



2011/2012

ACADEMIC

CATALOG

ON-CAMPUS & ONLINE
www.mbitoday.org

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MARANATHA BIBLE INSTITUTE STUDENT CATALOG

GENERAL INFORMATION

VISION

The vision of Maranatha Bible Institute was birthed out of the ministry of Maranatha Fellowship Church. Under the direction of Dr. James Wright, MBI is designed to equip ministers and leaders for an effectual and balanced approach to minister in the twenty-first century.

MISSION STATEMENT

Maranatha Bible Institute will raise up men and women rooted and grounded in the Word of God—led by the Holy Spirit—to reach the lost and equip believers with the Gospel of Jesus Christ. MBI students will be encouraged to reach their fullest potential, by functioning in their calling, gifting, and training.

PURPOSE

The purpose of Maranatha Bible Institute is to:

1. Provide a place where men and women, who have dedicated themselves to the study of the Word of God in preparation for the ministry, can receive a well-balanced education with the anointing of the Holy Spirit.
2. Train men and women of God in the principles of the Bible and the Christian faith.
3. Teach men and women of God—from the Word of God—how to worship and do the work of the ministry.
4. Prepare and encourage through practical ministry opportunities men and women to fulfill God's Word, to go into all the world with the Gospel of Jesus Christ.

5. Establish an atmosphere for students to know God intimately, to recognize His voice and calling in their lives and to learn to move in obedience to the leading of the Holy Spirit.

OBJECTIVES

In harmony with the mission and institutional purposes of the school, Maranatha Bible Institute expects certain outcomes to be demonstrated by its graduates. These foundational outcomes are enlarged upon by the specific measurable objectives articulated in each academic program offered by the institution. The combination of these institutional objectives for each student and the specific objectives for each academic program provides a basis for assessing a student's progress and the institution's effectiveness in fulfilling its mission.

Graduating students will possess:

- a deeper commitment to the Lordship of Jesus Christ;
- an established Spirit-filled lifestyle and mindset;
- a recognition of the authority of Scripture in their lives;
- a foundational knowledge of Scripture and have the ability to apply its principles to life;
- a commitment to the Biblical mandate of evangelism and the ability to share their faith;
- an undeniable commitment to the Church and to serve in it;
- demonstrate the ability to effectively communicate in both written and oral form;
- reasoning skills with the ability to interpret and appropriate Scripture;
- demonstrate the ability to oversee, manage, and develop a church or ministry;
- manifest a commitment to the Great Commission through evangelism and missions.

PHILOSOPHY

Maranatha Bible Institute recognizes the role of the Holy Spirit in interpreting God's truth in accordance with the words of the Lord Jesus Christ who instructed His disciples that "when He, the Spirit of Truth, comes, He will guide you into all truth" (John 16:13).

The MBI recognizes that the Heavenly Father has shown humankind truth through Christ in nature, history, and above all, in Scripture.

Thus the Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout the MBI curriculum and are foundational in the school's basic philosophy of education.

STATEMENT OF FAITH

Articles of Faith

The Triune God

a. We believe that the one and only true God is Spirit: self-existent, infinite, personal, unchangeable, and eternal in His being; perfect in holiness, love, justice, goodness, wisdom and truth; omnipotent, omniscient, and omnipresent; Creator and Sustainer of all things, visible and invisible; both immanent and transcendent to creation; eternally existent in three persons, one in substance and coequal in power and glory – Father, Son and Holy Spirit.

b. We believe that the Father is of none, neither begotten nor proceeding; the eternal Father of our Lord Jesus Christ; the Author of salvation; the Father of all who are begotten into newness of life through faith in Christ.

c. We believe in the death of the Lord Jesus Christ; in His eternal generation from the Father; in His incarnation by which He was conceived by the Holy Spirit and born of the Virgin Mary, thus uniting the divine and human natures in their completeness into the one unique person of Jesus Christ; in His sinless life and miraculous works; in His vicarious death to make atonement for the sins of the world; in His bodily resurrection and ascension to the right hand of the Father; in His present mediatorial ministry as the believer's Advocate; in His imminent coming in power and glory.

d. We believe that the Holy Spirit, the third person of the Triune God, proceeding from the Father and sent by the Son, is of one substance, majesty and glory with the Father and the Son, very and eternally God. His office and work is to reprove or convict the world of sin, of righteousness, and of judgment; to regenerate the soul; to sanctify, endue with power, teach, guide, witness to and comfort the believer.

The scriptures reveal the work of the Holy Spirit in the Church to be that of uniting believers into the body of Christ at Pentecost; possessing it as the temple of God; equipping it with gifts and graces for service; giving it the body of inspired truth; imparting to it the spirit of illumination and guidance into all truth, to the end that we all may come in the unity of faith and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ; presiding over and

building the Church into all the will of God; completing the body of the Church by calling out a people for the name of Christ.

The Bible

a. We believe that the Bible, consisting of the sixty-six books of the Old and New Testaments, was given by Divine inspiration and is the authoritative Word of God.

b. The Bible is a revelation of God, to man – his origin, state and destiny – and of the only means of his salvation. It constitutes the rule of authority in all matters pertaining to faith and practice, and sets forth the principles by which all men will be judged.

