 – 21; Revelation 6:1; 19:21).

SECTION 17. The Second Coming of Christ

We believe that the period of great tribulation will be climaxed by the return of the Lord Jesus Christ to earth as He went, in person, on the clouds of heaven, and with great glory to introduce the millennial age, to bind Satan and place him in the abyss, to lift the curse which now rests on the whole creation, to restore Israel to her own land and to give her the realization of God's covenant promises, and to bring the whole world to the knowledge of God (Deuteronomy 30:1 – 10; Isaiah 11:4 – 9; Ezekiel 37:21 – 28; Zechariah 14:4; Romans 8:19 – 23; 11:25 – 27; Revelation 20:1 – 3).

**SECTION 18. The Eternal State.**

- A. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29; 11:25, 26; Revelation 20:5, 6, 12, 13).
- B. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord (Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:21; I Thessalonians 4:16, 17; Revelation 20:4 – 6).
- C. We believe that the souls of unbelievers remain after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Matthew 25:41 – 46; Mark 9:43 – 48; Luke 16:19 – 26; II Thessalonians 1:7 – 9; Jude 6,7; Revelation 20:11 – 15).

SECTION 19. The Historicity of the Bible.

We believe in the full historicity and perspicuity of the Biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel (Gen. 2:7; 2:21 – 25; 3:1 – 7; 3:8 – 19; 7:11 – 24; 11:1 – 9).

SECTION 20. The Creation.

We believe in the Genesis account of Creation, and that it is to be accepted literally, not allegorically nor figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or developments through interminable periods of time from lower to higher forms; that all animals and vegetable life were made directly, and God's established law was that they should bring forth only "after their kind" (Gen. 1:1 – 2:25; Ps. 8:5; John 1:2 – 3).



DENOMINATIONAL AFFILIATION

Though doctrinally Baptist, the ministry of Maple Springs Baptist Bible College and Seminary is transdenominational. The right of each student to affiliate with the denomination of choice is respected by the Institution.

LOCATION

Situated in suburban Washington, D.C., the College is readily accessible to all. Excellent library facilities and a wealth of educational and cultural opportunities abound in the Washington metropolitan area. The Washington metropolitan area is surrounded by many recreational areas. Main arteries of travel are accessible throughout the metropolitan area. The College is located at the following address:

Maple Springs Baptist Bible College
4130 Belt Road
Capitol Heights, Maryland 20743



Student Policies and Procedures

GENERAL POLICIES GOVERNING STUDENTS

The right of sharing in the privileges of the MSBBC&S community involves corresponding responsibilities. These include the recognition of the authority of the administration and faculty of MSBBC&S and the Board of Trustees of MSBBC&S over all procedures, policies and guidelines in governing the college.

MSBBC&S seeks to maintain high standards of integrity in academic work, in ministry, and in community relationships. These standards of integrity are expected to be met by students, faculty, and staff and are stated here for self-discipline and support by all members of the college community. Each of us may expect from the other absolute honesty in all relationships, responsibilities, and tasks; integrity and good stewardship in all financial obligations and dealings; conscientious concern for each other in matters of personal habits, attitudes, and actions; demonstration of a spirit which recognizes the Lordship of Christ and expresses the biblical concept of love for God and man; a caring attitude toward others; an appreciation of the facilities of MSBBC&S and a custodial concern for maintaining both its natural and physical facilities.

The maintenance of appropriate personal standards, while members of the community, is expected. The use of alcohol, tobacco and non-prescription drugs on campus is not permitted. MSBBC&S also believes that the biblical standards for human sexuality clearly prescribe a heterosexual relationship within the context of marriage, or sexual chastity for those who are single. Students are expected to conform to these standards and give clear evidence of their Christian life and character so as to commend the Gospel, strengthen the church and honor the Lord.

Evidence of conspicuous or persistent failures in moral responsibility will lead to disciplinary action, which may result in suspension or dismissal from the faculty, staff or student body. Specifics for faculty are outlined in the Faculty Handbook, and details for students are given on the following page.



STUDENT PLEDGE TO THE STANDARDS OF CONDUCT

I understand that my preparation for Christian work requires my personal commitment to the Lord Jesus and separation from sin. I further realize that as a MSBBC&S student, I represent the Lord Jesus Christ as well as the College and Seminary. I am aware that the Scriptures prohibit sins (i.e., stealing, sexual immorality, occult practices and cheating) and attitudes (i.e., pride, lust, bitterness, harmful discrimination, jealousy and an unforgiving spirit) which are to be avoided. In addition, I understand that certain types of activities are questionable and I will avoid those activities as determined by the College and Seminary for testimony's sake. As a member of the MSBBC&S family, I pledge myself, therefore, without reservation to these lifestyle commitments:

1. To recognize the authority of the administration and faculty of MSBBC&S and the Board of Trustees of MSBBC&S over all procedures, policies and guidelines in governing the College and Seminary;
2. To be honest in all relationships, responsibilities, and tasks;
3. To demonstrate integrity and good stewardship in all financial obligations and dealings;
4. To demonstrate conscientious concern for others in matters of personal habits, attitudes, and actions;
5. To demonstrate a spirit, which recognizes the Lordship of Christ and expresses the biblical concept of love for God and man;
6. To submit to the authority of the Scriptures in matters of faith and conduct and to the control of the Holy Spirit;
7. To actively support the cause of Christ and to endeavor to win others to faith in Him;
8. To respect the interdenominational character of MSBBC&S by refraining from propagating potentially divisive doctrines;
9. To use wisdom in selection of media (radio, television, recordings, various forms of literature and films) recognizing that many performances and publications are not edifying and tend to defile the mind (e.g., questionable music);
10. To demonstrate a caring attitude toward others;
11. To appreciate the facilities of MSBBC&S and have a custodial concern for maintaining both its natural and physical facilities;
12. To dress appropriately and in good taste at all times;
13. To abstain from the sale and use of alcohol, tobacco and illegal drugs;
14. To refrain from gambling and social dancing, and attendance at night clubs, bars, and similar places;
15. To ascribe to the biblical standards for human sexuality of heterosexual relationships within the context of marriage, or sexual chastity for those who are single.

I understand that the **STANDARDS OF CONDUCT** are to guide my behavior on and off the campus for the time I am enrolled in MSBBC&S. While it is recognized that personal preferences differ and that every member of the College and Seminary community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is a way I can develop Christian discipline, exhibit Christian maturity and demonstrate the love of Christ in concern both for the integrity of the College and Seminary itself, as well as for the personal welfare of other believers. Further, I understand that failure to cooperate in maintaining the Standards will lead to appropriate disciplinary action and/or possible dismissal.

Signature: _____ Date: _____



POLICY ON EQUAL OPPORTUNITY

MSBBC&S admits students of any race, religion, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national or ethnic origin, handicap, age, political affiliation or sex in administration of its educational policies, admission policies, scholarships and loan programs. MSBBC&S does not discriminate in admissions or access to or employment of persons with impaired vision, hearing or physical mobility, AIDS and transmitted diseases. Sexual harassment is not tolerated at MSBBC&S.

POLICIES ON DISMISSAL AND READMISSION

The following activities will subject the student to dismissal from MSBBC&S: (1) the use or possession of alcoholic beverages or illegal substances; (2) sexual immorality; (3) lying, especially to the Administration or Student Government Association in disciplinary actions; (4) gambling; (5) abuse of MSBBC&S property, (6) dishonesty (including cheating on tests or assignments, theft, forgery, plagiarism, etc.); (7) persistent failure to comply with administrative requests; (8) deliberately falsifying materials to be placed in students permanent file as defined below; and (9) noncompliance with any of these policies.

Should a student wish to appeal disciplinary action by MSBBC&S he/she should apply first to the Director of Student Affairs. The second stage consists of an appeal to the Student Government Association in conjunction with the Vice President for Finance and Administration. If unsatisfied, the student may then appeal to the President or his/her designee. There will be no appeal beyond the President nor can disciplinary actions initiated by the President be appealed.

A student dismissed from MSBBC&S may, after two semesters, apply for readmission. The Director of Student Affairs, will consider the request in conjunction with the appropriate Vice President and/or Dean. A re-admission fee, (see page 83 for Tuition & Fees), will be assessed.

POLICIES AND PROCEDURES FOR FILING A COMPLAINT AGAINST THE INSTITUTION

The Transnational Association of Christian Colleges and Schools (TRACS) values the role of information provided by students, employees, and others in performing its role of monitoring an institution's compliance with TRACS Standards. TRACS is also interested in assuring that member institutions maintain appropriate grievance and due process procedures, provide procedural fairness, and consistently apply their policies and procedures.

The TRACS procedures for the review of complaints involving member institutions are designed to enable TRACS to address possible violations of its Accreditation Standards and the proper and uniform application by institutions of their own policies and procedures, as they relate to TRACS Standards.

Any person wishing to file a complaint regarding an institution accredited by TRACS should download all documents in the Filing a Complaint packet on the TRACS website http://www.tracs.org/TRACS_Publications.html. The procedure for filing a complaint is described therein.

To file a complaint with the Maryland Higher Education Commission (MHEC) go their website <http://www.mhec.state.md.us/highered/acadaff/MHECStudentComplaintForm.pdf>.

To file a complaint with the U. S. Department of Education visit their website <http://www2.ed.gov/about/contacts/gen/index.html?src=ft> OR Call 1-800-MIS-USED (1-800-647-8733).



STUDENT DUE PROCESS AND GRIEVANCE PROCEDURES

ACADEMIC GRIEVANCE PROCEDURES-

The Informal Procedure Process:

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is to bring the dispute to the Dean's Office, here upon the Dean, or his/her designee will seek to reach an informal resolution through mediation between the parties.
3. If the mediation at the Dean's level fails, then the student's grievance is consigned to the Vice President for Academic Affairs.

The Formal Process:

1. Student grievances, which are consigned to the Vice President for Academic Affairs, must be specified in writing. A student's written statement, along with supporting evidence, constitutes a case document.
2. The second party to the dispute is also required to provide the Vice president for Academic Affairs a written statement with his/her account of the dispute.
3. The Vice President for Academic Affairs is then required to set a date to convene a meeting to hear the case as expeditiously as possible. All parties are to be informed, in writing, of the charges and the meeting date, as well as a statement requesting his/her presence.
4. During the hearing, the student presents his/her case, after which the accused party is allowed to present the other side.
5. Following the hearing, the Vice President for Academic Affairs will inform all parties, in writing, of his/her decision. The Dean of the College or Seminary is also sent a copy of the Vice President's decision.



NONACADEMIC GRIEVANCE PROCEDURES-

1. A student who believes he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is to bring the dispute to the Director of Student Affairs.
3. If the mediation at the Director of Student Affairs level fails, then the student's grievance is consigned to the Vice President for Administration.
4. The Vice President for Administration will set a date for convening a meeting to hear the grievance as expeditiously as possible. During the hearing, the student first presents his or her case, after which the accused party is allowed to present the other side.
5. Following the hearing, the Vice President for Administration will inform all parties, in writing, of the decision.



Admissions Information

ADMISSIONS POLICIES

Applicants for admission to MSBBC&S will be considered without regard to color, sex, national or ethnic origin. The applicant is assessed according to academic background and personal testimony for the Lord Jesus Christ. In considering applications, the Admissions Board reviews the applicant's complete academic record, recommendations and personal information. If the applicant meets the required standards, he will be admitted to MSBBC on a semester-to-semester basis.

A certificate or degree from MSBBC&S is not an indication that MSBBC&S is recommending the student for licensing or ordination. Each ecclesiastical denominational organization has its own set of guidelines for licensing and ordaining its ministers.

Application must be made on the official form furnished by the Office of the Director of Records and Admissions. When the necessary information and fees have been received, the Admissions Committee will take action on the application. The applicant will be notified of the decision of the Committee.

ADMISSIONS REQUIREMENTS

General

Acceptance to any certificate or degree program at MSBBC&S will be granted only after evaluation of the application; references and official transcripts (where required) have been made. The appropriate fee must accompany the application. Admission to a particular program will be granted only after an application to that program has been received and approved.

Secondary School Preparation

An applicant for either the Bible College 30 semester hour certificate or degree programs must be graduated from an approved high school or present an equivalency certificate from having passed the General Educational Development (GED) Tests: High School Level.

The following distribution of high school subjects is recommended for all applicants for the Bible College certificate, diploma, or degree programs:

English	4 units
Mathematics	2 units
Modern Language	2 units
History	2 units
Science	2 units
Electives	5 units



APPLICATION PROCEDURES

The applicant should carefully complete the application form and send it to the Office of the Director of Records and Admissions along with the following items: (a) application fee; (b) a statement of personal conversion to Christ, experience with the Lord, and service for Christ; (c) high school transcript and/or transcript(s) from all colleges and universities where the applicant has done undergraduate and/or higher level course work.

