

**STAGE ONE
APPLICATION**

MARYLAND HIGHER EDUCATION COMMISSION

Stage One Application for Initial Approval
as an In-State Degree-Granting Institution

Name of Proposed Institution

MAPLE SPRINGS BAPTIST BIBLE COLLEGE & SEMINARY

Mailing Address of Proposed Institution

4130 Belt Rd. Capital Heights, MD. 20743

If a specific facility is yet to be identified, please provide as a minimum, the county or city in which you plan to operate.

Person to Contact For this Application: Dr. Marquez Ball

Title:

Interim President

Organization:

Maple Springs Baptist Bible College & Seminary

Mailing Address

4130 Belt Rd. Capital Heights, MD. 20743

Telephone Number: 301-736-3631

Email: marquez.ball@msbbcs.edu

**Office of Academic Affairs
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
(410) 767-3300**

acadprop.mhec@maryland.gov

STAGE ONE APPLICATION

Under the *Code of Maryland Regulations* (COMAR) 13B.02.02.06, there are two stages that a prospective institution shall complete before the Secretary of Higher Education may grant institutional approval to operate. The application process may take up to six months after the receipt by the Maryland Higher Education Commission of a completed Stage One and Stage Two application. The prospective institution shall complete the first stage before it may start the second stage.

(a) A prospective institution shall provide an initial, **Stage One Application** to the Secretary of Higher Education which requires:

- (1) A demonstration of a compelling regional or Statewide need and demand to initiate specific academic degree programs in a specific geographical region of the State (see COMAR 13B.02.02.05).
- (2) Evidence of adequate financial resources to establish and maintain and institution of higher education as provided in COMAR 13B.02.02.07.
- (3) Additional information as the Secretary may require (see COMAR 13B.02.02.06F).
- (4) The required Application Fee (see below).

(b) Upon submission of the Stage One Application it will be distributed to all higher educational institutions in the State for a thirty day comment period. The Secretary shall consider all comments and objections received prior to making a final Stage One decision.

(c) The Secretary may ask the applicant for additional information in response to the comments and objections.

(d) The Secretary shall then make public the final decision on the Stage One proposal at a regularly scheduled meeting of the Maryland Higher Education Commission. If the Stage One proposal is approved, the institution shall proceed to complete and submit a separate follow-up, Stage Two Application.

This questionnaire, properly completed with the supporting documentation and a completed page one cover sheet, shall serve as the **Stage One Application** for approval to operate in Maryland under the *Code of Maryland Regulations* (COMAR) 13B.02.02.

I. SUPPORTING DOCUMENTATION.

Application Fee. (COMAR) 13B.02.02.06D

The institution shall submit a non-refundable application fee in the amount of (a) \$7,500 for up to two degree programs and (b) an additional \$850 for each degree program over two programs. the institution's check should be made payable to: Maryland Higher Education Commission.

Certification.

I hereby certify that the answers given in this application and its attachments are accurate and complete and further agree to comply with the Annotated Code of Maryland and State regulations governing the minimum requirements for degree-granting institutions operating in Maryland (COMAR 13B.02.02).

5/12/2022
Date


Signature of Chief Executive Officer

II. APPLICATION QUESTIONNAIRE.

1. Proposed Programs. A detailed and accurate description of the prospective institution's proposed programs and operations shall be provided and will include: all degree and certificate programs to be offered; a description of the objectives of each degree and certificate including the modes of instructional delivery; a description of the student population to be served; the curriculum for each program to be offered; and the nature of faculty and resources required to support the programs. See COMAR 13B.02.02.06E(d).

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-1: Programs") to this application with your responses to the following questions:

(a) Provide a complete list of all the proposed programs and certificates to be offered. For each of these programs provide the following information:

- (1) the full title of the program;
- (2) all areas of Specialization;
- (3) the degree or certificate to be awarded;
- (4) the total number of credit hours (semester or quarter);
- (5) the mode of instructional delivery;
- (6) the curricular outline; and
- (7) the educational objectives of the program.

See: A1- Programs

(b) Describe the student population which each program serves.

MSBBCS serves Christian-centered adults who want to prepare for local ministry and who seek an affordable college education that is available in the evening and on weekends. These students profess a genuine Christian faith and a consistent testimony.

They seek an education that reinforces these beliefs and values. Many of these students have had no previous undergraduate education. Other students have completed undergraduate degrees; however, some have had no previous undergraduate Biblical education. Students with undergraduate degrees seeking to prepare for ministry are able to enroll in a graduate program; those with graduate degrees in divinity may seek to enroll in a post-graduate program. They are men and women who are either currently involved in Christian service or who desire to be better prepared to serve our Lord by obtaining a professional degree.

The majority of the student population is African American, however, the Bible College and Seminary admits students of all races, nationalities, and ethnic origins, without regard to disability. Maple Springs has graduated several hundred students from its college and seminary divisions over the past three decades. Many of those students have gone on to become pastors and other church leaders.

(c) Describe the nature of the faculty and resources (library, facilities, equipment) that will be required to support each of these programs.

Each member of the faculty has advanced degrees from various nationally accredited universities, with most graduate faculty possessing terminal degrees in their field. The faculty is led by a Vice President for Academic Affairs who serves as the chief academic officer of Maple Springs and is responsible for educational policy and academic programs. The Seminary Division and the College Division of the school are administered by deans, who carry out administrative, counseling, and disciplinary functions among the faculty and students.

See Attachment: A-1 Faculty

Description of Resources

Our campus consists of three buildings, an Administrative Building which houses all administrative offices as well as offices for the deans and academic advisors. The Education Building has eight classrooms. The chapel is used for religious services and large gatherings.

The library is housed in the Education Building, one of three buildings that makes up the campus. All buildings on the campus are accessible to those with disabilities. The library takes up 1/3 of the first floor of the building. Staffed by two professional librarians with American Library Association accredited degrees and by technicians, the library consists of over 14,000 circulating monographs, a subscription to over 30 periodicals, and eight computers with Internet access. A separate computer lab on the 2nd floor of the Education Building with ten computers is available to students, faculty, and staff.

Collections in the library are shelved using the Library of Congress Classification System. The core of the library's holdings consists of research quality material in philosophy, religion, church history, doctrinal and practical theology, apologetics, Christian counseling, Old and New Testament, Greek, Hebrew, missions, pastoral theology and world religions.

The library also holds the master's theses and doctoral dissertations of graduates of the Maple Springs Seminary. The library provides audio-visual equipment for utilization by instructors in classroom presentations. Library staff has arranged for professors to set up study shelves for their students at the Library of Congress, the largest library in the world with over 130 million items in its collection. This gives faculty the benefit of reserving library materials for use by their students for an entire semester. The library also catalogs its material in the OCLC catalog, a catalog that is shared by over 13,000 libraries worldwide. The library also provides writing material and supplies for students, faculty and staff. There is a free photocopier in the library that can be used for limited copying by students and faculty.

2. Educational Need. Before the Commission may evaluate an institution's readiness to operate or award new degrees in the State, the institution shall present evidence demonstrating the educational need to establish operations, offer programs, and award the degrees in question within the State. See COMAR 13B.02.02.05.

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled "A-2: Educational Need") to this application with your responses to the following questions:

(a) **For each program** proposed in Section One above, what "critical and compelling" Regional or Statewide (Maryland) need and demand do these programs meet? [COMAR 13B.02.02.05C] In responding to this question provide documentation as indicated below:

- (1) If the proposed programs serve an occupational need, present data projecting market demand and the availability of openings in the job market to be served by these new programs for which the institution is making application. This information will include:
- (A) workforce and employment projections prepared by the federal and State governments;
 - (B) the availability of graduates in the State or region;
 - (C) marketing studies done by the institution or others;
 - (D) data from prospective employers on education & training needs and the anticipated number of vacancies expected over the next 5 years;
 - (E) material from professional and trade associations; and
 - (F) consistency with the Maryland State Plan for Postsecondary Education.

(2) If some of the proposed programs serve societal needs (including the traditional liberal arts and non-occupational type programs) provide a description of how the proposed programs will enhance higher education in Maryland and contribute to the betterment of society in general.

Certificate in Biblical Studies

Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial because this program is offered in Prince George's County, which has the largest minority population in the state of Maryland.

Having an institution that serves a minority population benefits the state because minorities are underrepresented in higher education across Maryland and across the country. Helping minorities obtain higher education credentials will strengthen the workforce in Maryland and promote equal opportunities to its residents. MSBBCS helps to build stronger and more responsible church leaders, which helps to make churches and workplaces stronger, which in turn helps to make Maryland stronger.

Certificate in Ordination Preparation

Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency

Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial because this program is offered in Prince George's County, which has the largest minority population in the state of Maryland.

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Associate of Arts in Biblical Studies

Societal Need

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Bachelor of Arts in Biblical Studies

Societal Need

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Master of Arts in Biblical Studies

Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours

for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial because this program is offered in Prince George's County, which has the largest minority population in the state of Maryland.

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Master of Arts in Christian Counseling Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial because this program is offered in Prince George's County, which has the largest minority population in the state of Maryland.

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Master of Divinity Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial because this program is offered in Prince George's County, which has the largest minority population in the state of Maryland.

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Doctor of Ministry

Societal Need

This program will enhance higher education in the state of Maryland because it: (a) offers open enrollment to students; and offers affordable, low-cost tuition to non-traditional students who seek college and graduate credentials in religious education and who want to take evening and weekend classes. The 2017-2021 Maryland state plan for postsecondary education notes that key to sustaining a high percentage of adults with advanced degrees attention must be given to non-traditional students. The MSBBCS offers open admission to benefit its student population. Many of these non-traditional students are just starting college or are returning to school after a long delay. They benefit from a non-competitive college admissions process where the only criterion for entrance is a high school diploma or a High School Equivalency Certificate, a sincere and strong desire to learn, and a character recommendation. The open admissions concept also promotes the education of residents by decreasing the number of admission barriers that these students view as roadblocks to higher education. This program also aids the non-traditional student offering extended hours for essential student services. MSBBCS and this program serves a predominantly African American population composed aiding in the states desire to ensure equal educational opportunities for all Marylanders. This fact is particularly beneficial

because this program is offered in Prince George’s County, which has the largest minority population in the state of Maryland.

Having an institution that serves a minority population benefits the state because minorities are underrepresented in higher education across Maryland and across the country. Helping minorities obtain higher education credentials will strengthen the workforce in Maryland and promote equal opportunities to its residents. MSBBCS helps to build stronger and more responsible church leaders, which helps to make churches and workplaces stronger, which in turn helps to make Maryland stronger.

(b) If similar programs currently exist in the State, what are the similarities or differences in terms of the degrees to be awarded, the areas of specialization, and the specific academic content of these programs?

Educational Need Comparison Chart		
College Program	Maryland Schools with Same Program	Maryland Schools with Similar Programs
ASSOCIATE OF ARTS DEGREE IN BIBLICAL STUDIES	Reid Temple Bible College <i>While Temple Bible College offers the Associate of Arts in Biblical Studies the core curriculum differs in that we offer English Composition I & II, World Civilization I & II, Bible Doctrine, Biblical Counseling as well as Principles of Teaching. Our program has been accredited through TRACS since 2000.</i>	
BACHELOR OF ARTS DEGREE IN BIBLICAL STUDIES	Currently there are no other institutions within the state offering the Bachelor of Arts in Biblical Studies.	St. Mary’s Seminary and University <i>While St. Mary’s Seminary and University offers the Bachelor in Sacred Theology, the program is has a denominational difference. St. Mary’s is a Catholic program preparing priest to serve within the Catholic Church. The program differs drastically theological from Protestant</i>

		<i>theology. St. Mary's program requires Sacramental Theology: Baptism and Confirmation. The theological differences between Catholic and Protestant in part lead to wars during the Protestant reformation.</i>
MASTER OF ARTS DEGREE IN BIBLICAL STUDIES	Currently there are no other institutions within the state offering the Master of Arts in Biblical Studies.	Loyola University <i>Loyola University offers a Masters of Theological Studies while similar the programs differ in that Loyola does not offer particular concentrations while Maple Springs offers concentrations in: New Testament, Old Testament and Christian Counseling.</i>
MASTER OF ARTS DEGREE IN CHRISTIAN COUNSELING	Currently there are no other institutions within the state offering the Master of Arts in Christian Counseling.	
MASTER OF DIVINITY DEGREE	St. Mary's Seminary and University <i>While St. Mary's Seminary and University offers the Master of Divinity, the program is has a denominational difference. St. Mary's is a Catholic program preparing priest to serve within the Catholic Church. The program differs drastically theological from Protestant theology. St. Mary's program requires Sacramental Theology: Baptism and Confirmation. The theological differences between Catholic and Protestant in part lead to</i>	

		<i>wars during the Protestant reformation.</i>	
DOCTOR OF MINISTRY	OF	Currently there are no other institutions within the state offering the Doctor of Ministry.	<p>St. Mary's Seminary and University</p> <p><i>While St. Mary's Seminary and University offers the Doctorate in Sacred Theology, the program is has a denominational difference. St. Mary's is a Catholic program preparing priest to serve within the Catholic Church. The program differs drastically theological from Protestant theology. St. Mary's program requires Sacramental Theology: Baptism and Confirmation. The theological differences between Catholic and Protestant in part lead to wars during the Protestant reformation.</i></p>

MSBBCS plays a unique role in Maryland higher education because it is the only Southern Maryland accredited institution that offers degree programs in biblical studies at the associate's, bachelor's, master's and doctoral degree levels to a predominantly minority adult population. It is also the only accredited Southern Maryland school that makes quality academics and faith its top priorities.

Additionally, its offering of three distinct academic degree specializations in theology at the master's degree level is unique. The institution also has a distinctive program that requires all of its students to complete Field Education requirements each semester. Students are required to participate in Christian service ministries during each academic semester of study. The Christian service ministries may be performed in a local church or an appropriate institution. Students file periodic reports of their accomplishments which include evaluations. All candidates for degrees must meet these requirements to graduate, even though credit hours are not given for this field service.

3. Financial Resources. The institution shall provide evidence of adequate financial resources to establish and maintain an institution of higher education in a form and manner prescribed by the Secretary. See COMAR 13B.02.02.06E(b)(c) & .07.

✓ **INSTRUCTIONS.** Please enter the requested information in the spaces provided below, or create an attachment (labeled: “A-3 Financial Resources”) to this application with your responses to the following questions:

(a) Provide a long-range financial plan for the institution, which includes (1) a four year projection of anticipated income and expenditures that demonstrates that tuition and other sources of income shall be sufficient to provide a sound financial operation and assure diversity of intellectual interest and resources and (2) a preliminary budget for the school and its programs.

SEE A-3-BUDGET
SEE A-3 2019 Audit Report
SEE A-3 2020 Audit Report
SEE A-3 2021 Audit Report
SEE A-3 A-1 Surety Bond

(b) If available, provide a certified copy of the institution or its parent institution’s **most recent audited financial statement**. (Copy attached? Yes No)

(c) List the name of the chief financial officer of the institution, giving (1) the preparation by education (institutions and degrees) and experience for his/her work and (2) his/her involvement with the operation of the institution’s educational facilities and programs.

Keith M. Dukes, Jr., CPA
Bachelor in Business from Widener University in Accounting in 1994
Master of Business in Accounting from The University of the District of Columbia in 2006.
He became a Certified Public Accountant in 1996 and is licensed in the State of Maryland.

Please Submit All Information To:

Maryland Higher Education Commission
Office of Academic Affairs
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
(410) 767-3300
acadprop.mhec@maryland.gov (for electronic submissions)

A-1 Programs

Proposed Programs

Program Title	Degree	Mode of Instruction	Total Credit Hours	Offered on Main Campus Yes/No
Certificate in Biblical Studies	Certificate	Classroom	24	Yes
Certificate in Ordination Preparation	Certificate	Classroom	24	Yes
Certificate in Biblical Studies	Certificate (Graduate)	Classroom	24	Yes
The Bachelor of Arts Degree in Biblical Studies	B.A.	Classroom	120	Yes
Master of Arts in Biblical Studies	M.A.B.S.	Classroom	50	Yes
Master of Arts in Christian Counseling	M.A.C.C.	Classroom	50	Yes
Master of Divinity	M.Div	Classroom	72	Yes
DOCTOR OF MINISTRY	D. Min	Classroom	38	Yes

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

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

The Certificate in Biblical Studies

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

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

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

Upon completion of the Certificate in Biblical Studies, the graduate will:

1. Be able to win the lost to Christ and edify the saints through a well rounded church program; and
2. Display a reasonable proficiency in the use of the English language both in oral and written communication.
3. Demonstrate the necessary skills for independent Bible Study.

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
FS103 Introduction to Missions	3	SP123 Public Speaking	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	12	Total	12

TH103 Bible Doctrine I and TH104 Bible Doctrine II

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

The Certificate in Ordination Preparation

This course is focused on a specific course of study that is expected to facilitate and enhance the Ordination process. This **30** credit-hours of undergraduate studies (ten classes) program designed to teach the theological and biblical context of ordination for ministers.

This course will include the study of Articles of Faith. The student will be provided a compressive review and examination of applied approaches and procedures required to successfully perform ordinances in the Christian church.

Upon completion this certificate, the graduate will:

1. Be able to win the lost to Christ and edify the saints through a well rounded church program;
2. Define and defend his/her faith from a conservative, evangelical viewpoint.
3. Demonstrate a working knowledge of Bible doctrine.

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

LA321	Advance Writing	3	PM432	Church/Personal Finance	3
PM421	Ordination Preparation I	3	TH104	Bible Doctrine II	3
PM321	Pastoral Theology	3	SP123	Public Speaking	3
TH103	Bible Doctrine I	3	PM422	Ordination Preparation II	3
Total		12	Total		12

TH103 Bible Doctrine I and TH104 Bible Doctrine II

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

The Associate in Arts Degree in Biblical Studies (A.A.B.S.)

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

Upon completion of the Associate in Arts in Biblical Studies program, the graduate will:

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

ASSOCIATE IN ARTS DEGREE

Biblical Education 36 credit hours of Bible Theology Related Subjects	General Education 24 credit hours of English Humanities Social Sciences Biological Sciences Mathematics
Required in A.A.B.S. Program	Required in A.A.B.S. Program

First Year

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
MA221 General College Math I	3	MA222 General College Math II	3
SO221 Introduction to Sociology	3	FS104 Introduction to Christian Ed.	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	15	Total	15

Second Year

PH 221 Intro to Philosophy	3	ES101 Environmental Science	3
FS101 Principles of Biblical Interpretation I	3	FS102 Principles of Biblical Interpretation II	3
FS105 Personal Evangelism and Christian Living	3	BI201 The Gospels	3
FS103 Introduction to Missions	3	SP123 Public Speaking	3
BI303 Old Testament I	3	BI403 Old Testament II	3
Total	15	Total	15

TH103 Bible Doctrine I and TH104 Bible Doctrine II

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

The Bachelor of Arts Degree in Biblical Studies

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

Upon completion of the Bachelor of Arts Biblical Studies program, the graduate will:

1. Demonstrate knowledge of the historical background of the books of the Old and New Testaments so that they may understand the context in which each book was written.
2. Demonstrate an understanding of the relationship between the Old and New Testaments and see how God has progressively revealed Himself throughout the Bible.
3. Define and defend his/her faith from a conservative, evangelical viewpoint.
4. Demonstrate a working knowledge of Bible doctrine.
5. Demonstrate the necessary skills for independent Bible Study.
6. State and defend a worldview that is consistent with Biblical revelation.
7. Display a reasonable proficiency in the use of the English language both in oral and written communication.
8. Recognize and appreciate cultural diversity.
9. State and defend a Christian interpretation of history.
10. Demonstrate a comprehension of the dynamics of social groups.