Man

a. **His Creation.** We believe that man was created by an immediate act of God and not by a process of evolution. He was created in the image and likeness of God, possessing personality and holiness; in his original state man enjoyed sweet fellowship with God, the purpose of his creation being that he might glorify God and enjoy Him forever. Man having been created in the likeness of God is a self-conscious personality capable of free and rational choice.

b. **His Fall.** We believe that our first parents did not remain in the happy state of their original creation but, being deluded through the subtlety of Satan, voluntarily disobeyed the positive command of God, and thus were alienated from God and incurred upon themselves and their posterity the sentence of death both physical and spiritual. Even the earth was cursed because of man's sin. In consequence of this act of disobedience, the entire human race has become so corrupted that in every heart there is, by nature, that evil disposition which eventually leads to responsible acts of sin and to just condemnation. Also through the fall of Adam, man has become so completely ruined that he has neither will nor power to turn to God and, if left to himself, would remain in sin forever.

c. **His Redemption.** We believe that God has provided redemption for all men through the mediatorial work of Christ, who voluntarily offered Himself on Calvary as a Perfect Sacrifice for sin, the Just suffering for the unjust, bearing sin's curse and tasting death for every man.

Salvation

Since all men are sinners and guilty before God and are dead in trespasses and sins, and therefore unable to save themselves, God has out of His infinite love given His Son, the Lord Jesus Christ, to become man's Savior.

a. Repentance. We believe that genuine repentance is a necessary attitude and act of man that makes it possible for a holy and Just God to forgive man's sins. As an attitude it involves knowledge of, a change of mind toward, and a godly sorrow for sin; a proper reverence for God's holiness; and a surrender to God. As an act, it means confessing and forsaking sin. Repentance is man's appropriate response to the grace of God in conviction. As a fruit of repentance, insofar as possible where sin has been committed against man, restitution should be made.

b. Faith. Faith must follow repentance and is the act of the will whereby man embraces the promises of God and appropriates to himself personally the provisions of God's grace. It is resting in the completeness and adequacy of the atoning merit of Christ's sacrifice as the sole ground and hope of salvation. Faith must be active throughout the life of the believer and must manifest itself in obedience and good works.

c. Salvation. We believe that when the requirements of repentance and faith have been met, God justifies and regenerates the sinner. Justification is a judicial act absolving from guilt and punishment and restoring to divine favor. Justification has to do with the change of the sinner's standing before God. Regeneration has to do with the changing of the sinner's nature through the impartation of divine life. Regeneration is a spiritual quickening, a new birth. This experience is witnessed to by the Holy Spirit and produces in the heart a desire to do the will of God.

d. Sanctification and Reception of the Holy Spirit. We believe that sanctification is the work of God in making men holy. It is the will of God. It is provided in the atonement, and is experienced through faith by the operation of the Holy Spirit through the Word and the blood. Sanctification can and often does come as a subsequent crisis experience, where the believer enters into a continuing, deeper cleansing experience, remaking him in the image of God. Also called Baptism of the Holy Spirit, Infilling of the Holy Spirit, Second Work of Grace, and Second Blessing.

e. Divine Healing. Since all sickness is fundamentally the result of the fall of man, we believe that healing for the body is provided in the atonement of Christ. God's children may realize this benefit as they express faith and desire and meet the conditions set forth in God's Word. We believe that God does not necessarily limit His healing to believers but may apply His healing stripes where ever He may choose.

The Church

- a. We believe that the individual and universal church is an organism composed of all believers in the Lord Jesus Christ who have been called out from the world, separated from sin, and vitally united by faith to Christ, its believing head and sovereign Lord.
- b. We believe that the visible and local church is a body of believers in Christ who are voluntarily joined together, and who meet at regular times for teaching in the Word, fellowship of the saints, observance of the ordinances, administration of discipline, exercise in prayer, and participation in public worship and evangelism.
- c. The characteristic marks of true believers are faith in Jesus as the Son of God; love for God and for all men, obedience to God's Word and the leadership of the Holy Spirit, and victory over sin.
- d. The primary duties of the church consist of glorifying God and exalting the Lord Jesus Christ, coming to one accord, denying self, of building itself up in the most holy faith, and of preaching the gospel in the entire world as a witness to all men.
- e. We believe that the Lord of the church has equipped the church with apostles, prophets, evangelists, pastors and teachers for the perfecting of saints for the work of the ministry, for the edifying of the body of Christ. We believe that these offices represent a regular and permanent ministry and are in no way extraordinary or transitional in nature. Therefore, the church is to submit to the spiritual authority of these offices in the spirit of lowliness, meekness, long-suffering, love and unity.

Second Coming of Christ

- a. We believe that the Lord Jesus Christ will literally and physically come again; that we who are alive at His coming shall not precede them that are asleep in Christ Jesus; but that if we are abiding in Him, we shall be caught up with the risen saints to meet the Lord in the air, so that we shall ever be with the Lord.

Resurrection, Judgment, and Destiny

- a. We believe in the resurrection that the bodies of the just and of the unjust shall be raised to life and united with their spirit – *“they that have done good unto the resurrection of life, and they that have done evil, unto the resurrection of damnation”* (John 5:29).
- b. We believe in future judgment in which every man shall appear before God to be judged according to his deeds in this life.
- c. We believe that a glorious and everlasting life is assured to all who faithfully believe in and follow Jesus Christ our Lord, and that the finally impenitent shall suffer eternally in hell.