ADMISSIONS PROCEDURES

High school graduates or G.E.D. applicants should follow these steps in making application for admission to the College:

1. Request admission forms from the Office of the Director of Records and Admissions.
2. Upon receipt of the forms, fill in the requested information; attach your Christian experience statement to the form; and enclose the appropriate application fee and mail to the Office of the Director of Records and Admissions.
3. Request from the last high school you attended to send an official record of all your high school work.
4. All forms and records should be in the Office of the Director of Records and Admissions prior to the deadline for applications indicated in the academic calendar. The normal processing of an application requires from two to four weeks. Applicants whose qualifications are satisfactory will be notified of their acceptance. MSBBC&S is an open admissions institution on the undergraduate level.

ADMISSIONS CLASSIFICATIONS

1. **Regular Student** - A student who meets all entrance requirements and is pursuing a certificate, diploma or degree program.
2. **Special Student** - A student who desires to take only a limited number of courses for credit, but who is not interested in enrolling in a certificate or degree program. Special students must follow regular application procedures.
3. **Auditor** - A student permitted to enroll in a course without being required to fulfill the normal course requirements in that course when it is taken for credit. No credit is granted. Audited courses will be recorded on the official transcript. Abbreviated admissions credentials are required of those students who are only auditing courses.



TRANSFER STUDENTS

Students desiring to transfer to Maple Springs Baptist Bible College and Seminary (MSBBC&S) from other Bible institutes, colleges, and universities, must follow all the steps outlined above when applying for admission. MSBBC&S accepts the transfer of undergraduate and graduate credits from institutions of higher learning that are accredited by U.S. Department of Education approved accrediting agencies.

However, each course is individually evaluated before acceptance to ensure that it meets the requirements of similar offerings at MSBBC&S. The decision to accept or reject transfer of credits rest solely with MSBBC&S. In order for credits to be considered for transference, in addition to the high school record, the student should request the registrar of each college attended since high school graduation to send an official transcript (certified and sealed) of his/her college level work directly to the Office of the Director of Records and Admissions of MSBBC&S.

The final decision on transferring credits will be made, put in writing, and sent to the registrar for inclusion in the student's folder. The registrar will then give the student a timely response as to the acceptance/rejection of transfer of credits. Once the registrar receives the certified transcript, he/she will forward it to the Dean who will work closely with the members of the appropriate department in making the final decision on transfer of credits. Only work completed with a "C" or better is transferable.

The transfer student should note that every student receiving a degree from MSBBC&S, regardless of the number of transfer credits must complete 30 of the last 36 semester hours in residency.

TESTING PROGRAMS

All applicants to the College are required to take placement tests in Math and English. Students whose scores are not acceptable will be required to complete Math and English fundamental course work prior to enrolling in college level English and Math courses.

All students enrolled in the College will be required to take a battery of Bible content tests developed by the American Association of Bible Colleges upon entering the College as well as exiting the College as graduates.

All applicants for graduate degrees at the Seminary must take a comprehensive examination. This applies to all master degree programs as well as doctoral degree programs. Of necessity, the complexity of the doctoral comprehensive examinations is greater than for the master degree examinations.

These examinations are given to achieve the following results:

- 1) Focus the candidate's attention on and direct his energy toward the academic issues within his discipline or area or emphasis.
- 2) Provide the Institution with information on the degree to which the candidates have achieved the body of knowledge which the curriculum was intended to deliver.

Though the doctoral comprehensive is more complex than the masters' comprehensive, both of these examinations test the candidate on general and broad based issues related to his discipline(s) or area of emphasis.



CLASS OFFERINGS

Maple Springs Bible College and Seminary offers day (Saturday), and evening classes on a seasonal semester system.

REGISTRATION & ENROLLMENT

The Office of Records and Admissions is primarily responsible for maintaining an accurate and complete record of a student's academic status. It is also responsible for preparing transcripts, certificates, and class rosters.

The Office of Records and Admissions will announce all necessary information in time to permit students to prepare for registration. All students must register for class during the period(s) announced in the official College and Seminary calendar. The Academic Calendar is available at least 30 days prior to the beginning of the Fall Semester. Students who fail to register will not be permitted to attend classes and their names will not appear on official class rosters.

All students are required to register **in person** during the scheduled times. Late registration will take place on a specific date. See Academic Calendar for details. A late registration fee will be assessed to those who do not register during the initial scheduled three day registration period. Each student by the act of registration, assumes the liability for the payment of all charges for the semester.

Undergraduate students will not be permitted to enroll in graduate courses.

Classes with insufficient enrollment may be canceled. Students will be given an opportunity to enroll in another course.

Students will receive a copy of the syllabus and course outline on the first day of class.

Students are not officially registered until arrangements for paying all charges for tuition, fees, previous balances, etc. have been made. Students who fail to register during the initial three day registration days will be assessed a late fee.

Changes in address, telephone number, or any other information supplied to the college should be reported to the Director of Records and Admissions on the official Change of Student Information form as soon as possible after they occur.

READMISSION

A student who has left a program of study, at Maple Springs Baptist Bible College and Seminary, for two consecutive semesters will be considered for readmission only after a letter of request has been submitted to the Director of Records and Admissions' Office, prior to the opening of the semester in which the student plans to re-enroll. The appropriate fee (see page 72 for Tuition & Fees) must accompany the readmission application.

Those who have been dismissed from the College for academic reasons are readmitted on a case-by-case basis. The Admissions Committee, which takes into consideration the following criteria, makes such decisions (1) a "Statement of Intent" filed by the student, which indicates a renewed commitment and desire to pursue studies.

Attendance at Maple Springs Baptist Bible College and Seminary is a privilege and not a right. The Administration reserves the right to dismiss any student who does not comply with the purposes, requirements, and regulations of the College.



Academic Information

GENERAL

MSBBC&S is primarily an evening college designed to serve full-time Christian workers and others who have full-time jobs during the day. Therefore, MSBBC&S offers most of its curriculum during evening hours. All certificates, diplomas, and degrees are earned primarily through the evening programs.

Although MSBBC&S is primarily an evening college, several classes are offered on Saturday during the day.

Evening classes are held Monday through Friday evenings. The entire cycle of courses is offered over a six-year period.

The regular academic year programs at MSBBC&S are comprised of two semesters, 16 weeks each. Summer school is eight weeks.

DEFINITIONS OF TERMS USED IN DESCRIBING THE ACADEMIC PROGRAM

Credit Hour -- All scholastic work is measured according to the semester credit hour. This is the equivalent of one class of 50 minutes per week (plus preparation) or two laboratory hours per week (plus preparation) for 16 weeks. The "credit hour" is sometimes referred to as a "semester hour."

Curriculum -- The pattern of courses leading to a specific educational objective. These are required sequential offerings, which meet an educational objective.

Electives -- Courses, which may be chosen voluntarily by a student to contribute to a balanced program of education within his or her chosen curriculum or area of emphasis.

Grade-Point Average [GPA] -- The GPA is the average determined by dividing a student's total quality points by the total number of semester hours of credit that he or she has attempted. Quality points for one course are computed by multiplying the number of credit hours for a course by the student's grade as measured on a four-point scale. The total quality points earned by a student are computed by adding together the quality points in each of the courses attempted.

Prerequisite -- A course, which must be completed prior to admission into another course.

Student Classification -- Division of students into classes based on the number of credit hours completed.

Transfer of Credit -- Applying credit hours earned at one educational institution to the completion of an academic program at another institution. The rule which applies to most transfers is that the grade earned in a transferred course must be "C" or above, and the course must be similar to a course offered in the College to which the transfer is made.

CURRICULUM PHILOSOPHY



MSBBC&S degree programs are structured to give every student a thorough background in Bible and doctrine. Thus, every student regardless of area of concentration is a Bible major.

The curriculum also provides students with a complimentary foundation in general education in order that they might have a comprehension of the history, language, thought, and expression of past and present world cultures. All of this is designed to assist students to develop a truly biblical world and life view.

CURRICULUM DEPARTMENTS

The academic area of the College is organized according to the following departments:

Department of Church Vocations

- Pastoral Ministries
- Church Administration

Department of General Education

Department of Bible and Theology



Programs of Study

Maple Springs Baptist Bible College and Seminary has developed its courses in order to prepare a student "in ministry" or "for ministry" in a local, aggressive, soul-winning church, as well as other forms of Christian work and ministry. With a balanced emphasis between Biblical and theological subjects, general education requirements, and a major area of concentration, the student's entire college education will be functional and practical. From the layperson who wants a one-year basic Christian education program to the student who wants to prepare for a career in the local church or a Christian school, MSBBC&S has a curriculum to satisfy that need.

The Certificate in Biblical Studies

Designed for (1) those desiring to get a good biblical foundation while they seek to know God's will regarding further training, (2) those wanting essential Bible courses prior to going elsewhere for vocational training, and (3) those who are graduates of universities, colleges and professional schools who desire a one-year Bible program. For these students, the Bible College offers the Certificate in Biblical Studies upon completion of 30 semester hours of class work in residence.

The objectives of this program are (1) to train Christians to be effective witnesses in the world and (2) to give them a foundation, which fosters a lifetime of Bible study, and Christian service.

The course work may be completed in one year as a full-time student or on a part-time basis.

BI101	Old Testament Survey	3	BI102	New Testament Survey	3
LA121	English Composition I	3	LA122	English Composition II	3
FS105	Personal Evangelism and Christian Living	3	FS101	Principles of Biblical Interpretation I	3
FS103	Introduction to Missions	3	SP123	Public Speaking	3
TH103	Bible Doctrine I	3	TH104	Bible Doctrine II	3
FS100	Field Education	0	FE100	Field Education	0
Total			Total		
15			15		

TH103 Bible Doctrine I and TH104 Bible Doctrine II

These courses are required for the certificate and A.A.B.S. programs. These courses may not be substituted for the Theology requirements in the B.A.B.S. program.



The Certificate in Ordination Preparation (30 credit hour program)

This course is focused on a specific course of study that is expected to facilitate and enhance the Ordination process. This **30** credit-hours of undergraduate studies (ten classes) program designed to teach the theological and biblical context of ordination for ministers. This course will include the study of Articles of Faith. The student will be provided a compressive review and examination of applied approaches and procedures required to successfully perform ordinances in the Christian church.

Note: The completion of this certificate program does not guarantee ordination!

The course work may be completed in one year as a full-time student or on a part-time basis.

LA321 Advance Writing	3	SP123 Public Speaking	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
FS105 Personal Evangelism & and Christian Living	3	TH201 Systematic Theology Part I	3
PM321 Pastoral Theology	3	PM432 Church/Personal Finance3	
PM421 Ordination Preparation Seminar I	3	PM422 Ordination Preparation Seminar II	3

Total 15

Total 15

TH103 Bible Doctrine I and TH104 Bible Doctrine II

These courses are required for the certificate and A.A.B.S. programs. These courses may not be substituted for the Theology requirements in the B.A.B.S. program.



**The Associate in Arts Degree in Biblical Studies (A.A.B.S.)
(60 credit hours program)**

The two-year Associate in Arts degree has become one of the most recognized credentials for college level work, less than a four-year Bachelor's degree program. The Bible College is honored to offer this degree in Biblical Studies. This **60** credit-hour program is designed to undergird the students in the fundamentals of Christian faith and to stimulate them to evaluate knowledge in the light of scriptural truth. Upon completion of this two-year program, students may go on to earn a B.A. at MSBBC&S, transfer to other institutions or enter into church-related ministries as biblically-oriented lay persons. Students who earn the A.A. degree and transfer to other institutions are advised to obtain advanced approval in writing from the college to which they plan to transfer the credits.

First Year

BI101	Old Testament Survey	3	BI102	New Testament Survey	3
LA121	English Composition I	3	LA122	English Composition II	3
FS105	Personal Evangelism And Christian Living	3	MA221	General College Math I	3
FS101	Principles of Biblical Interpretation I	3	FS102	Principles of Biblical Interpretation II	3
TH103	Bible Doctrine I	3	TH104	Bible Doctrine II	3
FS100	Field Education	0	FE100	Field Education	0
Total		15	Total		15

Second Year

BI201	Gospels	3	BI204	Acts & General Epistles	3
BI205	Pauline Epistles	3	SO221	Intro. To Sociology	3
HI222	World Civilization I	3	HI223	World Civilization II	3
PS225	Intro. To Psychology	3	CO236	Biblical Counseling	3
EM221	Principles of Teaching	3	FS104	Intro. To Christian Education	3
FE101	Field Education	0	FE102	Field Education	0
Total		15	Total		15

TH103 Bible Doctrine I and TH104 Bible Doctrine II

These courses are required for the certificate and A.A.B.S. programs. These courses may not be substituted for the Theology requirements in the B.A.B.S. program.