BACHELOR OF ARTS DEGREE

Biblical Education	General Education	Church Vocations Education
51 credit hours of Bible Exposition Foundational Studies Theology Missions	42 credit hours of English Humanities Social Sciences Biological Sciences Mathematics	27 credit hours of Business Administration Educational Ministries Pastoral Ministries
Required in all B.A. Programs	Required in all B.A. Programs	Major Department Curriculum

CORE CURRICULUM FOR BACHELOR OF ARTS DEGREE

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

First Year

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
MA221 General College Math I	3	MA222 General College Math II	3
SO221 Introduction to Sociology	3	CS421 Computer Awareness	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	15	Total	15

Second Year

PH 221 Intro to Philosophy	3	ES101 Environmental Science	3
FS101 Principles of Biblical Interpretation I	3	FS102 Principles of Biblical Interpretation II	3
FS105 Personal Evangelism and Christian Living	3	BI201 The Gospels	3
FS103 Introduction to Missions	3	SP 123 Public Speaking	3
BI303 Old Testament I	3	BI403 Old Testament II	3
Total	15	Total	15

Third Year

HI222 World Civilization I	3	HI223 World Civilization II	3
BI204 Acts & General Epistles	3	LA321 Advanced Writing	3
PS225 Introduction to Psychology	3	EM221 Principles of Teaching	3
FS104 Introduction to Christian Ed.	3	CO236 Biblical Counseling	3
**** ELECTIVE	3	**** ELECTIVE	3
	0		0
Total	15	Total	15

Fourth Year

TH401 Apologetics	3	BI404 Revelation	3
BI202 Pauline Epistles I	3	BI203 Pauline Epistles II	3
**** ELECTIVE	3	**** ELECTIVE	3
**** ELECTIVE	3	**** ELECTIVE	3
**** ELECTIVE	3	**** ELECTIVE	3
	0		0
Total	15	Total	15

Bible and Theology Department

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

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

Old Testament		
BI101	Old Testament Survey	3
BI303	Old Testament Books I	3
BI403	Old Testament Books II	3
		9 Semester Hours
New Testament		
BI102	New Testament Survey	3
BI201	The Gospels	3
BI202	Pauline Epistles I	3
BI203	Pauline Epistles II	3
BI204	Acts & General Epistles	3
BI404	Revelation	3
		18 Semester Hours
Systematic Theology		
TH201	Systematic Theology I	3
TH204	Systematic Theology II	3
TH401	Apologetics	3
		9 Semester Hours
Foundational Studies		
FS101	Principles of Biblical Interpretation I	3
FS102	Principles of Biblical Interpretation II	3
FS103	Introduction to Missions	3
FS104	Introduction to Christian Education	3
FS105	Personal Evangelism and Christian Living	3
		15 Semester Hours

General Education Department

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

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

English	
LA121 English Composition I	3
LA122 English Composition II	3
LA321 Advanced Writing	3
	9 Semester Hours
Humanities	
EM221 Principles of Teaching	3
PH221 Introduction to Philosophy	3
SP123 Public Speaking	3
	9 Semester Hours
Social Sciences	
HI222 World Civilization I	3
HI223 World Civilization II	3
PS225 Introduction to Psychology	3
SO221 Introduction to Sociology	3
CO236 Biblical Counseling	3
	15 Semester Hours
Mathematics	
MA221 General College Math I	3
MA222 General College Math II	3
	6 Semester Hours
Biological Sciences	
ES101 Environmental Science*	3
CS421 Computer Awareness	3
	6 Semester Hours

Church Vocations Department

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

Pastoral Ministry	
PM321 Pastoral Theology	3
PM322 NT Greek I	3
PM323 NT Greek II	3
PM343 Homiletics I	3
PM344 Homiletics II	3
PM345 Ministerial Practicum	3
PM423 Church Music	3
PM432 Church/Personal Finance	3

Church Administration	
BA231 Introduction to Business	3
BA332 Principles of Administration	3
MA321 Business Math	3
BA331 Personnel Management & Supervision	3
BA334 Business and Church Law	3
PM432 Church/Personal Finance	3
BA435 Business Accounting	3
EM331 Leadership and Administration	3

The student completing requirements in church vocations will be able to:

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

Biblical Studies Graduate Certificate

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.

Upon completion this certificate, the graduate will:

1. Be able to win the lost to Christ and edify the saints through a well rounded church program;
2. Define and defend his/her faith from a conservative, evangelical viewpoint.
3. Demonstrate a working knowledge of Bible doctrine.

OT501 Old Testament I	3	OT502 Old Testament II	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
Total	12	Total	12

MASTER'S DEGREE PROGRAM

Curriculum Design

The Master of Arts and the Master of Divinity are designed for those students who desire a foundation in biblical studies. Courses are designed to build biblical education without unnecessary course repetition.

The Master of Arts in Christian Counseling is focused on students who need skills in Church 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 MSBCC&S.

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.

Duration of the Program. The Master of Arts program will normally require a minimum of 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.

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.

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 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.
3. Complete Comprehensive Examination.
4. 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.

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 50 semester hours of course work.

Twelve of the 50 semester hours must be in area of concentration,
six in a biblical language,
six in educational ministries,
Six in theology, and
Two in master's of arts reading.

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 50 hour curriculum (All transfer credits must be from an accredited institution). See advisor for further information.

The student completing requirements in Master of Arts in Biblical Studies program will be able to:

1. demonstrate a general knowledge of the Bible, including a synthetic understanding of the major books.
2. evidence a general knowledge of theology.
3. evidence an ability to biblically and theologically support their views on a specific contemporary issue.
4. evidence an increasing likeness to Christ as manifested in love for God, love for others, and the fruit of the Spirit.
5. evidence an interest and involvement in the local church or other ministries with which they are associated.

First Year

OT501 Old Testament I	3	OT502 Old Testament II	3
NT503 New Testament I	3	NT504 New Testament II	3
CE502 Hermeneutics	3	CE503 Principles of Teaching	3
TH501 Basic Theology I	3	TH502 Basic Theology II	3
Total	12	Total	12

Second Year

500 Level Language Part I	3	500 Level Language Part II	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
CE615 Master of Arts Reading I	1	CE616 Master of Arts Reading II	1
Total	13	Total	13

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

Purposes of the Program. 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 50 credit 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.

The student completing requirements in Master of Arts in Christian Counseling program will be able to:

1. understand and explain the issues and problems that people face in life from a thoroughly biblical point of view.
2. understand and evaluate secular and Christian psychological theories and practices from a sound biblical and theological point of view in order to develop professional competence within a thoroughly biblical framework focused on ministry.
3. develop deep levels of biblical and spiritual integrity in their own personal life, relationships, and ministry.
4. possess the personal and spiritual maturity, discernment, and wisdom needed to help people resolve spiritual, relational, and behavioral issues and problems.
5. engage in effective biblically based counseling in the context of a local church, private practice, or mental health institution.

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

First Year

PS501 Introduction to Psychology	3	OT502 Old Testament II	3
OT501 Old Testament I	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
Total	12	Total	12

Second Year

CO601 Principles of Counseling	3	PS520 Family Assessment Theory	3
CO602 Counseling Tech. & Prac.	3	CO613 Counseling the Chem. Dep	3
CO614 Counseling Case Studies	3	LA601 Christian Writing & Research	3

<i>600 Level Elective from Counseling Department</i>	3	CO620 Counseling Practicum	3
CE615 Master of Arts Reading I	1	CE616 Master of Arts Reading II	1
Total	13	Total	13

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).

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 72 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 a practicum;
- (d) complete a minimum of 50 semester hours at MSBBS; and
- (e) 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.

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. 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.

The student completing requirements in Master of Divinity program should be able to:

1. verbalize a general knowledge of the Bible, including a synthetic understanding of the major books;
2. evidence an understanding of the historical development of theology, a knowledge of premillennial theology, and an ability to support their theological views and apply them to contemporary issues;
3. demonstrate the ability to exegete the Hebrew and Greek texts of the Bible; and
4. evidence an understanding of the educational program of the local church and an awareness of the worldwide mission of the church.

First Year

OT501 Old Testament I	3	OT502 Old Testament II	3
NT503 New Testament I	3	NT504 New Testament II	3
CE610 Church History	3	CE603 Christian Ethics/Church Finance	3
TH501 Basic Theology I	3	TH502 Basic Theology II	3
Total	12	Total	12

Second Year

500 Level Language Part I	3	500 Level Language Part II	3
CE502 Hermeneutics	3	PM604 Sermon Delivery	3
HI601 Bible History & Archaeology	3	MU601 Church Music	3
PM603 Sermon Preparation	3	<i>600 Level Elective</i>	3
Total	12	Total	12

Third Year

PM601 Leadership & Administration	3	TH602 Apologetics	3
PM602 Pastoral Theology	3	TH601 Premillennialism & Dispensationalism	3
<i>600 Level Elective</i>	3	<i>PM645 Practicum</i>	3
<i>600 Level Elective</i>	3	<i>600 Level Elective</i>	3
Total	12	Total	12

DOCTOR OF MINISTRY (D. Min)

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:

Phase Number	Description
1	Admissions (APPLICANTS ACCEPTED DURING FALL AND SPRING SEMESTERS ONLY!)
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.

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).

Candidacy Requirements: The Doctor of Ministry degree program requires a minimum of **38 semester** hours of study beyond the Master of Divinity, or Master of Arts in Biblical Studies. This program is designed to meet the professional needs of those preparing or practicing a ministry as pastor, evangelist, missionary, chaplain, or Christian Counselor.

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 or passing a competency exam. The Core requirements for all Doctor of Ministry students are as follows:

The student completing requirements in the Doctor of Ministry program will be able to:

1. evaluate their own personal, spiritual, and professional development.
2. assess and construct biblical ministries in a variety of contemporary contexts.
3. conduct biblically and theologically integrated professional applied research within their chosen field of study.
4. manifest a maturing and Spirit-filled character.
5. enhance identified ministerial skills such as preaching, leadership, administration, counseling, spiritual formation, educational programming, and communication.
6. communicate God's Word effectively through preaching, teaching, writing, or other media; and
7. contribute to the practice of ministry for greater local church and parachurch effectiveness.

First Year

CE801 Cults and Isms	3	PM806 Contemporary Ethical Issues	3
NT801 Pastoral Epistles	3	<i>700 or 800 Counseling/Pastoral Elective</i>	3
<i>700 or 800 Counseling/Pastoral Elective</i>	3	TH810 Old Testament Theology	3
PM801 *D. Min Reading I	1	PM802 *D. Min. Reading II	1
Total	10	Total	10

Second Year

PH802 Philosophy of Religion	3	TH811 New Testament Theology	3
<i>700 or 800 Counseling/Pastoral Elective</i>	3	PM832 Doctoral Dissertation II	3
PM831 Doctoral Dissertation I	3	<i>700 or 800 Counseling/Pastoral Elective</i>	3
Total	9	Total	9

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.

A-1 FACULTY

ADMINISTRATION

Marquez Ball, Interim President/CEO

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

Rogers Davis, Board of Trustees, Chair

B.A., North Carolina Central University, 1964

Juris Doctor, North Carolina Central University, 1966

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006

M.Div., Duke University, 2009

Doctor of Philosophy, Howard University, 2017

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

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991

M. Div., Virginia Union University, 1994

D. Min., Howard University, 2005

Catherine Borges – Johnson, Academic Dean (Bible College Division)

B.A.B.S., Washington Bible College, 2008

M. Evangelism, Liberty Theological Sem., 2011

M. Div., Liberty Theological Seminary, 2014

D. Min., Maple Springs Baptist Bible College and Seminary, 2016

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

Lyle Pointer, Director of Institutional Planning & Assessment

B.A., Morehouse College, 2006
M. Div., Duke University, 2009
D. Min., Morehouse School of Religion, 2019

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

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

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

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

Diane Jenkins, Evening Receptionist

B.A., Strayer University, 1974

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

B.A., University of the District of Columbia, 1982
M.B.A., University of the District of Columbia, 1986
M.L.S., Catholic University of America, 2000

Himie Pickett, Director of Financial Aid

B.S.B.A., Strayer University, 2004
Master Certificate, Villanova University, 2005
M.B.A., Strayer University, 2005
M.E., Strayer University, 2008

Timothy L. Washington, Executive Administrator

Assistant Director of Admissions & Records

B.A., University of Pittsburgh, 1992

FULL TIME FACULTY ASSOCIATE IN ARTS PROGRAM

Laurence B. Hawkins, Associate Professor Department of Religious Education

Department of Bible and Theology

B.A., North Carolina Central University, 1990
M.Div., Maple Springs Baptist Bible College and Seminary, 2008
D. Min., Maple Springs Baptist Bible College and Seminary, 2011

Robert G. Childs, Associate Professor

B.A., Bishop College, 1978
M. Div., Howard University School of Divinity, 1981

FULL TIME FACULTY BACHELOR'S IN ARTS PROGRAM

Catherine Borges – Johnson, Academic Dean (Bible College Division)

B.A.B.S., Washington Bible College, 2008

M. Evangelism, Liberty Theological Sem., 2011

M. Div., Liberty Theological Seminary, 2014

D. Min., Maple Springs Baptist Bible College and Seminary, 2016

Raymond Bell, Professor

Department of Bible and Theology

B.S., Lamar University, 1993

M.Div., Virginia Union Univ., 1997

M.A. Christian Ed., Union Presbyterian Sem., 1999

Ph.D., Newburgh Theological Seminary, 2014

Clarence Darnell Allen, Associate Professor

B.A., Houston Baptist University, 1997

M.Div., Princeton Theological Seminary, 2000

FULL TIME FACULTY MASTER'S OF ARTS IN BIBLICAL STUDIES PROGRAM

Clevester Wimbish, Associate Professor

Department of Religious Education

B.A., Washington Baptist Seminary, 1985

M. Div., Washington Bible College, 1998

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

Bernard Winchester, Associate Professor

Department of Religious Education

Department of Christian Counseling

B.S., Columbia Union College, 2000

M.A., Washington Adventist University, 2013

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

D.Min. Liberty University Baptist Theological Seminary, 2018

FULL TIME FACULTY MASTER'S OF ARTS IN CHRISTIAN COUNSELING

Dana A. Van Brakle, Professor

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

Joyce E. McPhail, Associate Professor

Department of Religious Education

Department of Church Vocations

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

Jacqueline Darby, Professor

Department of General Education

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

FULL TIME FACULTY MASTER'S OF DIVINITY PROGRAM

Marquez Ball, Interim-President/CEO

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

Deborah Scarborough, Associate Professor

Department of Bible and Theology

B.A., Howard University, 1981
M.B.A., Howard University, 1983
M.Div., Howard University, 2007
D. Min., United Theological Seminary, 2015

FULL TIME FACULTY DOCTOR OF MINISTRY PROGRAM

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006
M.Div., Duke University, 2009
Doctor of Philosophy, Howard University, 2017

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991
M. Div., Virginia Union University, 1994
D. Min., Howard University, 2005

A-3 Maple Springs Baptist College and Seminary 4 Year Budget Projection

Description	2021-2022	2022-2023	2023-2024	2024-2025	DIFFERENCE
Ordinary Income/Expense					
Income					
45000 · Investments	\$120.00	\$132.00	\$145.20	\$159.72	10% Increase Per Year
48000 · Fundraising Revenue	\$55,000.00	\$60,500.00	\$66,550.00	\$73,205.00	10% Increase Per Year
49000 · Tuition and Fees	\$113,500.00	\$124,850.00	\$137,335.00	\$151,068.50	10% Increase Per Year
49100 · Transcript	\$192.00	\$211.20	\$232.32	\$255.55	10% Increase Per Year
49400 · Late Registration Fee	\$1,440.00	\$1,584.00	\$1,742.40	\$1,916.64	10% Increase Per Year
49500 · Graduation Fee	\$2,300.00	\$2,530.00	\$2,783.00	\$3,061.30	10% Increase Per Year
49600 · Application Fee	\$1,000.00	\$1,100.00	\$1,210.00	\$1,331.00	10% Increase Per Year
49700 · Student Fees	\$3,600.00	\$3,960.00	\$4,356.00	\$4,791.60	10% Increase Per Year
49900 · Drop/Add/Withdrawal	\$150.00	\$165.00	\$181.50	\$199.65	10% Increase Per Year
50000 · Other Income	\$1,000.00	\$1,100.00	\$1,210.00	\$1,331.00	10% Increase Per Year
Total Income	\$178,302.00	\$196,132.20	\$215,745.42	\$237,319.96	
Expense					
60900 · Business Expenses	\$300.00	\$330.00	\$363.00	\$399.30	10% Increase Per Year
62100 · Contract Services	\$27,000.00	\$27,000.00	\$27,000.00	\$27,000.00	
62800 · Facilities and Equipment	\$600.00	\$660.00	\$726.00	\$798.60	10% Increase Per Year
65000 · Operations	\$10,400.00	\$11,440.00	\$12,584.00	\$13,842.40	10% Increase Per Year
65100 · Other Types of Expenses	\$5,600.00	\$6,160.00	\$6,776.00	\$7,453.60	10% Increase Per Year
66000 · Payroll Expenses	\$74,302.00	\$81,732.20	\$89,905.42	\$98,895.96	10% Increase Per Year
66200 · Payroll Taxes	\$15,000.00	\$16,500.00	\$18,150.00	\$19,965.00	10% Increase Per Year
66300 · Payroll Fees	\$3,400.00	\$3,740.00	\$4,114.00	\$4,525.40	10% Increase Per Year
81000 · Interest Expense	\$400.00	\$400.00	\$400.00	\$400.00	
82000 · Advertising	\$1,000.00	\$1,100.00	\$1,210.00	\$1,331.00	10% Increase Per Year
83000 · Printing	\$1,000.00	\$1,100.00	\$1,210.00	\$1,331.00	10% Increase Per Year
84000 · Office Supplies	\$3,000.00	\$3,300.00	\$3,630.00	\$3,993.00	10% Increase Per Year
85000 · Postage	\$300.00	\$330.00	\$363.00	\$399.30	10% Increase Per Year
86000 · Financial Aid Expense	\$1,200.00	\$1,320.00	\$1,452.00	\$1,597.20	10% Increase Per Year
90000 · Unemployment Insurance	\$100.00	\$110.00	\$121.00	\$133.10	10% Increase Per Year
91000 · Website Design	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	
91100 · Service Fee (Fin Aid)	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	
91200 · Bank Fees	\$4,300.00	\$4,300.00	\$4,300.00	\$4,300.00	
92000 · Utilities	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	
93000 · Security	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
94000 · Graduation Expense	\$800.00	\$800.00	\$800.00	\$800.00	
95000 · Lease Expense	\$6,300.00	\$6,300.00	\$6,300.00	\$6,300.00	
96000 · Donation	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
97000 · Student Pictures	\$1,800.00	\$1,980.00	\$2,178.00	\$2,395.80	10% Increase Per Year
Total Expense	\$178,302.00	\$190,102.20	\$203,082.42	\$217,360.66	
Balance Budget	0.00	6,030.00	12,663.00	19,959.30	

*Maple Springs Baptist Bible
College and Seminary
Audited Financial Statements -
June 30, 2019*

*John M. Mitchell, CPA
401 Dennis Magruder Drive
Upper Marlboro, MD 20774*

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Statement of Financial Position

Statement of Activities

Statement of Cash Flows

Statement of Functional Expenditures

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John M. Mitchell

Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774

Phone (202) 341-8539

Independent Auditor's Report

To: The Board of Trustees of Maple
Springs Baptist Bible College and
Seminary

Report on the Financial Statements

We have audited the accompanying financial statements of Maple Springs Baptist Bible College and Seminary, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and cash flows for the year then ended., and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Atandards, issued by the Comptroller General of The United States. that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments,, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

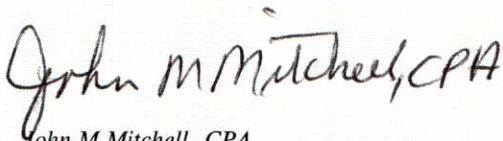
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of Maple Springs Baptist Bible College and Seminary as of June 30, 2019, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Other Legal and Regulatory Requirements

In accordance with Government Auditing Standards, we have also issued our report dated, September 27, 2019 on our consideration of Maple Springs Baptist Bible College and Seminary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Maple Springs Baptist Bible College and Seminary's internal control over financial reporting or compliance.