The Leadership of the Holy Spirit

We believe that God is “*the same, yesterday, and today, and forever,*” (Hebrews 13:8). Since God has sought communion with man from the beginning, we believe He still desires to reveal His mind (will) to man (I Cor. 2:16). Jesus said, “...*the Comforter (Holy Spirit) ...shall teach you all things...*” (John 14:26). Therefore, we believe this same God of the Old and New Testaments still desires to lead men today. We believe in the witness of the Holy Spirit, and the direct leadership of God in the lives of the individual Christian as to assurance and guidance. This is accompanied by gifts of the spirit along with fruits of the spirit used as tools to do the work of the ministry.

ACCREDITATION AND DEGREES

Maranatha Bible Institute is not a formal accredited school with a higher education agency. In an attempt to maintain the quality of our program, we adhere to the guidelines of the West Virginia higher education policy commission, section 8.1-8.4, criteria for authorization, as a religious institution, offering a Biblical Studies degree in accordance with the principles of Maranatha Fellowship Church, St. Albans, WV. In addition, MBI is approved by the West Virginia Department of Education and the Arts to grant the Associate of Arts in Biblical Studies (A.A.). MBI academic concentrations are not formal degrees and are not accepted by all institutions. The courses offered at MBI are available for completion only and may transfer to institutions based upon the guidelines of that school or college. MBI was designed for the sole purpose of equipping and developing the saints; thus we are a ministry-based training center.

ONLINE COLLEGE

Fall 2010 begins our first semester offering Online courses. We are excited to offer this option in order that more people can take advantage of completing a Certificate in Biblical Studies. As we endeavor to offer classes online, MBI foresees affecting people all over the world by having men and women of God of all ages, races, and backgrounds graduating through our Online College.

This catalogue provides all the information necessary for an Online Student. All requirements and information pertain to both an On-Campus student and an Online Student unless otherwise noted.

ADMISSIONS

Maranatha Bible Institute is an institution of higher learning under the ministry of Maranatha Fellowship Church. Students in such an educational environment are exposed to the academic challenge within the context of Christian principles. Students are expected to learn responsibility in their academic endeavors and realize that educational institutions operate on a system of merit.

REQUIREMENTS FOR ADMISSION

Admission to the college for a certificate is based on the following criteria:

1. Applicants should demonstrate evidence of strong Godly moral character, the born-again conversion and the spirit-filled lifestyle.
2. Applicants must have graduated from high school or obtained a General Equivalency Diploma (GED).
3. Applicants should show evidence they will benefit from study at Maranatha Bible Institute as they complete their course of study.

ADMISSION PROCESS

Applicants must provide all documentation and pay appropriate fees before being considered for admission. Applicants must supply all information listed below one week prior to the semester they wish to begin classes.

All applicants must have the following on file in order to be considered for admission:

1. A completed application form which includes a recent photograph, a non-refundable \$25.00 clerical fee, and the applicant's personal testimony.
2. An official high school transcript or official copy of GED transcript (mailed directly from the school to MBI) for consideration of acceptance without restriction, or a copy of the high school diploma with a signed Academic Disclosure Form for consideration of acceptance on academic provision.

3. A personal reference including name, address and phone number (the reference should not be a family member or the applicant's Pastor).
4. A Pastoral recommendation from the applicant's present Pastor who is not a family member.
5. A current photograph must be submitted.
6. An autobiographical sketch including your personal testimony should be typed on a separate page consisting of approximately 300-500 words. Use one-inch margins, size 12-point font and double spacing. Grammar, cohesion and paragraph development will be examined carefully by the Admissions Committee. In the testimony you will need to indicate your Christian experience, commitment to God, description of your life, and anything you consider important that must come to the attention of the Committee.
7. An official transcript from each college attended, if applicable.

Application packets are available through the Admissions Office upon request by calling (304) 722-6271, fax at (304) 722-4717, e-mail at info@mbitoday.org, or online at www.mbitoday.org. You may also submit your application online as well.

NOTIFICATION OF ACCEPTANCE

Applicants will be notified in writing of their acceptance with the signature of an Admissions Representative. Maranatha Bible Institute reserves the right to revoke admission to any applicant, including, but not limited to the discovery of fraudulent information given in the admissions process, changes in the information given by the applicant, and/or conduct by the applicant that violates the MBI Statement of faith. In the event the applicant is denied admission to Maranatha Bible Institute, the applicant will be notified in writing from the Admissions office. MBI reserves the right not to disclose information regarding the denial of an applicant. Any questions regarding the committee decisions may be addressed in writing to the Admissions Committee.

ONLINE REQUIREMENTS FOR ADMISSION

Admission to our Online College for a certificate is based on all the above criteria with the following additional criteria:

Applicants must live 30 minutes or more from school to be an online student. For exceptions please request waiver form from the Dean's office, complete and submit waiver form for special consideration. You may also find this form online at www.mbitoday.org

MINISTRY DEFINITIONS

Full-Time Ministry

This refers to someone who may or may not acknowledge a call of God to one of the five-fold ministry gift offices, but does recognize a call of God on their life to make the ministry of the Gospel of Jesus Christ their primary means of support.

Helps Ministry

This ministry of helps refers to the many areas of service that are auxiliary to, but essential for the proper functioning of the body of Christ. Maranatha Bible Institute recognizes that the helps ministry is just as vital as pulpit ministry.