The Bachelor of Arts Degree in Biblical Studies (120 Credit Hour Program)

Maple Springs Baptist Bible College grants the Bachelor of Arts Degree in Biblical Studies. All students must complete **120** credit hours to earn the Bachelor of Arts Degree. A minimum of **30** credit hours must be earned at Maple Springs Baptist Bible College, in addition to transfer credit hours earned toward the B.A. in Biblical Studies. The final 30 hours must be completed in residence at MSBBC&S.

BACHELOR OF ARTS DEGREE

Biblical Education	General Education	Church Vocations Education
51 credit hours of Bible Theology Related Subjects	42 credit hours of Humanities Social Sciences Sciences Mathematics	27 credit hours of Professional Studies Courses
Required in all B.A. Programs	Required in all B.A. Programs	Major Department Curriculum

CORE CURRICULUM FOR BACHELOR OF ARTS DEGREE

The following courses form the **CORE CURRICULUM** which is required of every student in the bachelor's degree program.

First Year

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
ES101 Environmental Science	3	LA122 English Composition II	3
LA121 English Composition I	3	FS102 Principles of Biblical Interpretation II	3
FS101 Principles of Biblical Interpretation I	3	FS104 Intro to Christian Ed.	3
FS103 Introduction to Missions	3	SP123 Public Speaking	3
FS100 Field Education	0	FE100 Field Education	0
Total	15	Total	15

Second Year

BI201 Gospels	3	BI204 Acts & General Epistles	3
MA221 General College Math I	3	EM221 Principles of Teaching	3
HI222 World Civilization I	3	SO221 Intro to Sociology	3
FS105 Personal Evangelism and Christian Living	3	HI223 World Civilization II	3
TH201 Systematic Theology I	3	MA222 General College Math II	3
FE101 Field Education	0	FE102 Field Education	0
Total	15	Total	15

**Third Year**

BI303	Old Testament Books I	3	BI205	Pauline Epistles	3
TH301	Systematic Theology II	3	PS225	Intro. To Psychology	3
PH221	Intro. To Philosophy	3	PM323	New Testament Greek II	3
CO236	Biblical Counseling	3	PM321	Pastoral Theology	3
PM322	New Testament Greek I	3	LA321	Advanced Writing	3
FE103	Field Education	0	FE104	Field Education	0

Total 15

Total 15

Ministerial Field Experience/Practicum - 3 hours -- Course number will be determined by area of concentration.

Fourth Year

BI403	Old Testament Books II	3	TH401	Apologetics	3
ES202	Earth Science/Geology	3	BI404	Revelation	3
EM331	Leadership & Admin	3	PM345	Ministerial Practicum	3
PM343	Homiletics I	3	PM344	Homiletics II	3
PM423	Church Music	3	PM345	Church/Personal Finance	3
FE105	Field Education	0	FE106	Field Education	0

Total 15

Total 15



Bible and Theology Department

The student completing requirements in Bible and Theology should be able to:

1. Demonstrate knowledge of the historical background of the books of the Old and New Testaments so that they may understand the context in which each book was written.
2. Demonstrate an understanding of the relationship between the Old and New Testaments and see how God has progressively revealed Himself throughout the Bible.
3. Define and defend his/her faith from a conservative, evangelical viewpoint.
4. Demonstrate a working knowledge of Bible doctrine.
5. Demonstrate the necessary skills for independent Bible Study.
6. State and defend a worldview that is consistent with Biblical revelation.
7. Accept and defend a conviction that the Scripture is God-breathed.
8. Integrate the truths of the Scriptures into life and communicate them to the world.

Old Testament

BI101	Old Testament Survey	3 sem. hrs.
BI301	Pentateuch	3 sem. hrs.
BI302	Historical Books	3 sem. hrs.
BI401	Poetical Books	3 sem. hrs.
BI402	Prophetic Books	3 sem. hrs.
		15 sem. hrs.

New Testament

BI102	New Testament Survey	3 sem. hrs.
BI201	The Gospels	3 sem. hrs.
BI202	Pauline Epistles I	3 sem. hrs.
BI203	Pauline Epistles II	3 sem. hrs.
BI204	Acts & General Epistles	3 sem. hrs.
BI404	Revelation	3 sem. hrs.
		18 sem. hrs.

Systematic Theology

TH201	Systematic Theology I	3 sem. hrs.
TH204	Systematic Theology II	3 sem. hrs.
TH401	Apologetics	3 sem. hrs.
		15 sem. hrs.

Foundational Studies

FS101	Principles of Biblical Interpretation I	3 sem. hrs.
FS102	Principles of Biblical Interpretation II	3 sem. hrs.
FS103	Introduction to Missions	3 sem. hrs.
FS104	Introduction to Christian Education	3 sem. hrs.
FS105	Personal Evangelism and Christian Living	3 sem. hrs.
		15 sem. hrs.



**General Education
Department**

The student completing requirements in general education should be able to:

1. Display a reasonable proficiency in the use of the English language both in oral and written communication.
2. Understand the nature and value of the fine arts.
3. Think clearly and exhibit a habit of inquiry.
4. Recognize and appreciate cultural diversity.
5. Develop and maintain a healthy self-concept.
6. Build skills in maintaining Christ-like interpersonal relationships.
7. State and defend a Christian interpretation of history.
8. Demonstrate a comprehension of the dynamics of social groups.

GENERAL EDUCATION

Humanities

LA121	English Composition I	3 sem. hrs.
LA122	English Composition II	3 sem. hrs.
LA321	Advanced Writing	3 sem. hrs.
EM231	Principles of Teaching	3 sem. hrs.
PH221	Introduction to Philosophy	3 sem. hrs.
		15 sem. hrs.

Social Sciences

HI222	World Civilization I	3 sem. hrs.
HI223	World Civilization II	3 sem. hrs.
PS225	Introduction to Psychology	3 sem. hrs.
SO221	Introduction to Sociology	3 sem. hrs.
EM331	Leadership and Administration	3 sem. hrs.
		15 sem. hrs.

Natural Science

MA221	General College Math I	3 sem. hrs.
MA222	General College Math II	3 sem. hrs.
ES101	Environmental Science*	3 sem. hrs.
		9 sem hrs.

*Students admitted to the Institution prior to Fall 2014 may elect to take either course. Students admitted to the Institution beginning Fall 2014 must take Environmental Science.



Church Vocations Department

The Church Vocations Department has added to the previously listed Biblical and General Education core courses certain required and elective courses to equip students for various career objectives. If students feel that some of the professional area courses listed in one of the curriculums needs to be replaced by others to more suitably meet their career goals, a request for this change in the listed curriculum may be made to the appropriate Department Chair.

On the following pages are the MSBBC&S Bachelor of Arts degree programs. The required Biblical and General Education courses are printed in standard type and the courses which are special to each professional program are printed in **bold type**.

PROFESSIONAL STUDIES COURSES

Pastoral Ministry Program

PM321	Pastoral Theology	3 sem. hrs.
PM322	NT Greek I	3 sem. hrs.
PM323	NT Greek II	3 sem. hrs.
PM343	Homiletics I	3 sem. hrs.
PM344	Homiletics II	3 sem. hrs.
PM345	Ministerial Practicum	3 sem. hrs.
PM423	Church Music	3 sem. hrs.
PM432	Church/Personal Finance	3 sem. hrs.
CO236	Biblical Counseling	3 sem. hrs.

27 sem. hrs.

Church Administration Program

BA231	Introduction to Business	3 sem. hrs.
BA332	Principles of Administration	3 sem. hrs.
MA321	Business Math	3 sem. hrs.
BA331	Personnel Management & Supervision	3 sem. hrs.
BA334	Business and Church Law	3 sem. hrs.
PM432	Church/Personal Finance	3 sem. hrs.
BA435	Business Accounting	3 sem. hrs.
CO236	Biblical Counseling	3 sem. hrs.
PM345	Ministerial Practicum	3 sem. hrs.

27 sem. hrs.



The Bachelor of Arts Degree in Biblical Studies

MAJOR: Biblical Studies AREA OF EMPHASIS: Pastoral Ministry

The **Pastoral Ministries track** is designed for the student who desires to become a pastor upon completion of his/her studies at MSBBC&S. The Pastoral Ministries Program is designed to produce pastors who will lead their churches and influence their communities, states, and country for Christ. This ministry has as its dual focus evangelism and church building through consistent preaching and teaching of the Word of God.

A feature of the Pastoral Ministries Program is the practicum, which is required of all students in the program. After completing a minimum of 66 semester hours of course work and the prerequisite course, PM 321 Pastoral Theology, the student participates in a pastoral practicum, chaplaincy practicum, or some other assigned area of responsibility.

Upon completion of the pastoral ministries program, the graduate should:

1. Have a working knowledge of the Bible as it relates to local church ministry;
2. Have an ability to preach and teach the Bible to the local congregation;
3. Have a desire to continue to grow spiritually, based upon independent Bible study;
4. Have developed basic skills in the responsibilities of pastoral leadership;
5. Be able to continue to develop the basic skills related to the administrative, teaching, training, worship, service, and business activities of the church;
6. Be able to perform the practical aspects of a pastor's responsibilities, such as administration, counseling, conducting weddings and funerals, and administering the ordinances;
7. Be able to win the lost to Christ and edify the saints through a well rounded church program; and
8. Appreciate, support, and promote the cause of world wide missions;

First Year

BI101	Old Testament Survey	3	BI102	New Testament Survey	3
LA121	English Composition I	3	LA122	English Composition II	3
FS101	Principles of Biblical Interpretation I	3	FS102	Principles of Biblical Interpretation II	3
FS105	Personal Evangelism And Christian Living	3	ES101	Environmental Science	3
FS103	Introduction to Missions	3	FS104	Introduction to Christian Education	3
TH101	Systematic Theology I	3	TH102	Systematic Theology II	3
FE100	Field Education	0	FE100	Field Education	0

Total 18

Total 18

**Second Year**

BI201	Gospels	3	BI204	Acts & General Epistles	3
BI205	Pauline Epistles	3			
MA221	General College Math I	3	SO221	Introduction to Sociology	3
HI222	World Civilization I	3	HI223	World Civilization II	3
PS225	Introduction to Psychology	3	CO236	Biblical Counseling	3
EM221	Principles of Teaching	3	MA222	General College Math II	3
FE100	Field Education	0	FE100	Field Education	0

Total 18

Total 15

Third Year

BI303	Old Testament I	3	PM321	Pastoral Theology	3
EM331	Leadership and Admin	3	PH221	Introduction to Philosophy	3
PM343	Homiletics I	3	LA321	Advanced Writing	3
PM344	Homiletics II	3			
PM322	New Testament Greek I	3	PM323	New Testament Greek II	3
FE100	Field Education	0	FE100	Field Education	0

Total 15

Total 12

Fourth Year

BI403	Old Testament II	3	TH401	Apologetics	3
BI402	Prophetic Books	3	BI404	Revelation	3
*ES101	Environmental Science	3	PM432	Church/Personal Finance	3
PM423	Church Music	3	PM345	Ministerial Practicum	3
FE100	Field Education	0	FE100	Field Education	0

Total 12

Total 12

*Students admitted to the Institution prior to Fall 2014 may elect to take either course. Students admitted to the Institution beginning Fall 2014 must take Environmental Science.



Academic Policies

CLASSIFICATION OF STUDENTS

The student body is divided academically into four classes: freshman, sophomore, junior and senior. Students are classified academically on the following basis:

Freshman -	Less than 30 semester hours
Sophomore -	Completion of at least 30 semester hours
Junior -	Completion of at least 60 semester hours
Senior -	Completion of at least 90 semester hours
Full-time Students -	Those carrying 12 or more semester hours
Part-time Students -	Those carrying less than 12 hours
Probationary Students -	Those whose academic loads have been reduced because of a deficient grade-point average

COURSES AND CREDITS

Course content is based on textbook materials, an analysis of material in each chapter, and material presented by the teacher in class. Grades are based on collateral reading, written reports, and examinations in the form of objective, multiple choice, and essay questions. The student is expected not only to acquire and recall facts, but also to relate those facts to personal experiences and Christian responsibilities.

ADD/DROP POLICY

Students may **add** or **drop** a course(s) using the official add/drop form during the first two weeks of classes without academic penalty. Any student who drops a course without using the official add/drop form will receive a permanent grade of "F" for the course. The procedure for adding or dropping courses is as follows:

1. Secure Add/Drop form from the Director of Records and Admissions' Office.
2. Secure Advisor's approval on the Add/Drop form.
3. Return Add/Drop form to the Director of Records and Admissions' Office.

WITHDRAWAL FROM A COURSE

Students who withdraw after the first two weeks of class will receive a grade of "W" which has no grade point value. Mere absence from class does not constitute withdrawal. An official request to withdraw from a course must be executed through the Office of Records and Admissions. Students will receive a failing grade for courses in which they did not officially withdraw.

