



# MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY



## GRADUATE CATALOG 2021 – 2023

*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 Eugene Keels, D. Min., President, & CEO**

*Revised November 19, 2020*



## MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY

### **Degrees Granted - Seminary**

M.A.B.S., M.A.C.C., M.Div., D.Min.

### **Certificate Granted**

Certificate in Biblical Studies

### **President & CEO**

Dr. Carl E. Keels, D.Min.

### **Founded in 1986**

#### **Founder**

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

### **Affiliation**

Independent Baptist

The Evangelical Training Association

Transnational Association of Christian Colleges & Schools

### **Areas of Emphasis**

Biblical Studies

Christian Counseling

Church Administration

Pastoral Ministry

*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 328, Forest, VA 24551, by calling (434) 525-9539, or by e-mailing to [info@tracs.org](mailto: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 Church, the local and  
global 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 assumes 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](http://www.msbbcs.edu) or (301) 736 – 3631.*

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

*Dr. Carl E. Keels, President*



**Communications Directory**



Admissions	Director of Admissions and Records Alonzo K. Jackson, Sr., M.Div. Assistant Director of Admissions and Records Timothy L. Washington, B.A.
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	Vice President for Finance and Administration Keith M. Dukes, M.A.
Financial Aid	Financial Aid Coordinator Himie Pickett
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 Dr. Catherine Borges-Johnson
Undergraduate Programs	Academic Dean, College Division Carl E. Keels, D.Min.

The College and Seminary offices are open Monday through Thursday 10:00am – 5:00pm. All offices are closed on Friday, Saturday and Sunday.

Prospective students should make an appointment to visit the campus. Also, prospective students should contact the Director of Admissions and Records at (301) 736 – 3631 for more information.



## General Information

### NAME & 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., 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 became 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, PO Box 3281, Forest Virginia 24551 or by calling (434) 525-9539 or fax at (434) 525-9538.

October 23, 2010, Dr. Anthony Moore became 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 Master 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.

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 31, 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.

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## 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 measureable 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 the 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 Seminary 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 and Seminary 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 Maple Springs Baptist Bible College and Seminary 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&S 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 following certificates and degrees are awarded by the Seminary to those individuals who successfully complete the prescribed programs of study.

**Certificate in Biblical Studies**  
**Master of Arts Degree in Biblical Studies (MABS)**  
**Master of Arts Degree in Christian Counseling (MAcc)**  
**Master of Divinity Degree (MDIV)**  
**Doctor of Ministry (DMIN)**

### GOVERNANCE

The Maple Springs Baptist Bible College and Seminary is operated by an administrative staff, with an elected Board of Trustees. The Maple Springs Baptist Bible College and Seminary 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 and Seminary 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 Maple Springs Baptist Bible College and Seminary includes collegial input from the faculty and the students. The faculty's official organ for participation in governance of the Seminary 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; 20:17,28-32; I 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.S.V. 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 the Maple Springs Baptist Bible College and Seminary is interdenominational. 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 Seminary 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 Seminary is located at the following address:

Maple Springs Baptist Bible College and Seminary  
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 Institution.

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 below.

### **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](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 for convening 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 or physical disability. 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/she will be admitted to MSBBC&S 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, action will be taken by the Admissions Committee. The applicant will be notified of the decision of the Committee.

### ADMISSIONS REQUIREMENTS

#### General

Acceptance to any certificate or degree program at the Seminary 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.

### 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; and (c) transcript(s) from all colleges and universities where the applicant has done undergraduate and/or higher level course work.



## ADMISSIONS PROCEDURES

### Applicants should follow these steps in making application for admission to the Seminary:

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 all colleges and universities where the applicant has done undergraduate and/or higher level work to send transcripts to the Office of Records and Admissions.
4. All applicants are encouraged to make arrangements, and take, the Graduate Record Examination/Graduate Management Aptitude Test. However, these exams are not required.
5. All forms and records should be in the Office of the Director of Records and Admissions prior to the deadline for applications indicated on 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 status.
6. Proficiency examinations in Greek Grammar and in theology may be administered to entering students with sufficient college credit in these areas.

## ADMISSIONS CLASSIFICATIONS

1. **Regular Student** - A student who meets all entrance requirements for a degree program and who has been admitted to that 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. **Audit Student** - 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.

## ACADEMIC REQUIREMENTS

Since the Seminary is a school of graduate study, prospective students need to meet minimum academic prerequisites consonant with graduate school standards. Those minimum standards are as follows:

1. A Bachelor of Arts degree or its equivalent is required for entrance into all programs. For applicants to the D.Min program, a Master of Divinity degree or a Master of Arts degree plus 30 semester hours from an accredited institution with a cumulative grade point average of 3.2 (on a 4.0 scale) is required. The prospective student is responsible for having complete transcripts of all post-high school credit sent directly from the school(s) to the Director of Records and Admissions.
2. An acceptable score on the Graduate Record Examination General Test/Graduate Management Aptitude Test or other standard graduate admission examination is encouraged but NOT required. With this evidence, the Admissions Committee may have cause to accept students whose academic record would be too weak for admission without the score on the GRE/GMAT. The score will also assist the Director of Records and Admissions in assigning course loads to students. For additional information on dates, fees and places of examination: write for a GRE Information Bulletin and Registration Form: Graduate Record Examinations, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541 – 6000.

## 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.

## CLASS OFFERINGS

Maple Springs Bible College and Seminary offers day 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 one or more semesters will be considered for re-admission only after re-admission application forms has been submitted to the Director of Records and Admissions' Office, prior to the opening of the current semester. A re-admission fee, (see page 83 for Tuition & Fees), is applied.

Those who have been dismissed from the Seminary for academic reasons are readmitted on a case-by-case basis. Such decisions are made by the Admissions Committee, in consultation with the Seminary Dean, which takes into consideration the following criteria: (1) a "Statement of Intent" filed by the student which indicates a renewed commitment and desire to pursue studies and the means to be used to achieve academic goals; and/or (2) satisfactory records of subsequent educational work at other colleges.

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 Seminary.



## 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. Most certificates and degrees are earned primarily through the evening programs. This strategy enhances opportunity for learning among those who seek admission to the Seminary.

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

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

The regular academic year programs at MSBBC&S are comprised of two semesters, sixteen (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 accredited educational institution to the completion of an academic program at another accredited 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**

The Maple Springs Baptist Bible College Seminary 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.

## **CURRICULUM DEPARTMENTS**

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

**Department of Bible and Theology**

**Department of Christian Counseling**

**Department of Church Vocations**

- Pastoral Ministries
- Church Administration



## Programs of Study

### BIBLICAL STUDIES GRADUATE CERTIFICATE PROGRAM

**Purposes of the Program.** Adaptability is a key feature of the Certificate in Biblical Studies, which provides a flexible, short (one-year) program which can be tailored to individuals with varying objectives in their seminary studies. The program can be adapted to meet the needs of: (a) those preparing for missionary service and whose mission board requires formal biblical and theological training; (b) the Christian layperson who desires one year of seminary studies to equip him or her to be a more effective witness and leader in the church; (c) those who need a "trial year" in seminary to define more clearly their gifts and goals, and who may eventually wish to complete a masters-level degree program; and (d) the Christian worker who has only limited time available to pursue graduate level theological studies.

The Certificate is not appropriate for those who hold an undergraduate degree in Bible or its equivalent, nor for those who intend to enter professional ministry. These individuals are encouraged instead to apply for admission into the Master of Divinity.

The required 30 semester hours of course work can be completed in one year.

**Admission Requirements.** The one-year Certificate program is primarily designed for graduates of North American colleges and universities. Persons seeking admission to the program are required to apply for admission to the Seminary.

**Completion Requirements.** To receive the Certificate of Biblical Studies, students are expected to meet the following requirements:

1. Complete a minimum of thirty semester hours in residence at MSBBC&S, with a minimum cumulative grade point average of 3.0 (on a 4.0 scale).
2. Complete all specific courses and distribution requirements for the Certificate in Biblical Studies program as outlined below.
3. Complete all requirements for the Certificate within five years from time of matriculation or within two years of the completion of resident course work.

Students in the Certificate program who decide to seek admission to a degree program of the Seminary will need to submit an application for change of program, as well as any other materials requested by the Office of the Director of Records and Admissions.

**Program of Study.** To provide graduate level biblical and theological training, while structuring a program of studies which could readily lead into a master's degree program, a flexible curriculum has been designed for the Certificate of Biblical Studies.



### Graduate Certificate in Biblical Studies

OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CE503	Principles of Teaching	3
NT503	New Testament I	3	CO514	Biblical Counseling	3
TH501	Basic Theology I	3	NT504	New Testament II	3
CE502	Hermeneutics	3	TH502	Basic Theology II	3
Total		15	Total		15

### Comprehensive Examinations for Degree Seeking Students

All applicants for graduate degrees at the Seminary must take a comprehensive examination. This applies to all master's degree programs as well as all doctoral degree programs. Of necessity, the complexity of the doctoral comprehensive examinations is greater than for the master's degree examinations. These examinations are given to achieve the following results:

- 1) Focus the candidates' attention on and direct his energy toward the academic issues within his discipline or area of 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.

These examinations are given at least twice during each academic year, once in the Fall Semester and again in the Spring Semester. Candidates should consult their advisor and the Academic Calendar as to the time and place of these examinations.

Candidates are advised to take the comprehensive examination when most course work has been completed in their curriculum of study. Each candidate will be given feedback and an analysis on the results of his examination.