Ministry

Over the years, the connotation of the word ministry has changed its meaning and function. The goal of Maranatha Bible Institute is to rebuild the true meaning of the word ministry, sending forth graduates to function as true ministers through shepherding, church planting, missions and active service for evangelism. Bi-vocational refers to a person who receives their primary or secondary income from an additional occupation other than ministry, but serves in a ministerial role or position.

NEW STUDENT ORIENTATION AND REGISTRATION

All students entering their first semester at Maranatha Bible Institute are required to attend a mandatory registration and orientation session before they begin classes. Registration packets containing all the necessary materials will be provided to students at the designated registration time.

Unpaid tuition and fees will be collected, and other vital information will be gathered at MBI Orientation. Classes will be scheduled and textbooks will be available for purchase during this time as well.

A registration fee is charged for this procedure each semester. Students who are not present or fail to complete all phases of the Registration/Orientation process for Fall, Spring, or Summer semesters on their scheduled registration day(s) will be assessed a late registration fee of \$35.00.

Accepted students must enroll in MBI within one academic year from the time of their acceptance. Failure to do so will require the student to reapply for admission to MBI. Students must complete the diploma program within four years of matriculation. If more than four years is needed for completion, the student will be responsible for all requirements for graduation in the current catalog.

REACTIVATION OF STUDENT STATUS

A student who has previously been accepted and has attended Maranatha Bible Institute may submit a letter of request to reactivate his/her file along with a \$25.00 reactivation fee. Students who wish to re-enroll as a student must have gone through the proper withdrawal procedures and be in good financial and academic standing. Former students that have not enrolled for courses for more than one academic year will need to supply updated information, and a new MBI application and recommendations, along with any major changes in their previously submitted information. The former student will be notified of their reactivation according to the procedures outlined in the Notification of Acceptance section of this catalog. Once reactivated, the student who has been absent for more than one academic year will resume studies under the current catalog. A student desiring to return to MBI must fulfill all prior obligations (i.e., financial).

NON-DISCRIMINATION POLICY

Maranatha Bible Institute admits students regardless of race, color, gender, age, disability, citizenship, nationality and ethnic origin to all rights, privileges, programs and activities. Further, MBI does not discriminate in the administration of its educational and admissions

policies. However, MBI reserves the right to deny admission to any student.

FINANCIAL INFORMATION

Semester fees included in this section represent the intent of Maranatha Bible Institute at the time of the printing of this catalog. Maranatha Bible Institute reserves the right to change, without notice, any of the following tuition and fees. Please call the Admissions Office for information.

Tuition

Summer '10 tuition is \$50.00 per class and is due July 12.

Fall '10 tuition is \$50.00 per class and is due by Aug. 23.

A \$25 Late Fee will be applied for any tuition paid after the first week of class.

For information regarding the tuition refund policy, refer to Tuition Refund Policy.

Academic Fees

Registration Fee (per New Student to be submitted with Application) \$25.00

Clerical Fee (per student, per semester) \$25.00

Online Fee (per student, per semester) \$25.00

Transcript Request Fee (per transcript) \$5.00

Add/Drop/Withdraw Class Fee (per request) \$10.00

Financial Probation

All students must comply with MBI payment due dates and financial policies in order to remain continuously enrolled at MBI. If a student is on Financial Probation for two consecutive semesters, he/she will be considered for disqualification from enrollment at MBI.

Tuition Refund Policy

A tuition refund can only be given after a student has completed the official withdrawal process. Tuition refunds are calculated as follows:

Prior to first day of class 100% of tuition is refundable.

During the 1st week of classes 75% of tuition is refundable.

During the 2nd week of classes 50% of tuition is refundable.

During the 3rd week of classes 25% of tuition is refundable.

During the 4th week of classes 0% of tuition is refundable.

Returned Checks

In the event a check for a student's account is sent back from a financial institution to MBI unpaid (for any reason), the student will be notified by the MBI Accounting Department of their delinquency and will be charged \$15.00 per incident.

A student who has more than one check returned from a financial institution (unpaid) may be put on Financial Probation. The college reserves the right not to accept personal checks from a student with one or more checks returned (unpaid) from a financial institution for any reason.

ACADEMIC INFORMATION

Programs Offered

Maranatha Bible Institute offers solid biblical and theological training on the collegiate level currently in one area of concentration. A certificate is awarded for the successful completion of this program. This program is approved by the West Virginia Higher Education Policy Commission and is designed to equip the student for service in full-time ministry leadership, as well as to provide additional training and personal enrichment.

Academic Year

The academic year is divided into the semester system, August through May. Each semester averages 16 weeks in length. Opportunities to take classes for credit may be offered during the summer as well.

Graduation Requirements

Eligible graduates are evaluated by the Registrar, nominated by the Faculty and ratified by the Administrative Board prior to graduation and based on successful completion of the following:

1. Course of Study

The diploma program has a prescribed course of study, as outlined in this catalog. The required total hours for the program must be successfully completed for a student to be eligible for graduation. It is the student's responsibility to carefully follow the sequence of courses as indicated in the catalog. Graduating students must have successfully completed all prescribed work with a minimum 2.00 cumulative GPA.

2. Attendance Status

Students must maintain satisfactory attendance in all classes.

3. Financial Status

All financial requirements must be met prior to graduation.