A handwritten signature in black ink that reads "John M. Mitchell, CPA". The signature is written in a cursive style with a large initial "J".

John M Mitchell, CPA
Upper Marlboro, MD 20774
at September 27, 2019

John M. Mitchell

Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774

Phone (202) 341-8539

Independent Auditor's Report on Compliance and Other Matters and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To: The Board of Trustees of Maple Springs Baptist Bible College and Seminary

We have audited the financial statements of Maple Springs Baptist Bible College and Seminary, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated September 27, 2019.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Maple Springs Baptist Bible College and Seminary's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Maple Springs Baptist Bible College and Seminary's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control over financial reporting.

A deficiency in Internal Control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Seminary's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration over internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing on internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Seminary's internal control or compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Seminary's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

John M Mitchell, CPA
Upper Marlboro, MD
at September 27, 2019

**Maple Springs Baptist Bible
College and Seminary
Statement of Financial Position
As of June 30, 2019**

Assets

Current assets

<i>Cash and equivalents</i>	32,034.00
<i>Tuition receivables</i>	50,958.00
<i>Allowance for uncollectible</i>	(6,104.00)
<i>Pledges receivable</i>	30,000.00
<i>Inventory- books</i>	16,290.00
<i>Library</i>	314,434.00
<i>Prepaid expense- ins</i>	11,162.00
<i>Total current assets</i>	448,774.00

Property and equipment

<i>Furniture and fixtures</i>	59,630.00
<i>Office equipment</i>	24,981.00
<i>ADP equipment</i>	75,537.00
<i>Computer improvements</i>	16,393.00
<i>Allowance for depreciation</i>	(172,557.00)
<i>Total property and equipment</i>	3,984.00

Total assets 452,758.00

Liabilities and net assets

Liabilities

<i>Current liabilities</i>	
<i>Accrued P/R &P/R Taxes</i>	16,489.00
<i>Long term liabilities</i>	
<i>Notes payable</i>	21,436.00
<i>Total liabilities</i>	37,925.00

Net assets without donor restrictions 414,833.00

**Maple Springs Baptist Bible
College and Seminary
Statement of Activities
For the year ended June 30, 2019**

Support

Tuition and Graduation fees	225,907.00
Book sales	45.00
Interest	98.00
Fundraising	11,649.00
Public Support	<u>25,506.00</u>
 Total support	 263,205.00

Expenses

<i>Program Services:</i>	
Seminary College	178,479.00
Book store and vending	<u>53,111.00</u>
 Total program services	 231,590.00
<i>Support Services:</i>	
Management and general	<u>30,724.00</u>
 Total support services	 <u>30,724.00</u>
 Total expenses	 <u>262,314.00</u>
 Change in net assets	 - 891.00
Beginning net assets	343,595.00
Prior period adjustment	<u>- 70,347.00</u>
 Ending net assets	 <u><u>- 414,833.00</u></u>

See accountant's report and notes to financial statements

*Maple Springs Baptist Bible
College and Seminary
Statement of cash flows
For the year ended June 30, 2019*

Operating Activities

<i>Change in net assets</i>	891.00
<i>Adjustments to reconcile net cash provided by operating activities:</i>	
<i>Decrease (Increase) in operations</i>	
<i>Decrease (Increase) receivables prepaids and supplies</i>	7,890.00
<i>(Increase) Decrease in inventory</i>	
<i>Increase (Decrease) in accrued expenses</i>	(5,320.00)
	-
<i>Net cash provided by operating activities</i>	3,461.00

Investing Activities

<i>Cost of assets and debt</i>	(9,890.00)
<i>Net cash (used) provided in investing activities</i>	(9,968.00)

Financing Activities

<i>Proceeds from loan</i>	26,000.00
<i>Net funds contributed</i>	
<i>Net cash (used) provided in financing activities</i>	16,032.00

<i>Increase (Decrease) in cash</i>	19,493.00
<i>Beginning cash</i>	12,541.00
<i>Ending cash</i>	32,034.00

*Maple Springs Baptist Bible College and Seminary
Statement of Functional Expenditures
For the year ended June 30, 2019*

	<i>Program Services</i>			<i>Support Services</i>		
	<i>Seminary</i>	<i>Book Store</i>	<i>Total Program</i>	<i>Management General</i>	<i>Total Support</i>	<i>Total Funds</i>
<i>Accounting fees</i>	12,360.00	1,500.00	13,860.00	1,000.00	1,000.00	14,860.00
<i>Outside contract service</i>			-	475.00	475.00	475.00
<i>Operations maintenance</i>	17,044.00	6,266.00	23,310.00	1,754.00	1,754.00	25,064.00
<i>Other expenses</i>	9,380.00		9,380.00			9,380.00
<i>Payroll expenses</i>	90,001.00	30,519.00	120,520.00			120,520.00
<i>Payroll taxes</i>	20,222.00	9,821.00	30,043.00			30,043.00
<i>Payroll fees</i>	1,908.00	864.00	2,772.00			2,772.00
<i>Interest expense</i>			-	604.00	604.00	604.00
<i>Advertising</i>	3,300.00		3,300.00			3,300.00
<i>Printing</i>	150.00		150.00			150.00
<i>Office supplies</i>	3,811.00	953.00	4,764.00	400.00	400.00	5,164.00
<i>Postage</i>			-	300.00	300.00	300.00
<i>Unemployment expense</i>			-	3,411.00	3,411.00	3,411.00
<i>Bank and service fees</i>			-	7,083.00	7,083.00	7,083.00
<i>Security</i>			-	2,428.00	2,428.00	2,428.00
<i>Graduation expense</i>	794.00		794.00			794.00
<i>Lease expense</i>	15,216.00	3,188.00	18,404.00			18,404.00
<i>Donation</i>			-	2,145.00	2,145.00	20,549.00
<i>Commission fee</i>	615.00		615.00	564.00	564.00	564.00
<i>Bond insurance</i>			-			615.00
<i>Website design</i>	3,678.00	-	3,678.00	9,560.00	9,560.00	9,560.00
	<u>178,479.00</u>	<u>53,111.00</u>	<u>231,590.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>4,678.00</u>
<i>Total Functional expenses</i>				<u>30,724.00</u>	<u>30,724.00</u>	<u>262,314.00</u>

See accountant's report and notes to financial statements

**Maple Springs Baptist Bible
College and Seminary
Notes to Financial Statements
For the year ended June 30, 2019**

Significant Accounting Policies and Organization

Maple Springs Baptist Bible College and Seminary is a not for profit organization, incorporated under the laws of the State of Maryland and is dedicated to Christian education. " It seeks to train men and women from the conservative, fundamental, evangelical biblical position thus being an instrument of renewal and development for the Christian world Communities."

Support and Revenues

Support and revenues are recognized using the accrual basis of accounting. The accrual basis of accounting recognizes revenues when earned or pledged rather than when received and expenses when incurred rather than when paid.

Property and Equipment

Fixed assets are recorded at cost and depreciation is provided over their estimated useful lives using straight-line depreciation for all purposes and presentations. The major classifications of assets and their respective depreciable lives are summarized below:

Machinery and equipment	3-10 years
Automotive vehicles	3-5 years
Furniture and fixtures	5 -10 years
Real property	31.5 years

Income Taxes

No provision for income taxes is provided as this is a not for profit organization and is operated consistently with its exempt purpose.

Note 1 - Availability and liquidity

As of June 30, 2019 the following financial assets could readily be made available within one year of the balance sheet date to meet general expenditures:

Cash and equivalents	32,034.00
Tuition receivables (net)	44,854.00
Pledges receivable	<u>30,000.00</u>
<i>total</i>	<u><u>106,888.00</u></u>

**Maple Springs Baptist Bible
College and Seminary
Notes to financial Statements
For the year ended June 30,2019**

Note-2 Contributions

Public Support

The amount shown as public support is a gift from Maple Springs Baptist Bible Church and other donors. And are included in unrestricted revenues since all donor-imposed restrictions are met in the same reporting period.

Notes Payable

Notes payable is a line of credit .

Cash and equivalents

The amount shown as cash and equivalents is as follows

General operating	2,572.86
Federal financial Account	1,000.00
Line of credit	25,793.00
Savings	<u>2,667.87</u>
 Total	 <u>32,033.73</u>

Supplementary Information

John M. Mitchell

*Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774*

Phone (202) 341-8539

Accountant's Report on Supplementary Information

The accompanying supplementary information contained in the following pages is presented for purposes of additional analysis and has been subjected to the same standards and procedures of auditing as the basis financial statements presented herein for the period ended June 30, 2019. The prior year comparative information was derived from the organization's June 30, 2018 financial statements which were audited by us and an unqualified opinion was expressed.

John M Mitchell, CPA

*John M Mitchell, CPA
Upper Marlboro, MD
at September 27, 2019*

Maple Springs Baptist Bible College and Seminary
Schedule of Support and Functional expenses
For the year ended June 30, 2019

<u>Support</u>	<u>2018</u>	<u>2019</u>	<u>Functional expenses</u>	<u>2018</u>	<u>2019</u>
<i>Tuition and graduation fees</i>	188,189.00	225,907.00	<i>Business registration</i>	300	
<i>Federal financial aid</i>	8,650.00	-	<i>Accounting fees</i>	17,467.00	14,860.00
<i>Book sales & sales taxes</i>	1,726.00	45.00	<i>Outside contract service</i>	4,280.00	475.00
<i>Special projects and miscellaneous</i>	8,259.00		<i>Equip rentals</i>	300.00	
<i>Interest</i>	-	98.00	<i>Operations maintance</i>	29,337.00	25,064.00
<i>Fundraising</i>	19,638.00	11,649.00	<i>Other expenses</i>	10,651.00	9,380.00
<i>Public Support</i>	<u>52,824.00</u>	<u>25,506.00</u>	<i>Payroll expenses</i>	127,161.00	120,520.00
			<i>Payroll taxes</i>	40,922.00	30,043.00
			<i>Payroll fees</i>	3,457.00	2,772.00
Total support	<u>279,286.00</u>	<u>263,205.00</u>	<i>Interest expense</i>	429.00	604.00
			<i>Advertising</i>	5,140.00	3,300.00
			<i>Printing</i>	1,053.00	150.00
			<i>Office supplies</i>	10,805.00	5,164.00
			<i>Postage</i>	284.00	300.00
			<i>Financial aid expense</i>	1,276.00	-
			<i>Unemployment expense</i>	139.00	3,411.00
			<i>Bank fees and service fees</i>	7,505.00	7,083.00
			<i>Security</i>	5,891.00	2,428.00
			<i>Graduatioin expense</i>	778.00	794.00
			<i>Lease expense</i>	6,397.00	20,549.00
			<i>Donation</i>	990.00	564.00
			<i>Telephone & communications</i>	3,685.00	
			<i>Commission fee</i>		615.00
			<i>Bond insurance</i>	-	9,560.00
			<i>Website design</i>	-	4,678.00
			<i>Bond insurance</i>	-	-
				-	-
			Total functional expenses	<u>278,247.00</u>	<u>262,314.00</u>

*Federal financial aid-net

US Dept of Education

<i>Pell Grant</i>	CFDA 84.063	
<i>Federal Supplemental Educational Opportunity Grants</i>	CFDA 84.007	
<i>Federal Work Study</i>	CFDA 84.033	-
<i>Admin. Allowance -Fin Aid</i>		-

Total		<u>-</u>
<i>Federal Financial Aid Refunds</i>	<u>-</u>	

*Maple Springs Baptist Bible
College and Seminary
Audited Financial Statements -
June 30, 2020*

*John M Mitchell, CPA
401 Dennis Magruder Drive
Upper Marlboro, MD 20774*

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John M. Mitchell

Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774

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Phone (202) 341-8539

Independent Auditor's Report

To: The Board of Trustees of Maple
Springs Baptist Bible College and
Seminary

Report on the Financial Statements

We have audited the accompanying financial statements of Maple Springs Baptist Bible College and Seminary, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and cash flows for the year then ended., and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Atandards, issued by the Comptroller General of The United States. that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above presents fairly, in all material respects, the financial position of Maple Springs Baptist Bible College and Seminary as of June 30, 2020, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Other Legal and Regulatory Requirements

In accordance with Government Auditing Standards, we have also issued our report dated, October 30, 2020 on our consideration of Maple Springs Baptist Bible College and Seminary's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Maple Springs Baptist Bible College and Seminary's internal control over financial reporting or compliance.

A handwritten signature in black ink that reads "John M. Mitchell, CPA". The signature is written in a cursive style with a large initial "J" and "M".

*John M Mitchell, CPA
Upper Marlboro, MD 20774
at October 30, 2020*

John M. Mitchell

Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774

Phone (202) 341-8539

Independent Auditor's Report on Compliance and Other Matters and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To: The Board of Trustees of Maple Springs Baptist Bible College and Seminary

We have audited the financial statements of Maple Springs Baptist Bible College and Seminary, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 30, 2020.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Maple Springs Baptist Bible College and Seminary's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Maple Springs Baptist Bible College and Seminary's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control over financial reporting.

A deficiency in Internal Control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Seminary's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration over internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing on internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Seminary's internal control or compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Seminary's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

John M Mitchell, CPA

John M Mitchell, CPA
Upper Marlboro, MD
at October 30, 2020

*Maple Springs Baptist Bible
College and Seminary
Statement of Financial Position
As of June 30, 2020*

Assets

Current assets

<i>Cash and equivalents</i>	14,367.00
<i>Tuition receivables</i>	64,989.00
<i>Allowance for uncollectible</i>	(19,623.00)
<i>Pledges receivable</i>	10,000.00
<i>Inventory- books</i>	59,714.00
<i>Library</i>	314,434.00
<i>Prepaid expense- ins</i>	11,162.00
<i>Total current assets</i>	<u>455,043.00</u>

Property and equipment

<i>Furniture and fixtures</i>	59,630.00
<i>Office equipment</i>	24,981.00
<i>ADP equipment</i>	75,537.00
<i>Computer equipment</i>	16,393.00
<i>Allowance for depreciation</i>	(173,164.00)
<i>Total property and equipment</i>	<u>3,377.00</u>

Total assets 458,420.00

Liabilities and net assets

Liabilities

Current liabilities

<i>Accounts payable</i>	1,408.00
<i>Accrued P/R &P/R Taxes</i>	7,726.00

Long term liabilities

<i>Notes payable</i>	40,804.00
<i>Total liabilities</i>	<u>49,938.00</u>

Net assets without donor restrictions 408,482.00

Total liabilities and net assets 458,420.00

See accountant's report and notes to financial statement

*Maple Springs Baptist Bible
College and Seminary
Statement of Activities
For the year ended June 30, 2020*

Support

Tuition and Graduation fees	265,731.00
Book sales	-
Interest	
Fundraising	9,698.00
Public Support	<u>25,097.00</u>
 Total support	 300,526.00

Expenses

<i>Program Services:</i>	
Seminary College	201,662.00
Book store and vending	<u>65,202.00</u>
 Total program services	 266,864.00
<i>Support Services:</i>	
Management and general	<u>31,775.00</u>
 Total support services	 <u>31,775.00</u>
 Total expenses	 <u>298,639.00</u>
 Change in net assets	 - 1,887.00
Beginning net assets	406,596.00
Prior period adjustment	<u>- -</u>
 Ending net assets	 <u>- 408,483.00</u>

See accountant's report and notes to financial statements

*Maple Springs Baptist Bible
College and Seminary
Statement of cash flows
For the year ended June 30, 2020*

Operating Activities

Change in net assets	1,887.00
Adjustments to reconcile net cash provided by operating activities:	
Decrease (Increase) in operations	
Decrease (Increase) receivables	(19,488.00)
prepaids and supplies	
(Increase) Decrease in inventory	
Increase (Decrease) in accrued expenses	12,013.00
	-
Net cash provided by operating activities	(5,588.00)

Investing Activities

Cost of assets and debt	(12,079.00)
Net cash (used) provided in investing activities	(12,079.00)

Financing Activities

Proceeds from loan	
Net funds contributed	
Net cash (used) provided in financing activities	-
Increase (Decrease) in cash	(17,667.00)
Beginning cash	32,034.00
Ending cash	14,367.00

See Accountant's report and notes to financial statements

*Maple Springs Baptist Bible College and Seminary
Statement of Functional Expenditures
For the year ended June 30, 2020*

	<u>Program Services</u>			<u>Support Services</u>		
	<u>Seminary</u>	<u>Book Store</u>	<u>Total Program</u>	<u>Management General</u>	<u>Total Support</u>	<u>Total Funds</u>
Advertising	4,900.00	2,000.00	6,900.00	3,000.00	3,000.00	9,900.00
Outside contract service	18,235.00	2,514.00	20,749.00	1,852.00	1,852.00	22,601.00
Awards and gifts			-	1,500.00	1,500.00	1,500.00
Business expenses	5,351.00		5,351.00	-	-	5,351.00
Payroll expenses	101,251.00	36,321.00	137,572.00			137,572.00
Payroll taxes	27,204.00	9,454.00	36,658.00			36,658.00
Payroll fees	3,530.00	1,231.00	4,761.00			4,761.00
Service fees & other costs	2,190.00	1,000.00	3,190.00	410.00	410.00	3,600.00
Interest expense			-	295.00	295.00	295.00
Membership dues	9,050.00		9,050.00			9,050.00
Printing	5,634.00	2,369.00	8,003.00	2,231.00	2,231.00	10,234.00
Office supplies	1,486.00	465.00	1,951.00	100.00	100.00	2,051.00
Postage			-	308.00	308.00	308.00
Depreciation			-	607.00	607.00	607.00
Bank and service fees			-	2,876.00	2876	2,876.00
Software fees	2,294.00	1,000.00	3,294.00			3,294.00
Utilities	8,401.00	4,220.00	12,621.00	3,802.00	3,802.00	16,423.00
Security	551.00	100.00	651.00	2,429.00	2429	3,080.00
Graduation expense	1,085.00		1,085.00			1,085.00
Lease expense	7,000.00	2,957.00	9,957.00	2,145.00	2,145.00	12,102.00
Donation			-	100.00	100.00	100.00
Travel			-	60.00	60.00	60.00
Bond insurance	2,500.00	969.00	3,469.00	9,560.00	9,560.00	13,029.00
Website design	1,000.00	602.00	1,602.00	500.00	500.00	2,102.00
Total Functional expenses	201,662.00	65,202.00	266,864.00	31,775.00	31,775.00	298,639.00

See accountant's report and notes to financial statements

Maple Springs Baptist Bible College and Seminary
Schedule of Support and Functional expenses
For the year ended June 30, 2020

<u>Support</u>	<u>2019</u>	<u>2020</u>	<u>Functional expenses</u>	<u>2019</u>	<u>2020</u>
Tuition and graduation fees	225,907.00	265,731.00	Membership dues		9050
Federal financial aid	-	-	Accounting fees	14,860.00	
Book sales & sales taxes	45.00		Outside contract service	475.00	22,601.00
Special projects and miscellaneous	-		Awards and gifts		1,500.00
Interest	98.00		Business expenses	-	5,351.00
Fundraising	11,649.00	9,698.00	Operations maintance	25,064.00	
Public Support	<u>25,506.00</u>	<u>25,097.00</u>	Other expenses	9,380.00	
			Payroll expenses	120,520.00	137,572.00
			Payroll taxes	30,043.00	36,658.00
			Payroll fees	2,772.00	4,761.00
			Service fees and other		3,600.00
			Interest expense	604.00	295.00
Total support	<u>263,205.00</u>	<u>300,526.00</u>	Advertising	3,300.00	9,900.00
			Printing	150.00	10,234.00
			Office supplies	5,164.00	2,051.00
			Postage	300.00	308.00
			Depreciation	-	607.00
			Unemployment expense	3,411.00	
			Bank fees and service fees	7,083.00	2,876.00
			Software fees		3,294.00
			Utilities		16,423.00
			Security	2,428.00	3,080.00
			Graduatioin expense	794.00	1,085.00
			Lease expense	20,549.00	12,102.00
			Donation	564.00	100.00
			Travel	-	60.00
			Commission fee	615.00	
			Bond insurance	9,560.00	13,029.00
			Website design	4,678.00	2,102.00
				-	-
				-	-
			Total functional expenses	<u>262,314.00</u>	<u>298,639.00</u>

*Federal financial aid-net

US Dept of Education

Pell Grant	CFDA 84.063	
Federal Supplemental Educational Opportunity Grants	CFDA 84.007	
Federal Work Study	CFDA 84.033	-
Admin. Allowance -Fin Aid		<u>-</u>
Total		<u>-</u>
Federal Financial Aid Refunds		<u><u>-</u></u>

Supplementary Information

page

John M. Mitchell

*Certified Public Accountant
401 Dennis Magruder Drive
Upper Marlboro, MD 20774*

Phone (202) 341-8539

Accountant's Report on Supplementary Information

The accompanying supplementary information contained in the following pages is presented for purposes of additional analysis and has been subjected to the same standards and procedures of auditing as the basis financial statements presented herein for the period ended June 30, 2020. The prior year comparative information was derived from the organization's June 30, 2019 financial statements which were audited by us and an unqualified opinion was expressed.