## MASTER'S DEGREE PROGRAM

### Curriculum Design

The Master of Arts and the Master of Divinity are designed for those students who already have a foundation in biblical studies. This may be from a previous Bible college, Christian liberal arts, or prior seminary education. Courses are designed to build on the earlier biblical education without unnecessary course repetition.

The Master of Arts in Church Administration and Christian Counseling are focused on students who need skills in Church Administration or Christian Counseling and related areas.

### Academic Requirements

Students may select a program of studies leading to the Master of Divinity, Master of Arts degrees, or to the Biblical Studies Certificate.

Since the seminary is a graduate school, prospective students need to meet minimum academic prerequisites consonant with graduate school standards. Those minimum standards are as follows:

1. A Bachelor of Arts degree or its equivalent from an **accredited** institution is required for entrance into all master's level programs. The prospective student is responsible for having complete transcripts of all post-high school credits sent directly from the school(s) to the Office of the Director of Records and Admissions of MSBBC&S.
2. Students without thirty semester hours of college credit in Bible and Theology and six semester hours of New Testament Greek or six semester hours of Psychology must begin their study at the 500 level.

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### Master of Arts Program

**Purposes of the Program.** The Master of Arts program has been designed with those students in mind who have been called into a definite Christian service but who, in some cases, may find need for a type of program different from the professional degrees (Master of Divinity, or Master of Religious Education). The Master of Arts program requires intensive study in a limited area of concentration and is intended primarily for (a) Christian workers in positions where the Master of Arts will gain entrance into academic circles which would not otherwise be possible; (b) teachers in certain Bible institutes and Bible Colleges where the Master of Arts may be the minimum degree required; (c) teachers in Christian Schools who need a Master of Arts degree and wish to secure advanced biblical and theological training even though they do not wish to teach directly in these fields; (d) Christian worker who plan to become counselors in local churches and parachurch agencies; (e) Christian worker who plan to become a church administrator; and (f) students planning to pursue doctoral-level graduate study in a related area of inquiry, for which the Master of Arts degree is an intermediate step. The Master of Arts program is not designed to be a substitute for the professional programs in terms of adequate preparation for the professional ministry.

The Seminary considers the Master of Arts a terminal degree not designed to prepare students for doctoral studies at the Seminary. Graduates holding this degree, who plan to pursue doctoral studies at the Seminary must complete the required hours of preparation for doctoral level studies. Consult your advisor for further details. *See admission requirements for the Doctor of Ministry Transitional Program.*



**Duration of the Program.** The Master of Arts program will normally require a minimum of one full-time academic year. However, those without prerequisites will require two full-time academic years. Most of the students served by this Institution work full-time jobs; therefore, it may take longer to meet the course requirements for the M.A.

With our convenient schedule format, an M.A. student for example, will require five regular semesters (taking two courses of six hours each) and two summer sessions (one course of three hours each) to complete the program.

### **Admission Requirements**

In addition to the general requirements for admission to the Seminary, the applicant must have a bachelor's degree or equivalent with a minimum cumulative grade point average of 3.0.

### **Area of Emphasis**

The student may select one of four areas of emphasis: Church Administration, New Testament, Old Testament or Christian Counseling.

### **Graduation Requirements**

In addition to the general requirements for graduation from MSBBC&S, the following are required of students planning to receive the Master of Arts degree:

1. Complete the minimum number of hours required by the emphasis to which the student has matriculated with a minimum grade point average of 3.0 (on a 4.0 scale), with no grade below a "C" in each course applicable toward the degree. No more than two "Cs" will be counted toward the degree.
2. Complete four semesters of Field Education (FE501, FE502, FE601, FE602).
3. Complete all work within five years from the time of matriculation. A request may be made to the Vice President for Academic Affairs for a waiver of the five-year time limit subject to approval by the President or designee.
4. Complete Comprehensive Examination.
5. For graduates of Bible Colleges or those with undergraduate study in Christian Theology or Bible Courses, a minimum of 36 graduate credits must be completed for graduation. Students will be exempted only from courses in which they have taken comparable and relevant undergraduate course(s). All others **must** complete all listed courses.





### Core Curriculum for Master of Arts Degree

The **Master of Arts** program provides advanced academic preparation in Bible, Christian Counseling and Bible-related subjects. It is an appropriate degree for teachers, missionaries, para-church workers, and Christian laymen who wish to have a leadership role in lay ministries. It is also attractive to experienced pastors and other Christian workers whose responsibilities or inclinations do not permit them to pursue other degree programs.

The following curriculum leads to the Master of Arts degree in the specialty indicated. The 500-level courses, shown below, are required for all specialty areas.

#### FIRST YEAR

NT501	Elementary N.T. Greek I or Psychology Elective	3	NT502	Elementary N.T. Greek II or Psychology Elective	3
OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3
NT503	New Testament I	3	CE503	Principles of Teaching	3
TH501	Basic Theology I	3	NT504	New Testament II	3
CE502	Hermeneutics	3	TH502	Basic Theology II	3
FE501	Field Education I	0	FE502	Field Education II	0
Total			Total		
18			18		

#### SECOND YEAR

HI601	Bible History & Archaeology	3		Area Requirement	3
	Area Requirement	3		Area Requirement	3
	Area Requirement	3		Area Requirement	3
CE603	Christian Ethics/ Church Finance	3	TH602	Apologetics /Elective	3
TH601	Premillennialism & Dispensationnalism	3	LA601	Christian Writing & Research	3
CE615	Master of Arts Reading I	1	CE616	Master of Arts Reading II	1
FE601	Field Education III	0	FE602	Field Education IV	0
Total			Total		
16			16		



## Master of Arts in Biblical Studies (M.A.B.S.)

**Purposes of the Program.** The program leading to the Master of Arts degree in Biblical Studies is designed to give men and women a biblical and theological foundation for various kinds of Christian service other than pulpit ministry. The program does not provide for thorough pastoral training and is not designed as an abbreviated period of study leading to the pastorate.

Persons served by this degree program include those who are or plan to become counselors, evangelists, workers in parachurch agencies, teachers in Christian educational institutions, lay leaders in local churches, and others.

The Maple Springs Baptist Bible College and Seminary does not consider the MABS to be a terminal degree designed to prepare students for doctoral studies at the Seminary.

**Course Requirements.** Students who meet the prerequisites are required to complete thirty-two semester hours of course work. Students who do not meet prerequisites are required to complete sixty-six semester hours. Those students without the prerequisite hours of Bible, Theology, and NT Greek must begin their studies with the prerequisite courses.

Eighteen of the thirty semester hours must be in area of concentration, six in theology, three in Bible history & archaeology, three in the teaching process, and three in communication skills. No thesis or research project is required.

**Transfer of Credit.** Transfer of some credits is allowed toward the MA degree in Biblical Studies from other accredited graduate theological schools. No more than six hours of credit may be transferred into the thirty-semester hour curriculum. However, additional credit may be transferred into the sixty-six-hour curriculum (All transfer credits must be from an accredited institution). See advisor for further information.



## The Master of Arts Emphasis on New Testament

**Purposes of the Emphasis.** The Master of Arts in New Testament is designed for those students desiring a one- or two-year graduate program in biblical and theological studies leading towards a graduate degree but who are not intending to enter the professional ministry. The emphasis is particularly appropriate for those contemplating a teaching career in Bible institutes or colleges, or Christian schools as an intermediate degree before doctoral studies.

**Required Prerequisite Courses.** In addition to the general requirements for admission to the Seminary, applicants with an emphasis on New Testament are required to have an undergraduate major from an accredited institution in Bible or its equivalent, including the minimum of thirty semester hours in Bible and theology, and New Testament Greek. Students without these credit hours must begin their study at the 500-level which includes the necessary studies in Bible, theology, and Greek.

**Candidacy Requirements.** Candidacy requirements for the Master of Arts program were outlined earlier.

**Graduation Requirements.** In addition to the requirements for graduation from the Seminary outlined earlier, and from the Master of Arts program outlined earlier, students with an emphasis in New Testament are to successfully complete a minimum of thirty hours including at least eighteen semester hours in New Testament, nine semester hours in theology, three semester hours in biblical studies, three semester hours in Bible history and archaeology, and three semester hours in communication skills from an accredited institution. Complete a minimum of 24 hours at the Seminary.

### Program of Study - The student's course of study follows:

HI601	Bible History & Archaeology	3	NT604	Life & Epistles of Paul	3
CE610	Church History	3	NT603	Acts & General Epistles	3
NT602	Studies in the Gospels	3	LA601	Christian Writing & Research	3
TH601	Premillennialism & Dispensationalism	3	TH602	Apologetics /Elective	3
CE615	Master of Arts Reading Elective	1 3	CE616	Master of Arts Reading II	1
FE601	Field Education III	0	NT606	The Revelation	3
			FE602	Field Education IV	0
Total		16	Total		16



## The Master of Arts Emphasis on Old Testament

**Purposes of the Emphasis.** The Master of Arts in Old Testament is designed for those students desiring a one- or two-year graduate program in biblical and theological studies leading towards a graduate degree but who are not intending to enter the professional ministry. The emphasis is particularly appropriate for those contemplating a teaching career in Bible institutes or colleges, or Christian schools as an intermediate degree before doctoral studies.