Online College Graduation Information

Requirements are the same as above. Online students have the opportunity to walk in the Graduation Ceremony offered at the end of the semester that their course of study is completed. If an Online Student chooses not to walk in the Ceremony, the diploma will be mailed.

GRADING SYSTEM

The instructor is the governing authority in the classroom. All records of attendance and evaluation of assignments and tests are to be regulated by the instructor. Grades earned are recorded on student transcripts, and final grades are mailed to the most recent address on file.

The Registrar's official grading scale for MBI is as follows:

A	90-100%	4 quality points
B	80-89%	3 quality points
C	70-79%	2 quality points
D	60-69%	1 quality point
F	0-59%	0 quality points

Students receiving a failing grade (F) are encouraged to repeat coursework. The student must repeat and pass required courses in order to be eligible for graduation. There are no quality points associated with the following grade designations:

W	Withdrawal
WF	Withdrawal Failing
S	Satisfactory
U	Unsatisfactory
I	Incomplete
T	Transfer Credits
CR	Credit for Proficiency Testing

Course Withdrawal (W or WF)

A designation of “W” indicates that a student has dropped a class after the Add/Drop deadline, and at the time of withdrawal was passing the course. A designation of “WF” indicates a student has withdrawn from a class after the Add/Drop deadline, and at the time of withdrawal was failing the course. Withdrawal designations have no impact on the student’s GPA.

Incomplete Grades (I)

All assignments are due on the dates established in the syllabus or assigned in class. Any assignments turned in after the scheduled due date will be penalized. No work is accepted after the final date of regular classes.

An incomplete is given only after the student establishes with the instructor by written petition that his or her work is incomplete because of extenuating circumstances (i.e., lengthy illness, death in the family, etc.).

The petition with all supporting documentation and an explanation of what work will be done to satisfy the course requirements must then be submitted to the Academic Dean for approval. (The petition must be submitted at least three weeks prior to the end of normal classes). The petition does not automatically ensure the granting of an incomplete.

If approved, it is the student’s responsibility to make up the work and ask the instructor to submit a grade change to the Registrar. If the work is not completed by the end of the subsequent semester the “I” becomes an “F.”

Online Grading System

All grades will be posted to your online home page. Final Semester Grades will be posted, as well as a hard copy mailed to your physical address.

Grade Discrepancies

In the instance that the student has an issue with an assigned final grade for a class, the student should fill out a Grade Discrepancy Form. The student will receive a written response to the Grade Discrepancy Form.

Transfer Credits (T)

Students who have attended another college or university may desire to have a transfer transcript evaluated. An official transcript must be sent directly to the Registrar's Office at MBI from the school of origin (Student-issued copies are not official). Also required, are a catalog description or syllabus and a Transfer Evaluation Form completed and turned into the Registrar's Office. All transcripts and course descriptions must be received in the Registrar's Office within 10 business days of receipt of the Transfer Evaluation Form.

Certain Biblical courses may be accepted for transfer if the grade is an "A" and assigned three (3) credit hours or more. No Theory, Theological or Doctrine based classes will be considered for transfer. Upon request, the student may need to provide further documentation of course content. Transferred credits will be designated by a "T" on the student's transcript and will not figure into the GPA. A maximum of six (6) credit hours will be considered for transfer. Dean of Student affairs will require an interview and the student will need to be able to give a verbal account of general course knowledge.

Auditing Courses (AU)

Students may audit classes, if space is available. The following guidelines apply:

1. Audited classes will receive a final grade of AU.
2. Students auditing classes are expected to fulfill all Student Handbook requirements and Covenant Code of Honor obligations, as well as any other general requirements expected of "for college credit" students.

3. Students auditing and taking “for college credit” classes during the same semester will also abide by these rules. Auditing is available to students on a “space available” basis as determined by the instructor.
4. Students auditing any or all courses will not receive college credit at a later date for any reason.
5. MBI Admissions Committee and Academic Office reserve the right to make final decisions in regards to permitting students to audit one or all classes.
6. All students must meet admission requirements, as determined by the Admissions Committee.
7. An audit agreement, available from the Registrar’s Office, must be signed by the student.

Online – Auditing

Online auditing is available for students who are interested in this option. Online students auditing a class are essentially paying to listen to all lectures and receive any handouts. Online audit students are not required to complete any assignments or exams, therefore, the exams will not be available. All tuition and fees are the same as a Regular Standing Student.

ACADEMIC ADVISEMENT

All students will be assisted in course planning and in areas of study, class schedules and other questions or problems relating to academics at registration. The student should consult the instructor of the class if there are academic problems within the class. The Academic Dean is also available by appointment to discuss academic progress.

SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain continuously enrolled in MBI. Students who do not maintain a semester GPA of at least 2.0 will be placed on academic probation for the next semester. The student will receive a letter stating that he or she has been placed on Academic Probation. The student will need to

consult the Academic Dean's office to decide on a plan of action to increase their cumulative GPA to above 2.0.

Upon being placed on Academic Probation for the second consecutive semester, the student will receive a warning letter stating their unsatisfactory progress. The student will need to consult the Academic Dean's office to decide on a plan of action to increase their cumulative GPA to above 2.0.

The third consecutive semester that the student is placed on Academic Probation, the student will receive a letter notifying them that they MUST schedule a meeting with the Academic Dean's office to decide on a plan of action before being allowed to register for the next semester. Students may be disqualified from attending Maranatha Bible Institute or may be limited to a certain course load per semester.