WITHDRAWAL FROM THE COLLEGE OR SEMINARY



A student who wishes to terminate enrollment with the College or Seminary must file, with the Director of Records and Admissions, a notice of intent to withdraw. A student may withdraw from the Seminary/College (all classes in which they are enrolled) up to and including the last day of classes prior to the beginning of the final examination period. If a student leaves the College or Seminary, and fails to withdraw officially from all classes in which they are enrolled, it will result in an "F" grade on the student's permanent record for each class. Hence, faculty members cannot officially withdraw, add, or drop a student from a course or the Institution. **A student who withdraws from the College or Seminary and who later wishes to re-enroll must submit a re-admission application along with the appropriate fee.**

A student must clear all financial obligations prior to the withdrawal.

A student may request a leave of absence for a semester or up to one year. All requests must be in writing and submitted to the Vice President for Academic Affairs for approval.

CHANGE DEGREE

Students desiring to change their current program of Study must submit their request using the Change of Degree Program form. All changes in degree programs must be coordinated with the student's advisor or the appropriate dean. **Note students who have completed a degree program and wish to seek another degree must fill out a new admissions application and pay the appropriate fee.**

EXAMINATIONS

Examinations taken other than at their regularly scheduled time, either early or late, impose an added burden on the faculty. Any student desiring to take an examination off of schedule must obtain the permission of the professor and may be subject to a fee per examination.

CHANGE OF GRADE AND GRADE OF INCOMPLETE

Students who believe that a grade has been issued in error must contact the instructor. In the event that a grade is to be changed, the instructor will submit a Change of Grade Form to the Office of the Director of Records and Admissions.

A grade of "I" is awarded if a student has not completed required course assignments and is passing the course at the end of the term. A student has one term exclusive of "summer" to complete the required work. If required work is not completed in the next consecutive term, the grade will default to an "F."

GRADE POINT SYSTEM

Graduation from the College is based not only upon the accumulation of credit hours earned. A semester credit hour is earned by completing one 50-minute period of class per week for one semester, which is 15 weeks. The quality points of the grade earned in the course are multiplied by the credit value for each course. The sum is divided by the total number of credits for which the student was enrolled. The resulting number is the GPA (grade point average). The student's cumulative grade point average (GPA) is based on the sum of all quality points earned by the sum of all quality hours attempted. The College follows a 4.0 grade point system and requires a 2.2 GPA for graduation, as shown in the Graduate Catalog page 55.

GRADING SYSTEM



The following criteria are used at MSBBC&S in assigning letter grades:

- "A" Designates outstanding work: superior achievement of course objectives;
- "B" Designates good work: commendable achievement of course objectives;
- "C" Designates acceptable work: satisfactory achievement of course objectives;
- "D" Designates minimal work: marginal achievement of course objectives;
- "F" Designates failure: unacceptable work.

The following grade points are assigned to letter grades, given on a "plus/minus" system:

Grade		Grade points per Semester hour	
A	95 – 100	Excellent	4.0
A –	93 – 94		3.7
B+	90 – 92	Good	3.3
B	87 – 89		3.0
B –	85 – 86		2.7
C+	82 – 84	Average	2.3
C	79 – 81		2.0
C –	74 – 78		1.7
D+	72 – 73	Poor	1.3
D	69 – 71		1.0
D –	64 – 68		0.7
F	Below 64		Failure - Course must be repeated

The following grades and notations are also used in the grading system of the Bible College:

AU	Audit:	Indicates that the student registered for the class on an audit basis; normally indicates regular attendance in class and participation in discussion although not enrolled for credit. Since no grade is assigned, grade points and hours are not accumulated for courses audited.
I	Incomplete:	Represents a minimum of 70 percent of course work completed and the student is passing the course at the end of the term.
S	Satisfactory:	Represents successful completion of a course offered on a no credit basis.
U	Unsatisfactory:	Represents failure to complete a course offered on a no credit basis. Course must be repeated.
W	Withdrawal	Withdrawal from a course.

GRADE REPORTS



Grade reports are issued at the end of the semester. In compliance with Federal Statute, Public Law 93-380, cited as the Educational Amendments of 1974, Section 438, Protection of the Rights and Privacy of Parents and Students, all reports of grades are mailed to the student at the address indicated on the Admission Application. Errors on the grade report other than grade errors should be reported to the Director of Records and Admissions' Office within two weeks of receiving the grade report. The student's copy of the grade report will be mailed within three weeks after the completion of the semester.

HONORS

Graduation honors will be granted to students who attain cumulative grade point averages as listed: *Summa Cum Laude*, 3.80; *Magna Cum Laude*, 3.60; *Cum Laude*, 3.2.

ACADEMIC PROBATION

The status of any student whose cumulative grade point average drops the standard ranges listed below is changed to probationary. Any probationary student who fails to raise his/her cumulative grade point average to the standard ranges listed below over the next two (2) semesters is ineligible for continued study in the degree program. The student may request permission to continue study as a special student.

The student who brings up his/her cumulative average to the standards listed below over the next two (2) semesters of work will be restored to regular status.

The student who fails to meet the above requirement will not be readmitted to the degree program. Any student who has a question about his/her status may appeal to the administration for reconsideration.

COMPLETION OF COURSEWORK

Each course must be completed before the official conclusion of each semester. Under unusual circumstances the student, in consultation with the course instructor, may be granted a two-week extension to complete course work. The student must initiate all such requests.



ACADEMIC STANDING

The student must maintain a grade point average based on the following earned semester hours.

Hours	Academic Warning	Academic Probation	Academic Dismissal
0 – 30	1.99 – 1.40	1.39 – 1.00	0.99 – 0.00
31 – 60	2.0 – 1.60	1.59 – 1.30	1.29 – 0.00
61 – 90	2.1 – 1.80	1.79 – 1.55	1.54 – 0.00
91 – 132	2.1 – 1.81	1.80 – 1.55	1.54 – 0.00

1. **Good Academic Standing** – A Student is considered to be in “Good Academic Standing” When a GPA of 2.0 is maintained.
2. **Academic Warning** - An academic warning notice will be placed on the student's semester grade report that his/her academic performance is below the standard ranges listed above.
3. **Academic Probation** - An academic probation notice will be placed on the student's semester grade report that his/her academic performance is below the standard ranges listed above.
4. **Academic Dismissal** - The student should expect to be dismissed from MSBBC&S when cumulative GPA falls in the ranges listed above. Students dismissed for low academic achievement may appeal the decision to the Committee of Academic Affairs or they may reapply for admission after a period of one academic year. Applicants for readmission need to supply evidence of successful work or course experience since the time of dismissal and submit a plan for successful completion of course work in the future at MSBBC.

ACADEMIC LOAD

In determining the academic load to be carried, students must use self-discipline and good judgment based on their previous academic records.

COURSE LOAD LIMITATIONS

A full-time undergraduate is any undergraduate student enrolled in twelve (12) or more hours during any one semester. Students who desire to take more than fifteen (15) credit hours must obtain the approval of the College Dean. Only students in good academic standing will be approved to carry more than fifteen (15) credits during any one semester. No student will be approved for more than eighteen (18) hours during any one semester.



ABSENCES

1. Class attendance is of paramount importance and excessive absences will affect the final grade. Each student is permitted to be absent from class two periods per semester without penalty.
Note: Two tardies is equivalent to one absence.
2. After 20% absence, the student normally receives an "F".

COURSE CANCELLATIONS

Although the College will endeavor to hold all courses scheduled, it reserves the right to cancel any course due to insufficient enrollment.

TRANSCRIPTS

Student transcripts are kept on file in the Director of Records and Admissions' Office. A copy of the transcript includes only the academic record accumulated by Maple Springs Baptist Bible College. The first copy of the transcript is provided to the student at no cost. Thereafter, a fee is charged for each transcript payable in advance. Money orders should be made payable to Maple Springs Baptist Bible College and Seminary. Copies of transcripts furnished from other institutions become the property of MSBBC&S and will not be furnished for other purposes. All transcript requests must be made by students and must be in writing. Transcripts will not be issued for students who have outstanding fees, fines, library books and failure to complete admission requirements.

PRIVACY OF STUDENT'S RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The privacy of all student records is observed at MSBBC&S. No information may be released to the public without the consent of the student. Members of the administration, faculty or counseling staff may have access to student records and then only for educational, administrative or statistical purposes. Students have the right to file complaints with the Family Education Rights Privacy Act Office (FERPA) in Washington, D.C. concerning alleged failure by the College to comply with the Act.

GRADUATION REQUIREMENTS

Students who are in the College must graduate under the catalog of their original enrollment period unless there is a lapse of one academic year or more. In this case, the student will be expected to fulfill requirements of the catalog in effect at the beginning of the last continuous enrollment period prior to graduation. Student's who begin in one major and decide to change to another, will follow the catalog in effect at the time the change is approved. **SEE APPROPRIATE CATALOG FOR SPECIFIC GRADUATION AND CURRICULUM REQUIREMENTS.**



Students may receive only one degree per academic year.

To be recommended for a certificate, or degree, the student must satisfy the following conditions:

1. The completion of the prescribed program with a passing grade in each subject, and with an overall grade point average of 2.2 or better.
2. The evidence of genuine Christian faith and a consistent testimony.
3. Settlement of all financial obligations to the school.
4. Submission of a completed "Application for Graduation" as outlined on the academic calendar of the year the student plans to graduate.
5. Certificate in Biblical Studies - the student must have completed a minimum of 30 credit hours including all requirements.
6. Associate in Arts Degree - the student must have completed a minimum of 66 credit hours including all course requirements.
7. Bachelor of Arts Degree - the student must have completed a minimum of 132 credit hours including all course requirements.
8. The student must meet the Field Education requirements. Each student is expected to complete a satisfactory Field Education report for each semester indicated in the curriculum.
9. The student must meet the internship or practicum, if the curriculum requires one.
10. Time allotment for Degree completion -
 - A. A student enrolled in a degree program is allowed ten years to complete the program. In the event of a change in Major, this may be extended to twelve years with administrative approval.
 - B. Any student dropping out for more than one year will be readmitted under the new catalog.
11. Variance from Stated Requirements. In special cases, certain course substitutions may be made for required courses. For any deviation from stated requirements for graduation, a petition must be filed with the Vice- President for Academic Affairs. If approved, a copy of the petition will be placed in the student's file.

GRANTING DEGREES AND COMMENCEMENT

The annual commencement convocation is held at the end of the spring semester. Students who complete degree requirements the preceding summer and fall terms are invited to participate in the spring commencement exercise.

Students can only receive one degree per academic year.

FIELD EDUCATION

Students enrolled in the MSBBC&S for a certificate program and associate and bachelor's degree programs are required to participate in Christian service ministries for **each academic semester specified in the program of study**. The Christian service ministries may be performed in a local church or other appropriate institutions. The students will provide periodic reports of accomplishments and evaluations to their assigned advisor. All candidates for degrees must meet these requirements to graduate, even though credit hours are not given for these ministries.



PROGRAM RESTRICTIONS

Each student is held responsible for his/her schedule of courses arranged at the time of registration. Any changes must be made in the Director of Records and Admissions' Office. A student who makes a change in his/her schedule without securing permission from the Director of Records and Admissions' Office will be penalized by loss of credit for the course involved. The college reserves the right to drop students who fail to do satisfactory work or who do not cooperate with the policies of the college, at any time. The student must enroll with the understanding that the Administration may request the withdrawal of any student at any time, who in its opinion, does not fit into the spirit of the institution whether or not the student conforms to the specific regulations of the school.



Academic and Financial Responsibilities of the Student

MSBBC&S is dedicated to learning and upholds the highest academic standards. Students are expected to attend all scheduled classes for which they are enrolled except in cases of illness or other valid reasons. In all cases, students must notify the professor.

Given its objectives, MSBBC&S will not overlook failures of personal integrity in matters of academic honesty among members of the college community and will deal with them in an effort to seek the interest of all concerned. Cheating on an exam shall result in a "zero" for the exam and an "F" for the course. Copying someone else's paper will result in a "zero" for the paper and an "F" for the course. Additionally, students may be placed on probation or suspension due to these violations.

Students who have not met, or made satisfactory arrangements to meet, all financial obligations to MSBBC&S, including library book returns and library fines will not be allowed to register for the next or any subsequent academic semester. No diploma, transcript, or letter of recommendation shall be granted, nor, actions taken in regard to placement, until such a time as these arrangements have been completed. Students will be graduated only after their debts to MSBBC&S have been paid, or arrangements satisfactory to the administration have been agreed upon.