**Required Prerequisite Courses.** In addition to the general requirements for admission to the Seminary, applicants with an emphasis on the Old Testament are required to have an undergraduate major in Bible or its equivalent, from an accredited institution, including the minimum of thirty semester hours in Bible and theology, and New Testament Greek. Students without these credit hours must begin their study at the 500-level which includes the necessary studies in Bible, theology, and Greek.

**Candidacy Requirements.** Candidacy requirements for the Master of Arts program are outlined earlier.

**Graduation Requirements.** In addition to the requirements for graduation from the Seminary outlined earlier, and from the Master of Arts program outlined earlier, students with an emphasis on the Old Testament are to successfully complete a minimum of thirty hours including at least eighteen semester hours in Old Testament, nine semester hours in theology, three semester in Bible history and archaeology, and three semester hours in communication skills from an accredited institution. Complete a minimum of 24 hours at the Seminary.

### Program of Study - The student's course of study follows:

HI601	Bible History & Archaeology	3	TH602	Apologetics/Elective	3
CE610	Church History	3	OT606	The Prophets of Israel	3
OT602	The Pentateuch	3	OT604	The Poetical Books	3
TH601	Premillennialism & Dispensationalism	3	LA601	Christian Writing & Research	3
CE615	Master of Arts Reading I	1	CE616	Master of Arts Reading II	1
	Elective	3	OT603	The Historical Books	3
FE601	Field Education III	0	FE602	Field Education IV	0
Total		16	Total		16



## Master of Arts in Christian Counseling (M.A.C.C.)

**Purposes of the Emphasis.** The Master of Arts in Christian Counseling is a specialized degree program designed to enable those in the ministry to meet the emotional, psychological, and spiritual needs of people through the art of counseling. This program **does not** prepare a person to be a licensed counselor but is oriented toward increasing and improving the skills necessary to minister among the body of believers through counseling.

The Master of Arts emphasis in Christian Counseling seeks (a) to assist in the spiritual and psychological development of students so that they will be more competent in their service to others; (b) to create a concern for the spiritual and psychological needs of others and an appreciation for the differences between people; (c) to acquaint students with those methods and conclusions of psychology which are relevant and applicable to the work of the church; and (d) to provide skills in counseling and interpersonal relations.

**Candidacy Requirements.** Candidacy requirements for the Master of Arts program are outlined earlier.

**Graduation Requirements.** In addition to the requirements for graduation from the Seminary outlined earlier, and from the Master of Arts program outlined earlier, students with an emphasis in Christian Counseling are to successfully complete a minimum of thirty hours including at least eighteen semester hours in Counseling and Psychology, nine semester hours in theology, three semester hours in Bible history and archaeology, and three semester hours in communication skills from an accredited institution. Complete a minimum of 24 hours at the Seminary.

**Program of Study - The student's course of study follows:**

### Christian Counseling

HI601	Bible History & Archaeology	3	TH601	Premillennialism & Dispensationalism	3
CO601	Principles of Counseling	3	CO613	Counseling the Chem. Dep	3
	Elective	3	CO614	Counseling Case Studies	3
CO602	Counseling Tech. & Prac.	3	CO620	Counseling Practicum	3
TH602	Apologetics/Elective	3	LA601	Christian Writing & Research	3
CE615	Master of Arts Reading I	1	CE616	Master of Arts Reading II	1
FE601	Field Education III	0	FE602	Field Education IV	0
Total			Total		
16			16		



## MASTER OF DIVINITY (M.Div.)

**Purposes of the Program.** The Master of Divinity is the basic professional degree which provides the most comprehensive graduate education in the various interrelated theological and practical disciplines taught in a seminary.

Professional ministry vocations, for which the Master of Divinity is primarily designed to equip students, include pastoral ministry, missions, chaplains, and others with a biblical and theological basis for church related ministries. The program also serves as the foundational degree to prepare students for further studies in preparation for vocations in research, teaching and writing in biblically related fields. Consequently, MSBBC&S seeks to maintain a healthy balance in the program among the biblical, theological, historical, and practical studies.

The Master of Divinity specifically aims to: (a) develop in the student a thorough knowledge and understanding of the Bible, its content and teaching as the written Word of God, the infallible rule of faith and practice for the Christian; (b) equip the student in basic disciplines and methodologies so that independent study of the Scriptures may be continued throughout one's ministry; (c) lead the student into systematic examination of Scripture as developed through the history of the Christian church; (d) develop skills in preaching, teaching, church administration, worship, and counseling which will most effectively assist the minister in communicating the gospel; (e) expose the student to current theological inquiry into a variety of theological positions, while developing general familiarity with other religious thought; and (f) develop in the student an ability to think independently and constructively in areas vital to the ministry.

**Admission Requirements:** In addition to the general requirements for admission to the Seminary, applicants for the Master of Divinity program are expected to hold a bachelor's degree, or its equivalent, with a minimum cumulative grade point average of 3.00 (on a 4.0 scale). Thirty semester hours in Bible and theology, and six hours in New Testament Greek are required at the college level. Students without these credit hours are required to begin their program at the 500-level.

**Graduation Requirements:** In addition to the general requirements for graduation from the Seminary, candidates for the Master of Divinity degree are required to: (a) complete at least 90 semester hours with a minimum cumulative grade point average of 3.0, with a grade of at least a "C" in each course (No more than two "Cs" will count toward the degree); (b) complete all courses in the prescribed Master of Divinity curriculum or appropriately approved substitutes; (c) complete at least four semesters of Field Education (FE501, FE502, FE601, FE602); (d) complete a practicum; (e) complete a minimum of 70 semester hours at MSBBS; and (f) give adequate exemplification of the character, emotional stability, maturity, and leadership ability which is essential to effective service in the Christian ministry.

**Internship/Practicum:** Master of Divinity students are required to complete a one semester internship/practicum to complete the Master of Divinity degree.

**Master of Divinity Thesis:** Master of Divinity students are required to complete a thesis. All drafts and final copies of the thesis should be prepared in conformity with the latest edition of Turabian's Manual for Writers of Term Papers, Theses, and Dissertations.



**Suggested Program of Study:** The following curriculum indicates the courses which are normally required in the approved program of study for the Master of Divinity.

For graduates of Bible Colleges or those with undergraduate study in Christian Theology or Bible Courses, a minimum of 36 graduate credits must be completed for graduation. Students will be exempted only from courses in which they have taken comparable and relevant undergraduate course(s). All others **must** complete all listed courses.

### The Master of Divinity Core Curriculum

The Master of Divinity curriculum was designed primarily for students preparing for pastoral ministry in the United States. This curriculum also serves as the basis for doctoral study for those preparing to do research or teach in a biblically or theologically related discipline.

#### Common Core Requirements

The approved program of study for the Master of Divinity degree is outlined in the suggested sequence of courses shown below. Students who take this sequence are able to complete the program in three years, avoiding scheduling conflicts of required courses. However, if the student meets the prerequisites, the curriculum may be completed in two years.

#### FIRST YEAR

NT501	Elementary N.T. Greek I	3	NT502	Elementary N.T. Greek II	3	
OT501	Old Testament I	3	OT502	Old Testament II	3	
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3	
NT503	New Testament I	3	NT504	New Testament II	3	
TH501	Basic Theology I	3	TH502	Basic Theology II	3	
CE502	Hermeneutics	3	CE503	Principles of Teaching	3	
FE501	Field Education I	0	FE502	Field Education II	0	
Total			18	Total		18

#### SECOND YEAR

CE610	Church History	3	CE603	Christian Ethics/Church Finance	3	
CE621	Church Educational Ministries	3	TH602	Apologetics/Elective	3	
PM601	Leadership & Administration	3	TH601	Premillennialism & Dispensationalism	3	
PM602	Pastoral Theology	3	MU601	Church Music	3	
PM603	Sermon Preparation	3	PM604	Sermon Delivery	3	
FE601	Field Education III	0	LA601	Christian Writing & Research	3	
			FE602	Field Education IV	0	
Total			15	Total		18

**THIRD YEAR**

HI601	Bible History & Archaeology	3	OT702	Area Requirement	3
	Area Requirement	3	PM771	Elem Biblical Hebrew II	3
	Area Requirement	3	PM645	M.Div. Thesis II	3
OT701	Elem Biblical Hebrew I	3	PM731	Practicum	3
PM770	M.Div. Thesis I	3		M.Div. Reading II	1
PM730	M.Div. Reading I	1			
Total				16	
Total					13

**MASTER OF DIVINITY – Emphasis in New Testament**

The emphasis in New Testament is designed for students intending to enter the professional ministry with a special focus on the New Testament. The core curriculum of the Master of Divinity program is supplemented by a sequence of courses in New Testament.

**FIRST YEAR**

NT501	Elementary N.T. Greek I	3	NT502	Elementary N.T. Greek II	3
OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3
NT503	New Testament I	3	NT504	New Testament II	3
TH501	Basic Theology I	3	TH502	Basic Theology II	3
CE502	Hermeneutics	3	CE503	Principles of Teaching	3
FE501	Field Education I	0	FE502	Field Education II	0
Total				18	
Total					18

**SECOND YEAR**

CE610	Church History	3	CE603	Christian Ethics/Church Finance	3
CE621	Church Educational Ministries	3	TH602	Apologetics/Elective	3
PM601	Leadership & Administration	3	TH601	Premillennialism & Dispensationalism	3
PM602	Pastoral Theology	3	MU601	Church Music	3
PM603	Sermon Preparation	3	PM604	Sermon Delivery	3
FE601	Field Education III	0	LA601	Christian Writing & Research	3
			FE602	Field Education IV	0
Total				15	
Total					18



**THIRD YEAR**

HI601	Bible History & Archaeology	3	NT604	Life & Epistles of Paul	3
NT602	Studies in the Gospels	3	PM645	Practicum	3
NT603	Acts & General Epistles	3	OT702	Elem Biblical Hebrew II	3
OT701	Elem Biblical Hebrew I	3	PM771	M.Div. Thesis II	3
PM770	M.Div. Thesis I	3	PM731	M.Div. Reading II	1
PM730	M.Div. Reading I	1			
Total		16	Total		13

**MASTER OF DIVINITY - Emphasis in Old Testament**

The emphasis in Old Testament is designed for students intending to enter the professional ministry with a special focus on the Old Testament. The core curriculum of the Master of Divinity program is supplemented by a sequence of courses in Old Testament.