A cumulative GPA of 2.00 is required for graduation.

ATTENDANCE

Class Attendance

Regular and punctual attendance is essential for satisfactory completion of the program of study at Maranatha Bible Institute. The impartation received, both cognitive and experiential, is important to the student's training for future ministry. Attendance is required to receive this impartation. ALL students are expected to attend ALL classes, complete ALL assigned work and take ALL required examinations.

This part of the grade will be determined by the student's attendance. It is the student's responsibility to make sure they are present and on time for each and every class and that the instructor records their attendance. Being tardy will negatively affect the student's participation grade. If the student misses class for ANY reason they will not receive credit for class participation for that class. **Missing one-third (1/3) or more (6 or more) of the class meetings automatically results in failure of the course.**

There will be no excused absences unless the student obtains prior authorization by the administration (i.e. Instructor and Dean). An exception to the policy must be addressed in writing to the Academic Dean.

Policy Overview:

- **Student must contact Instructor prior to class regarding absence. Any absence not reported to Instructor, in a timely manner, will be considered Non-Excused.**
- **Three (3) or more absences (excused or non-excused)- Student must contact the Dean of Students to discuss excessive absenteeism.**
- **Four (4) or more absences may constitute subtraction of one letter grade from Final Grade (i.e. if student earns an “A” in the class, but misses four classes they will receive a final grade of a “B.”)**
- **Six (6) or more absences constitutes failure of the course (without legitimate reason and agreement with Instructor and the Dean)**
- **Students AUDITING the class are exempt from the Attendance Policy.**
- **The Dean will make final decisions on any disciplinary action regarding attendance.**

Make-up Exams

It is the student’s responsibility to contact the instructor if an exam will be missed. Early examinations are at the discretion of the instructor. Late examinations are administered only when extenuating circumstances are present (such as a death in the family the week before an exam, or a sudden and major illness the week of exams that is documented by a physician). In fairness to all students, some persons should not have more time to prepare for an examination than others. The exam must be taken no later than five (5) calendar days after the initial exam date. Grade penalties may be applied. All exams will be given as scheduled. It is the student’s responsibility when purchasing airline tickets, for example, to take this schedule into consideration. Not being present for the final examination automatically results in failure of the course. However, extenuating circumstances will be considered.

Online Students

Online students can listen to lectures at their own discretion. However, each assignment must be completed by the due date given. All exams must be completed by Saturday of the week the exam is posted, with the exception of the Final Exam which will need to be completed by the date given. No exceptions will be made unless by proof of serious illness or major family emergency (death, hospitalization, etc.) In that case, student must contact Academic Dean immediately to ensure exam is available.

In the case that a student has not completed assignments on time or has failed to listen to lectures, the student will be notified and appropriate disciplinary action will be taken.

Classroom Behavior

Classroom behavior **MUST** be conducive to an atmosphere of learning with respect of the rights of your classmates and instructor. Each and every student should feel comfortable participating in all classroom discussions.

All comments during the class must be informed with respect to the assigned readings so the rest of the class can follow your point(s). You are fully expected to arrive in class having completed ALL assigned readings and ready to participate in the discussion. It is up to the student to seek additional assistance in the event that they are having difficulty comprehending and digesting materials. Feel free to approach the instructor and inform him/her of any such problems, since it's impossible to discern such issues without your assistance.

Punctuality

Tardiness in each class will be monitored. Classes will begin promptly at the times scheduled, according to the classroom clock. Students are expected to be seated in the classroom when classes begin, both at the beginning of the class and after any breaks. Students who arrive in a classroom after the scheduled time for class to begin will be considered tardy for that class. Three tardies in any course constitutes an absence.

Late Teacher Policy

In the unlikely event a teacher has not arrived within fifteen minutes of the class starting time, the class proctor in that class must contact the Academic Dean or Director immediately. Students are **NOT**

allowed to leave class until they receive official notification. The official time for all classes will be according to the college clock in that classroom.

Leave Policy

Students who encounter unusual and lengthy emergencies may request a waiver of the attendance policy from the Academic Dean's Office. Full written documentation of said emergency is required.

The waiver must be approved by the Academic Dean.

ADDING/DROPPING COURSES

Students desiring to add or drop a course must fill out an Add/Drop form, available in the Administration Office, and pay the \$10.00 fee per request no later than the Add/Drop deadline listed in the academic calendar. Students should consult with the instructor of the course and his/her academic advisor before making any decision regarding scheduling.

(Instructors will be notified of students who have added and dropped).

No grade is recorded for classes dropped before the drop deadline. After this deadline, the student must withdraw from the course according to MBI course withdrawal policy. Students may withdraw from a course until the official final withdrawal date published in the calendar.

CLASS SIZE

The Administration of MBI reserves the right to cancel any course that does not have sufficient enrollment.

OFFICIAL WITHDRAWAL FROM THE COLLEGE

Students who register and pay the appropriate tuition and fees, but are unable to complete the semester for any reason, must notify the Dean of Students' Office of withdrawal in writing. In order for a student to officially withdraw from MBI, these steps must be followed:

1. An out-processing meeting must be arranged with the Dean of Students.
2. Withdrawal paperwork must be completed.
3. Any outstanding debts to the college must be paid in full.
- 4.