Course Numbering and Prefixes

The College course numbers consist of a prefix and a three-digit number. The prefix is used to identify the subject area. The three-digit number is used to identify the year, department, and semester. College Division course numbers are identified according to the following system:

First Digit

- 0 - developmental course, offers no credit toward a degree program
- 1 or 2 - freshman or sophomore course, normally taken during first or second year
- 3 or 4 - junior or senior course, normally taken during third or fourth year

Second Digit

- 0 - Bible and Theology Department Course
- 1 or 2 - General Education Department Course
- 3 or 4 - Church Vocations Department Course

Third Digit - has no meaning at the present time

Course Prefix Abbreviations

Department of Bible and Theology

- BI Bible Exposition
- FS Foundational Studies
- TH Theology
- MI Missions

Department of Church Vocations

- BA Business Administration
- EM Educational Ministries
- PM Pastoral Ministry

Department of General Education

- LA Language
- ES Environmental Science
- HI History
- MA Math
- PH Philosophy
- PS Psychology
- SO Sociology
- SP Speech
- CO Counseling

**Course Substitutions-**

Any substitutions for, changes in, or exceptions to courses, which are required for the granting of a degree from Maple Springs Baptist Bible College and Seminary, must be approved by the Academic Dean of the College.

Directed Independent Research-

For students needing courses for which the demand is insufficient to justify a regular class, for students that have irreconcilable conflicts, and for students capable of completing additional independent work, provisions are commonly made by colleges under such headings as "directed reading," "directed research," or "directed independent study." At Maple Springs Baptist Bible College and Seminary the latter term is used. Directed independent study (DIS) is subject to three limitations: (1) all courses so taken must be individually approved by the Academic Dean. (2) Permission is not granted if the course is available in a regular class at a period open to the student; and (3) the consent of the instructor must be secured.

The tuition rate for DIS is the same as the regular tuition rate.

Assignments are made on the basis of 50 clock hours of study for each semester hour of credit granted, which means 150 hours of study for a three-credit course. The student is responsible for completing all requirements assigned by the instructor. The instructor will set due dates for all assignments.

Directed Independent Study is designed to meet a specific need in exceptional circumstances, and is not intended to have extended use.

With each course title in the Description of the Courses is a number and one or more letters in parenthesis. The number indicates the number of semester hours of credit and the letters indicate when the course is offered:

- F - Fall semester course
- S - Spring semester course
- SU - Summer session course
- A - Course offered on alternative years
- D - Course offered on demand

The College reserves the right to alter the schedule of courses as circumstances dictate.



Course Descriptions

<u>BIBLICAL EXPOSITION</u>	
<p>BI101 Old Testament Survey (3F) A synthetic study of all the Old Testament books. The development of the central theme, general contents, purpose, and historical setting of each book will be examined. This course will provide the necessary foundation upon which all upper level Old and New Testament courses are built.</p>	<p>BI102 New Testament Survey (3S) A synthetic study of all the New Testament books. The development of the central theme, general contents, purpose, and historical setting of each book will be examined.</p>
<p>BI201 The Gospels (3F) A synthetic and analytical study of Matthew, Mark, Luke and John. Each Gospel is studied according to its distinctive viewpoint.</p>	<p>BI202 Pauline Epistles (3F) A study of the ministry and teachings of the Apostle Paul as recorded in the Pauline Epistles. The life setting of each letter as related to Paul's journeys as described in the book of Acts. The major theological themes of the epistles are outlined in this course.</p>
<p>BI204 Acts and the General Epistles (3S) A study of the background, argument and critical passages of Acts and eight epistles from Hebrews through Jude.</p>	<p>BI303 Old Testament I A general introduction to the various books of the Old Testament dealing with the problems of canon, authorship, composition, date of writing, and providing some background in the cultural, historical, geographical, and archaeological setting in which the Bible events occurred.</p>
<p>BI403 Old Testament II This course will provide an introduction to the Prophetic Books in the Old Testament from Isaiah through Malachi. Special emphasis will be given to prophetic eschatology used in Old Testament prophecy as well as how it relates to the New Testament and today.</p>	



<u>BIBLICAL EXPOSITION</u>	
<p>BI404 Revelation (3S) The content of the Apocalypse is studied with its disclosure of those great events bringing history to its consummation. Prerequisites: BI101 Old Testament Survey BI102 New Testament Survey BI400 Prophetic Books</p>	<p>BI431 On-Site Bibleland Seminar (3AD) This seminar relates the Bible to the latest scholarship in archaeology, history and geography. It allows one to experience Biblical history on the ground where it occurred.</p>
<u>BUSINESS</u>	
<p>BA231 Introduction to Business (3SD) An introduction to the administration and organization of the American business firm including non profit entities. An overview of such things as management, marketing, finance and accounting will be given. Emphasis will also be placed on the free enterprise system.</p>	<p>BA331 Personnel Management and Supervision (3SD) A review of personnel administration functions in American business and industry will be given. Techniques of manpower planning, recruiting, selecting, developing, compensation and appraising will be reviewed. A discussion of automation, scientific management and unionism will be held.</p>
<p>BA332 Principles of Administration (3FD) An introduction to competencies and skills needed for effective management of organizations will be provided. Additionally, emphasis will be placed on basic management and supervisory techniques, decision-making, problem solving and proper implementation of approved company policies.</p>	<p>BA334 Business and Church Law (3SD) A review will be made of the relevant aspects of the Uniform Commercial Code as related to Contract Law. Additionally, relevant aspects of the Internal Revenue Code will be studied with special emphasis on the church and its officers. Tax guidelines will be reviewed.</p>
<p>BA435 Business Accounting (3FD) The basic accounting cycle will be reviewed. Special emphasis will be placed on the development and interpretation of the trial balance, the balance sheet, cash flow statement and the statement of receipts and disbursement. Both profit and non-profit systems will be reviewed.</p>	<p>PM421 & PM422 Ordination Preparation Seminar I & II These courses are aimed at standardizing and enhancing the Ordination process. The study includes an in depth examination of the Articles of Faith and its Biblical foundation. In these courses the students will be required to precisely define Salvation, Sanctification, Repentance, Faith and other theological issues.</p>
<u>COUNSELING AND PSYCHOLOGY</u>	
<p>PS225 Introduction to Psychology (3F) An introduction to the various schools, research, methodology and principles of psychology. Special attention is given to the integration of psychological principles within the context of a Biblical framework.</p>	<p>CO236 Biblical Counseling (3S) A course which lays the foundation for Christian counseling. Criteria for success based on biblical precepts are covered. Humanistic views are examined as well as the positions of contemporary Christian psychologists.</p>



<p><u>ENVIRONMENTAL SCIENCE</u></p> <p>ES101 Environmental Science (3FD) This course explores ecological interactions through the systematic study of global realms atmosphere, hydrosphere, lithosphere and biosphere. Environmental science is an overview of ecosystems, energy flow, geology, chemical cycles, population studies, community dynamics and pollution. Environmental Science includes topics in land and water use, energy, food and natural resources.</p>	<p><u>COMPUTER SCIENCE</u></p> <p>CS421 Computer Awareness (3FD) An introduction as to what computers are, what they can do and how they can be used. Through lecture and hands-on experience, each member of the class will be introduced to word processing, database management and spreadsheet programs with an emphasis on practical applications to ministry and one's own personal life.</p>
<p><u>EDUCATIONAL MINISTRIES</u></p> <p>EM221 Principles of Teaching (3F) This course is designed to help Christian teachers channel the truths they present so the purposes of God are fulfilled and the needs of the students are met. This course includes information on: the spiritual life of a Christian teacher; the Sunday School and the local church; the growth of the Christian teacher, motivation, the laws of teaching, goals of teaching, stimulation for learning, techniques of teaching and successful lesson preparation.</p>	<p>EM331 Leadership and Administration (3FD) A course designed to help the student understand the church as an organism and as an organization. Special emphasis is placed on church revitalization, leadership development, organizational change, conflict management, and time and stress management.</p>
<p><u>FOUNDATIONAL STUDIES</u></p> <p>FS105 Personal Evangelism and Christian Living (2FD) Attention is given to the essential elements of maintaining personal spiritual growth. Key biblical issues relating to the development of a vital personal relationship with God are studied. Also, basic principles and techniques of personal evangelism are studied. Key verses are memorized. Each student will be involved in individual witnessing projects.</p>	<p>FS101 Principles of Biblical Interpretation I (3F) A course designed to familiarize the student with the science and art of Bible interpretation, and set forth principles of Bible study. Prerequisite: FS101 FS102 Principles of Biblical Interpretation II (3S) This course is a continuation of FS101.</p>
<p>FS103 Introduction to Missions (3FD) This course is designed to introduce students to the place of missions in God's program, its history, and the work that is currently being performed.</p>	<p>FS104 Introduction to Christian Education (3FD) An overview of Christian education theory and practice, primarily as it relates to the local church.</p>



<p><u>HISTORY</u></p> <p>HI222 World Civilization I (3F) A survey of the political, social, economic and cultural history of the world up to 1588, the defeat of the Spanish Armada.</p>	<p>HI223 World Civilization II (3S) A continuation of HI222, from 1588, the defeat of the Spanish Armada, to the present. Prerequisite: HI222</p>
<p><u>LANGUAGE</u></p> <p>LA010 English Fundamentals (3FSD) A course designed for the student whose skills are not sufficient to begin a college-level course in English. This course carries 3 semester hours credit as far as course load and financial purposes are concerned, but it does not count toward any degree or certificate program. Students must pass this course before advancing to LA121.</p>	<p>LA121 English Composition I (3F) A study of English language, grammar, mechanics, punctuation, and usage with emphasis on composition, complete sentences, and paragraphs using correct spelling.</p>
<p>LA122 English Composition II (3S) A study of writing principles with emphasis on expository writing. The major emphases are the election, development, and organization of ideas for writing unified, coherent essays and the development and writing of a research paper. Experience in reading to improve skills and stimulate pleasure is coordinated with writing assignments. Prerequisite: LA121</p>	<p>LA321 Advanced Writing (3FD) Includes principles of rhetoric, ancient and modern, with experience in writing reports, abstracts and academic papers resulting from research. Prerequisites: LA121 English Composition I LA122 English Composition II</p>
<p><u>MATHEMATICS</u></p> <p>MA010 Math Fundamentals (3FD) A course designed for the student whose skills are not sufficient to begin a college-level course in mathematics. This course carries 3 semester hours credit as far as course load and financial purposes are concerned, but it does not count toward any degree or certificate program. Students must pass this course before advancing to MA221.</p>	<p>MA321 Business Math (3FD) A course designed to provide basic financial management skills for students anticipating administrative roles in churches and in other ministry organizations. Topics covered include accounting, budget, financial planning, interest, insurance, trade and cash discounts. Prerequisites: MA221 General College Math I MA222 General College Math II</p>
<p>MA221 General College Math I (3F) A course designed to provide the student with insight into basic mathematical processes. Topics of general mathematics, pre-algebra and others are covered.</p>	<p>MA222 General College Math II (3SD) A continuation of MA221. The topics of sets, algebra, and geometry are covered. Prerequisite: MA221</p>



<p><u>PHILOSOPHY</u></p> <p>PH221 Introduction to Philosophy (3FD) A study of philosophical concepts and systems which have historically influenced man's view of himself and the world in which he lives. Attention will be given not only to the classical systems but also to present-day philosophical expressions as seen in modern theology.</p>	<p><u>PHILOSOPHY</u></p> <p>PH221 Introduction to Philosophy (3FD) A study of philosophical concepts and systems which have historically influenced man's view of himself and the world in which he lives. Attention will be given not only to the classical systems but also to present-day philosophical expressions as seen in modern theology.</p>
<p><u>PASTORAL MINISTRIES</u></p> <p>PM321 Pastoral Theology (3S) A study of the pastor's role in the local church. The student develops a Biblical philosophy of ministry and discovers the Biblical qualifications and responsibilities of the pastor.</p>	<p>PM322 Elementary New Testament Greek I (3F) An introductory course designed to acquaint the student with the essentials of Koine Greek grammar with emphasis upon vocabulary, the force of the tenses, and the meaning of each case idea. Prerequisite: LA101 English Composition I LA102 English Composition II</p>
<p>PM323 Elementary New Testament Greek II (3S) A continuation of LA322 with application of basic grammatical structures and principles of syntax. Portions of the Gospel of John, Acts and I John are translated during the semester. Prerequisite: PM322 New Testament Greek 1</p>	<p>PM343 Homiletics I (3F) A study of the nature and development of the sermon. Practice is given in preparation and writing of expository sermons. Prerequisites: SP123 Public Speaking FS101 Principles of Biblical Interpretation I FS102 Principles of Biblical Interpretation II</p>
<p>PM344 Homiletics II (3S) A continuation of PM343 with greater attention to sermon delivery and refinement of sermon development. Prerequisite: PM343 Homiletics I</p>	<p>PM345 Ministerial Practicum (3FSS) An in-service training program designed to give the student practical experience within the local church after he/she has completed a minimum of 60 semester hours of course work including PM321 Pastoral Theology. Also, an in-service program designed for those who are interested in jail or hospital chaplaincy.</p>