John M Mitchell, CPA

*John M Mitchell, CPA
Upper Marlboro, MD
at October 30, 2020*

**Maple Springs Baptist Bible
College and Seminary
Notes to Financial Statements
For the year ended June 30, 2020**

Significant Accounting Policies and Organization

Maple Springs Baptist Bible College and Seminary is a not for profit organization, incorporated under the laws of the State of Maryland and is dedicated to Christian education. " It seeks to train men and women from the conservative, fundamental, evangelical biblical position thus being an instrument of renewal and development for the Christian world Communities."

Support and Revenues

Support and revenues are recognized using the accrual basis of accounting. The accrual basis of accounting recognizes revenues when earned or pledged rather than when received and expenses when incurred rather than when paid.

Property and Equipment

Fixed assets are recorded at cost and depreciation is provided over their estimated useful lives using straight-line depreciation for all purposes and presentations. The major classifications of assets and their respective depreciable lives are summarized below:

Machinery and equipment	3-10 years
Automotive vehicles	3-5 years
Furniture and fixtures	5 -10 years
Real property	31.5 years

Income Taxes

No provision for income taxes is provided as this is a not for profit organization and is operated consistently with its exempt purpose.

Note 1 - Availability and liquidity

As of June 30, 2020 the following financial assets could readily be made available within one year of the balance sheet date to meet general expenditures:

Cash and equivalents	14,367.00
Tuition receivables (net)	-
Pledges receivable	<u>10,000.00</u>
<i>total</i>	<u>24,367.00</u>

**Maple Springs Baptist Bible
College and Seminary
Notes to financial Statements
For the year ended June 30,2020**

Note-2 Contributions

Public Support

The amount shown as public support is a gift from Maple Springs Baptist Bible Church and other donors. And are included in unrestricted revenues since all donor-imposed restrictions are met in the same reporting period.

Notes Payable

Notes payable is a line of credit .

Cash and equivalents

The amount shown as cash and equivalents is as follows

Credit Card Merchant acct	172.9
General operating	-3,468.82
Federal financial Account	7,737.00
Line of credit	7,226.00
Savings	<u>2,700.00</u>
 Total	 <u>14,367.08</u>

Maple Springs Baptist Bible College and Seminary

Audited Financial Statements

June 30, 2021

JM Accountants, LLC
7606 Amore Circle
Baltimore, MD 21228

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JM ACCOUNTANTS, LLC

Certified Public Accountants

7606 Amore Circle / Baltimore, MD 21228 / 301 249-2361 Fax 301/341-5660

INDEPENDENT AUDITOR'S REPORT

June 30, 2021

The Board of Trustees of Maple
Springs Baptist Bible College and Seminary

We have audited the accompanying financial statements of Maple Springs Baptist Bible College and Seminary (the School), which comprise the statements of financial position as of June 30, 2021, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We

believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Maple Springs Baptist Bible College and Seminary as of June 30, 2021, and changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects to the financial statements as a whole.

JM Accountants, LLC

November 29, 2021

Maple Springs Baptist Bible College and Seminary
Statement of Financial Position
June 30, 2021

ASSETS

Current Assets

Checking/Savings

Cash 116,306.10

Total Checking/Savings 116,306.10

Accounts Receivable

Tuition Receivable 4,000.00

Pledge Receivable 10,000.00

Total Accounts Receivable 14,000.00

Other Current Assets

Inventory 314,434.00

Inventory - Books 59,714.00

Prepaid Expense 6,075.00

Total Other Current Assets 380,223.00

Total Current Assets 510,529.10

Fixed Assets

Furniture and Equipment 59,630.00

Equipment 166,859.57

Accumulated Depreciation -172,557.00

Total Fixed Assets 53,932.57

TOTAL ASSETS 564,461.67

LIABILITIES & NET ASSETS

Liabilities

Current Liabilities 20,320.81

PPP Loan Payable 27,561.00

Long Term Liabilities 38,762.30

Total Liabilities 86,644.11

Net Assets 477,871.56

TOTAL LIABILITIES & NET ASSETS 564,461.67

**Maple Springs Baptist Bible College and Seminary
Statement of Activities
For the year ended June 30, 2021**

Support	
Direct Public Support	39,822.97
Indirect Public Support	2,621.12
Investments	104.29
Program Income	425.00
Tuition and Fees	91,437.57
Other Income	150.00
Grant Income	<u>241,150.00</u>
Total Income	375,710.95
Expense	
Program Services:	
Seminary College	260,733.67
Bookstore and vending	<u>29,023.70</u>
Total program services	289,757.37
Support Services:	
Management and general	<u>16,568.02</u>
	16,568.02
Total support services	
Total expenses	306,325.39
Change in net assets	69,385.56
Beginning net assets	408,486.00
Ending net assets	477,871.56

Maple Springs Baptist Bible College and Seminary
Statement of cash flows
For the year ended June 30, 2021

OPERATING ACTIVITIES	
Net Income	105,250.89
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Tuition Receivable	41,366.00
Accounts Payable	1,252.30
Deferred Revenue	<u>2,580.00</u>
Net cash provided by Operating Activities	150,449.19
INVESTING ACTIVITIES	
Equipment	<u>-49,948.57</u>
Net cash provided by Investing Activities	-49,948.57
FINANCING ACTIVITIES	
Loan Payable	<u>-3,041.71</u>
Net cash provided by Financing Activities	<u>-3,041.71</u>
Net cash increase for period	97,458.91
Cash at beginning of period	<u>18,847.19</u>
Cash at end of period	<u><u>116,306.10</u></u>

Maple Springs Baptist Bible College and Seminary
Statement of Functional Expenditures
For the year ended June 30, 2021

	Program Services			Support Services		
	Seminary College	Bookstore & Vending	Total Program	Management & General	Total Support	Total Funds
Expense						
Contract Services	21,913.00	0.00	21,913.00	7,100.00	7,100.00	29,013.00
Operations Other Types of Expenses	4,251.89	0.00	4,251.89	0.00	0.00	4,251.89
Payroll Expenses	15,004.20	0.00	15,004.20	0.00	0.00	15,004.20
Payroll Taxes	133,095.80	12,011.35	145,107.15	4,377.10	4,377.10	149,484.25
Payroll Garnishments	33,405.13	3,258.29	36,663.42	0.00	0.00	36,663.42
Payroll Fees	1,162.72	253.01	1,415.73	0.00	0.00	1,415.73
Travel and Meetings	4,067.00	353.05	4,420.05	0.00	0.00	4,420.05
Interest Expense	1,226.42	0.00	1,226.42	0.00	0.00	1,226.42
Advertising	366.00	0.00	366.00	0.00	0.00	366.00
Office Supplies	7,589.00	0.00	7,589.00	4,450.00	4,450.00	12,039.00
Postage	1,665.67	0.00	1,665.67	0.00	0.00	1,665.67
Website Design	152.70	0.00	152.70	0.00	0.00	152.70
Service Fee (Fin Aid)	1,278.00	3,603.00	4,881.00	0.00	0.00	4,881.00
Bank Fees	1,575.12	0.00	1,575.12	0.00	0.00	1,575.12
Software Fees	780.27	0.00	780.27	0.00	0.00	780.27
Licensing & Permits Training & development	1,970.52	9,545.00	11,515.52	0.00	0.00	11,515.52
Utilities	9,100.00	0.00	9,100.00	0.00	0.00	9,100.00
Security	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
Graduation Expense	9,948.85	0.00	9,948.85	0.00	0.00	9,948.85
Lease Expense	3,691.73	0.00	3,691.73	0.00	0.00	3,691.73
Donation	803.11	0.00	803.11	640.92	640.92	1,444.03
	6,448.54	0.00	6,448.54	0.00	0.00	6,448.54
	38.00	0.00	38.00	0.00	0.00	38.00
Total Expense	<u>260,733.67</u>	<u>29,023.70</u>	<u>289,757.37</u>	<u>16,568.02</u>	<u>16,568.02</u>	<u>306,325.39</u>

Maple Springs Baptist Bible College and Seminary
Notes to the Financial Statements
For the year ended June 30, 2021

Significant Accounting Policies and Organization

Maple Springs Baptist Bible College and Seminary is a not for profit organization, incorporated under the laws of the State of Maryland and is dedicated to Christian education. It seeks to train men and women from the conservative, fundamental, evangelical biblical position thus being an instrument of renewal and development for the Christian world communities.

Support and Revenues

Support and revenues are recognized using the accrual basis of accounting. The accrual basis of accounting recognizes revenues when earned or pledged rather than when received and expenses when incurred rather than when paid.

Property and Equipment

Fixed assest are recorded at cost and depreciation is provided over their estimated useful lives using straight line depreciation for all purposed and presentation. The major classification of assets and their respective depreciable lives are summarized below:

Machinery and equipment	3-10 years
Automotive vehicles	3-5 years
Furniture and fixtures	5-10 years
Real property	31.5 years

Income Taxes

No provisions for income taxes is provided as this is a not for profit organization and is operated consistently with its exempt purpose.

Note 1 – Availability and liquidly

As of June 30, 2021 the following financials assets could readily be made available within one year of the balance sheet date to meet general expenditures:

Cash and equivalent:	\$116,306
Tuition receivable, net:	\$4,000
Pledges receivable:	\$10,000

Note 2 – Contribution

Public Support: The amount shown as public support is a gift from Maple Springs Baptist Bible Church and other donors. And are included in unrestricted revenues since all donor-imposed restrictions are not in the same reporting period.

Maple Springs Baptist Bible College and Seminary
Notes to the Financial Statements
For the year ended June 30, 2021

Note Payable

Notes payable is a line of credit.

Cash and equivalents

The amount shown as cash and equivalents is as follows:

General Operating Account	60,590.56
Credit Card Merchant Account	906.11
Federal Financial Account	44,933.43
LOC Dept of ED	7,176.00
Savings	<u>2,700.00</u>
	<u>116,306.10</u>

This bond supersedes and replaces bond no. 017140750, which was signed and sealed on the 28th day of August, 2013.

MARYLAND HIGHER EDUCATION COMMISSION

**6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201**

INSTITUTION OF POSTSECONDARY EDUCATION

SURETY BOND

Bond #017140800

KNOW ALL PERSONS BY THESE PRESENTS:

That Maple Springs Baptist Bible College and Seminary, a Maryland Corporation, located at 4130 Belt Road, Capital Heights, Maryland 20743 and The Ohio Casualty Insurance Company of 62 Maple Avenue, Keene, New Hampshire 03431 as Surety ("Surety"), are held and firmly bound unto the Maryland State Secretary of Higher Education in the penal sum of Five Hundred Thousand Dollars (\$500,000) in lawful money of the United States for the payment of which said Principal and Surety bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has applied for approval to operate as an institution of postsecondary education under the provision of Title 11, Subtitle 2, of the Education Article of the Annotated Code of Maryland, which requires schools to furnish a bond at the discretion of the Maryland Higher Education Commission.

NOW THEREFORE, the condition of this obligation is such that if the Maryland Secretary of Higher Education shall issue to the Principal such approval as may be required, and if said Principal shall at all times faithfully perform all agreements and contracts with students and comply with the provisions of Title 11, Education Article, Annotated of the Code of Maryland and Regulations issues thereunder, then this obligation shall be void.

PROVIDED HOWEVER, that the liability of the Surety under this bond shall not in the aggregate exceed the penal sum thereof for all breaches of conditions of such bond; and, in addition, this bond may be canceled by the Surety by the filing with the Maryland Secretary of Higher Education within sixty (60) days written notice of such cancellation, but the Surety by filing such notice shall not be discharged from any liability already accrued under this bond or which shall accrue hereunder before the expiration of such sixty (60) days period.

IN WITNESS WHEREOF, we have duly executed the foregoing obligation the 28th day of August, 2020.

Maple Springs Baptist Bible College and Seminary

By: Carl E. Keels (SEAL)

Principal – Authorized Signatory

Print Name/Title: Dr. Carl E. Keels, President

The Ohio Casualty Insurance Company

By: Mona D. Brown (SEAL)

Surety – Authorized Signatory

Print Name/Title: Mona D. Brown, Attorney-in-fact

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 7737240

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS, That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Mona D. Brown

all of the city of WASHINGTON, state of DC each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 20th day of April, 2017.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 20th day of April, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 28th day of August, 2020



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

BIBLE COLLEGE CATALOG

2022-2023





MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY
At a Glance

Degrees Granted- Bible College

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

Certificates Granted

Certificate in Biblical Studies; Certificate in Ordination Preparation

President & CEO

Dr. Marquez Ball, D.Ed. Min

Founded in 1986

Founder

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

Affiliation

Independent Baptist
The Evangelical Training Association
Transnational Association of Christian Colleges & Schools

Field of Study

Biblical Studies



MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY IS A MEMBER OF THE TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS) HAVING BEEN AWARDED REAFFIRMED STATUS AS A CATEGORY IV INSTITUTION (OFFERING DOCTORAL DEGREES) BY THE TRACS ACCREDITATION COMMISSION ON MAY 15, 2018. THIS STATUS IS EFFECTIVE FOR A PERIOD OF TEN (10) YEARS (2014 – 2024, ORIGINAL STATUS: APRIL 10, 2014). TRACS IS RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION (USDE), THE COUNCIL FOR HIGHER EDUCATION ACCREDITATION (CHEA) AND THE INTERNATIONAL NETWORK FOR QUALITY ASSURANCE AGENCIES IN HIGHER EDUCATION (INQAAHE). TRACS OFFICES ARE LOCATED IN FOREST, VIRGINIA AND MAY BE CONTACTED BY WRITING TO TRACS, P.O. BOX 3281, FOREST, VA 24551, BY CALLING (434) 525-9539, OR BY E-MAILING TO INFO@TRACS.ORG. ON APRIL 12, 2021, THE TRACS ACCREDITATION COMMISSION REQUIRED MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY TO SHOW CAUSE AS TO WHY ITS ACCREDITATION SHOULD NOT BE REMOVED.

ON OCTOBER 25, 2021, THE TRACS ACCREDITATION COMMISSION CONTINUED MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY ON SHOW CAUSE UNTIL THE APRIL 2022 MEETING OF THE ACCREDITATION COMMISSION.



FROM THE PRESIDENT



Thank you for considering Maple Springs Baptist Bible College! As someone who desires to make a difference in the world for Jesus Christ, you're following your vocational call. We want to help you live into your vocation. Our mission is 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. At Maple Springs, we'll challenge you to grow spiritually, intellectually, professionally, and personally so that you can be more meaningfully involved in bringing about the kingdom of God on earth.

The need for God's people to be better prepared to live out a credible and compelling presence of the gospel in an increasingly secular and at times anti-Christian world couldn't be more serious. That kind of societal context that demands we have solid training in interpreting Scripture and articulating the great theological truths of the Bible so that we can engage the complex moral, ethical, social, and spiritual issues of our day.

Now more than ever we need a clear testimony of the gospel and compassionate engagement with the needs of the world. That's why seminary training is so critical for ministry today. Whether you sense God leading you to join a pastoral staff in a local church, teach in an academic setting, counsel, lead an organization, help meet the needs of the poor and the marginalized, or live out your vocation in your sphere of influence, you have made the right choice in considering Maple Springs Baptist Bible College. Our commitment is to help you discern God's calling in your life and to provide the training necessary for you to pursue that calling with confidence and competence.

There is a sense of anticipation about what God is doing at Maple Springs Bible College. We see Him at work in our lives and in our community.

Dr. Marquez D. Ball, 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, Wallis Baxter III, Ph.D. Academic Dean, Seminary Division, Lucious Dalton, D. Min. Academic Dean, College Division, Catherine Borges-Johnson, D. Min.
Fees and Payments	Director of Business Affairs Keith M. Dukes, M.A
Financial Aid	Financial Aid Coordinator Himie Pickett, M.B.A., M.Ed.
Graduate Programs	Academic Dean, Seminary Division Lucious Dalton, 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 Wallis Baxter III, Ph.D.
Student Services	Director of Student Affairs Dr. Catherine Borges-Johnson, D. Min.

THE COLLEGE AND SEMINARY OFFICES ARE OPEN MONDAY THROUGH THURSDAY 10:00AM. – 5:00PM. ALL OFFICES ARE CLOSED FRIDAY, SATURDAY AND SUNDAY, THE LIBRARY IS ACCESSIBLE BY APPOINTMENT. PROSPECTIVE STUDENTS SHOULD CONTACT THE DIRECTOR OF ADMISSIONS AND RECORDS (301) 736-3631 FOR MORE INFORMATION.



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GENERAL INFORMATION

NAME AND HISTORY

Name of 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.

MSBBC&S held its first annual graduation exercises May 25, 1990. It awarded five (5) Evangelical Training Association Adult Education certificates, one (1) Bachelor 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 are 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.

In 1994, MSBBC&S changed from a quarter to a semester system. On February 23, 1995, the MSBBC&S was awarded Candidacy Status in the Transnational Association of Christian Colleges and Schools. That meant that Maple Springs Baptist Bible College and Seminary was a candidate for accreditation with TRACS, which indicates that an institution has achieved initial recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning and the resources to implement its plans and appears to have the potential for attaining its goals within a reasonable time. On September 20, 2000, the Maple Springs Baptist Bible College and Seminary was accredited by the Transnational Association of Christian Colleges and Schools (TRACS) as a category IV institution. The Transnational Association of Christian Colleges and Schools is listed in the United States Department of Education as a nationally recognized institutional accrediting agency serving Christian undergraduate and graduate institutions of higher learning. On November 8, 2004, the Maple Springs Baptist Bible College and Seminary received reaffirmation from TRACS as a Category IV institution. TRACS offices are located in Forest, Virginia, and may be contacted by writing to TRACS, 15955 Forest Road; Forest, Virginia 24551 or by calling (434) 525-9539 or fax at (434) 616-2638. October 23, 2010, Dr. Anthony Moore became the Board of Trustees Chair. Other new members added to the Board since 2010 are: Rogers Davis, James Williams, Pamela Newton, and Terrell Sheppard were added in 2011. Anna Mosby and Dorothy Bailey were removed from the Board.

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

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

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

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

Effective in the Fall of 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, prior to the Spring 2016 semester.

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

July 2016, MSBBC&S offered the first ever Summer Lecture Series, where 6 general topics were presented. Attendees chose topics, in which to participate. The presentations were assigned to partnered, well – respected ministers in the local DC, MD & VA area, including some of our own Faculty & Administration members.

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

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

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

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

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

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

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

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

March 23, 2020, MSBBC&S institutes safety measures to conduct instruction virtually, in response to the Pandemic resulting from the spread of COVID – 19.