Following the completion of these requirements, a tuition refund, minus any outstanding debts, will be issued according to the standard MBI refund policy within 30 days of receipt of official notification.

If these three steps are not followed, the student may be denied reactivation to MBI if he/she desires to return. Requests to release grades and transcripts will also be denied. In addition, all courses in which the student was registered will receive a failing grade, and no tuition refunds will be granted.

Students who have been disqualified from attending Maranatha Bible Institute may apply for re-admittance one year after dismissal, or as otherwise directed at the time of the dismissal. Students may be accepted on a probationary status for one semester upon providing satisfactory, written evidence that the condition for disqualification no longer exists.

This policy includes students who leave during a semester without following the proper withdrawal procedure. See the Appeal Procedures section of this catalog for further direction.

TRANSCRIPTS

Each student will be issued an unofficial transcript upon graduation at no charge. Transcripts are issued to other institutions or the student from the Registrar's Office upon **written request** and payment of a \$5.00 fee.

No transcripts are released for students with outstanding debts to MBI.

ACADEMIC PROGRAMS

MBI offers an Associate of Arts in Biblical Studies. Upon completion of the two-year Degree, the student will:

1. Have a sound comprehension of the scope of the five-fold ministry.
2. Understand the vital role of the ministry of helps as an assistant to the five-fold office gifts.
3. Be grounded in the foundational doctrines of the Bible.
4. Demonstrate the effective communication skills necessary to effectively minister the truths of the Gospel.
5. Understand the Biblical concept of authority and be able to work effectively within the local church.
6. Possess a solid foundation of Biblical and theological course work with which to continue an education in ministry.
7. Impact worship and ministry opportunities by possessing, recognizing and being sensitive to the anointing and flow of the Spirit of God.

COURSE PLANNING GUIDE

ASSOCIATE OF ARTS IN BIBLICAL STUDIES

First Year – Spring Semester:

- BI 101 Old Testament Survey
- BI 201 Life of Christ
- TH 101 Intro. to Christian Doctrine
- BI 203 Writings of John

First Year – Summer Semester:

- TH 103 Principles of Prayer

First Year – Fall Semester:

- EV 101 Modern World Missions and Evangelism
- PSY 203 Intro. to Christian Counseling
- BI 202 Acts
- BU 201 Christian Leadership

Second Year – Spring Semester:

- BI 204 General Epistles
- BI 208 Romans
- TH 106 Blood Covenant
- BU 202 Power of Faith *

Second Year – Summer Semester:

- PW 101 Intro. to Praise and Worship

Second Year – Fall Semester:

- BI 207 Hebrews
- BI 222 Major and Minor Prophets
- BI 265 Pauline Epistles
- BI 220 Discipleship

*Christian Ethics and Administration is sometimes substituted for this class

DIVISION OF BIBLICAL STUDIES

COURSE DESCRIPTIONS

BU 201 Christian Leadership **3 credit hours**

A foundational course which explores the spiritual nature of a Christian leader's spiritual, ministerial, and strategic development. Principles found in the lives of biblical leaders are studied for the purpose of application to the student's life. The basis of analysis is drawn from a study of biblical, historical, and contemporary leaders. The student applies these concepts to his/her own life and develops a personal case study tracing the history of God's working in his/her life and anticipating the development of the future. This course is a basic orientation course for a person entering full-time Christian service and should be taken in the first year of study.

BU 202 Christian Ethics and Administration **3 credit hours**

An integrative approach to the biblical and theological constructs which prepares the participant to administrate the various functions and ministries of the Church with special attention given to the stewardship of financial, physical, and human resources. Explore various facets of church leadership and management, with special emphasis on implementing practical strategies.

BU 203 Five-Fold Ministry **3 credit hours**

The Church today has found the five-fold ministry slowly diminishing in operation. Gifts have been given by the Holy Spirit in order to equip and strengthen the Church of God. This class will evaluate the biblical, historical, and theological aspects of these gifts of Apostle, Prophet, Evangelist, Pastor and Teacher. In the church today, understanding the Five-Fold Ministry is crucial to the future of God's Church.

BI 101 Old Testament Survey **3 credit hours**

This course is a panoramic study of the Old Testament beginning with the pre-Adamic age to the conquering of the Promise Land. Hebrew poetry and Wisdom books will also be covered in the course, as well as history books of the Bible.

BI 201 Life of Christ
3 credit hours

The course includes an overview of the person and work of the Lord Jesus Christ, from His pre-existence to the establishment of His eternal kingdom, including His incarnation, death, burial, resurrection, and present day ministry. Another area of emphasis in this course investigates the tripartite nature of man's being, including renewing the mind, training the spirit, and operating successfully in God-given authority.

BI 202 Acts
3 credit hours

A study of the triumphant spread of the Gospel through the power of the Holy Spirit, from the narrow borders of Judaism in the Gentile world as told by Luke in the Book of Acts. Also, examines the characteristics of God, the person of the Holy Spirit, the gifts and fruit of the Holy Spirit and the anointing of the Holy Spirit operation; in the life of the believer today.

BI 203 Writings of John
3 credit hour

A study on John the Beloved's writings. This course will study the books of I,II and III John as well as the life of the author. Included in this course study is a brief examination into the 7 churches of the book of Revelation.

BI 204 General Epistles
3 credit hours

A historical background and exposition of the books of James, I and II Peter and Jude.