<p>PASTORAL MINISTRIES (continued)</p> <p>PM423 Church Music (3FD) This course is designed to expose the student to the music ministry in the church. It encompasses the importance of music ministry to the Christian faith & its contribution to the Christian Church.</p>	<p>PM432 Church/Personal Finance (3SD) This course is to enable pastors, missionaries, youth directors, church secretaries and church workers to comprehend a general understanding of a Biblical approach to finance. Studies will include church budgets, the purchasing of property, investment of the church and personal savings, simple accounting and cash flow techniques.</p>
<p><u>SOCIOLOGY</u></p> <p>SO221 Introduction to Sociology (3SD) An introduction to the fundamental concepts of sociological concern and the principles of sociological research. Attention is given to the study of groups, socialization, culture, social stratification, population studies, urban studies, collective behavior, deviance, social problems and principal social institutions.</p>	<p><u>SPEECH</u></p> <p>SP123 Public Speaking (3SD) A study of effective speaking to an audience, platform poise and clearance of expression. Emphasis is on informative or expository oral communication. Prerequisite: LA121 English Composition I LA122 English Composition II</p>
<p><u>THEOLOGY</u></p> <p>TH101 Systematic Theology I (3F) This course will provide a study of how the biblical doctrines of revelation, God, man, Christ, the Holy Spirit, the Church, and eschatology have progressed and changed throughout history in respect to specific theologians. An introduction to the doctrine of God; His existence, attributes, and work in predestination, preservation and providence; the doctrine of Christ; His preexistence, incarnation, humanity, and atonement. The study of the Holy Spirit; His personality and deity with particular attention to His indwelling, baptizing, filling, and spiritual gifts.</p>	<p>TH102 Systematic Theology II (3S) A systematic study of Christian doctrines covering creation and providence, angels, humanity, sin and the person and work of Christ. The study of sin includes its permissions, origin, and nature. As well as the remedy of sin as found in salvation is studied under its descriptors: grace, election, redemption, propitiation reconciliation, justification, sanctification, and repentance. The study of the Church includes its origin, organism as the body of Christ, organization, and ordinances. The study of angels, including the examination of Satan and the fallen angels, their work, nature, and ministry.</p>
<p><u>THEOLOGY</u></p> <p>TH103 Bible Doctrine I (3D) A survey and examination of the key areas and issues pertaining to the doctrines of Bibliology, Theology proper, Christology, Pneumatology and Anthropology.</p>	<p>TH104 Bible Doctrine II (3D) A survey and examination of the key areas and issues pertaining to the doctrines of Harmatology, Soteriology, Ecclesiology, Angelology and Eschatology.</p>



THEOLOGY (continued)	
TH401 Apologetics (3SD) The course is designed to generate confidence concerning the Christian faith through a rational defense and response to the anti-Christian objections. Attention is given to a variety of Christian evidences which support the claims of Christianity. Prerequisite: Principles of Biblical Interpretation I, II	



Student Life

STUDENT BODY

The Bible College has more than 100 students enrolled in the study of the Word of God. They come from various independent and denominational churches. Most of the student body is from the Washington metropolitan area.

MSBBC&S is primarily an evening Institution designed to serve full-time Christian workers and others who have full-time jobs during the day. Therefore, MSBBC&S offers most of its curriculum during the evening hours. Although MSBBC&S is primarily an evening Institution, a number of classes are offered during the day on Saturday.

CHAPEL

Chapel services are held for day and evening students. These services challenge the students from the Word of God. Also, chapel serves as a period of intercessory prayer. Students and faculty are expected to attend all chapel services. No classes will be held during chapel services.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association consists of students who have been appointed/elected for three primary purposes: to listen intently for the specific needs of the student body; to channel such information steadily to the administration and faculty; and to convert such information into effective action. The SGA sponsor academic, spiritual, and social events for student development.

ALUMNI ASSOCIATION

All graduates and certificate recipients as well as former students who have earned at least 30 semester hours of credit are designated as Alumni of the College and Seminary. The MSBBC&S Alumni Association, under the leadership of the Director of Development and Alumni Affairs, serves the needs and interests of graduates.

CHRISTIAN SERVICE

The Christian Service Department, under the supervision of the Director of Student Affairs, provides an opportunity for students to develop Christian leadership and spiritual ministry. Within the Washington metropolitan area there are opportunities for institutional work in jails and hospitals. Everything is done to ensure that students will receive the maximum degree of benefit and fulfillment from personal involvement in various types of practical Christian work and community service throughout the Washington area.



CAMPUS AND BUILDINGS

The College campus is a beautiful one and one-half acre tract of land opposite the Maple Springs Baptist Church. It is nestled in a suburban residential community, which is easily accessible by public transportation to the heart of the rapidly expanding Washington, D.C. metropolitan area.

Dr. Chester A. McDonald, Sr., Administration Building. This building is named in honor of Chester A. McDonald, Sr., the Chancellor, the founder, and first President of the Maple Springs Baptist Bible College and Seminary. MSBBC&S is a ministry of the Maple Springs Baptist Church. The Administration Building houses the administrative offices.

Education Building and Center for Biblical Studies (Main Campus Building). This building is the center of activity for the Maple Springs Baptist Bible College and Seminary. It houses the library, two (2) floors of classroom space, the bookstore, the student computer lab and the student lounge.

Dr. Larry W. Jordan Library. Located in the Education Building (Main Campus Building), the Dr. Jordan Library provides a variety of resources. It contains a growing collection of excellent resources for reference, research and circulation. The holdings are arranged on open shelves according to the Dewey Decimal classification system. The Dr. Jordan Library also provides Wi – Fi accessibility and computers for internet access.

HEALTH SERVICE

STUDENT MEDICAL COVERAGE AND EMERGENCY SERVICES

MSBBC&S does not provide medical coverage or care for its students. The Institution strongly recommends that all students maintain health coverage during their enrollment. Students should call local agencies to purchase medical insurance.

Maryland Residents

Maryland Health Connection

1-855-642-8572

www.marylandhealthconnection.gov

District of Columbia Residents

DC Department of Health Care Finances

202-442-5088

www.dc.gov

Virginia Residents

Virginia's Statewide Health Information Exchange

1-804-955-1788

www.connectvirginia.org

MEDICAL EMERGENCIES

There are no medical personnel available at the Institution. First aid kits are located in the Library and the Administration Building. In the case of a medical emergency contact the administrator on duty and call 911.



Contact Information for Nearby Hospitals:

Doctors Community Hospital
8118 Good Luck Road, Lanham, MD 20706
(301) 552 – 8118

MedStar Southern Maryland Center
7503 Surratts Road, Clinton, MD 20735
(301) 868 – 8000; Toll Free 855 – 633 – 0205

Prince George's Community Hospital
3001 Hospital Drive, Cheverly, MD 20785
(301) 618 – 2000

STUDENT HANDBOOK

The Student Handbook is available to all students via the Institution's Website. Hard copies are available for viewing in the Library and Administration Building.

Because we at MSBBC&S are a Christian community as well as an educational institution, our family life together is governed by a code of conduct. This is done so that we may be able to function together in harmony, that we may preserve a good testimony, and that we may each develop good habits of Christian discipline.

DRESS STANDARDS

Moderation in the manner of dress is a safe guide for MSBBC&S students. Casual dress is acceptable in the classroom so long as it is neat and modest. Students are to dress appropriately and in good taste at all times.



Student Services

COUNSELING SERVICES

When a student is accepted into either the certificate, Associate or Bachelor's, program, a faculty advisor is assigned to him. The advisor is to guide, assist, and counsel the student throughout his academic program.

BOOKSTORE

Maple Springs Baptist Bible College and Seminary no longer maintains a bookstore. Students are encouraged to get textbooks for their classes online.

Students can obtain whole textbooks or rent selected chapters of textbooks for classes offered at the school. In addition, students can go to Follett online to learn about other local college bookstores that may carry the required textbooks.

Students are given access to the class syllabus for each class with the required textbooks and reading assignments. Students are given one week to obtain the required textbooks and reading material.

Former Bookstore Refund Policy:

1. Refunds will be given if the returned book has not been marked or altered. No refund will be made after two weeks of purchase.
2. No refunds will be given without a receipt.
3. Refunds during registration will be given for any mistakes made by the bookstore or the institution. This includes scheduling errors or courses canceled by the institution.

COMPUTER LAB

Computer hardware and software applications are available for student use. The campus is also equipped with wireless internet capabilities. The Dr. Larry W. Jordan Library & Instructional Resources Center has computer terminals available for usage by students & staff.

DR. LARRY W. JORDAN LIBRARY AND INSTRUCTIONAL RESOURCES CENTER

The Dr. Larry W. Jordan Library and Instructional Resources Center (LIRC), located in the Main Campus Education Building, serves students, faculty, and staff, and is a vital part of the educational program at MSBBC&S. It is called the Library Instructional Resources Center because it offers audio/visual materials, cassettes, CDs, videotapes, DVDs, books, and periodicals. Within fifteen (15) minutes driving distance is the Library of Congress, the world's largest and greatest library, with general provisions in the field of learning and a total of over 20 million volumes. Local university and seminary libraries are also available as are interlibrary loans.



ADMINISTRATIVE SERVICES

The Business Office handles all financial matters, such as tuition and fee payment. The Director of Records and Admissions' Office handles all student admissions or academic records, academic calendar and course schedule information. Academic and nonacademic advising is also available.

STUDENT PARKING

All student vehicles must be parked in the parking area across Belt Road on the Maple Springs Baptist Church parking lot. This enables Security to better monitor parking facilities.

SNACK SHOP

The Snack Shop is located on the first floor of the Education Building, it is a self-serve facility. Faculty, staff, and students find it a pleasant place to fellowship over a cup of coffee, soft drinks, and treats.

PLACEMENT

MSBBC&S provides placement assistance for students seeking professional positions with churches and other Christian organizations. Graduating students may register with the Director of Student Affairs for such assistance. To help prepare graduates to enter Christian service, seminars on preparing resumes, job application completion, and interviewing techniques are offered.

HANDICAP ACCESS AND USE

MSBBC&S makes every attempt to assist students with handicaps. All classrooms and library facilities are handicap accessible. The building that houses the administrative and faculty offices is also handicap accessible.

Handicap parking is posted for convenience and is strictly enforced. Classroom tables provide easy wheelchair access. Restrooms near the classroom and library areas are also handicap accessible.



School Closing Information

POLICY AND PROCEDURES

The Maple Springs Baptist Bible College and Seminary shall conduct business as usual on every scheduled day, except during extraordinary circumstances when weather or other conditions make it necessary to close the Institution. The determination to close the Institution shall be made by the Vice President for Academic Affairs or his/her designee. In making a determination to close the Bible College and Seminary, the Vice President for Academic Affairs shall consider the severity of the circumstance or weather condition, the accessibility to and from the Bible College and Seminary by staff, faculty and students and closings by other institutions or organizations such as the Federal Government, District Government or Prince George's Community College, Prince George's County Public School System (or as published through other media sources such as the MSBBCS email system, local news media, i.e., television, radio or internet network news sites). In the event of a school closing or cancellation of classes, the Vice President for Academic Affairs shall authorize the Executive Assistant to the President to contact the public media outlets to announce class cancellation and school closings. In the absence of the Vice President for Academic Affairs, the Vice President for Finance and Administration, in consultation with the Executive Administrator, shall make the determination. In the absence of the Vice President for Academic Affairs and the Vice President for Finance and Administration, The Executive Administrator shall make the determination.

PROCEDURES

In the event of a school closing or cancellation of classes, The Vice President for Academic Affairs or his/her designee shall authorize the Executive Assistant to the President and/or the Executive Administrator to contact public media outlets to announce class cancellation and school closings. In the absence of the Executive Assistant to the President, or the Executive Administrator, then the Vice President for Academic Affairs or the Vice President for Finance & Administration shall perform this function. The Vice President for Finance and Administration will contact the maintenance staff, security and other appropriate personnel not to unlock the building. If weather permits, the maintenance staff may be directed to post a notice on the front doors of the School. In the absence of the Vice President for Academic Affairs, the Executive Assistant to the President, or the Executive Administrator, shall perform this function. In the event of severe weather conditions in the morning, information regarding the status of school closings will be made available to and broadcasted by public media and our phone system. In the event of severe weather conditions developing during the day, a decision to close the Bible College and Seminary will be made by 2:00 p.m. for night classes, when possible.



Financial Information

FINANCIAL POLICY

The Board of Trustees of Maple Springs Baptist Bible College and Seminary reserves the right to change tuition, fees, and charges at any time. See latest fee schedule for academic fees.