**FIRST YEAR**

NT501	Elementary N.T. Greek I	3	NT502	Elementary N.T. Greek II	3
OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3
NT503	New Testament I	3	NT504	New Testament II	3
TH501	Basic Theology I	3	TH502	Basic Theology II	3
CE502	Hermeneutics	3	CE503	Principles of Teaching	3
FE501	Field Education I	0	FE502	Field Education II	0
Total		18	Total		18

**SECOND YEAR**

CE610	Church History	3	CE603	Christian Ethics/Church Finance	3
CE621	Church Educational Ministries	3	TH602	Apologetics/Elective	3
PM601	Leadership & Administration	3	TH601	Premillennialism & Dispensationalism	3
PM602	Pastoral Theology	3	MU601	Church Music	3
PM603	Sermon Preparation	3	PM604	Sermon Delivery	3
FE601	Field Education III	0	LA601	Christian Writing & Research	3
			FE602	Field Education IV	0
Total		15	Total		18

**THIRD YEAR**

HI601	Bible History & Archaeology	3	OT606	The Prophets of Israel	3
OT602	The Pentateuch	3	OT702	Elem Biblical Hebrew II	3
OT603	The Historical Books	3	PM645	Practicum	3
OT701	Elem Biblical Hebrew I	3	PM771	M.Div. Thesis II	3
PM770	M.Div. Thesis I	3	PM731	M.Div. Reading II	1
PM730	M.Div. Reading I	1			
Total		16	Total		13

**MASTER OF DIVINITY – Emphasis in Christian Counseling**

The emphasis in Christian Counseling is designed for students intending to enter the professional ministry with a special focus on the Christian Counseling. The core curriculum of the Master of Divinity program is supplemented by a sequence of courses in Christian Counseling.

**FIRST YEAR**

NT501	Elementary N.T. Greek I	3	NT502	Elementary N.T. Greek II	3
OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3
NT503	New Testament I	3	NT504	New Testament II	3
TH501	Basic Theology I	3	TH502	Basic Theology II	3
CE502	Hermeneutics	3	CE503	Principles of Teaching	3
FE501	Field Education I	0	FE502	Field Education II	0
Total		18	Total		18

**SECOND YEAR**

CE610	Church History	3	CE603	Christian Ethics/Church Finance	3
CE621	Church Educational Ministries	3	TH602	Apologetics/Elective	3
PM601	Leadership & Administration	3	TH601	Premillennialism & Dispensationalism	3
PM602	Pastoral Theology	3	MU601	Church Music	3
PM603	Sermon Preparation	3	PM604	Sermon Delivery	3
FE601	Field Education III	0	LA601	Christian Writing & Research	3
			FE602	Field Education IV	0
Total		15	Total		18

**THIRD YEAR**

HI601	Bible History & Archaeology		PM731	M.Div. Reading II	1
		3	PM645	Practicum	3
CO601	Principles of Counseling	3	OT702	Elem. Biblical Hebrew II	3
CO602	Counseling Tech. & Prac.	3	PM771	M.Div. Thesis II	3
OT701	Elem Biblical Hebrew I	3	CO613	Counseling the Chem. Dep.	3
PM770	M.Div. Thesis I	3	CO614	Case Studies	3
PM730	M.Div. Reading I	1			
		Total	16	Total	16

**MASTER OF DIVINITY – Emphasis in Church Administration**

The emphasis in Church Administration is designed for students intending to enter the professional ministry with a special focus on the Church Administration. The core curriculum of the Master of Divinity program is supplemented by a sequence of courses in Church Administration.

**FIRST YEAR**

NT501	Elementary N.T. Greek I	3	NT502	Elementary N.T. Greek II	3
OT501	Old Testament I	3	OT502	Old Testament II	3
CE501	Evangelism/Missions/ Christian Living	3	CO514	Biblical Counseling	3
NT503	New Testament I	3	NT504	New Testament II	3
TH501	Basic Theology I	3	TH502	Basic Theology II	3
CE502	Hermeneutics	3	CE503	Principles of Teaching	3
FE501	Field Education I	0	FE502	Field Education II	0
		Total	18	Total	18

**SECOND YEAR**

CE610	Church History	3	CE603	Christian Ethics/Church Finance	3
CE621	Church Educational Ministries	3	TH602	Apologetics/Elective	3
PM601	Leadership & Administration	3	TH601	Premillennialism & Dispensationalism	3
PM602	Pastoral Theology	3	MU601	Church Music	3
PM603	Sermon Preparation	3	PM604	Sermon Delivery	3
FE601	Field Education III	0	LA601	Christian Writing & Research	3
			FE602	Field Education IV	0
		Total	15	Total	18

**THIRD YEAR**

HI601	Bible History & Archaeology	3	PM731	M.Div. Reading II	1
BU601	Management Accounting	3	BU620	Fin. Planning & Analysis	3
BU602	Man. Theory & Practice	3	PM645	Practicum	3
OT701	Elem Biblical Hebrew I	3	OT702	Elem. Biblical Hebrew II	3
PM770	M.Div. Thesis I	3	PM771	M.Div. Thesis II	3
PM730	M.Div. Reading	1	BU700	Seminar in Church and Non-Profit Entities Adm.	3

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 Total 16

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 Total 16



## DOCTORAL DEGREE - General Information

Maple Springs Baptist Bible College and Seminary offers one Doctoral Program: Doctor of Ministry (D.Min.).

The Doctor of Ministry is an advanced professional degree designed for those in vocations of ministry.

For the Doctor of Ministry degree, the level of expectation is high, and the quality of work is enhanced. Only highly motivated and capable applicants will be admitted to the doctoral program.

There are essentially eleven (11) phases of the doctoral programs. These phases are the following:

<u>Phase Number</u>	<u>Description</u>
1	Admissions ( <b>APPLICANTS ACCEPTED DURING FALL AND SPRING SEMESTERS ONLY!</b> )
2	Course Work
3	Comprehensive Examination
4	Research Design
5	Research Implementation
6	Initial Approval by Advisor
7	Final editing
8	Approval of Final Edited Version by Advisor
9	Graduation

The doctoral student is required to work closely with his advisor throughout his program of study. This includes the following aspects of the program:

- (1) Selection of courses to be completed.
- (2) Designing of research and the selection of an area of research study.
- (3) Selection of data analysis and summary methods to be used.
- (4) Developing and implementing editing of components of the study.



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## Doctor of Ministry – Degree Information

**The Purpose of the Program:** The Doctor of Ministry degree is an advanced professional degree designed for the continuing development of those involved in vocational ministry. Since it is not oriented towards teaching or research in graduate theological studies, the Doctor of Ministry degree is distinct from the Doctor of Philosophy (Ph.D.) or the Doctor of Theology (Th.D.) degrees. The Doctor of Ministry program is designed to enhance professional competence by expanding upon an initial foundation of theology and ministry experience, to enable those in vocational ministry to enhance current strengths, address areas of weakness, and increase overall effectiveness.

The Doctor of Ministry degree is available with emphasis in Pastoral Ministry and Christian Counseling. The major areas of emphasis are contextual in design and purpose. It is meant to interface with your current ministry to maximize the academic and experience relationship.

**Admission Requirements:** In addition to the general requirements for admission to the Seminary, applicants for the Doctor of Ministry program are required to have a Master of Divinity or its equivalent which maintains academic standards similar to those of MSBBC&S, with a cumulative grade point average of 3.2 (on a 4.0 scale).

### Doctor of Ministry Transitional Program

The Doctor of Ministry Transitional Program is a specialized degree program designed to enable those students interested in obtaining a Doctor of Ministry degree who are not interested in pursuing the pastoral program required by the Master of Divinity curriculum. **Generally, the Doctor of Ministry degree is available with emphasis in Pastoral Ministry and Christian Counseling. However, the Master of Arts core curriculum will not be required for those students seeking a Doctor of Ministry in Christian Counseling.**

The degree program is an advanced professional degree for those not involved in vocational ministry. It is not oriented towards the pastoral ministry emphasis. This program is designed for those interested in expanding their education foundation without the foundation of the Master of Divinity Degree.

For students interested in obtaining a Doctor of Ministry in Pastoral Ministry, the first year of the core curriculum of the Master of Arts is a requirement, as well as twenty-seven credits (nine courses) to fulfill the “transitional” requirements between the Master of Arts to the Doctor of Ministry program.

For students interested in obtaining a Doctor of Ministry in Christian Counseling, the core curriculum of the Master of Arts is not required, but the twenty-seven credits or nine courses listed below are required to fill the transition requirements for the MA students to enter the Doctor of Ministry program.