June 1, 2020, MSBBC&S restarts the Summer Lecture Series, which offers two topics, 1. Black in the Bible & 2. African – American: History, Culture & Integrity.



MISSION STATEMENT

Maple Springs Baptist Bible College and Seminary as an instruction-based institution 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. As a Baccalaureate college Maple Springs offers a high-quality liberal arts-based bachelor's, master's and doctoral programs.

PURPOSE

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

OBJECTIVES

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

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



RECOGNITION

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

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

STATEMENT OF PHILOSOPHY

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

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

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

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

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



GOVERNANCE

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

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

DOCTRINAL POSITION

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



DOCTRINAL STATEMENT

SECTION 1. The Scriptures.

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

SECTION 2. The Godhead.

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

SECTION 3. The Person and Work of Christ.

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

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

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

SECTION 5. The Total Depravity of Man.

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

SECTION 6. Salvation.



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

SECTION 7. Sanctification.

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

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

SECTION 8. The Comfort of the Believer.

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

SECTION 9. The Church.

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

SECTION 10. The Ministry and Spiritual Gifts.

- A. We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelist, pastor-teacher are sufficient for the perfecting of the saints today (I Corinthians 12:4 – 11);



II Corinthians 12:12; Ephesians 4:7 – 12; I Corinthians 13:8).

- B. We believe that every believer possesses a spiritual gift for the edification of the body of Christ (I Corinthians 12:20 – 27; Ephesians 4:12).

SECTION 11. Christian Walk.

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

SECTION 12. The Great Commission.

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

SECTION 13. Dispensations.

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

SECTION 14. The Personality of Satan.

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

SECTION 15. The Blessed Hope.

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

SECTION 16. The Tribulation.



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

SECTION 17. The Second Coming of Christ

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

SECTION 18. The Eternal State.

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

SECTION 19. The Historicity of the Bible.

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

SECTION 20. The Creation.

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



DENOMINATIONAL AFFILIATION

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

LOCATION

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

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



STUDENT POLICIES AND PROCEDURES

GENERAL POLICIES GOVERNING STUDENTS

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

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

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

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



STUDENT PLEDGE TO THE STANDARDS OF CONDUCT

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

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

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

Signature: _____ Date: _____



POLICY ON EQUAL OPPORTUNITY

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

POLICIES ON DISMISSAL AND READMISSION

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

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

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

POLICIES AND PROCEDURES FOR FILING A COMPLAINT AGAINST THE INSTITUTION

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

The TRACS procedures for the review of complaints involving member institutions are designed to enable TRACS to address possible violations of its Accreditation Standards and the proper and uniform application by institutions of their own policies and procedures, as they relate to TRACS Standards. Any person wishing to file a complaint regarding an institution accredited by TRACS should download all documents in the Filing a Complaint packet on the TRACS website

http://www.tracs.org/TRACS_Publications.html. The procedure for filing a complaint is described therein.

To file a complaint with the Maryland Higher Education Commission (MHEC) go their website

<http://www.mhec.state.md.us/highered/acadaff/MHECStudentComplaintForm.pdf>.

To file a complaint with the U. S. Department of Education visit their website

<http://www2.ed.gov/about/contacts/gen/index.html?src=ft> OR Call 1-800-MIS-USED (1-800-647-8733).



STUDENT DUE PROCESS AND GRIEVANCE PROCEDURES

ACADEMIC GRIEVANCE PROCEDURES-

The Informal Procedure Process:

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

The Formal Process:

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



NONACADEMIC GRIEVANCE PROCEDURES-

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



ADMISSIONS INFORMATION

ADMISSIONS POLICIES

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

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

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

ADMISSIONS REQUIREMENTS

General

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

Secondary School Preparation

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

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

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



APPLICATION PROCEDURES

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

ADMISSIONS PROCEDURES

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

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

ADMISSIONS CLASSIFICATIONS

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



TRANSFER STUDENTS

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

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

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

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

TESTING PROGRAMS

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

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

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

These examinations are given to achieve the following results:

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

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



CLASS OFFERINGS

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

REGISTRATION & ENROLLMENT

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

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

All students are required to register **in person** during the scheduled times. Late registration will take place on a specific date. See Academic Calendar for details. A late registration fee will be assessed to those who do not register during the initial scheduled three (3) 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 (3) day registration days will be assessed a late fee.

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

READMISSION

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

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

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



ACADEMIC INFORMATION

GENERAL

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

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

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

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

DEFINITIONS OF TERMS USED IN DESCRIBING THE ACADEMIC PROGRAM

Credit Hour -- All scholastic work is measured according to the semester credit hour. This is the equivalent of one class of 50 minutes per week (plus preparation) or two laboratory hours per week (plus preparation) for 15 weeks. The "credit hour" is sometimes referred to as a "semester hour."

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

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

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

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

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

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



CURRICULUM PHILOSOPHY

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

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

CURRICULUM DEPARTMENTS

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

Department of Church Vocations

- Pastoral Ministries
- Church Administration

Department of General Education

Department of Bible and Theology



PROGRAMS OF STUDY

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



The Certificate in Biblical Studies

Designed for (1) those desiring to get a good biblical foundation while they seek to know God's will regarding further training, (2) those wanting essential Bible courses prior to going elsewhere for vocational training, and (3) those who are graduates of universities, colleges and professional schools who desire a one-year Bible program. For these students, the Bible College offers the Certificate in Biblical Studies upon completion of **24** semester hours of class work in residence.

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

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

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
FS103 Introduction to Missions	3	SP123 Public Speaking	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	12	Total	12

TH103 Bible Doctrine I and TH104 Bible Doctrine II

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



The Certificate in Ordination Preparation

This course is focused on a specific course of study that is expected to facilitate and enhance the Ordination process. This **24** credit-hours of undergraduate studies (ten classes) program designed to teach the theological and biblical context of ordination for ministers. This course will include the study of Articles of Faith. The student will be provided a compressive review and examination of applied approaches and procedures required to successfully perform ordinances in the Christian church.

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

LA321 Advance Writing	3	PM432 Church/Personal Finance	3
PM421 Ordination Preparation I	3	TH104 Bible Doctrine II	3
PM321 Pastoral Theology	3	SP123 Public Speaking	3
TH103 Bible Doctrine I	3	PM422 Ordination Preparation II	3
Total	12	Total	12

TH103 Bible Doctrine I and TH104 Bible Doctrine II

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



The Associate in Arts Degree in Biblical Studies (A.A.B.S.)

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

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

1. Have a working knowledge of the Bible as it relates to local church ministry;
2. Have a desire to continue to grow spiritually, based upon independent Bible study;
3. Be able to continue to develop the basic skills related to the administrative, teaching, training, worship, service, and business activities of the church;
4. Be able to win the lost to Christ and edify the saints through a well rounded church program; and
5. Appreciate, support, and promote the cause of world wide missions;

ASSOCIATE IN ARTS DEGREE

Biblical Education	General Education
36 credit hours of Bible Theology Related Subjects	24 credit hours of English Humanities Social Sciences Biological Sciences Mathematics
Required in A.A.B.S. Program	Required in A.A.B.S. Program

First Year

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
MA221 General College Math I	3	MA222 General College Math II	3
SO221 Introduction to Sociology	3	FS104 Introduction to Christian Ed.	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	15	Total	15

Second Year

PH 221 Intro to Philosophy	3	ES101 Environmental Science	3
FS101 Principles of Biblical Interpretation I	3	FS102 Principles of Biblical Interpretation II	3
FS105 Personal Evangelism and Christian Living	3	BI201 The Gospels	3
FS103 Introduction to Missions	3	SP123 Public Speaking	3
BI303 Old Testament I	3	BI403 Old Testament II	3
Total	15	Total	15



TH103 Bible Doctrine I and TH104 Bible Doctrine II

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



The Bachelor of Arts Degree in Biblical Studies

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

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

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

BACHELOR OF ARTS DEGREE

Biblical Education	General Education	Church Vocations Education
51 credit hours of Bible Exposition Foundational Studies Theology Missions	42 credit hours of English Humanities Social Sciences Biological Sciences Mathematics	27 credit hours of Business Administration Educational Ministries Pastoral Ministries
Required in all B.A. Programs	Required in all B.A. Programs	Major Department Curriculum

CORE CURRICULUM FOR BACHELOR OF ARTS DEGREE

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

First Year

BI101 Old Testament Survey	3	BI102 New Testament Survey	3
LA121 English Composition I	3	LA122 English Composition II	3
MA221 General College Math I	3	MA222 General College Math II	3
SO221 Introduction to Sociology	3	CS421 Computer Awareness	3
TH103 Bible Doctrine I	3	TH104 Bible Doctrine II	3
Total	15	Total	15

Second Year

PH 221 Intro to Philosophy	3	ES101 Environmental Science	3
FS101 Principles of Biblical Interpretation I	3	FS102 Principles of Biblical Interpretation II	3



FS105 Personal Evangelism and Christian Living	3	BI201 The Gospels	3
FS103 Introduction to Missions	3	SP 123 Public Speaking	3
BI303 Old Testament I	3	BI403 Old Testament II	3
Total	15	Total	15



Third Year

HI222 World Civilization I	3	HI223 World Civilization II	3
BI204 Acts & General Epistles	3	LA321 Advanced Writing	3
PS225 Introduction to Psychology	3	EM221 Principles of Teaching	3
FS104 Introduction to Christian Ed.	3	CO236 Biblical Counseling	3
**** ELECTIVE	3	**** ELECTIVE	3
Total	15	Total	15

Fourth Year

TH401 Apologetics	3	BI404 Revelation	3
BI202 Pauline Epistles I	3	BI203 Pauline Epistles II	3
**** ELECTIVE	3	**** ELECTIVE	3
**** ELECTIVE	3	**** ELECTIVE	3
**** ELECTIVE	3	**** ELECTIVE	3
Total	15	Total	15



Bible and Theology Department

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

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

Old Testament		
BI101	Old Testament Survey	3
BI303	Old Testament Books I	3
BI403	Old Testament Books II	3
		9 Semester Hours
New Testament		
BI102	New Testament Survey	3
BI201	The Gospels	3
BI202	Pauline Epistles I	3
BI203	Pauline Epistles II	3
BI204	Acts & General Epistles	3
BI404	Revelation	3
		18 Semester Hours
Systematic Theology		
TH201	Systematic Theology I	3
TH204	Systematic Theology II	3
TH401	Apologetics	3
		9 Semester Hours
Foundational Studies		
FS101	Principles of Biblical Interpretation I	3
FS102	Principles of Biblical Interpretation II	3
FS103	Introduction to Missions	3
FS104	Introduction to Christian Education	3
FS105	Personal Evangelism and Christian Living	3
		15 Semester Hours



General Education Department

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

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

English		
LA121	English Composition I	3
LA122	English Composition II	3
LA321	Advanced Writing	3
		9 Semester Hours
Humanities		
EM221	Principles of Teaching	3
PH221	Introduction to Philosophy	3
SP123	Public Speaking	3
		9 Semester Hours
Social Sciences		
HI222	World Civilization I	3
HI223	World Civilization II	3
PS225	Introduction to Psychology	3
SO221	Introduction to Sociology	3
CO236	Biblical Counseling	3
		15 Semester Hours
Mathematics		
MA221	General College Math I	3
MA222	General College Math II	3
		6 Semester Hours
Biological Sciences		
ES101	Environmental Science*	3
CS421	Computer Awareness	3
		6 Semester Hours

*STUDENTS ADMITTED TO THE INSTITUTION PRIOR TO FALL 2014 MAY ELECT TO TAKE EITHER COURSE. STUDENTS ADMITTED TO THE INSTITUTION BEGINNING FALL 2014 MUST TAKE ENVIRONMENTAL SCIENCE.





Church Vocations Department

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

PROFESSIONAL STUDIES COURSES

PM321 Pastoral Theology	3
PM322 NT Greek I	3
PM323 NT Greek II	3
PM343 Homiletics I	3
PM344 Homiletics II	3
PM345 Ministerial Practicum	3
PM423 Church Music	3
PM432 Church/Personal Finance	3

BA231 Introduction to Business	3
BA332 Principles of Administration	3
MA321 Business Math	3
BA331 Personnel Management & Supervision	3
BA334 Business and Church Law	3
PM432 Church/Personal Finance	3
BA435 Business Accounting	3
EM331 Leadership and Administration	3



ACADEMIC POLICIES

CLASSIFICATION OF STUDENTS

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

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



COURSES AND CREDITS

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

ADD/DROP POLICY

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

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

WITHDRAWAL FROM A COURSE

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

WITHDRAWAL FROM THE COLLEGE OR SEMINARY

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

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

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

CHANGE DEGREE

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



EXAMINATIONS

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

CHANGE OF GRADE AND GRADE OF INCOMPLETE

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

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

GRADE POINT SYSTEM

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

GRADING SYSTEM

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

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

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

Grade			Grade points per Semester hour
A	95 – 100	Excellent	4.0
A-	93 – 94		3.7
B+	90 – 92		3.3
B	87-89	87 – 89	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 Bible College:

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



GRADE REPORTS

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

HONORS

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

ACADEMIC PROBATION

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

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

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

COMPLETION OF COURSEWORK

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



ACADEMIC STANDING

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

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

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

ACADEMIC LOAD

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

COURSE LOAD LIMITATIONS

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



ABSENCES

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

COURSE CANCELLATIONS

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

TRANSCRIPTS

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

PRIVACY OF STUDENT'S RECORDS

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

GRADUATION REQUIREMENTS

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



Students may receive only one degree per academic year.

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

1. The completion of the prescribed program with a passing grade in each subject, and with an overall grade point average of 2.2 or better.
2. The evidence of genuine Christian faith and a consistent testimony.
3. Settlement of all financial obligations to the school.
4. Submission of a completed "Application for Graduation" as outlined on the academic calendar of the year the student plans to graduate.
5. Certificate in Biblical Studies - the student must have completed a minimum of 30 credit hours including all requirements.
6. Associate in Arts Degree - the student must have completed a minimum of 60 credit hours including all course requirements.
7. Bachelor of Arts Degree - the student must have completed a minimum of 120 credit hours including all course requirements.
8. The student must meet the internship or practicum, if the curriculum requires one.

9. Variance from Stated Requirements. In special cases, certain course substitutions may be made for required courses. For any deviation from stated requirements for graduation, a petition must be filed with the Vice- President for Academic Affairs. If approved, a copy of the petition will be placed in the student's file.

GRANTING DEGREES AND COMMENCEMENT

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

Students can only receive one degree per academic year.



PROGRAM RESTRICTIONS

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



ACADEMIC AND FINANCIAL RESPONSIBILITIES OF THE STUDENT

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

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

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



COURSE NUMBERING AND PREFIXES

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

First Digit

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

Second Digit

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

Third Digit - has no meaning at the present time

Course Prefix Abbreviations

Department of Bible and Theology

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

Department of Church Vocations

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

Department of General Education

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



Course Substitutions-

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

Directed Independent Research-

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

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

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

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

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

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

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



<u>BIBLICAL EXPOSITION</u>	
<p>BI101 Old Testament Survey (3F) A synthetic study of all the Old Testament books. The development of the central theme, general contents, purpose, and historical setting of each book will be examined. This course will provide the necessary foundation upon which all upper level Old and New Testament courses are built.</p>	<p>BI102 New Testament Survey (3S) A synthetic study of all the New Testament books. The development of the central theme, general contents, purpose, and historical setting of each book will be examined.</p>
<p>BI201 The Gospels (3F) A synthetic and analytical study of Matthew, Mark, Luke and John. Each Gospel is studied according to its distinctive viewpoint.</p>	<p>BI202 Pauline Epistles I (3F) A study of the ministry and teachings of the Apostle Paul as recorded in 1&2 Thessalonians, Galatians, 1&2 Corinthians and Romans. The life setting of each letter as related to Paul's journeys as described in the book of Acts. The major theological themes of the epistles are outlined in this course.</p>
<p>BI204 Acts and the General Epistles (3S) A study of the background, argument and critical passages of Acts and eight epistles from Hebrews through Jude.</p>	<p>BI203 Pauline Epistles II (3F) A study of the ministry and teachings of the Apostle Paul as recorded in Colossians, Philemon, Ephesians, Philippians, 1&2 Timothy and Titus. The life setting of each letter as related to Paul's journeys as described in the book of Acts. The major theological themes of the epistles are outlined in this course.</p>
<p>BI403 Old Testament II This course will provide an introduction to the Prophetic Books in the Old Testament from Isaiah through Malachi. Special emphasis will be given to prophetic eschatology used in Old Testament prophecy as well as how it relates to the New Testament and today.</p>	<p>BI303 Old Testament I A general introduction to the various books of the Old Testament dealing with the problems of canon, authorship, composition, date of writing , and providing some background in the cultural, historical, geographical, and archaeological setting in which the Bible events occurred.</p>
<u>BIBLICAL EXPOSITION</u>	
<p>BI404 Revelation (3S) The content of the Apocalypse is studied with its disclosure of those great events bringing history to its consummation. Prerequisites: BI101 Old Testament Survey BI102 New Testament Survey</p>	<p>BI431 On-Site Bible land Seminar (3AD) This seminar relates the Bible to the latest scholarship in archaeology, history and geography. It allows one to experience Biblical history on the ground where it occurred.</p>
<u>BUSINESS</u>	
<p>BA231 Introduction to Business (3SD) An introduction to the administration and organization of the American business firm including non profit entities. An overview of such things as management, marketing, finance and accounting will be given. Emphasis will also be placed on the free enterprise system.</p>	<p>BA331 Personnel Management and Supervision (3SD) A review of personnel administration functions in American business and industry will be given. Techniques of manpower planning, recruiting, selecting, developing, compensation and appraising will be reviewed. A discussion</p>



	<p>of automation, scientific management and unionism will be held.</p>
<p>BA332 Principles of Administration (3FD) An introduction to competencies and skills needed for effective management of organizations will be provided. Additionally, emphasis will be placed on basic management and supervisory techniques, decision-making, problem solving and proper implementation of approved company policies.</p>	<p>BA334 Business and Church Law (3SD) A review will be made of the relevant aspects of the Uniform Commercial Code as related to Contract Law. Additionally, relevant aspects of the Internal Revenue Code will be studied with special emphasis on the church and its officers. Tax guidelines will be reviewed.</p>
<p>BA435 Business Accounting (3FD) The basic accounting cycle will be reviewed. Special emphasis will be placed on the development and interpretation of the trial balance, the balance sheet, cash flow statement and the statement of receipts and disbursement. Both profit and non-profit systems will be reviewed.</p>	<p>PM421 & PM422 Ordination Preparation Seminar I & II These courses are aimed at standardizing and enhancing the Ordination process. The study includes an in depth examination of the Articles of Faith and its Biblical foundation. In these courses the students will be required to precisely define Salvation, Sanctification, Repentance, Faith and other theological issues.</p>
<u>COUNSELING AND PSYCHOLOGY</u>	
<p>PS225 Introduction to Psychology (3F) An introduction to the various schools, research, methodology and principles of psychology. Special attention is given to the integration of psychological principles within the context of a Biblical framework.</p>	<p>CO236 Biblical Counseling (3S) A course which lays the foundation for Christian counseling. Criteria for success based on biblical precepts are covered. Humanistic views are examined as well as the positions of contemporary Christian psychologists.</p>
<u>BIOLOGICAL SCIENCES</u>	
<p>ES101 Environmental Science (3FD) This course explores ecological interactions through the systematic study of global realms atmosphere, hydrosphere, lithosphere and biosphere. Environmental science is an overview of ecosystems, energy flow, geology, chemical cycles, population studies, community dynamics and pollution. Environmental Science includes topics in land and water use, energy, food and natural resources.</p>	<u>COMPUTER SCIENCE</u>
<u>EDUCATIONAL MINISTRIES</u>	
<p>EM221 Principles of Teaching (3F) This course is designed to help Christian teachers channel the truths they present so the purposes of God are fulfilled and the needs of the students are met. This course includes information on: the spiritual life of a Christian teacher; the Sunday School and the local</p>	<p>EM331 Leadership and Administration (3FD) A course designed to help the student understand the church as an organism and as an organization. Special emphasis is placed on church revitalization, leadership development,</p>