No student may make an outside contractual obligation in the name of the College, the Seminary or in the name of any student organization unless authorization, in writing, is first secured from the President, or from a Vice President. Neither the College, nor the Seminary is responsible for any account or financial arrangements made by any student, student organization, or employee, unless authorized, in writing, by the President or a Vice President.

FINANCIAL AID AND TITLE IV FUNDING PROGRAMS

Financial Aid is financial assistance available to students whose resources may not fully cover the costs of acquiring an education. Please note, Title IV funding is only available to Undergraduate students. The Maple Springs Baptist Bible College and Seminary (MSBBC&S) currently offers work-aid programs, scholarships, and the following types of Title IV funding programs:

- Pell Grants;
- Federal Work Study (FWS); and
- Federal Supplemental Educational Opportunity Grants (FSEOG).

Mission of the Office of Financial Aid

The mission of the Office of Financial Aid is to make an educational dream a reality by providing financial assistance to students who without such would not be able to attend the Institution and thus become Christ-centered leaders with the values, knowledge, and skills required to fulfill the Great Commission.

The Office of Financial Aid seeks to deliver effective and efficient service, in determining eligible financial need, packaging awards, and providing payments to student accounts.

- We strive to determine financial need according to federal regulations.
- We strive to award federal and non-federal aid in a manner consistent with all applicable guidelines.
- We seek to deliver service that is Christ-centered, friendly and courteous.
- We seek to be fair in our judgment of cases presented to us.
- We strive to be a support unit for the delivery of educational services offered by the Institution.
- We strive to instill hope in the educational futures of others and to be just in our dealings.



Financial Aid Philosophy

Because of its mission, the Institution believes that education is a continuous process which should be participated in by the masses, and therefore, believes that there should be no racial, sexual, economic, or condition of handicap barriers to higher education. In view of this commitment, our efforts to obtain funds to assist needy and worthy students are paramount and continuous.

The goal of our financial aid and scholarship programs, therefore, is to provide adequate financial assistance and scholarships for deserving and needy students who show evidence of academic desire, creative promise, and capability of complying with or maintaining satisfactory progress in their course of study at the Institution.

How to Apply for Financial Aid

In order “to determine eligibility” and “to receive” federal financial aid while attending MSBBCS, you must use our virtual financial aid system (VFAO), Weber and Associates.

To start the on-line financial aid application, please follow the steps listed below. Be sure to complete your FAFSA prior to starting the interview. Go to www.fafsa.ed.gov to complete your FAFSA. You will need your most recent Federal Income Tax Form to complete the FAFSA or you can choose the option to use the IRS Data Retrieval Tool (IRS DRT) to submit your financial information. The IRS DRT is the preferred option for submitting your financial information.

You must also have a valid e-mail account as the VFAO system will “only” communicate with you via e-mail. Your e-mail account should be monitored closely to ensure timely completion of the application process.

1. Go to <https://msbbcs.vfao.com>.
2. Login if you are a returning student or register as a new user to create an account.
3. Follow the link to the “**Student Interview Center.**” Refer to the FAQ’s, located in the right-hand column for tips and instructions as you go through the interview. **(Please make sure you enter your social security number and date of birth correctly.)**
4. Have your FAFSA Student Aid Report handy as you will be asked to enter your Estimated Family Contribution (EFC) number found on that report.
5. Once you complete the interview, you will receive a Detailed Financial Plan. Print out a copy for your records.
6. Click “Done” to submit the application.
7. You will receive an e-mail confirming completion of the interview.
7. If additional information is needed to process your application for aid or you have been selected for verification by the U. S. Department of Education you will receive an email with further instructions.
9. Submit a copy of your FAFSA Student Aid Report (SAR) to Maple Springs Financial Aid Office.

If you have any questions or are unable to access the website, please leave a message at the school (301) 736 – 3631 or send an e-mail to Himie.Pickett@msbbcs.edu .



SATISFACTORY ACADEMIC PROGRESS

The Department of Education mandated development of standards of Satisfactory Academic Progress for students (graduate and undergraduate) to maintain or re-establish eligibility to receive Title IV student financial aid funds. Satisfactory Academic Progress is measured both by Cumulative Grade Point Average (Qualitative Measure) and Completion Rate (Quantitative Measure).

The qualitative component of Satisfactory Academic Progress (SAP) consists of maintaining a minimum cumulative grade point average (CGPA), of 2.0 to remain in good academic standing. The quantitative component consists of completing a program within the maximum allowable time frame. This time frame is one and one-half the program length measured in credit hours. The Rate of progress (ROP) is calculated by dividing the total number of successfully completed academic credits by the total number of attempted academic credits. A student who is meeting the standards for Satisfactory Academic Progress (SAP) is eligible to continue studying at Maple Springs Baptist Bible College and Seminary and to continue receiving Financial Aid.

The following chart describes the CGPA required of the student:

(1) **The GPA Measure:** the cumulative grade point average (GPA) must be equal to or greater than the corresponding grade point average based on the following earned semester hours.

Hours	Academic Warning	Academic Probation	Academic Dismissal
0 – 30	1.99 – 1.40	1.39 – 1.00	0.99 – 0.00
31 – 60	2.0 – 1.60	1.59 – 1.30	1.29 – 0.00
61 – 90	2.2 – 1.80	1.79 – 1.55	1.54 – 0.00
91 – 132	2.2 – 1.81	1.80 – 1.55	1.54 – 0.00

(2) **The Completion Rate Measure:** cumulative earned credits must be at least 75% of the cumulative attempted credits in order to graduate within 150% of the normal time frame.

Note: Grades of “W” and “I” and repeated courses will be included in attempted. This means that you must pass at least 3 out of every four courses that you attempt and that withdrawing from courses and repeating courses will have negative effects on your completion rate. A student’s maximum time allowed to complete his/her degree is six (6) years.

More specific requirements for meeting Satisfactory Academic Progress are outlined in the Student Handbook and Financial Aid Manual and will also be reviewed with the student receiving tuition assistance from the Office of Financial Aid via a student contract. The student must maintain both the qualitative and quantitative measures of Satisfactory Academic Progress in order to receive Title IV funds.



RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)



STUDENT TUITION REBATE

A 25% tuition rebate on a maximum of two courses will be awarded to the spouse of a student carrying 9 or more hours. The discount is applied to the lower tuition rate.

WORK – AID

A limited number of work aid positions are available to eligible students. A 25% tuition rebate will be awarded to students who are approved by either the Executive Vice President or the Vice President for Finance and Administration and who work at the Institution for at least three (3) hours per week. Work aid students must be approved one semester prior to awarding of the tuition rebate and must have also worked one semester prior to the awarding of the tuition rebate. Preference is given to qualified students from Maple Springs Baptist Church. Either the Executive Vice President or designee must approve positions.

MAPLE SPRINGS BAPTIST CHURCH SCHOLARSHIP

A 25% per semester tuition rebate will be awarded to eligible Maple Springs Baptist Church members who are currently enrolled. The church establishes the criteria for eligibility. The Chair of the Finance Committee of Maple Springs Baptist Church administers this program.

SCHOLARSHIPS

A Limited number of scholarships have been made available through generous gifts from family, friends, churches and organizations.

The criteria for scholarship assistance will vary depending upon the particular scholarship. A student desiring scholarship assistance should make a formal application on a form, which may be obtained from the Business Office. The College and Seminary's Scholarship Committee, within guidelines established by the benefactors, make decisions concerning scholarship awards. All scholarship funds will be credited directly to the student's account.



Tuition and Fee Schedule

COLLEGE (UNDERGRADUATE)

Part-Time Student	\$ 250.00 per credit hour
Special Student	\$ 250.00 per credit hour
Auditing Student	\$ 150.00 per credit hour
Full-Time 12 hours	\$3,000.00
Full-Time over 12 hours	\$3,000.00 + \$127/credit hour over 12 hours

SEMINARY (GRADUATE) MASTERS DEGREE

Part-Time Student	\$ 300.00 per credit hour
Special Student	\$ 300.00 per credit hour
Auditing Student	\$ 180.00 per credit hour
Full-Time 9 hours	\$2,700.00
Full-Time over 9 hours	\$2,700.00 + \$153/credit hour over 9 hours

SEMINARY (GRADUATE) DOCTORAL DEGREE

Part-Time Student	\$ 360.00 per credit hour
Special Student	\$ 360.00 per credit hour
Auditing Student	\$ 220.00 per credit hour
Full-Time 9 hours	\$3,240.00
Full-Time over 9 hours	\$3,240.00 + \$184/credit hour over 9 hours

Reasonable fees are charged for admission and readmission, student support services, transcripts, drop/add, return checks, and items purchased from the college bookstore.

Spouses of students who carry 9 or more hours are permitted to take a maximum of two courses at one-fourth (1/4) the regular tuition charge per semester. The discount will be applied to the lower tuition rate.

STUDENTS MAY TAKE ONLY ONE DISCOUNT PER SEMESTER.

NOTE: Some students' spouses might enroll in a different program. For example, the one spouse will be in the masters or doctoral program and the other spouse will be in the undergraduate program. When this happens, tuition will be charged at the higher rate and the spouse will receive the discount at the lower rate.

MISCELLANEOUS FEES

Application Fee	\$ 50.00 (Non-refundable)
Re-Admission Fee	\$ 50.00 (Non-refundable)
Student Activity Fee	\$ 60.00 (Non-refundable)
Late Registration Fee	\$ 60.00 (Non-refundable)
Late Examination Fee	\$ 10.00
Add/Drop/Withdrawal Fee	\$ 10.00 (Non-refundable)
Transcript Fee	\$ 10.00 (First copy – no charge)
Late Payment Fee	\$ 50.00
Returned Check Fee	\$ 30.00
Graduation Fee – Undergraduate & Graduate	\$175.00 (Non-refundable)
Additional Degree	\$ 50.00 (Non-refundable)



Tuition and fees are subject to change without prior notification

General Expenses

In addition to academic fees, the student will have other expenses. These additional fees may include, but are not limited to classroom supplies and books.

All fees associated with graduation must be paid in full by the first Saturday in February whether the candidate receives the degree in person or in absentia. Graduation fees are non-refundable.

PAYMENT OF ACCOUNTS

All fees are due and payable upon registration. However, the administration realizes that this requirement could make a Bible – centered education, an impossibility for some sincere individuals. The following deferred payment plan has been developed to assist students whose financial position demonstrates need:

1. One-half (1/2) due at the time of registration
2. Balance due prior to the fourth week of classes

A five-day grace period will be allowed from the day the payment is due. Students whose payments are delinquent after the grace period will be assessed a late payment fee and are subject to immediate dismissal.

Scholarships or employer/church tuition assistance may be applied against the amount owed. However, credit is not given until the office of Business Affairs has received the funds.

Students who are receiving tuition assistance from a third party (employer, church, etc.) must bring an official statement from the source at the time of registration stating the level of assistance. It is the student's responsibility to see that payment is made by the due date.

Payment must be made for textbooks at the time of purchase unless prior arrangements are made through the Office of Business Affairs.

Remittances should be made by cash, check, credit card or money order. All checks should be made payable to Maple Springs Baptist Bible College and Seminary. All payments should be clearly marked as to their purpose and for whose account the money is intended.



TUITION REFUND POLICY

Any student who withdraws from courses or the College or Seminary **in writing** and whose withdrawal is officially approved, may receive a refund for **tuition and course related fees** as follows:

- 100% if dropped before the first week of classes
- 90% if withdrawal is before the end of the first week of classes
- 80% if withdrawal is before the end of the second week of classes
- 70% if withdrawal is before the end of the third week of classes
- 60% if withdrawal is before the end of the fourth week of classes
- 50% if withdrawal is before the end of the fifth week of classes
- 40% if withdrawal is before the end of the sixth week of classes

There are no refunds after the sixth (6th) week of classes.

RETURNED CHECKS

There is a fee for any check accepted by the College that is returned. Returned checks received for payment of registration fees, if not redeemed within ten (10) calendar days from the postmark date of the institution's letter of notification, may result in the administrative dismissal of the student who fails to redeem check.

No student may receive a degree, grades, or a transcript of record until all accounts are settled. The term "account" includes any indebtedness to the college.

COST ADJUSTMENTS

The Maple Springs Baptist Bible College & Seminary reserves the right to adjust tuition and other fees whenever it is deemed necessary.



ENDOWMENTS

To Friends, Family & Churches of our students, who seek the accomplishment of the mission of Maple Springs Baptist Bible College and Seminary in the thorough preparation of creative Christian service of Pastors, Missionaries, Church School Teachers, and Christian workers, please consider the options listed below.

Friends, Family & Churches of our students, who desire to strengthen the financial structure of MSBBC&S by gifts will find, doubtless, no better way to perpetuate one's life in the Gospel ministry than to set up a memorial fund. Here are opportunities for one's Christian service to continue even after death. We offer the following suggestions for the prayerful consideration of our interested friends:

A PROFESSORIAL ENDOWMENT whereby a fund would be established memorializing a name chosen by the donor, the interest of which would provide for professors' salaries.