**The following courses are a supplement to the above degrees:**  
**Transitional Courses for MA students to meet D.Min. Program qualifications-**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>
CE 603	Christian Ethics/Church Finance	3
PM 601	Leadership and Administration	3
TH 701	Systematic Theology	3
NT 756	New Testament Research	3
OT 755	Old Testament Research	3
CO 601	Principles of Counseling/Elective	3
BU 650	Legal and Tax Issues in Non-Profit	3
<b>Total Core Requirements</b>		<b>21</b>

An additional 6 credits must be completed by the student. These credits must all come from courses on the 600 or 700 series. However, the student must complete 6 credit hours in either New Testament Greek or Biblical Hebrew if both courses were not completed in the MA curriculum. The Graduate advisor must consent to courses taken to meet the 6 non-core requirements. The total credits required to complete the transitional program for MA graduates is at least 27 credit hours.

All students enrolled in this program will be listed as "Doctor of Ministry Transitional" in our records until the Doctor of Ministry program is completed. **Please note once students have chosen this program, they will not be eligible to receive the Master of Divinity degree.**

Upon completion of all transitional requirements, students may enroll in the Doctor of Ministry program. Upon completion of all transitional and Doctor of Ministry requirements, the student will receive the Doctor of Ministry Degree.

**Candidacy Requirements:** The Doctor of Ministry degree program requires a minimum of **36 semester** hours of study beyond the Master of Divinity, or a minimum of 60 semester hours beyond the Master of Arts. **All students specializing in counseling must meet the counseling prerequisites.** This program is designed to meet the professional needs of those preparing or practicing a ministry as pastor, evangelist, missionary, chaplain, or Christian Counselor.

**Graduation Requirements (Transition Doctor of Ministry Program):** In addition to the general requirements for graduation from the Seminary, a minimum of 30 semester hour of work are required of those planning to receive the Doctor of Ministry degree with no grade below a 'B' in each course, and a cumulative grade point average of 3.2 (on a 4.0 scale) and the completion of the Doctor of Ministry project with a minimum grade of "B-". All requirements for the degree must be completed in six years from the time of matriculation.

**Internship/Practicum:** Doctor of Ministry with Christian Counseling emphasis students are required to complete an internship/practicum to complete the Doctor of Ministry degree.

**Doctor of Ministry Project:** Doctor of Ministry students are required to complete a Dissertation. All drafts and final copies of the Dissertation should be prepared in conformity with the latest edition of Turabian's Manual for Writers of Term Papers, Thesis, and Dissertations.



## Core Doctor of Ministry Requirements

It is expected that each student will take at least two academic years to complete his/her requirements for the Doctor of Ministry Degree. Each candidate for this degree must demonstrate familiarity with at least one Biblical language: Greek or Hebrew. This requirement may be met by a demonstration of having completed at the graduate level at least six (6) semester hours of work in either Greek or Hebrew. The Core requirements for all Doctor of Ministry students are as follows:

### Core Doctor of Ministry Courses

#### YEAR 1

##### FIRST SEMESTER

CE801	Cults and Isms	3
NT801	Pastoral Epistles	3
BU700	Seminar in Church and Non-Profit Adm.	3
PM801	*D. Min Reading I	1

##### SECOND SEMESTER

PM806	Contemporary Ethical Issues	3
CO810	Issues in Counseling	3
	Area Requirement	3
PM802	*D. Min. Reading II	1

Total 10

Total 10

#### YEAR 2

##### FIRST SEMESTER

PH802	Philosophy of Religion	3
TH810	Old Testament Theology	3
PM831	Doctoral Dissertation I	3

##### SECOND SEMESTER

TH811	New Testament Theology	3
PM832	Doctoral Dissertation II	3
	Area Requirement	3

Total 9

Total 9

\*D.Min students may be required to take more than the indicated courses. This decision will be made based upon the student's academic record. The student's advisor will work this out in counseling with the student.

\*D.Min reading may be met by taking one credit for I and II under seminary elective courses under the student's area of interest: Counseling Students CO780; Theology Students TH785; Pastoral Students NT785. Arrangements to be made with Seminary Dean as to required work.

**Note:** Doctor of Ministry students must be continuously enrolled in their Program during both Fall and Spring Semesters or their Programs may be changed. Once at the dissertation stage they must maintain continuous enrollment in the dissertation course even if all other class work is completed.

**Graduation Requirements (Standard Doctor of Ministry Program):** In addition to the general requirements for graduation from the Seminary, a minimum of 30 semester hours of work are required of those planning to receive the Doctor of Ministry degree with no grade below a 'B' in each course, and a cumulative grade point average of 3.2 (on a 4.0 scale) and the completion of the Doctor of Ministry project with a minimum grade of "B-". All requirements for the degree must be completed in six years from the time of matriculation.





Area requirements for Doctor of Ministry students may be selected by the student, with the approval of the advisor, from the courses listed below:

<b>Area:</b>	<b><u>Christian Counseling</u></b>	<b><u>Pastoral Emphasis</u></b>	
	CO805	Advanced Counseling	PM803 Expository Preaching
	CO807	Counseling of Jesus	CO801 Advanced Pastoral Counseling
	CO810	Issues in Counseling	PM804 Denominational Research
	CO801	Advanced Pastoral Counseling	CE802 Comparative Religions
	CO860	Confronting Addictive Life-Style	OT755 Old Testament Research
	CO851	Counseling Practicum	NT756 New Testament Research

The selection of courses should involve these considerations:

1. The life goal of the student, and
2. The academic cohesiveness and challenge of the total study program of the student.

### **Written Contract of Agreement**

Once the Advisor, the Academic Dean and the student have reached an agreement as to the student's program of study, the agreed to program will be reduced to writing and signed by the Dean, the Advisor and the student. This Program of study will be binding upon all parties as long as the student maintains continuous enrollment in the Seminary and continues to meet all of the Seminary's standards, policies and requirements. The signed contract of agreement shall contain these elements:

1. Degree objective.
2. Date of signatures.
3. Specific courses required.
4. Any course approved to be used as a substitute.
5. Full name, address and social security number of student.
6. Total number of hours to be completed at MSBBC&S.
7. Other relevant information, including written signatures of all parties.

This agreement may be amended upon mutual agreement of all parties.



## Academic Policies

### CLASSIFICATION OF STUDENTS

#### The students enrolled in the Seminary are classified as follows:

Anyone who has completed a bachelor's degree with at least 120 semester hours or a student who has completed a master's degree. Doctoral candidates are required to have a Master of Divinity, or its equivalent, with a cumulative grade point average of 3.2 (on a 4.0 scale).

- Full-time Students - Those carrying 9 or more semester hours  
Part-time Students - Those who have elected to carry less than 9 hours

**Probationary Students** -- Those whose academic loads have been reduced because of a deficient grade point average.

#### Special

**Students:** Students who desire Christian training but are not enrolled in a degree program. Students whose vocational goals are uncertain and who desire a year of theological study may enroll as special students. Such a period of study will provide exposure to our varied curriculum offerings and opportunities to seek counsel in order to make wise decisions concerning vocational directions. Special students may register for any courses for which they meet the individual course prerequisites as noted in the course description section of the catalog.

### FREQUENCY OF COURSE OFFERINGS

Except for the first-year core curriculum requirements and certain other basic courses, many of the courses in the curriculum are not offered every year. Most of these are offered in alternate years and on demand.

The breath of the curriculum and the carefully calculated distribution of courses over a four-year cycle means that there will always be courses in each of the departments for the student to select from, even though a particular course may not be offered at the time it is desired by the student.

While the Seminary publishes its intentions to offer the courses described in this catalog at the time indicated in the schedule, it reserves the right to withdraw any course for which there is an insufficient demand. If within one week of the registration date for the semester there is an insufficient number of student have registered for a course being offered, the department offering the course may be permitted to withdraw the course and arrange for the registered students to meet any requirements attached thereto in some other way.



## 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.

## COURSE WITHDRAWAL

### 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" 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 PROGRAM

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

### CHANGE OF GRADE & CHANGE OF INCOMPLETE

Students who believe that a grade has been issued in error must contact the instructor. In the event that 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 Seminary is based not only upon the accumulation of credit hours but also upon the number of grade points earned by the student which constitutes the grade point average (GPA). The Seminary follows a 4.0 grade point system and requires a 3.0 average for master's graduation and 3.2 average for doctoral graduation. The student's cumulative grade point average (GPA) is based on hours attempted.

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:

#### Grading System

Grade			Grade points per semester hour
A	95 – 100	Excellent	4.0
A-	93 – 94		3.7
B+	90 – 92		3.3
B	87 – 89	Good	3.0
B-	85 – 86		2.7
C+	82 – 84		2.3
C	79 – 81	Average	2.0
C-	74 – 78		1.7
D+	72 – 73		1.3
D	69 – 71	Poor	1.0
D-	64 – 68		0.7
F	Below 64	Failure - Course must be repeated	0

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

- 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 the 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.

## ACADEMIC PROBATION

A student is placed on academic probation at the conclusion of any semester in which his or her cumulative grade point average falls below that which is required for the degree program or whose current semester grade point average is less than 3.0. The student remains on probation as long as the cumulative average remains below the required level. An academic warning shall be given at the conclusion of any semester in which the student fails to earn the minimum grade point average required for the program of study, even though the cumulative average may be acceptable. The minimum grade point average for the specific degree programs, and for Special Students, is as follows:

Master of Divinity	3.0
Master of Arts	3.0
Doctor of Ministry	3.2
Special Students	3.0

Students who fail to raise their cumulative grade point average to the required level by the end of two semesters on probation, or who fail to make substantial improvement in grade point average though remaining on probation, will be academically dismissed from the Seminary.