BI 207 Hebrews
3 credit hours

An analysis of Hebrews as seen in the light of their original historical settings and their relevance for today.

BI 208 **Romans**
3 credit hours

A study of the teachings of the Apostle Paul as recorded in Romans. The life setting of each chapter is related to Paul's journeys described in the book of Romans. Special emphasis is given to the themes of the doctrine of justification by faith. Salvation, grace and the law are also contrasted, as well as the significance of walking in the Spirit.

BI 210 **Power of Faith**
3 credit hours

The Bible says in Hebrews that it is impossible to please God without faith. Faith is pivotal to enjoying your life and relationship with Jesus Christ. Special emphasis will be made to examine the biblical aspects of the Power of Faith in living and walking the Christian life.

BI 220 **Discipleship**
3 credit hours

This course briefly surveys the human life span and relates this to moral and faith development. Christian discipleship will be examined seeking implications for Christian education in the life of the individuals and church.

BI 222 **Major and Minor Prophets**
3 credit hours

This course is a study of the Major and Minor Prophets and their writings. It is an introduction to the origin and development of prophecy among the Hebrews, a study of the Hebrew prophets who lived and preached in the nations of Judah and Israel; and an examination of the historical, social, and religious implications of their message.

BI 265 **Pauline Epistles**
3 credit hours

A study and brief analysis of each Pauline epistle. We will examine the Pauline epistles against the backdrop of the Greco – Roman and a Jewish culture in which he was raised. Combined with the unique ministry of the Apostle, we will explore this man of God in full perspective.

PSY 203 Introduction to Christian Counseling
3 credit hours

An introduction to the biblical principles and precepts to Christian counseling. Presents a biblically oriented approach to helping people.

TH 101 Introduction to Christian Doctrine
3 credit hours

A basic course on the foundation principles of doctrine, with emphasis on the study of God, man, sin, salvation, sanctification, atonement, gifts of the Spirit, and the church.

TH 106 Blood Covenant
3 credit hours

Our God is a relational God who created us as relational beings and has invited us to be in relationship through covenant. This course examines the biblical and theological aspects of our new covenant relationship with God, the role of the Holy Spirit as the seal of our new covenant, and how to live as people of a covenantal community.

TH 103 Principles of Prayer
3 credit hours

A course on the principles and practice of prayer. This examines the classics on prayer and its use in the life of a minister and a local church.

EV 101 Modern Evangelism and World Missions
3 credit hours

The course will explore the biblical, theological, ethical and sociological foundations and implications of the Great Commission. The student will be introduced to several different presentations of the Gospel. Students will formulate and execute their own Gospel presentation fit for a variety of cultural situations. Examines missionary principles and practices from biblical, historical and cultural perspectives and helps the students formulate a personal approach to missions.

PW 101 Introduction to Praise and Worship
3 credit hours

A practical presentation of biblical patterns, worship models, and today's worship trends that assist students in developing worship

leadership skills, building worship teams, and preparing the Spirit-led worship services.

STUDENT LIFESTYLE

What We Expect of You

Students of Maranatha Bible Institute are recognized for their positive response to the call of God upon their lives. Requirements are much higher for students than for the body of Christ as a whole. Students are expected to conform to higher standards than other believers in terms of behavior, dress, speech and attitude. Some specific areas included are:

1. Enthusiasm for the things of God, support of the vision and program of your local church and respect for your Pastor and other ministry gift offices set in the church.
2. Respect for instructors, guests, staff members and fellow students.
3. Unimpeachable conduct in personal relationships, especially with the opposite sex. Students are expected to avoid questionable conduct or situations that would cause reproach.
4. Work. Students are expected to provide for themselves. Faith comes by hearing, but money comes by working.
5. Lifestyle. Students are expected to observe social norms which exclude behaviors prohibited in the Covenant Code of Honor.

Maranatha Bible Institute emphasizes the following:

1. Cultivation of daily habits of prayer and Bible study.
2. Recognition of and obedience to the authority of the Word of God, specifically concerning moral standards.
3. Personal development of Christian character.
4. Regular attendance, involvement and commitment to a local body of believers.

The expectations, guidelines and regulations of Maranatha Bible Institute are based upon Biblical principles. The above are not intended to be comprehensive, but examples of expectations and standards of conduct of Maranatha Bible Institute students. All students and faculty will sign a Student Conduct Agreement form, which indicates their agreement with and acceptance of these conduct guidelines at the beginning of each semester.

Online Student Lifestyle

All the above apply. With additional information provided below.

The average online student should expect to spend, per online class, at least an hour and fifteen minutes for lecture time per week, as well as, one to two hours of additional work per week. Occasionally there may be additional time needed to complete term papers/projects, etc. Total time spent per class could range between two and five hours per week.

WEATHER CANCELLATIONS –

On-campus only

- All decisions to cancel classes due to weather will be made by 4pm the day of classes. An email will be sent out to Instructors and students regarding this decision, as well as, an announcement will be placed on the MFC website – www.mfctoday.org and via radio – V100 and 58CHS.
- If more than one class is canceled in the semester there will be a makeup class – either on a Saturday or added to the end of the semester. This decision will be made between the Dean and Instructor of the course.
- If it begins to snow or ice during class, the instructor has the discretion to end class early. If it's the 1st class, please notify the Dean immediately in order to notify the instructor for the 2nd class and any students that are not in t



Maranatha Bible Institute

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