<p>church; the growth of the Christian teacher, motivation, the laws of teaching, goals of teaching, stimulation for learning, techniques of teaching and successful lesson preparation.</p>	<p>organizational change, conflict management, and time and stress management.</p>
<p><u>FOUNDATIONAL STUDIES</u></p> <p>FS105 Personal Evangelism and Christian Living (2FD) Attention is given to the essential elements of maintaining personal spiritual growth. Key biblical issues relating to the development of a vital personal relationship with God are studied.</p> <p>Also, basic principles and techniques of personal evangelism are studied. Key verses are memorized. Each student will be involved in individual witnessing projects.</p>	<p>FS101 Principles of Biblical Interpretation I (3F) A course designed to familiarize the student with the science and art of Bible interpretation, and set forth principles of Bible study.</p> <hr/> <p>FS102 Principles of Biblical Interpretation II (3S) This course is a continuation of FS101.</p> <p>Prerequisite: FS101</p>
<p>FS103 Introduction to Missions (3FD) This course is designed to introduce students to the place of missions in God's program, its history, and the work that is currently being performed.</p>	<p>FS104 Introduction to Christian Education (3FD) An overview of Christian education theory and practice, primarily as it relates to the local church.</p>



<u>HISTORY</u>	
<p>HI222 World Civilization I (3F) A survey of the political, social, economic and cultural history of the world up to 1588, the defeat of the Spanish Armada.</p>	<p>HI223 World Civilization II (3S) A continuation of HI222, from 1588, the defeat of the Spanish Armada, to the present. Prerequisite: HI222</p>
<u>LANGUAGE</u>	
<p>LA010 English Fundamentals (3FSD) A course designed for the student whose skills are not sufficient to begin a college-level course in English. This course carries 3 semester hours credit as far as course load and financial purposes are concerned, but it does not count toward any degree or certificate program. Students must pass this course before advancing to LA121.</p>	<p>LA121 English Composition I (3F) A study of English language, grammar, mechanics, punctuation, and usage with emphasis on composition, complete sentences, and paragraphs using correct spelling.</p>
<p>LA122 English Composition II (3S) A study of writing principles with emphasis on expository writing. The major emphases are the election, development, and organization of ideas for writing unified, coherent essays and the development and writing of a research paper. Experience in reading to improve skills and stimulate pleasure is coordinated with writing assignments. Prerequisite: LA121</p>	<p>LA321 Advanced Writing (3FD) Includes principles of rhetoric, ancient and modern, with experience in writing reports, abstracts and academic papers resulting from research. Prerequisites: LA121 English Composition I LA122 English Composition II</p>
<u>MATHEMATICS</u>	
<p>MA010 Math Fundamentals (3FD) A course designed for the student whose skills are not sufficient to begin a college-level course in mathematics. This course carries 3 semester hours credit as far as course load and financial purposes are concerned, but it does not count toward any degree or certificate program. Students must pass this course before advancing to MA221.</p>	<p>MA321 Business Math (3FD) A course designed to provide basic financial management skills for students anticipating administrative roles in churches and in other ministry organizations. Topics covered include accounting, budget, financial planning, interest, insurance, trade and cash discounts. Prerequisites: MA221 General College Math I MA222 General College Math II</p>
<p>MA221 General College Math I (3F) A course designed to provide the student with insight into basic mathematical processes. Topics of general mathematics, pre-algebra and others are covered.</p>	<p>MA222 General College Math II (3SD) A continuation of MA221. The topics of sets, algebra, and geometry are covered. Prerequisite: MA221</p>
<u>PHILOSOPHY</u>	
<p>PH221 Introduction to Philosophy (3FD)</p>	



<p>A study of philosophical concepts and systems which have historically influenced man's view of himself and the world in which he lives. Attention will be given not only to the classical systems but also to present-day philosophical expressions as seen in modern theology.</p>	
<u>PASTORAL MINISTRIES</u>	
<p>PM321 Pastoral Theology (3S) A study of the pastor's role in the local church. The student develops a Biblical philosophy of ministry and discovers the Biblical qualifications and responsibilities of the pastor.</p>	<p>PM322 Elementary New Testament Greek I (3F) An introductory course designed to acquaint the student with the essentials of Koine Greek grammar with emphasis upon vocabulary, the force of the tenses, and the meaning of each case idea. Prerequisite: LA101 English Composition I LA102 English Composition II</p>
<p>PM323 Elementary New Testament Greek II (3S) A continuation of LA322 with application of basic grammatical structures and principles of syntax. Portions of the Gospel of John, Acts and I John are translated during the semester. Prerequisite: PM322 New Testament Greek 1</p>	<p>PM343 Homiletics I (3F) A study of the nature and development of the sermon. Practice is given in preparation and writing of expository sermons. Prerequisites: FS101 Principles of Biblical Interpretation I FS102 Principles of Biblical Interpretation II</p>
<p>PM344 Homiletics II (3S) A continuation of PM343 with greater attention to sermon delivery and refinement of sermon development. Prerequisite: PM343 Homiletics I</p>	<p>PM345 Ministerial Practicum (3FSS) An in-service training program designed to give the student practical experience within the local church after he/she has completed a minimum of 60 semester hours of course work. Also, an in-service program designed for those who are interested in jail or hospital chaplaincy.</p>
<u>PASTORAL MINISTRIES (continued)</u>	
<p>PM423 Church Music (3FD) This course is designed to expose the student to the music ministry in the church. It encompasses the importance of music ministry to the Christian faith & its contribution to the Christian Church.</p>	<p>PM432 Church/Personal Finance (3SD) This course is to enable pastors, missionaries, youth directors, church secretaries and church workers to comprehend a general understanding of a Biblical approach to finance. Studies will include church budgets, the purchasing of property, investment of the church and personal savings, simple accounting and cash flow techniques.</p>
<u>SOCIOLOGY</u>	
<p>SO221 Introduction to Sociology (3SD)</p>	<p><u>SPEECH</u> SP123 Public Speaking (3SD)</p>



<p>An introduction to the fundamental concepts of sociological concern and the principles of sociological research. Attention is given to the study of groups, socialization, culture, social stratification, population studies, urban studies, collective behavior, deviance, social problems and principal social institutions.</p>	<p>A study of effective speaking to an audience, platform poise and clearance of expression. Emphasis is on informative or expository oral communication. Prerequisite: LA121 English Composition I LA122 English Composition II</p>
<p><u>THEOLOGY</u></p> <p>TH201 Systematic Theology I (3F) This course will provide a study of how the biblical doctrines of revelation, God, man, Christ, the Holy Spirit, the Church, and eschatology have progressed and changed throughout history in respect to specific theologians. An introduction to the doctrine of God; His existence, attributes, and work in predestination, preservation and providence; the doctrine of Christ; His preexistence, incarnation, humanity, and atonement. The study of the Holy Spirit; His personality and deity with particular attention to His indwelling, baptizing, filling, and spiritual gifts.</p>	<p>TH204 Systematic Theology II (3S) A systematic study of Christian doctrines covering creation and providence, angels, humanity, sin and the person and work of Christ. The study of sin includes its permissions, origin, and nature. As well as the remedy of sin as found in salvation is studied under its descriptors: grace, election, redemption, propitiation reconciliation, justification, sanctification, and repentance. The study of the Church includes its origin, organism as the body of Christ, organization, and ordinances. The study of angels, including the examination of Satan and the fallen angels, their work, nature, and ministry.</p>
<p><u>THEOLOGY</u></p> <p>TH103 Bible Doctrine I (3D) A survey and examination of the key areas and issues pertaining to the doctrines of Bibliology, Theology proper, Christology, Pneumatology and Anthropology.</p>	<p>TH104 Bible Doctrine II (3D) A survey and examination of the key areas and issues pertaining to the doctrines of Hamartiology, Soteriology, Ecclesiology, Angelology and Eschatology.</p>
<p><u>THEOLOGY (continued)</u></p>	
<p>TH401 Apologetics (3SD) The course is designed to generate confidence concerning the Christian faith through a rational defense and response to the antichristian objections. Attention is given to a variety of Christian evidences which support the claims of Christianity. Prerequisite: Principles of Biblical Interpretation I, II</p>	



STUDENT LIFE

STUDENT BODY

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

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

CHAPEL

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

ALUMNI ASSOCIATION

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

CHRISTIAN SERVICE

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



CAMPUS AND BUILDINGS

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

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

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

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

HEALTH SERVICE

STUDENT MEDICAL COVERAGE AND EMERGENCY SERVICES

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

Maryland Residents

Maryland Health Connection

1-855-642-8572

www.marylandhealthconnection.gov

District of Columbia Residents

DC Department of Health Care Finances

202-442-5088

www.dc.gov

Virginia Residents

Virginia's Statewide Health Information Exchange

1-804-955-1788

www.connectvirginia.org

MEDICAL EMERGENCIES

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

Contact Information for Nearby Hospitals:

Doctors Community Hospital

8118 Good Luck Road, Lanham, MD 20706

(301) 552 – 8118

MedStar Southern Maryland Center

7503 Surratts Road, Clinton, MD 20735



(301) 868 – 8000; Toll Free 855 – 633 – 0205

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

STUDENT HANDBOOK

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

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

DRESS STANDARDS

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



STUDENT SERVICES

COUNSELING SERVICES

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

BOOKSTORE

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

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

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

Former Bookstore Refund Policy:

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

COMPUTER LAB

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

DR. LARRY W. JORDAN LIBRARY AND INSTRUCTIONAL RESOURCES CENTER

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

ADMINISTRATIVE SERVICES

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

STUDENT PARKING



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

SNACK SHOP

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

PLACEMENT

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

HANDICAP ACCESS AND USE

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

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



SCHOOL CLOSING INFORMATION

POLICY AND PROCEDURES

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

PROCEDURES

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



FINANCIAL INFORMATION

FINANCIAL AID AND TITLE IV FUNDING PROGRAMS

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

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

Mission of the Office of Financial Aid

The mission of the Office of Financial Aid is to make an educational dream a reality by providing financial assistance to students who without such would not be able to attend the Institution and thus become Christ-centered leaders with the values, knowledge, and skills required to fulfill the Great Commission. The Office of Financial Aid seeks to deliver effective and efficient service, in determining eligible financial need, packaging awards, and providing payments to student accounts.

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



Financial Aid Philosophy

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

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

How to Apply for Financial Aid

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

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

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

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

Financial Aid Office.

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

SATISFACTORY ACADEMIC PROGRESS

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

The qualitative component of Satisfactory Academic Progress (SAP) consists of maintaining a minimum cumulative grade point average (CGPA), of 2.0 to remain in good academic standing. The quantitative component consists of completing a program within the maximum allowable time frame. This time frame is one and one-half the program length measured in credit hours. The Rate of progress (ROP) is



calculated by dividing the total number of successfully completed academic credits by the total number of attempted academic credits. A student who is meeting the standards for Satisfactory Academic Progress (SAP) is eligible to continue studying at Maple Springs Baptist Bible College and Seminary and to continue receiving Financial Aid.

The following chart describes the CGPA required of the student:

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

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

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

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

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

RETURN OF TITLE IV FUNDS

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

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

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

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



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

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

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

Refunds are allocated in the following order:

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



STUDENT TUITION REBATE

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

WORK – AID

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

MAPLE SPRINGS BAPTIST CHURCH SCHOLARSHIP

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

SCHOLARSHIPS

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

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



Tuition and Fee Schedule

COLLEGE (UNDERGRADUATE)

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

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

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

STUDENTS MAY TAKE ONLY ONE DISCOUNT PER SEMESTER.

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

MISCELLANEOUS FEES

Application Fee	\$ 50.00 (Non-refundable)
Re-Admission Fee	\$ 50.00 (Non-refundable)
Student Activity Fee	\$ 60.00 (Non-refundable)
Late Registration Fee	\$ 60.00 (Non-refundable)
Continuation Fee	\$ 200.00 (Non-refundable)
Late Examination Fee	\$ 10.00
Add/Drop/Withdrawal Fee	\$ 10.00 (Non-refundable)
Transcript Fee	\$ 10.00 (First copy – no charge)
Late Payment Fee	\$ 50.00
Returned Check Fee	\$ 30.00
Graduation Fee – Undergraduate & Graduate	\$175.00 (Non-refundable)
Additional Degree	\$ 50.00 (Non-refundable)

Tuition and fees are subject to change without prior notification

General Expenses

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

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

PAYMENT OF ACCOUNTS

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



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

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

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

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

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

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



TUITION REFUND POLICY

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

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

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

RETURNED CHECKS

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

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

COST ADJUSTMENTS

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



ENDOWMENTS

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

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

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

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

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

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

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

FORM OF BEQUESTS

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

SUBSCRIPTION FOR THE FOUNDING OF A SCHOLARSHIP

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



BOARD OF TRUSTEES

Dr. Rogers Davis, Chair

Trustee Lee McLean, Vice Chair

Dr. Marquez Ball, Interim-President & CEO

Trustee Denise J. Westray, Secretary/Treasurer

Trustee James A. Williams

Trustee Terrell Sheppard

Trustee Haile Lindsay

Minister Patricia E. Jones, Alumni Association President



ADMINISTRATION

Marquez Ball, Interim President/CEO

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

Rogers Davis, Board of Trustees, Chair

B.A., North Carolina Central University, 1964

Juris Doctor, North Carolina Central University, 1966

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006

M.Div., Duke University, 2009

Doctor of Philosophy, Howard University, 2017

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

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991

M. Div., Virginia Union University, 1994

D. Min., Howard University, 2005

Catherine Borges – Johnson, Academic Dean (College Division)

B.A.B.S., Washington Bible College, 2008

M. Evangelism, Liberty Theological Sem., 2011

M. Div., Liberty Theological Seminary, 2014

D. Min., Maple Springs Baptist Bible College and Seminary, 2016



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

Lyle Pointer, Director of Institutional Planning & Assessment

B.A., Morehouse College, 2006
M. Div., Duke University, 2009
D. Min., Morehouse School of Religion, 2019

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

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B.A., Strayer University, 1974

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M.B.A., University of the District of Columbia, 1986
M.L.S., Catholic University of America, 2000

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B.S.B.A., Strayer University, 2004
Master Certificate, Villanova University, 2005
M.B.A., Strayer University, 2005
M.E., Strayer University, 2008

Timothy L. Washington, Executive Administrator

Assistant Director of Admissions & Records

B.A., University of Pittsburgh, 1992



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Doctor of Philosophy, Howard University, 2017

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B.A., Radford University, 1991
M. Div., Virginia Union University, 1994
D. Min., Howard University, 2005

Catherine Borges – Johnson, Academic Dean (Bible College Division)

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M. Div., Liberty Theological Seminary, 2014
D. Min., Maple Springs Baptist Bible College and Seminary, 2016

Lyle Pointer, Director of Institutional Planning & Assessment

B.A., Morehouse College, 2006
M. Div., Duke University, 2009
D. Min., Morehouse School of Religion, 2019

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

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



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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

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006
M.Div., Duke University, 2009
Doctor of Philosophy, Howard University, 2017

Catherine Borges – Johnson, Academic Dean (Bible College Division)

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

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D. Min., Howard University, 2005

Raymond Bell, Professor

Department of Bible and Theology

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

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Department of General Education

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

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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

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

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B.A.B.S., Maple Springs Baptist Bible College, 2001
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B.A., Bishop College, 1978
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Juris Doctor, Howard University, 1978

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

M.Div., Maple Springs Baptist Bible College and Seminary, 2021

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M.A., University of the District of Columbia, 1991

Certificate in Advanced Graduate Studies, Howard University, 2000

Ed. D., Bowie State University, 2010

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

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

Sandra Jackson, Associate Professor
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B.A., George Washington University, 1982

M.S.W., Howard University, 1993

Lydia F. Jenkins, Associate Professor
Department of General Education

B.S., District of Columbia Teachers College, 1967

M.S., University of Maryland, College Park, 1973

Joyce E. McPhail, Associate Professor
Department of Religious Education
Department of Church Vocations

B.A., College of Charleston

M.P.Admin., Univ. of South Carolina

M. Div., Howard Univ. School of Divinity

D. Min., Wesley Theological Seminary, 2018



Eugene Poole, Jr., Associate Professor

Department of General Education

A.A., Hopkinsville Community College, 1980

B.S., University of Kentucky, 1985

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A.A., Montgomery Community College, 1971

B.A., Michigan State University, 1973

M.Ed., Coppin State University, 2011

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Deborah Scarborough, Associate Professor

Department of Bible and Theology

B.A., Howard University, 1981

M.B.A., Howard University, 1983

M.Div., Howard University, 2007

D. Min., United Theological Seminary, 2015

Rosalyn L. Wallace, Associate Professor

Department of Bible and Theology

A.S., Harold Washington College, 1993

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

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

Bernard Winchester, Associate Professor

Department of Religious Education

Department of Christian Counseling

B.S., Columbia Union College, 2000

M.A., Washington Adventist University, 2013

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

D.Min. Liberty University Baptist Theological Seminary, 2018



SEMINARY CATALOG

2022-2023



Chester A. McDonald





MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY
At a Glance

Degrees Granted - Seminary

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

Certificate Granted

Certificate in Biblical Studies

Interim President & CEO

Dr. Marquez D. Ball, D.Ed.Min.

Founded in 1986

Founder

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

Affiliation

Independent Baptist
The Evangelical Training Association
Transnational Association of Christian Colleges & Schools



MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY IS A MEMBER OF THE TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS (TRACS) HAVING BEEN AWARDED REAFFIRMED STATUS AS A CATEGORY IV INSTITUTION (OFFERING DOCTORAL DEGREES) BY THE TRACS ACCREDITATION COMMISSION ON MAY 15, 2018. THIS STATUS IS EFFECTIVE FOR A PERIOD OF TEN (10) YEARS (2014 – 2024, ORIGINAL STATUS: APRIL 10, 2014). TRACS IS RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION (USDE), THE COUNCIL FOR HIGHER EDUCATION ACCREDITATION (CHEA) AND THE INTERNATIONAL NETWORK FOR QUALITY ASSURANCE AGENCIES IN HIGHER EDUCATION (INQAAHE). TRACS OFFICES ARE LOCATED IN FOREST, VIRGINIA AND MAY BE CONTACTED BY WRITING TO TRACS, P.O. BOX 3281, FOREST, VA 24551, BY CALLING (434) 525-9539, OR BY E-MAILING TO INFO@TRACS.ORG. ON APRIL 12, 2021, THE TRACS ACCREDITATION COMMISSION REQUIRED MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY TO SHOW CAUSE AS TO WHY ITS ACCREDITATION SHOULD NOT BE REMOVED.

ON OCTOBER 25, 2021, THE TRACS ACCREDITATION COMMISSION CONTINUED MAPLE SPRINGS BAPTIST BIBLE COLLEGE AND SEMINARY ON SHOW CAUSE UNTIL THE APRIL 2022 MEETING OF THE ACCREDITATION COMMISSION.



FROM THE INTERIM PRESIDENT



Thank you for considering Maple Springs Baptist Seminary! As someone who desires to make a difference in the world for Jesus Christ, you're following your vocational call. We want to help you live into your vocation. Our mission is 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. At Maple Springs, we'll challenge you to grow spiritually, intellectually, professionally, and personally so that you can be more meaningfully involved in bringing about the kingdom of God on earth.

The need for God's people to be better prepared to live out their Christian convictions in an increasingly secular and at times anti-Christian world couldn't be more serious. That kind of societal context demands that we have solid training in interpreting Scripture and articulating the great theological truths of the Bible so that we can engage meaningfully in the public square.

Now more than ever we need a clear testimony of the gospel and compassionate engagement with the needs of the world. That's why seminary training is so critical for ministry today. We believe that our redesigned Doctor of Ministry, Master of Divinity, and Master of Arts programs make seminary education more relevant, and more affordable than ever.