After academic dismissal from the Seminary, the Admissions Committee will consider applications for readmission only if warranted by exceptional circumstances. Such applications are considered on a case by case basis, seeking reasonable grounds to expect that the former student could make satisfactory progress toward removal of his/her probationary status. After dismissal, a time period of no less that eight weeks must transpire before application for readmission may be considered.

The status of any student whose cumulative grade point average drops below 3.00 for masters or 3.20 for doctorates is changed to probationary. Any probationary student who fails to raise his/her cumulative grade point average to 3.00 for masters or 3.20 for doctorates over the next 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 their cumulative average to 3.00 for the masters or 3.20 for the doctorates, or



above, over the next 2 semesters hours 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 status may appeal to the administration for reconsideration.

**1. Good Academic Standing** – A student is considered in good academic standing when a GPA of 3.0 for masters or 3.20 for doctorates is maintained.

**2. Academic Warning** - An academic warning notice will be placed on the student's semester grade report that academic performance is below the standard of 3.00 for masters or 3.20 for doctorates which is necessary for graduation from any program.

**3. Academic Probation** - An academic probation notice will be placed on the student's semester grade report that academic performance is below the standard of 3.00 for masters or 3.20 for doctorates which is necessary for graduation from any program.

**4. Academic Dismissal** - The student should expect to be dismissed from MSBBC&S when their cumulative GPA falls below 3.00 for masters or 3.20 for doctorates. 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&S.

## 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 graduate is any graduate student enrolled in nine (9) or more hours during any one semester. Students who desire to take more than twelve (12) credit hours must obtain the approval of the Seminary Dean. Only students in good academic standing (cumulative G.P.A. of 3.0 or better) will be approved to carry more than twelve (12) credits during any one semester. No student will be approved for more than fifteen (15) credit hours during any one semester.

## 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.

## 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 Seminary 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 and Seminary. 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. The FERPA was enacted by Congress to protect the privacy of educational records, to establish the right for students to inspect and review their educational 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 will 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 and Seminary to comply with the Act.

## RECORDS RETENTION

The Seminary retains documents received in the admissions process for those who apply, but for whatever reason do not enroll, for two years. For those who do enroll, the Seminary retains documents in the official student dossiers, including transcripts on file from other educational institutions, for five years beyond the date of last attendance at MSBBC&S. Records of individual academic performance at MSBBC&S are retained permanently.

## GRADUATION REQUIREMENTS

Students who are in the Seminary 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 of at least a "C" in each masters level course, and with an overall grade point average of 3.0 or better. (No more than



- two “Cs” will be counted toward the degree). All Doctoral programs require a grade point average of 3.2 or better, with a grade of “B” or better in each course. All grade point averages are based on a 4.0 system.
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" and payment of graduation fees, on the date indicated on the Academic Calendar of the academic year the student plans to graduate.
  5. Biblical Studies Certificates - the student must have completed a minimum of 30 credit hours including all course requirements.
  6. Master of Arts Degree in Biblical Studies - the student must have completed a minimum of 68 credit hours including all course requirements and prerequisites.
  7. Master of Arts Degree in Church Administration - the student must have completed a minimum of 68 credit hours including all course requirements and prerequisites.
  8. Master of Arts Degree in Christian Counseling - the student must have completed a minimum of 68 credit hours including all course requirements and prerequisites.
  9. Master of Divinity Degree - the student complete at least 98 semester hours with a grade point average of 3.0 or above as well as all other requirements for the degree.
  10. Doctor of Ministry - the student must have completed a minimum of 38 credit hours beyond the M.Div. including all course requirements.
  11. 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.
  12. The student must fulfill the internship or practicum, if the curriculum requires one.
  13. Time allotment for Degree completion
    - A. A student enrolled in a degree program is allowed eight years to complete the program. In the event of a change in Major this may be extended to ten years with administrative approval.
    - B. Any student dropping out for more than one year will come back under the catalog in effect at that time.
  14. 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. It is also subject to final approval by the President or his designee.

## **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 convocation. Only students who have met all requirements for graduation will be permitted to participate in commencement exercises.

**Students can receive only one degree per academic year.**

## **THESIS AND DISSERTATION REQUIREMENTS**

A student involved in writing a thesis or dissertation must adhere to the guidelines provided in the latest edition of “**A Manual for Writers of Term Papers, Theses and Dissertations**”, by Kate L. Turabian. Students should be prepared to follow the strict scheduling requirements when writing thesis and





dissertations. Failure to meet any of the deadlines could result in postponement of graduation. See manual for **important details**.

A written dissertation is required for all candidates at the doctoral level and thesis for those students seeking credentials in Theology or Ministry at the master's level. The dissertation must consist of at least 25,000 words while the thesis must consist of at least 12,000 words. The subject matter must be related to the student's major field of study and be supported with a significant bibliography. Specific thesis and dissertation requirements are written in the Seminary Catalog.

### **AUDIT STUDENTS**

Applicants who wish to take a course but not receive credit for it may do so on an audit basis. Audit students are not held responsible for tests and other class assignments. Applicants must meet the admission requirements, complete an Application for Admission, and pay the appropriate application and course fees.

### **FIELD EDUCATION**

Students enrolled in the MSBBC&S for a master's degree program 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 completing an add/drop forms with the Director of Records and Admissions' Office will be penalized by loss of credit for the course involved. The Seminary reserves the right to drop students who fail to do satisfactory work or who do not cooperate with the policies of the Seminary, 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.

The graduate level programs are designed to further a student's **undergraduate training** on the Masters and Doctoral levels providing expertise in a limited field of study.

Students whose undergraduate study has included basic biblical and theological subjects which clearly parallel courses in a prescribed masters curriculum are encouraged to request program modifications in one or both of two ways: 1) Eligible students who have taken such courses beyond the normal bachelor's degree requirements may request advanced standing toward the masters degree. Permission to receive advanced standing is determined by the advisor. 2) Eligible students who have taken such courses as part of their bachelor's degree may request the substitution of other course work in order to meet the required number of credit hours to be completed at MSBBC&S.



## 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 academic semester. No diploma, transcript, letter of recommendation shall be granted, nor actions taken in regard to placement, until such 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.



## Explanation of Course Numbering and Prefixes

The Seminary 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 degree level. Seminary Division course numbers are identified according to the following system:

500 - 600 Master Degree Courses  
700 - 800 Doctoral Degree Courses

### Course Prefix Abbreviations

#### Department of Bible and Theology

NT New Testament  
OT Old Testament  
TH Theology

#### Department of Church Vocations

BU Church Administration  
CE Educational Ministries  
PM Pastoral Ministry  
MU Church Music  
FE Field Education

#### Department of Christian Counseling

CO Counseling  
PS Psychology

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 Seminary reserves the right to alter the schedule of courses as circumstances dictate.*



## **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 submitted to the Academic Dean and to the Vice President for Academic Affairs. Final approval will be granted by the President or designee.

## **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 five limitations: (1) All courses so taken must be individually submitted to the Academic Dean for approval; (2) Permission is not granted if the course is available in a regular class at a period open to the student; (3) The consent of the instructor must be secured; and (4) The quality of the course must be maintained though the arrangement differs from the traditional method of instruction and learning; (5) The course is not the first course taken by the student at MSBBC&S. 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.



## COURSE DESCRIPTIONS:

### *DEPARTMENT OF BIBLE AND THEOLOGY*

#### OLD TESTAMENT

##### **OT501-2 Old Testament I & II**

**(3eaFS)**

An in-depth study of Old Testament history in respect to each book's historical purpose, doctrinal purpose and Christological purpose. The relationship of Israel to God and the surrounding nations is examined as well as the religious, social, economic, political, and military background of the period.

##### **OT602 The Pentateuch**

**(3F)**

A study of each of the first five books of the Old Testament with especially careful attention to Genesis 1-11, the lives of the Patriarchs, the Exodus, and sacrificial system.

##### **OT603 The Historical Books**

**(3S)**

The books of Joshua through Esther are studied for their historical contributions to the understanding of God's dealing with the nation of Israel and for the spiritual implications of this revelation to the believer today.

##### **OT604 The Poetical Books**

**(3F)**

Each of the books from Job through Song of Solomon is studied in terms of its distinct literary form and spiritual truths.

##### **OT606 The Prophets of Israel**

**(3S)**

A biblical and theological study of the prophets of Israel with special consideration given to the socio/economic background and the theme of each book. Some consideration is given to prophetic eschatology and the use of OT prophecy in the New Testament.

Prerequisite: OT501-2

##### **OT701-2 Elements of Biblical Hebrew**

**(3eaFSD)**

A study of the basic principles of phonology, morphology, and syntax of biblical Hebrew, with selected portions of the Hebrew Old Testament translated and analyzed.

##### **OT755 OT Research**

**(3FSD)**

Diverse research projects on controversial topics in the Old Testament. E.g. The "Sons of God" in Gen. 6; the "Long Day"; David's numbering of the people; the vow of Jephthah; et.al.

Prerequisite: OT501-2

#### NEW TESTAMENT

##### **NT501-2 New Testament Greek Grammar I & II**

**(3eaFS)**

For the purpose of exegeting the Greek New Testament, the principles of Greek grammar are learned along with the paradigms, vocabulary and practice translation needed in preparation for exegesis.