A LIBRARY ENDOWMENT for the purchase of additional books for the MSBBC&S library.

A STUDENT AID ENDOWMENT for the support of worthy students who need financial assistance while attending the College.

A CHAPEL ENDOWMENT for the purchase of a chapel and equipment for the Maple Springs Baptist Bible College and Seminary.

A SCHOLARSHIP ENDOWMENT to provide a free course of study to outstanding students.

FORM OF BEQUESTS

I give and bequeath to the Maple Springs Baptist Bible College and Seminary, located in Capitol Heights, Maryland, the sum of _____ dollars, to be applied to the maintenance of the said Bible College under the direction of the Administration and the Board of Trustees.

SUBSCRIPTION FOR THE FOUNDING OF A SCHOLARSHIP

I hereby agree to pay to the Maple Springs Baptist Bible College and Seminary of the State of Maryland, the sum of _____ dollars, for the purpose of founding a scholarship, with the interest of this sum to be expended annually in aiding approved students in pursuing the studies for the ministry of the Gospel. The scholarship is to be named "The _____ Scholarship."



Board of Trustees

Dr. Rogers Davis, Chair

Trustee Lee McLean, Vice Chair

Dr. Carl E. Keels, President & CEO

Trustee Denise J. Westray, Secretary/Treasurer

Trustee James A. Williams

Trustee Terrell Sheppard

Trustee Haile Lindsay

Minister Patricia E. Jones, Alumni Association President



Administration

Carl E. Keels, Acting President/CEO/Academic Dean (College Division)

B.S., Howard University, 1971

M.A., Federal City College (UDC), 1977

M.Div., Howard University School of Divinity, 1992

D. Min., Howard University School of Divinity, 1994

Rogers Davis, Board of Trustees, Chair

B.A., North Carolina Central University, 1964

Juris Doctor, North Carolina Central University, 1966

Carl Davis, Executive Vice President

B.A., College of New Rochelle, 1997

M.Div., Princeton Theological Seminary, 2000

D.Min., Howard University, 2005

Marquez Ball, Public Affairs Officer

Director of Institutional Planning & Assessment

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2009

M.Div., Howard University School of Divinity, 2016

D.Ed. Min., Southern Baptist Theological Seminary, 2019

Luther Buck, Vice President for Academic Affairs

Chair, Department of Religious Education (Seminary Division)

B.S., North Carolina Central University, 1962

M.S., Southern Illinois University, 1972

M.R.E., Maple Springs Baptist Bible College and Seminary, 1991

M.A.B.S., Maple Springs Baptist Bible College and Seminary, 1991

Th.M., Maple Springs Baptist Bible College and Seminary, 1992

Th.D., Maple Springs Baptist Bible College and Seminary, 1992

Keith M. Dukes, Vice President for Finance & Administration

Director of Business Affairs & Accounting Consultant

B.S., Widener University, 1994

M.B.A., University of the District of Columbia, 2007

Dana A. Van Brakle, Academic Dean (Seminary Division)

B.S., American University, 1981

M.S., American University, 1990

M.A., Maple Springs Baptist Bible College and Seminary, 1996

M.Div., Maple Springs Baptist Bible College and Seminary, 1999

D.Min. Maple Springs Baptist Bible College and Seminary, 2001



ADMINISTRATIVE STAFF

F. Clyrice Ackerman, Assistant Director of Library and Instructional Resources Center

B.A., Morgan State University, 1969

M.L.S., University of Maryland (College Park) 1972

Marquez Ball, Director of Institutional Planning & Assessment

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2009

M. Div., Howard University School of Divinity, 2016

D.Ed. Min., Southern Baptist Theological Seminary, 2019

Keith M. Dukes, Director of Business Affairs & Accounting Consultant

B.S., Widener University, 1994

M.B.A., University of the District of Columbia, 2007

George E. Holmes, Chief Advancement Officer

M.A., Southern University

M. Div., Howard University School of Divinity

Alonzo K. Jackson, Sr., Director of Admissions & Records

B.A.B.S., Maple Springs Baptist Bible College & Seminary, 2007

M.Div., Maple Springs Baptist Bible College & Seminary, 2011

Diane Jenkins, Evening Receptionist

B.A., Strayer University, 1974

Darren R. Jones, Director of Library and Instructional Resource Center

B.A., University of the District of Columbia, 1982

M.B.A., University of the District of Columbia, 1986

M.L.S., Catholic University of America, 2000

Carmen Keels, Recruiter

Himie Pickett, Director of Financial Aid

B.S.B.A., Strayer University, 2004

Master Certificate, Villanova University, 2005

M.B.A., Strayer University, 2005

M.E., Strayer University, 2008

Timothy L. Washington, Executive Administrator

Assistant Director of Admissions & Records

B.A., University of Pittsburgh, 1992



ADMINISTRATIVE FACULTY

Carl E. Keels, President & CEO, Academic Dean (College Division)

B.S., Howard University, 1971
M.A., Federal City College (UDC), 1977
M.Div. Howard University School of Divinity, 1992
D.Min. Howard University School of Divinity, 1994

Luther Buck, Vice President for Academic Affairs (Seminary Division)

B.S., North Carolina Central University, 1962
M.S., Southern Illinois University, 1972
M.R.E., Maple Springs Baptist Bible College and Seminary, 1991
M.A.B.S., Maple Springs Baptist Bible College and Seminary, 1991
Th.M., Maple Springs Baptist Bible College and Seminary, 1992
Th.D., Maple Springs Baptist Bible College and Seminary, 1992

Carl E. Davis, Executive Vice President

Department of Bible and Theology
B.A., College of New Rochelle, 1997
M.Div., Princeton Theological Seminary, 2000
D.Min., Howard University, 2005

Marquez Ball, Public Affairs Officer Director of Institutional Planning & Assessment

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2009
M.Div., Howard University School of Divinity, 2016
D.Ed. Min., Southern Baptist Theological Seminary,
2019

Dana A. Van Brakle, Academic Dean (Seminary Division)

B.S., American University, 1981
M.S., American University, 1990
M.A., Maple Springs Baptist Bible College and Seminary, 1996
M.Div., Maple Springs Baptist Bible College and Seminary, 1999
D.Min. Maple Springs Baptist Bible College and Seminary, 2001

Keith M. Dukes, Vice President for Finance & Administration / Accounting Consultant

B.S., Widener University, 1994
M.B.A., University of the District of Columbia, 2007

George E. Holmes, Chief Advancement Officer

M.A., Southern University
M. Div., Howard University School of Divinity

Alonzo K. Jackson, Sr., Director of Admissions & Records

B.A.B.S., Maple Springs Baptist Bible College & Seminary, 2007
M.Div., Maple Springs Baptist Bible College & Seminary, 2011



FACULTY FULL – TIME

Marquez Ball,

Director of Institutional Planning & Assessment

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2009

M.Div., Howard University School of Divinity, 2016

D.Ed. Min., Southern Baptist Theological Seminary, 2019

Luther Buck, Star Professor

Vice President for Academic Affairs (Seminary Division)

B.S., North Carolina Central University, 1962

M.S., Southern Illinois University, 1972

M.R.E., Maple Springs Baptist Bible College and Seminary, 1991

M.A.B.S., Maple Springs Baptist Bible College and Seminary, 1991

Th.M., Maple Springs Baptist Bible College and Seminary, 1992

Th.D., Maple Springs Baptist Bible College and Seminary, 1992

Carl Keels, Star Professor

Academic Dean (College Division)

Department of Religious Education

B.S., Howard University, 1971

M.A., Federal City College (UDC), 1977

M.Div., Howard University School of Divinity, 1992

D. Min., Howard University School of Divinity, 1994

Marc O. Crowley, Associate Professor

Department of General Education

B.A.B.S., Maple Springs Baptist Bible College, 2001

M.Div., Samuel DeWitt Proctor School of Theology, Virginia Union University, 2017

Virginia M. Manning, Star Professor

B.S., University of the District of Columbia, 1975

M.A.T., Trinity College, 1977

M.A.R.S., Howard University, 1982

D. Min., Maple Springs Baptist Bible College and

Seminary, 1993

Teaching Discipline: Christian Counseling

Dana Van Brakle, Associate Professor

B.S., American University, 1981

M.S., American University, 1990

M.A., Maple Springs Baptist Bible College & Seminary, 1996

M.Div., Maple Springs Baptist Bible College & Seminary, 1999

D. Min., Maple Springs Baptist Bible College & Seminary, 2001

Carl E. Davis, Associate Professor

Executive Vice President

(Seminary Division)

Department of Bible and Theology

B.A., College of New Rochelle, 1997

M.Div., Princeton Theological Seminary, 2000

D.Min., Howard University, 2005

Laurence B. Hawkins, Associate Professor

Department of Religious Education

Department of Bible and Theology

B.A., North Carolina Central University, 1990

M.Div., Maple Springs Baptist Bible College and Seminary, 2008

D. Min., Maple Springs Baptist Bible College and Seminary, 2011

Robert G. Childs, Associate Professor

B.A., Bishop College, 1978

M. Div., Howard University School of Divinity, 1981

Clevester Wimbish, Associate Professor

Department of Religious Education

B.A., Washington Baptist Seminary, 1985

M. Div., Washington Bible College, 1998

D. Min., Howard Univ. School of Divinity, 2001



FACULTY PART – TIME

Clarence Darnell Allen, Associate Professor

B.A., Houston Baptist University, 1997
M.Div., Princeton Theological Seminary, 2000

Jeffery M. Bates, Associate Professor

Director of Student Affairs

Department of General Education

B.A., University of Massachusetts, 1973
M.Ed., University of Massachusetts, 1974
Juris Doctor, Howard University, 1978
M.Div., Maple Springs Baptist Bible College and Seminary, 2017

Raymond Bell, Associate Professor

Department of Bible and Theology

B.S., Lamar University, 1993
M.Div., Virginia Union Univ., 1997
M.A. Christian Ed., Union Presbyterian Sem., 1999
Ph.D., Newburgh Theological Seminary, 2014

Stephen Benson, Associate Professor

Department of Religious Education

B.A., Howard University
M.Div., Howard University School of Divinity
Th.D., Howard University School of Divinity

Catherine Borges – Johnson, Associate Professor

B.A.B.S., Washington Bible College, 2008
M. Evangelism, Liberty Theological Sem., 2011
M. Div., Liberty Theological Seminary, 2014
D. Min., Maple Springs Baptist Bible College and Seminary, 2016

Jacquelin Darby, Associate Professor

Department of General Education

B.A., Chicago State University (IL)
M.A., Chicago School of Professional Psychology
Psy.D., American School of Profssnl. Psychology

Keith M. Dukes, Associate Professor

Business Affairs & Accounting Consultant

Department of General Education

B.S., Widener University, 1994
M.B.A., University of the District of Columbia, 2007

Marie A. Fowler, Associate Professor

Department of General Education

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2016
M.A.B.S., Maple Springs Baptist Bible College and Seminary, 2018

George E. Holmes, Associate Professor

M.A., Southern University
M. Div., Howard University School of Divinity

Alonzo K. Jackson, Sr., Director of Admissions & Records

B.A.B.S., Maple Springs Baptist Bible College & Seminary, 2007
M.Div., Maple Springs Baptist Bible College & Seminary, 2011

Sandra Jackson, Associate Professor

Department of Christian Counseling

B.A., George Washington University, 1982
M.S.W., Howard University, 1993

Lydia F. Jenkins, Associate Professor

Department of General Education

B.S., District of Columbia Teachers College, 1967
M.S., University of Maryland, College Park, 1973

Joyce E. McPhail, Associate Professor

Department of Religious Education

Department of Church Vocations

B.A., College of Charleston
M.P.Admin., Univ. of South Carolina
M. Div., Howard Univ. School of Divinity
D. Min., Wesley Theological Seminary, 2018

Eugene Poole, Jr., Associate Professor

Department of General Education

A.A., Hopkinsville Community College, 1980
B.S., University of Kentucky, 1985
M.A.B.S., Maple Springs Baptist Bible College and Seminary, 2019

**Deborah Scarborough, Associate Professor****Department of Bible and Theology**

B.A., Howard University, 1981

M.B.A., Howard University, 1983

M.Div., Howard University, 2007

D. Min., United Theological Seminary, 2015

Rosalyn L. Wallace, Associate Professor**Department of Bible and Theology**

A.S., Harold Washington College, 1993

B.A., Washington Bible College/Lancaster Bible College, 2014

M.Div., Lancaster Bible College/Capital Seminary & Graduate School, 2016

Edgar Williams, Associate Professor

Department of Theology

UG

Grad

Post – Grad

Bernard Winchester, Associate Professor**Department of Religious Education****Department of Christian Counseling**

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