Whether you sense God leading you to serve in pastoral ministry in a local church, teach in an academic setting, counsel, lead a non-profit, help meet the needs of the poor and the marginalized, or live out your vocation in your sphere of influence, you have made the right choice in considering Maple Springs Baptist Seminary. Our commitment is to help you discern God's calling in your life and to provide the training necessary for you to pursue that calling with confidence and competence.

There is a sense of anticipation about what God is doing at Maple Springs Seminary. We see Him at work in our lives and in our community.

Dr. Marquez D. Ball,
Interim 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, Wallis Baxter III, Ph.D Academic Dean, Seminary Division, Lucious Dalton, D. Min. Academic Dean, College Division, Dr. Catherine Borges-Johnson, D. Min.
Fees and Payments	Director of Business Affairs Keith M. Dukes, M.A
Financial Aid	Financial Aid Coordinator Himie Pickett, M.B.A., M.Ed.
Graduate Programs	Academic Dean, Seminary Division Lucious Dalton, 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 Wallis Baxter III, Ph.D.
Student Services	Director of Student Affairs Dr. Catherine Borges-Johnson, D. Min.

THE COLLEGE AND SEMINARY OFFICES ARE OPEN MONDAY THROUGH THURSDAY 10:00AM. – 5:00PM. ALL OFFICES ARE CLOSED FRIDAY, SATURDAY AND SUNDAY, THE LIBRARY IS ACCESSIBLE BY APPOINTMENT. PROSPECTIVE STUDENTS SHOULD CONTACT THE DIRECTOR OF ADMISSIONS AND RECORDS (301) 736-3631 FOR MORE INFORMATION.



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GENERAL INFORMATION

NAME AND HISTORY

Name of 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.

MSBBC&S held its first annual graduation exercises May 25, 1990. It awarded five (5) Evangelical Training Association Adult Education certificates, one (1) Bachelor 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 are 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.

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

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

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

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

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

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

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

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

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

Effective in the Fall of 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, prior to the Spring 2016 semester.

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

July 2016, MSBBC&S offered the first ever Summer Lecture Series, where 6 general topics were presented. Attendees chose topics, in which to participate. The presentations were assigned to partnered, well – respected ministers in the local DC, MD & VA area, including some of our own Faculty & Administration members.

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

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

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

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

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

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

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

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

March 23, 2020, MSBBC&S institutes safety measures to conduct instruction virtually, in response to the Pandemic resulting from the spread of COVID – 19.

June 1, 2020, MSBBC&S restarts the Summer Lecture Series, which offers two topics, 1. Black in the Bible & 2. African – American: History, Culture & Integrity.



MISSION STATEMENT

Maple Springs Baptist Bible College and Seminary as an instruction based institution 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. As a Baccalaureate college Maple Springs offers a high-quality liberal arts-based bachelor's, master's and doctoral programs.

PURPOSE

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

OBJECTIVES

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

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



RECOGNITION

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

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

STATEMENT OF PHILOSOPHY

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

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

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

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

- Graduate 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

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

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

DOCTRINAL POSITION

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



DOCTRINAL STATEMENT

SECTION 1. The Scriptures.

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

SECTION 2. The Godhead.

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

SECTION 3. The Person and Work of Christ.

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

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

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

SECTION 5. The Total Depravity of Man.

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

SECTION 6. Salvation.



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

SECTION 7. Sanctification.

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

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

SECTION 8. The Comfort of the Believer.

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

SECTION 9. The Church.

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

SECTION 10. The Ministry and Spiritual Gifts.

- A. We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelist, pastor-teacher are sufficient for the perfecting of the saints today (I Corinthians 12:4 – 11);



II Corinthians 12:12; Ephesians 4:7 – 12; I Corinthians 13:8).

- B. We believe that every believer possesses a spiritual gift for the edification of the body of Christ (I Corinthians 12:20 – 27; Ephesians 4:12).

SECTION 11. Christian Walk.

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

SECTION 12. The Great Commission.

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

SECTION 13. Dispensations.

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

SECTION 14. The Personality of Satan.

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

SECTION 15. The Blessed Hope.

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

SECTION 16. The Tribulation.

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week (Daniel 9:27; Revelation 6:1 – 19, 21) during which the church, the body of Christ, will be in heaven. This entire period of seven years will be a time of judgment on the whole earth, at the end of which, the times



of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble (Jeremiah 30:7), which our Lord called the great tribulation (Matthew 24:15 – 21; Revelation 6:1; 19:21).

SECTION 17. The Second Coming of Christ

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

SECTION 18. The Eternal State.

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

SECTION 19. The Historicity of the Bible.

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

SECTION 20. The Creation.

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



DENOMINATIONAL AFFILIATION

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

LOCATION

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

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



STUDENT POLICIES AND PROCEDURES

GENERAL POLICIES GOVERNING STUDENTS

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

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

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

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



STUDENT PLEDGE TO THE STANDARDS OF CONDUCT

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

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

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

Signature: _____ Date: _____



POLICY ON EQUAL OPPORTUNITY

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

POLICIES ON DISMISSAL AND READMISSION

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

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

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

POLICIES AND PROCEDURES FOR FILING A COMPLAINT AGAINST THE INSTITUTION

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

The TRACS procedures for the review of complaints involving member institutions are designed to enable TRACS to address possible violations of its Accreditation Standards and the proper and uniform application by institutions of their own policies and procedures, as they relate to TRACS Standards. Any person wishing to file a complaint regarding an institution accredited by TRACS should download all documents in the Filing a Complaint packet on the TRACS website

http://www.tracs.org/TRACS_Publications.html. The procedure for filing a complaint is described therein.

To file a complaint with the Maryland Higher Education Commission (MHEC) go their website

<http://www.mhec.state.md.us/highered/acadaff/MHECStudentComplaintForm.pdf>.

To file a complaint with the U. S. Department of Education visit their website

<http://www2.ed.gov/about/contacts/gen/index.html?src=ft> OR Call 1-800-MIS-USED (1-800-647-8733).



STUDENT DUE PROCESS AND GRIEVANCE PROCEDURES

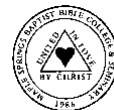
ACADEMIC GRIEVANCE PROCEDURES-

The Informal Procedure Process:

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

The Formal Process:

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



NONACADEMIC GRIEVANCE PROCEDURES-

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



ADMISSIONS INFORMATION

ADMISSIONS POLICIES

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

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

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

ADMISSIONS REQUIREMENTS

General

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



APPLICATION PROCEDURES

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

ADMISSIONS PROCEDURES

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

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.

TESTING PROGRAMS

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

These examinations are given to achieve the following results:

1. Focus the candidate's attention on and direct his energy toward the academic issues within his discipline or area 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.



CLASS OFFERINGS

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

REGISTRATION & ENROLLMENT

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

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

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

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

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

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

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

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

READMISSION

A student who has left a program of study at Maple Springs Baptist Bible College and Seminary for 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.



ACADEMIC INFORMATION

GENERAL

MSBBC&S is primarily an evening college designed to serve full-time Christian workers and others who have full-time jobs during the day. Therefore, MSBBC&S offers most of its curriculum during evening hours. 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 15 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.

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

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

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

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



CURRICULUM PHILOSOPHY

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

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

CURRICULUM DEPARTMENTS

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

Department of Bible and Theology

Department of Christian Counseling

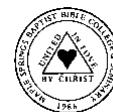
Department of Church Vocations

- Pastoral Ministries
- Church Administration



PROGRAMS OF STUDY

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



Biblical Studies Graduate Certificate

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 24 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 two years from time of matriculation.

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.

Upon completion this certificate, the graduate will:

1. Be able to win the lost to Christ and edify the saints through a well-rounded church program;
2. Define and defend his/her faith from a conservative, evangelical viewpoint.
3. Demonstrate a working knowledge of Bible doctrine.

OT501 Old Testament I	3	OT502 Old Testament II	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
Total	12	Total	12



MASTER'S DEGREE PROGRAM

Curriculum Design

The Master of Arts and the Master of Divinity are designed for those students who desire a foundation in biblical studies. Courses are designed to build biblical education without unnecessary course repetition.

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.



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 interest 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.

Duration of the Program. The Master of Arts program will normally require a minimum of two full-time academic years.

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. Admission of students without bachelor's degrees is highly selective. Qualifications considered include maturity, educational background, ministry experience, and vocational goals. Applicants must be at least 30 years of age, and preference is given to those who have the most qualifying educational background. Applicants are expected to take and achieve acceptable scores on the MSBBC&S competency exam demonstrate their readiness for graduate-level study.

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 all work within four years for the Master of Arts and six years for the Master of Divinity from the time of matriculation. A continuation fee of \$200 per semester may be accessed after four years for the Master of Arts and six years for the Master of Divinity.
3. Complete Comprehensive Examination.
4. Master of Arts 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.



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 50 semester hours of course work.

Twelve of the 50 semester hours must be in electives,
six in a biblical language,
six in educational ministries,
six in theology and
two in master of arts reading

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 50 hour curriculum (All transfer credits must be from an accredited institution). See advisor for further information.

The student completing requirements in Master of Arts in Biblical Studies program will be able to:

1. demonstrate a general knowledge of the Bible, including a synthetic understanding of the major books.
2. evidence a general knowledge of theology.
3. evidence an ability to biblically and theologically support their views on a specific contemporary issue.
4. evidence an increasing likeness to Christ as manifested in love for God, love for others, and the fruit of the Spirit.
5. evidence an interest and involvement in the local church or other ministries with which they are associated.



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

First Year

OT501 Old Testament I	3	OT502 Old Testament II	3
NT503 New Testament I	3	NT504 New Testament II	3
CE502 Hermeneutics	3	CE503 Principles of Teaching	3
TH501 Basic Theology I	3	TH502 Basic Theology II	3
Total	12	Total	12

Second Year

500 Level Language Part I	3	500 Level Language Part II	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
<i>600 Level Elective from Bible & Theology</i>	3	<i>600 Level Elective from Bible & Theology</i>	3
CE615 Master of Arts Reading I	1	CE616 Master of Arts Reading II	1
Total	13	Total	13



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 50 semester 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. Complete all work within four years for the Master of Arts and six years for the Master of Divinity from the time of matriculation. A continuation fee of \$200 per semester may be accessed after four years for the Master of Arts and six years for the Master of Divinity.

The student completing requirements in Master of Arts in Christian program will be able to:

1. understand and explain the issues and problems that people face in life from a thoroughly biblical point of view.
2. understand and evaluate secular and Christian psychological theories and practices from a sound biblical and theological point of view in order to develop professional competence within a thoroughly biblical framework focused on ministry.
3. develop deep levels of biblical and spiritual integrity in their own personal life, relationships, and ministry.
4. possess the personal and spiritual maturity, discernment, and wisdom needed to help people resolve spiritual, relational, and behavioral issues and problems.
5. engage in effective biblically based counseling in the context of a local church, private practice, or mental health institution.

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

First Year

PS501 Introduction to Psychology	3	OT502 Old Testament II	3
OT501 Old Testament I	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
Total	12	Total	12

Second Year

CO601 Principles of Counseling	3	PS520 Family Assessment Theory	3
CO602 Counseling Tech. & Prac.	3	CO613 Counseling the Chem. Dep	3
CO614 Counseling Case Studies	3	LA601 Christian Writing & Research	3
<i>600 Level Elective from Counseling Department</i>	3	CO620 Counseling Practicum	3
CE615 Master of Arts Reading I	1	CE616 Master of Arts Reading II	1
Total	13	Total	13



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).

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 72 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 a practicum;
- (d) complete a minimum of 50 semester hours at MSBBS; and
- (e) 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.

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.

The Master of Divinity Core Curriculum

The Master of Divinity curriculum was designed primarily for students preparing for pastoral ministry. 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.

The student completing requirements in Master of Divinity program will be able to:

1. verbalize a general knowledge of the Bible, including a synthetic understanding of the major books;
2. evidence an understanding of the historical development of theology, a knowledge of premillennial theology, and an ability to support their theological views and apply them to contemporary issues;
3. demonstrate the ability to exegete the Hebrew and Greek texts of the Bible; and
4. evidence an understanding of the educational program of the local church and an awareness of the worldwide mission of the church.

First Year

OT501 Old Testament I	3	OT502 Old Testament II	3
NT503 New Testament I	3	NT504 New Testament II	3
CE610 Church History	3	CE603 Christian Ethics/Church Finance	3
TH501 Basic Theology I	3	TH502 Basic Theology II	3
Total	12	Total	12

Second Year

500 Level Language Part I	3	500 Level Language Part II	3
CE502 Hermeneutics	3	PM604 Sermon Delivery	3
HI601 Bible History & Archaeology	3	MU601 Church Music	3
PM603 Sermon Preparation	3	<i>600 Level Elective</i>	3
Total	12	Total	12

Third Year

PM601 Leadership & Administration	3	TH602 Apologetics	3
PM602 Pastoral Theology	3	TH601 Premillennialism & Dispensationalism	3
<i>600 Level Elective</i>	3	<i>PM 645 Practicum</i>	3
<i>600 Level Elective</i>	3	<i>600 Level Elective</i>	3
Total	12	Total	12



DOCTOR OF MINISTRY (D. Min)

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 (APPLICANTS ACCEPTED DURING FALL AND SPRING SEMESTERS ONLY!)
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.

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).



Candidacy Requirements: The Doctor of Ministry degree program requires a minimum of **38 semester** hours of study beyond the Master of Divinity or Master of Arts in Biblical Studies. This program is designed to meet the professional needs of those preparing or practicing a ministry as pastor, evangelist, missionary, chaplain, or Christian Counselor.

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 or passing a competency exam. Complete all work within four years for the Doctor of Ministry from the time of matriculation. A continuation fee of \$200 per semester may be assessed after four years Doctor of Ministry.

The Core requirements for all Doctor of Ministry students are as follows:

The student completing requirements in the Doctor of Ministry program will be able to:

1. evaluate their own personal, spiritual, and professional development.
2. assess and construct biblical ministries in a variety of contemporary contexts.
3. conduct biblically and theologically integrated professional applied research within their chosen field of study.
4. manifest a maturing and Spirit-filled character.
5. enhance identified ministerial skills such as preaching, leadership, administration, counseling, spiritual formation, educational programming, and communication.
6. communicate God's Word effectively through preaching, teaching, writing, or other media; and
7. contribute to the practice of ministry for greater local church and parachurch effectiveness.

First Year

CE801 Cults and Isms	3	PM806 Contemporary Ethical Issues	3
NT801 Pastoral Epistles	3	700 or 800 Counseling/Pastoral Elective	3
700 or 800 Counseling/Pastoral Elective	3	TH810 Old Testament Theology	3
PM801 *D. Min Reading I	1	PM802 *D. Min. Reading II	1
Total	10	Total	10

Second Year

PH802 Philosophy of Religion	3	TH811 New Testament Theology	3
700 or 800 Counseling/Pastoral Elective	3	PM832 Doctoral Dissertation II	3
PM831 Doctoral Dissertation I	3	700 or 800 Counseling/Pastoral Elective	3
Total	9	Total	9



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:

<u>Christian Counseling</u>		<u>Pastoral</u>	
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
		OT755	Old Testament Research
CO860	Confronting Addictive Life-Style	NT756	New Testament Research
CO851	Counseling Practicum	BU700	Seminar in Church and Non-Profit Adm.

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	Full-time Students -	Those carrying 9 or more semester hours
Part-time Students	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.

GRADING SYSTEM

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

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

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

Grade			Grade points per Semester hour
A	95 – 100	Excellent	4.0
A-	93 – 94		3.7
B+	90 – 92		3.3
B	87-89	87 – 89	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 a course.



GRADE REPORTS

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

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 than 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

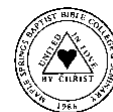
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The privacy of all student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

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 Christian Counseling - the student must have completed a minimum of 68 credit hours including all course requirements and prerequisites.
8. 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.
9. Doctor of Ministry - the student must have completed a minimum of 38 credit hours beyond the M.Div. including all course requirements.
10. The student must fulfill the internship or practicum, if the curriculum requires one.
11. 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.
12. 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.

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.



Students may receive only one degree per academic year.

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

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

GRANTING DEGREES AND COMMENCEMENT

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

Students can only receive one degree per academic year.



PROGRAM RESTRICTIONS

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



ACADEMIC AND FINANCIAL RESPONSIBILITIES OF THE STUDENT

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

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

Students who have not met, or made satisfactory arrangements to meet, all financial obligations to MSBBC&S, including library book returns and library fines will not be allowed to register for the next 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.



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

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 any 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 Lifestyle (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.



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.



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 Master of Arts degree candidates related to major area of interest.

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 interest.

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 interest.

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.



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, several classes are offered during the day on Saturday.

CHAPEL

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

STUDENT GOVERNMENT ASSOCIATION (SGA)

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

ALUMNI ASSOCIATION

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

CHRISTIAN SERVICE

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



CAMPUS AND BUILDINGS

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

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

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

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

HEALTH SERVICE

STUDENT MEDICAL COVERAGE AND EMERGENCY SERVICES

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

Maryland Residents

Maryland Health Connection

1-855-642-8572

www.marylandhealthconnection.gov

District of Columbia Residents

DC Department of Health Care Finances

202-442-5088

www.dc.gov

Virginia Residents

Virginia's Statewide Health Information Exchange

1-804-955-1788

www.connectvirginia.org

MEDICAL EMERGENCIES

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

Contact Information for Nearby Hospitals:

Doctors Community Hospital

8118 Good Luck Road, Lanham, MD 20706

(301) 552 – 8118

MedStar Southern Maryland Center

7503 Surratts Road, Clinton, MD 20735



(301) 868 – 8000; Toll Free 855 – 633 – 0205

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

STUDENT HANDBOOK

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

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

DRESS STANDARDS

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



STUDENT SERVICES

COUNSELING SERVICES

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

BOOKSTORE

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

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

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

Former Bookstore Refund Policy:

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

COMPUTER LAB

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

DR. LARRY W. JORDAN LIBRARY AND INSTRUCTIONAL RESOURCES CENTER

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

ADMINISTRATIVE SERVICES

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

STUDENT PARKING

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



SNACK SHOP

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

PLACEMENT

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

HANDICAP ACCESS AND USE

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

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



SCHOOL CLOSING INFORMATION

POLICY AND PROCEDURES

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

PROCEDURES

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



FINANCIAL INFORMATION

FINANCIAL AID AND TITLE IV FUNDING PROGRAMS

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

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

Mission of the Office of Financial Aid

The mission of the Office of Financial Aid is to make an educational dream a reality by providing financial assistance to students who without such would not be able to attend the Institution and thus become Christ-centered leaders with the values, knowledge, and skills required to fulfill the Great Commission. The Office of Financial Aid seeks to deliver effective and efficient service, in determining eligible financial need, packaging awards, and providing payments to student accounts.

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



Financial Aid Philosophy

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

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

How to Apply for Financial Aid

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

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

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

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

Financial Aid Office.

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



SATISFACTORY ACADEMIC PROGRESS

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

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

The following chart describes the CGPA required of the student:

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

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

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

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

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

RETURN OF TITLE IV FUNDS

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



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

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

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

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

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

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

Refunds are allocated in the following order:

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



STUDENT TUITION REBATE

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

WORK – AID

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

MAPLE SPRINGS BAPTIST CHURCH SCHOLARSHIP

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

SCHOLARSHIPS

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

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



Tuition and Fee Schedule

SEMINARY (GRADUATE) MASTER'S DEGREE

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

SEMINARY (GRADUATE) DOCTORAL DEGREE

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

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

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

STUDENTS MAY TAKE ONLY ONE DISCOUNT PER SEMESTER.