**NT503-4 New Testament I & II****(3eaFS)**

This course is designed to give the Christian a working understanding of the message of the New Testament. It gives the results of New Testament Introduction without getting involved in technical discussions. It incorporates historical and cultural backgrounds gleaned from Bible dictionaries and encyclopedias, without it becoming a course of manners and customs.

**NT602 Studies in the Gospels****(3FD)**

This course is designed to help the student understand more clearly the life and ministry of the Lord Jesus Christ as revealed in the Gospels and to relate those truths to his own life.

**NT603 Acts and the General Epistles****(3SD)**

A study of the background, argument and critical passages of Acts and eight epistles from Hebrews through Jude.

**NT604 Life and Epistles of Paul****(3F)**

A course which examines the Hellenistic period and the journeys and epistles of the Apostle Paul.

Prerequisites: OT501-2  
NT503-4

**NT606 Revelation****(3S)**

The content of the Apocalypse is studied with its disclosure of those great events bringing history to its consummation.

Prerequisites: OT501-2  
NT503-4

**NT756 NT Research****(3SD)**

A challenging research project on many of the controversial areas of the New Testament. E.g. the day of the crucifixion; methods of interpreting the Book of Revelation; the supposed missing epistle; destination of the Book of Galatians; et.al.

Prerequisites: NT503-4

**NT801 Pastoral Epistles****(3FD)**

A comparison of the current trends in the pastorate in light of Paul's admonitions in the books of Timothy and Titus.

Prerequisites: OT501-2  
NT503-4

**THEOLOGY****TH501-2 Basic Theology I & II****(3eaFS)**

A course designed to provide a solid theological foundation for the Master of Arts candidate.

**TH601 Premillennialism and Dispensationalism****(3FD)**

Key issues of the doctrines of eschatology are analyzed, including the biblical covenants, the distinctions between Israel and the church, the view of the kingdom, and the purposes of God in the progress of revelation.

**TH602 Apologetics****(3FD)**

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. A critical examination, in light of Scripture, of prevailing heresies and false teachings.

**TH701 Systematic Theology****(3eaFS)**

This course presents a systematic basis for the theological knowledge.

Prerequisite TH502

**TH810 Old Testament Theology****(3FD)**

The doctrines of the Old Testament are considered according to the major divisions of systematic theology and the historical development of biblical dispensations.

**TH811 New Testament Theology****(3SD)**

The materials of the literature of the New Testament are considered as they may be comprehended through the eyes of the authors themselves. Thus, although the divisions of theology are considered, the theologies of John, Paul, Peter and others are considered according to their own major thought strands.

**DEPARTMENT OF CHRISTIAN COUNSELING****PS501 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.

**PS520 Family Assessment Theory****(3S)**

Provides students with experience in assessing family dynamics and in mastering a number of family therapy intervention strategies.

**CO514 Biblical Counseling****(3D)**

This course is designed to lay the foundation for Christian counseling. Selected aspects of Biblical Counseling will be examined.

**CO601 Principles of Counseling****(3FD)**

This course is designed to explore the question "What is Counseling?" It will also deal with setting goals in counseling and looks at the role and function of the counselor in a counseling relationship.

**CO602 Counseling Techniques and Practices****(3SD)**

This course is designed to deal with structuring of the counseling relationship. It will help the student to develop the necessary skills for establishing effective communication and counseling relationships.

Prerequisite: CO601

**CO613 Counseling the Chemically Dependent****(3S)**

This course is designed to provide the framework for understanding the psychological and physiological bases of chemical dependency (alcohol and drugs). The student will learn to recognize the symptoms and signs of chemical dependency and become familiar with various treatment approaches, thus giving the counselor a good foundation for making appropriate referrals.

**CO614 Counseling Case Studies****(3SD)**

A counseling course dealing with specific problems encountered by Christian Counselors.

Prerequisites: CO601 and CO602

**CO620 Counseling Practicum****(3D)**

This course will allow the student to develop a total counseling program around his present ministry. Case studies, profiles, analysis and results will be included.

Prerequisites: CO601, CO602, and CO614

**CO801 Advanced Pastoral Counseling****(3D)**

This course will prepare the student to apply biblical counseling principles, interventions and strategies pertinent to various social concerns and issues they encounter in the ministry.

**CO805 Advanced Counseling****(3SD)**

This course will enable the Christian Counselor to apply biblical principles to various social issues and problems which may be encountered.

Prerequisites: CO601, CO602, and CO614 or equivalent

**CO807 The Counseling of Jesus****(3FD)**

This course will allow the student to observe the methods used by Jesus in counseling. Emphasis will also be placed on how the student might employ these methods.

**CO810 Issues in Counseling****(3FD)**

The application of psychology and counseling to the work of the church, with special emphasis on crisis intervention, death, grief, divorce, addictions, and homosexuality.

**CO851 Counseling Practicum****(3D)**

This course will allow the student to develop a total counseling program around his present ministry. Case studies, profiles, analysis and results will be included.

Prerequisites: CO805, CO806 and CO810

**CO860 Confronting Addictive Life-Style****(3D)**

This seminar is a study of habitual and addictive behaviors, with the aim of equipping the student to distinguish between the two, and to analyze what the church, as a healing community, can do.





***DEPARTMENT OF CHURCH VOCATIONS  
CHURCH ADMINISTRATION***

**BU601 Management Accounting (3FD)**

The use of accounting data by management in planning and controlling activities of the firm. The nature of preparation, analysis and interpretation of accounting reports; cost accounting; capital and operating budgets; Present Value Analysis; incremental analysis; internal accounting controls and their use in the management decision process.

**BU602 Administrative Theory and Practice (3SD)**

A study of the various theories of management to include theory x, y, and z. A review of the management process to include the development and implementation of policies and programs including an evaluation of the strategies which are used at every phase of the process.

**BU620 Financial Planning and Analysis (3SD)**

The role of the financial manager in executive decision making. Financial planning, analysis and control mechanisms for the acquisition and management of short-term as well as long-term funds; budgeting procedures; capital costs; capital budgeting; financial instruments. The case study method will be included.

**BU630 Organizational Theory (3FD)**

A study of the theories which relate to both the formal and informal organization. Strategies to be used to improve the delivery of high level mandates throughout the organization will be discussed, reviewed and analyzed.

**BU640 Public Sector Administration (3SD)**

A study of the management process of governmental and non-profit organizations will be reviewed and analyzed. Emphasis will be placed on the implementation of public policies within non-profit entities. The formation of policies and resulting programs will be reviewed.

**BU650 Legal and Tax Issues in Non-Public Organizations (3FD)**

A review will be made of relevant aspects of the Uniform Commercial Code. The relevant parts of the Internal Revenue Code will also be reviewed. Elements of binding contracts will be discussed and explained. Strategies to safeguard against tax fraud and improving the internal control system will be reviewed.

**BU660 Seminar in Church Administration (3FD)**

Attention will be directed at issues that are common to the administration of church affairs. The case study method will be utilized.

**BU670 Research in Institutional Management (1-3D)**

The student is required to conduct extensive research on selected topics in Institutional Management. The data gathered from this research is then presented in written form so as to reflect mastery of the research data and the methods, which must be employed to communicate the same.

**BU700 Seminar in Church and Non-Profit Entities Administration (3FD)**

Attention will be directed at issues that are common to the administration of church affairs. Also, issues of administration, which are present in other non-profit entities, will be reviewed. The case study method will be utilized.



## **EDUCATIONAL MINISTRIES**

### **CE501 Evangelism/Missions/Christian Living (3FD)**

Basic principles and techniques of personal evangelism are studied. Key verses are memorized. Each student will be involved in individual witnessing projects.

Students are introduced to the place of missions in God's program, its history, and the work that is currently being performed.

Also, 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.

### **CE502 Hermeneutics (3FD)**

A course designed to familiarize the student with the science of Bible interpretation and set forth principles of Bible study. The principles of literal, historical, and grammatical method of interpretation are discussed. Application of these proper hermeneutical principles is practiced throughout the semester as various passages of Scripture are interpreted.

### **CE503 Principles of Teaching (3FD)**

This course is designed to help teachers channel the truths they present so the purposes of God are fulfilled and the needs of the students met. This course includes information on: the spiritual life of a teacher; the Sunday School and the local church; the growth of the teacher, motivation, the laws of teaching, goals of teaching, stimulation to learning, techniques of teaching, successful lesson preparation.

### **CE603 Christian Ethics & Church Finance (3FSD)**

Consideration is given to the broad philosophical schools and their ethical theory as a backdrop for the development of a distinctively biblical ethical system.

Also, consideration is given to a general understanding of a biblical approach to finance. Studies will include church budgets, the purchasing of property, investment of church and personal savings, simple account, and cash flow techniques.

### **CE610 Church History (3FD)**

A study of the Christian Church, focusing on the significant issues and trends from its beginning to modern times with attention to trends and issues unique to the Church in America.

### **CE615-16 Master of Arts Directed Reading (1eaFS)**

Directed reading for Masters Arts degree candidates related to major area of concentration.

### **CE621 Church Educational Ministries (3FD)**

This course is designed to expose the student to the various educational ministries of the local church which allow the local church to fulfill its objectives. Church educational ministries are important in that it honors Christ's command, provides evangelistic outreach, strengthens the believers, builds the -church and its leadership, establishes the church in its beliefs and practices, gives parental guidance and conserves church heritage.

**CE801 Cults & Isms (2FD)**

After a brief historical survey of each cult, the doctrinal system of each one is studied and refuted from the biblical perspective. Consideration is also given to the cultic frame of reference and evangelism of cultist. Emphasis is placed on Mormonism and Jehovah's Witnesses, with sketches of other cults.

**CE802 Comparative Religions (3D)**

An independent research project dealing with a comparative analysis of varied religious practices and ordinances. Each of the major religions of the world is studied. The doctrines, errors and inadequacies of each religion are compared to the absolute truth of the Christian faith.

**HISTORY****HI601 Bible History and Archaeology (3FD)**

The student is given a chronological survey of the Old and New Testaments, including a survey of the intertestamental period. Important geographical aspects of the Bible are observed. Archaeological discoveries are considered as they confirm the Scriptures and bear upon their interpretation.

**LANGUAGE****LA601 Christian Writing & Research (3FSD)**

The principles and techniques of basic research methodology and writing are presented to prepare the students for writing in the Christian field.

**MUSIC****MU601 Church Music (3SD)**

This course is designed to expose the student to the music ministry in the church.

**PHILOSOPHY****PH802 Philosophy of Religion (3SD)**

This course examines the arguments for the existence of God. This course also examines the motivation and philosophy behind existing religious systems.

**PASTORAL MINISTRIES****PM601 Leadership and Administration (3FD)**

This course is designed to cover material directly relevant to the administration aspects of the ministry. Subjects such as delegation, planning, and organizing are covered.

**PM602 Pastoral Theology (3FD)**

This course is designed to prepare a minister in practical theology, i.e., baptism, communion, visitation, ordination, weddings, etc.

**PM603-4 Sermon Preparation & Sermon Delivery (3eaFS)**

This is a course in sermon preparation, construction, and delivery.

Prerequisites: CE502, NT501 & NT502

**PM645 Practicum****(3D)**

This course consists of seven (or more weeks) of practical training under a qualified supervisor. The qualified supervisor, in most cases, will be a pastor of a local church. The degree seeking student is expected to be involved in the primary aspects of the ministry. For students concentrating in Christian Counseling, the practicum must include an opportunity for individual and/or group counseling.

**PM730-1 Master of Divinity Directed Reading****(1eaFS)**

Directed reading for Master of Divinity degree candidates related to major area of concentration.

**PM770-1 Master of Divinity Thesis****(3eaFS)**

12,500 words must be utilized plus a detailed bibliography and footnotes. The subject matter is to relate to the major area of study.

**PM801-2 Doctor of Ministry Directed Reading****(1eaFS)**

Directed reading for Doctor of Ministry degree candidates related to major area of concentration.

**PM803 Expository Preaching****(3D)**

Special attention is given to the art of explaining the text of the Word of God. Attention will be given to exegetical, structural, contextual, and cross-reference data.

Prerequisites: PM601-2

**PM804 Denominational Research****(3D)**

An independent research project dealing with a comparative analysis of varied denominational practices and ordinances.

**PM806 Contemporary Ethical Issues****(2SD)**

This course addresses contemporary issues in Ethics with special emphasis on the Christian leader. A model will be developed and analyzed which depicts the conduct of the Christian in matters of moral authority.

**PM831-2 Doctoral Dissertation****(3eaFS)**

This is an applied research project of significance and substance which addresses both the theory and practice of ministry and culminates in a written presentation.

**SEMINARY ELECTIVE COURSES****BU780 Research and Writing in Institutional Management****(1-3D)**

The student is required to conduct extensive research on selected topics in Institutional Management. The data gathered from this research is then presented in written form so as to reflect mastery of the research data and the methods, which must be employed to communicate the same.



## Student Life

### STUDENT BODY

Students enrolled in the Seminary come from a number of denominations and backgrounds.

The Maple Springs Baptist Bible College and Seminary 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 (GSA)

The Student Government Association (SGA) has 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 officers are students who have been appointed/elected by the student body. The SGA sponsors 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, hospitals and other like facilities. 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 metropolitan 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.

**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.

**The 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.

**Library.** Located in the Education Building (Main Campus Building), the 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.

## 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](http://www.marylandhealthconnection.gov)

### **District of Columbia Residents**

DC Department of Health Care Finances

202-442-5088

[www.dc.gov](http://www.dc.gov)

### **Virginia Residents**

Virginia's Statewide Health Information Exchange

1-804-955-1788

[www.connectvirginia.org](http://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 Hospital 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

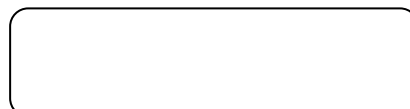
### **STUDENT HANDBOOK**

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 any Seminary 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 refunds 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 course 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.

### **LIBRARY AND INSTRUCTIONAL RESOURCES CENTER**

The Library and Instructional Resources Center (LIRC), which serves students, faculty, and staff 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 and academic records, academic calendar and course schedule information. Academic and non academic 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 student snack shop 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. The snack shop is located on the first floor of the Education Building.

### **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, counselors offer seminars on preparing resumes, job application completion, and interviewing techniques for those who register.

### **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, local universities, i.e.: University of Maryland, Bowie State University, or Prince George's Community College, Prince George's County Public School System (or as published through other media sources such as the MSBBCS e-mail 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](http://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 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 [Patricia.Jones@msbbcs.edu](mailto:Patricia.Jones@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). 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 nine (9) or more hours.

### **WORK-AID STUDENTS**

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. Positions must be approved by either the Executive Vice President or Vice President for Finance and Administration.

### **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 Ministry 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 submit a formal application 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/ <i>credit hour over 12 hours</i>

### **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/ <i>credit hour over 9 hours</i>

### **SEMINARY (GRADUATE) DOCTORAL DEGREE**

Part – Time Student	\$ 360.00 per credit hour
Special Student	\$ 3600 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/ <i>credit hour over 9 hours</i>

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

### **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 will 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. These 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 due on registration day
2. One-half due on 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 and/or a late payment fee.

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 AND 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 of **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 week classes.**

## RETURNED CHECKS

There is a charge for any check accepted by the Seminary 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 his/her record until all accounts are settled. The term "account" includes any indebtedness to the Seminary.

## COST ADJUSTMENTS

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



## **ENDOWMENTS**

To Friends, Family and Churches, 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 considers these options listed below.

Friends who desire to strengthen the financial structure of the College and Seminary 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 College and Seminary library.

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

**A CHAPEL ENDOWMENT** for the purchase of a chapel and equipment for the 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 Seminary 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 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."



**The 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**

**Lady Jennifer P. Washington (Student Representative)**



## Administration

### **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

### **Rogers Davis, Board of Trustees, Chair**

B.A., North Carolina Central University, 1964

Juris Doctor, North Carolina Central University, 1966

### **Marquez Ball, Public Affairs Officer**

#### **Marquez Ball, Public Affairs Officer**

#### **Director of Institutional Planning and 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

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. VanBrakle, 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

**Jeffery Bates, Director of Student Affairs**

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

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

B.S., Widener University, 1994

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

**Marquez Ball, Public Affairs Officer**

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

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

**George E. Holmes, Chief Advancement Officer**

M.A., Southern University

M. Div., Howard University School of Divinity

**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

**Timothy L. Washington, Executive Administrator**

B.A., University of Pittsburgh, 1992



## ADMINISTRATIVE FACULTY

### **Marquez Ball, Public Affairs Officer**

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 / 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

### **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

### **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



## FACULTY FULL-TIME

### **Luther Buck, Star Professor**

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

### **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

### **Carl E. Davis, Associate Professor**

**Executive Vice President**

**Chair, Bible & Theology (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

### **Marquez Ball**

**Director of Institutional Planning and Assessment**

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

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

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### **Marc O. Crowley, Associate Professor**

**Department of General Education**

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

M.Div. Virginia Union University, 2017

### **Lawrence B. Hawkins, Associate Professor**

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**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

### **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

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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

### **Robert G. Childs, Associate Professor**

**Chair, Department of General Education**

B.A. Bishop College, 1978

M.Div. Howard University School of Divinity, 1981





## **Clevester Winbish, Associate Professor**

### **Department of Religious Education**

B.A. Washington Baptist Seminary, 1985

M.Div. Washington Bible College, 1998

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

## **FACULTY PART-TIME**

### **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

### **Keith M. Dukes, Associate Professor**

Business Affairs & Accounting Consultant

Department of General Education

B.S., Widener University, 1994

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### **George E. Holmes, Associate Professor**

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### **Lydia F. Jenkins, Associate Professor**

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### **Deborah Scarborough, Associate Professor**

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B.A., Howard University, 1981

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M.Div., Howard University, 2007

D. Min., United Theological Seminary, 2015

### **Rosalyn L. Wallace, Associate Professor**

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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

### **Bernard Winchester, Associate Professor**

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Department of Christian Counseling

B.S., Columbia Union College, 2000

M.A., Washington Adventist University, 2013

M.A., Liberty University Baptist Theological Seminary, 2015

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### **Clarence Darnell Allen, Associate Professor**

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### **Raymond Bell, Associate Professor**

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B.S. Lamar University, 1993

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Th.D. Howard University School of Divinity

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**Director of Admissions and Records**

B.A.B.S. Maple Springs Baptist Bible College & Seminary, 2007  
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Anna G. Stroman, Associate Professor

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B.A. Marietta College, 1976

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M.Div. Maple Springs Baptist Bible College & Seminary, 2015

Board Certified Chaplain, 2017

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