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

MISCELLANEOUS FEES

Application Fee	\$ 50.00 (Non-refundable)
Re-Admission Fee	\$ 50.00 (Non-refundable)
Student Activity Fee	\$ 60.00 (Non-refundable)
Late Registration Fee	\$ 60.00 (Non-refundable)
Continuation Fee	\$ 200.00 (Non-refundable)
Late Examination Fee	\$ 10.00
Add/Drop/Withdrawal Fee	\$ 10.00 (Non-refundable)
Transcript Fee	\$ 10.00 (First copy – no charge)
Late Payment Fee	\$ 50.00
Returned Check Fee	\$ 30.00
Graduation Fee – Undergraduate & Graduate	\$175.00 (Non-refundable)
Additional Degree	\$ 50.00 (Non-refundable)



Tuition and fees are subject to change without prior notification

General Expenses

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

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

PAYMENT OF ACCOUNTS

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

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

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

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

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

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

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



TUITION REFUND POLICY

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

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

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

RETURNED CHECKS

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

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

COST ADJUSTMENTS

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



ENDOWMENTS

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

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

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

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

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

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

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

FORM OF BEQUESTS

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

SUBSCRIPTION FOR THE FOUNDING OF A SCHOLARSHIP

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



BOARD OF TRUSTEES

Dr. Rogers Davis, Chair

Trustee Lee McLean, Vice Chair

Dr. Marquez Ball, Interim President & CEO

Trustee Denise J. Westray, Secretary/Treasurer

Trustee James A. Williams

Trustee Terrell Sheppard

Trustee Haile Lindsay

Minister Patricia E. Jones, Alumni Association President



ADMINISTRATION

Marquez Ball, Interim President/CEO

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

Rogers Davis, Board of Trustees, Chair

B.A., North Carolina Central University, 1964

Juris Doctor, North Carolina Central University, 1966

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006

M.Div., Duke University, 2009

Doctor of Philosophy, Howard University, 2017

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

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991

M. Div., Virginia Union University, 1994

D. Min., Howard University, 2005



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

Lyle Pointer, Director of Institutional Planning & Assessment

B.A., Morehouse College, 2006
M. Div., Duke University, 2009
D. Min., Morehouse School of Religion, 2019

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

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

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

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

Diane Jenkins, Evening Receptionist

B.A., Strayer University, 1974

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

B.A., University of the District of Columbia, 1982
M.B.A., University of the District of Columbia, 1986
M.L.S., Catholic University of America, 2000

Himie Pickett, Director of Financial Aid

B.S.B.A., Strayer University, 2004
Master Certificate, Villanova University, 2005
M.B.A., Strayer University, 2005
M.E., Strayer University, 2008

**Timothy L. Washington, Executive Administrator
Assistant Director of Admissions & Records**

B.A., University of Pittsburgh, 1992



ADMINISTRATIVE FACULTY

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006
M.Div., Duke University, 2009
Doctor of Philosophy, Howard University, 2017

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991
M. Div., Virginia Union University, 1994
D. Min., Howard University, 2005

Catherine Borges – Johnson, Academic Dean (College Division)

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

Lyle Pointer, Director of Institutional Planning & Assessment

B.A., Morehouse College, 2006
M. Div., Duke University, 2009
D. Min., Morehouse School of Religion, 2019

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

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

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



FACULTY FULL – TIME

Marquez Ball, Interim-President/CEO

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

Wallis Baxter III, Vice President for Academic Affairs

B.A., Morehouse College, 2006
M.Div., Duke University, 2009
Doctor of Philosophy, Howard University, 2017

Lucius Dalton, Academic Dean (Seminary Division)

B.A., Radford University, 1991
M. Div., Virginia Union University, 1994
D. Min., Howard University, 2005

Catherine Borges – Johnson, Academic Dean (College Division)

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

Raymond Bell, Professor

Department of Bible and Theology

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

Jacqueline Darby, Professor

Department of General Education

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

Laurence B. Hawkins, Associate Professor Department of Religious Education

Department of Bible and Theology

B.A., North Carolina Central University, 1990
M.Div., Maple Springs Baptist Bible College and Seminary, 2008
D. Min., Maple Springs Baptist Bible College and Seminary, 2011

Clevester Wimbish, Associate Professor

Department of Religious Education

B.A., Washington Baptist Seminary, 1985
M. Div., Washington Bible College, 1998
D. Min., Howard Univ. School of Divinity, 2001

Dana A. Van Brakle, Professor

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 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

Stephen Benson, Associate Professor
Department of Religious Education

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

Catherine Borges – Johnson, Associate Professor

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

Keith M. Dukes, Associate Professor
Business Affairs & Accounting Consultant
Department of General Education

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

Marie A. Fowler, Associate Professor
Department of General Education

B.A.B.S., Maple Springs Baptist Bible College and Seminary, 2016
M.A.B.S., Maple Springs Baptist Bible College and Seminary, 2018
M.Div., Maple Springs Baptist Bible College and Seminary, 2021

Michael S. Hughes, Associate Professor
Department of General Education

M.A., University of the District of Columbia, 1991
Certificate in Advanced Graduate Studies, Howard University, 2000
Ed. D., Bowie State University, 2010

Joyce E. McPhail, Associate Professor
Department of Religious Education
Department of Church Vocations

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



Deborah Scarborough, Associate Professor

Department of Bible and Theology

B.A., Howard University, 1981

M.B.A., Howard University, 1983

M.Div., Howard University, 2007

D. Min., United Theological Seminary, 2015

Bernard Winchester, Associate Professor

Department of Religious Education

Department of Christian Counseling

B.S., Columbia Union College, 2000

M.A., Washington Adventist University, 2013

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

D.Min. Liberty University Baptist Theological Seminary, 2018





MAPLE SPRINGS BAPTIST BIBLE
COLLEGE & SEMINARY
ASSESSMENT PLAN

2022



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From the President....

Name and History

Name of the Institution

The name of the Bible College and Seminary was derived from the founding church, the Maple Springs Baptist Church.

History

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.

MSBBC&S held its first annual graduation exercises May 25, 1990. It awarded five (5) Evangelical Training Association Adult Education certificates, one (1) Bachelor 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 are 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.

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

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

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

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

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

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

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

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

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

Effective in the Fall of 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, prior to the Spring 2016 semester.

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

July 2016, MSBBC&S offered the first ever Summer Lecture Series, where 6 general topics were presented. Attendees chose topics, in which to participate. The presentations were assigned to partnered, well – respected ministers in the local DC, MD & VA area, including some of our own Faculty & Administration members.

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

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

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

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

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

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

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

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

March 23, 2020, MSBBC&S institutes safety measures to conduct instruction virtually, in response to the Pandemic resulting from the spread of COVID – 19.

June 1, 2020, MSBBC&S restarts the Summer Lecture Series, which offers two topics, 1. Black in the Bible & 2. African – American: History, Culture & Integrity.

MISSION STATEMENT

Maple Springs Baptist Bible College and Seminary as an instruction-based institution 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. As Baccalaureate college Maple Springs offers a high-quality liberal arts-based bachelor’s master’s and doctoral programs.

PURPOSE

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

OBJECTIVES

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

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

Assessment Plan

Guiding Principles

Maple Springs Baptist Bible College and Seminary (MSBBCS) shall be guided by the Transnational Association of Christian Colleges and Schools (TRACS) Accreditation Manual (April 2018 Edition), which sets forth the following standards of conduct and procedure.

12. INSTITUTIONAL ASSESSMENT

The institution has developed and implemented a comprehensive Assessment Plan as a means of evaluating its effectiveness in accomplishing its mission and objectives. The Assessment Plan describes the processes utilized in the evaluation of all foundational and operational areas of the institution and includes the identification of outcomes, assessments to determine the extent to which these outcomes are achieved, and evidence of institutional improvement based on an analysis of assessment results.

12.1 The institution has developed and implemented a comprehensive Assessment Plan which includes all aspects of the institution.

12.2 The institution provides a systematic assessment of whether or not student learning outcomes at the institution, program and course levels are appropriate to its educational mission.

12.3 The institution utilizes multiple approaches (qualitative and quantitative methods and direct and indirect measures) for assessing student learning, including information both internal and external to the institution.

Mission Statement:

The Mission Statement of the institution is reviewed every year by the Executive Leadership Team (comprised of President, Director of Institutional Planning and Assessment and all Vice Presidents). The statement is viewed to determine if it is current and comprehensive and serves as the guide for all institutional operations and functions. The review also determines if the statement is descriptive and understandable to all constituents. Recommendations for any revisions or to remain static are presented to the Board of Trustees for review and approval during the Board July meeting every year.

Institutional Objectives:

Institutional Objectives are reviewed every year by the Executive Leadership Team (comprised of President, Director of Institutional Planning and Assessment and all Vice Presidents). The statement is viewed to determine if they are formulated to be consistent with the institution's Mission Statement and educational Philosophy. The educational goals are benchmarked with national institutions in an

effort to assure that what has been approved is appropriate for institutions of higher learning. Recommendations for any revisions or to remain static are presented to the Board of Trustees for review and approval during the Board July meeting every year.

Institutional Philosophy:

The Institutional Philosophy is reviewed every year by the Executive Leadership Team (comprised of President, Director of Institutional Planning and Assessment and all Vice Presidents). The Institutional Philosophy is reviewed to determine if the institution's is functioning educationally according to the biblically based Doctrinal Statement. As an integral part of the review faculty conduct an analysis of the curriculum (in designated cycles) to assure that the institutional philosophy is reflected throughout the academic program. Recommendations for any revisions or to remain static are presented to the Board of Trustees for review and approval during the Board July meeting every year.

Standards of Ethical Conduct:

There are ten standards of ethical conduct of the institution approved by the Board of Trustees. The identified Standards of Ethical Conduct are reviewed every year by the Executive Leadership Team (comprised of President, Director of Institutional Planning and Assessment and all Vice Presidents). Standards of Ethical Conduct for operations are reviewed to determine if the institution is honestly and accurately functioning through established policies and procedures with integrity in relation to students, constituents, the public, and to external regulatory agencies. Recommendations for any revisions or to remain static are presented to the Board of Trustees for review and approval during the Board July meeting every year.

Doctrinal Statement

Annual Review:

The biblical foundations statement at the institution is called the Doctrinal Statement. The Doctrinal Statement is comprised of twenty (20) theological statements related to the Bible, God, Jesus Christ, the Holy Spirit, Creation, Salvation, the Christian Walk, the Church, the Future, and Satan. A review of the Doctrinal Statement is conducted annually.

Executive Leadership Review:

The Doctrinal Statement of the institution is reviewed every year by the Executive Leadership Team (comprised of President, Director of Institutional Planning and Assessment and all Vice Presidents). The 20 statements are reviewed by executive leadership to determine if they affirm the Christian traditions in theological education. They are under annual review to assure conformity to historic creeds and statements of Christianity and that they are written in such a manner to be understandable to students, faculty, administrators, board members, and other external constituencies. Recommendations by the executive leadership is to remain static are presented to the Board of Trustees for consideration.

Board of Trustees Approval:

Affirmation of current content or suggested revisions are determined and reflected in ELT Minutes. The Doctrinal Statement as is or with recommendations is presented to the Board of Trustees for consideration during its annual July meeting.

Governing Board

Self-Evaluation of Board Members:

Each year, during the Fall BOT Meeting, the Board of Trustees conducts a self-evaluation. The self-evaluation concentrates on the effectiveness of its own function and reviews its responsibilities and functions. Regular board evaluation is evidenced in BOT evaluation files.

Use of Results:

The Chair of the Board gathers the results and summarizes it into a report for the Board to discuss. The Chair of the Board of Trustees shall initiate the confidential Board self- evaluation. The self-evaluation is conducted annually during the scheduled fall meeting. The self-evaluation is distributed to all trustees. Completed evaluations are submitted through the survey system and directed to the Board chair for review and analysis.

Summary results and analysis shall be disseminated to the Board and discussed with the President. All self-evaluations are made part of the permanent Board record.

Administration, Staff, and Publications

Presidential Evaluation by the Board of Trustees:

The Board of Trustees conducts an annual performance appraisal of the President using the (Performance Appraisal of the President form) during the spring meeting. The Chair of the Board gathers the results and summarizes it into a report for the Board to discuss. The Chair of the Board of Trustees shall initiate a confidential meeting with the President to discuss the appraisal and establish Board required functions for the next academic year. Confidential presidential evaluations are made part of the permanent Board record.

Executive Leadership Team Evaluations:

The Executive Vice President conducts an annual performance appraisal of the Executive Leadership Team using the (Evaluation of Executive Administration form) during the spring. The Executive Vice President gathers the results and summarizes those findings for the President to discuss. The Executive Vice President shall initiate a confidential meeting with each Executive Administrator to discuss the appraisal and establish institutionally required functions for the next academic year. Confidential evaluations are made part of permanent Human Resource records.

Staff Evaluations:

The Executive Vice President in collaboration with the Executive Leadership Team conduct an annual performance appraisal of institutional staff using the (Employee Self Evaluations form) and (Employee Performance Review) during the spring. The Executive Leadership Team gathers the results and summarizes those findings for the Executive Vice President to discuss. The Executive Leadership team shall initiate confidential meetings with each staff member in the assigned area of responsibility to discuss the appraisal and establish institutionally required functions for the next academic year. Confidential evaluations are made part of permanent Human Resource records.

Publications, Policies, and Procedures:

The Executive Vice President in collaboration with the Executive Leadership Team conducts an annual evaluation of all publications, policies, procedures, and website January of each year. The Executive Leadership Team gathers the results and summarizes those findings for the Executive Vice President to discuss. The Executive Leadership team shall initiate meetings with each staff member in the assigned area of responsibility for publications, website, policies, and procedures to discuss the findings and establish institutionally required revisions.

Finances

External Audit:

A certified external audit of financial statements is conducted each year with auditors providing required management letters. The firm of JM Accountants, LLC, Certified conducts each annual audit. Data is collected from annual audits over five year periods providing information from which institutional operations develop strategic plans. Information is reported to Executive Leadership Teams and the Board of Trustees for planning purposes.

Cash Flow Analysis, Deficit Data, Debt Retirement:

The financial management process each year is designed to place the institution in a positive financial position including the limiting of management letters. Data is collected and reported monthly related to cash flow, deficit operations, and retirement of debt. Month-end financials are distributed to the President and prepared according to Generally Accepted Accounting Principles (GAAP). Quarterly reports are presented to financial representatives of the Board of Trustees.

Donor Income:

The Vice President of Finance formulates accurate and timely reports related to individual and corporate donations. Reports are compiled and analyzed for trends leading to potential revisions of fundraising activities and operations. All funds received are accurately and properly accounted for in institutional income categories and are audited according to established accounting procedures.

Financial Stability Analysis:

A certified financial audit of the financial statements is prepared each year and serves as the primary indicator of historical institutional financial stability (five year summaries). Data from each audit is analyzed leading to historical performance indicators. Those historical indicators provide direction for the five year, long range planning process (Strategic Planning).

Academic Programs

Introduction

The learning environment and requirements at Institution connect the student to the mission and objectives of the institution. All curricula has been designed to incorporate the basic beliefs of the institution as clearly identified in the Doctrinal Statement. The curriculum in each of the academic programs reflects and requires firm Biblical understanding and implementation as related to their academic discipline. Several ideas come forward in demonstrating that the learning experience at Institution connects the student to the institution's mission and objectives. First, the organization and design of the curriculum emphasizes courses in which the student is required to develop a specific level of understanding and expertise in the use of Scripture. In addition, other courses are required which emphasize preparation of students to serve God in a global and culturally diverse society. Students are expected to be actively participating in a local church. Institution believes that this active participation develops ministry skills. Students are provided with many opportunities to interact with primary faculty outside the classroom challenging them beyond the course content with the purpose of a fuller development of global ministry perspectives.

Program and Curriculum Reviews

Each academic program and each course syllabus draws together the relationship of learning to the purpose and objectives of the institution. The institution requires that learning outcomes for a course (CLOs) be clearly mapped to the program learning outcomes (PLOs).

Periodic Curricular Reviews are scheduled for each program to ensure that all programs and related curriculum fulfill the mission and objectives of the institution. Each program has developed and written clear learning outcomes providing the foundation for specific learning outcomes contained in each syllabus.

The Vice President of Academic Affairs and the Faculty are responsible for conducting Program Reviews.

An academic program is typically benchmarked nationally against comparable Christian programs that are offering the same or similar degree program of the review. Typically, 4-6 institutions are benchmarked. The purpose of such evaluation is to ensure that the program is well structured and provides a depth required for quality and excellence in higher education. As the data collected is analyzed and trends and anomalies are uncovered, adjustments may be recommended in regards to curriculum structure and delivery.

This process is much broader than the Curricular Review process in that a Program Review looks beyond just the curriculum and evaluates enrollment and graduation trends, faculty quality and sufficiency, library services, appropriate student support services, facilities, classrooms, and support staff, as they relate to that program. The formal assessment of the academic program occurs in a four-year cycle.

Assessment of Program Learning Outcomes

The Institution realizes that student learning is best assessed using direct measures and has been intentional in using this process in its “culture of assessment.” Examples of direct measures are exams, quizzes, and essays and papers graded using a standardized rubric. Embedded direct assessments (taken from specific sections of a student’s normal assignment within a particular course) are ideal since they can focus on specific learning that is desired at the program level. Direct measures are all superior to indirect measures such as students’ surveys or opinions, graduation rates, retention rates and job placement rates. These all have too many variables and inconsistencies, in addition to the difficulty of determining benchmark values in higher education.

Students also complete other summative work as they near the end of their programs. These include internships, doctrinal summaries, and a thesis, depending on a student’s program.

Academic Assessment Calendar and Cycle

The Institutional Assessment Calendar identifies the timelines and personnel responsible for curriculum evaluations data collection, review, and summation. Program evaluations are conducted in five-year cycles, while curriculum reviews are conducted each October.

Faculty Driven

Faculty minutes indicate a full involvement of the faculty in the development, approval, and modification of the curriculum.

The faculty takes all recommendations into consideration and reviews the impact of such upon present curriculum requirements. Once faculty approves curricular modifications, the Vice President of Academic Affairs presents such information to the Executive Leadership Team for discussion and approval. There are some minor changes recommended to the Faculty Committee (course number adjustments, minor wording changes in course descriptions, and adjustments to course syllabi) that do not require action beyond the office of the Vice President of Academic Affairs who is responsible for implementation of curriculum modifications.

Use of Assessment Results

The institution's assessment results provide the basis by which new goals are developed and recommended and the revisions of existing ones occur.

Revision of the curriculum is based upon results of evaluation of course offerings and academic programs. Program viability and need are an integral part of the review. Assessment results give indication of the quality of the curriculum including appropriate content for the degree level, curriculum sequencing, growth in professional skills, and adequate resources to support each program.

The Vice President of Academic Affairs and the faculty are responsible to assess all academic learning outcomes and processes. Academic Affairs works in collaboration with the Director of Institutional Planning and Assessment to administer measurement instruments to faculty and students. Summary results of such instruments are reviewed by the Academic Affairs offices and faculty who consider recommendations and action items related to learning outcomes and curricular processes.

Syllabi Review

Faculty submit syllabi each semester. The respective Dean reviews these syllabi on a regular basis. Deans check for proper formatting, learning outcomes that are to be written in a measurable way, Course Learning Outcomes (CLOs) that map to at least one Program Learning Outcome (PLO), assignments that specifically measure at least one course learning outcome, and verify that assignments are not redundant or "busy work"?

Evaluation of Faculty

The Faculty Handbook describes Faculty Responsibilities and contains the job descriptions for Part-Time and Full-Time Faculty, and for Adjunct Faculty. These clearly specify overall, special and instructional responsibilities.

Specific assessment instruments for review of faculty performance by self-analysis, student and supervisor evaluation are employed according to the Assessment Calendar. Results of these evaluations

are part of the consideration for faculty retention and course modifications, which become part of the departmental input into the strategic plan and budget requests.

A Faculty Satisfaction Inventory was created and addresses a wide range of criteria such as communication, workload and development, use of learning resources, instructional equipment, and facilities.

Library and Learning Resources and Services

Library Assessment is conducted in a number of ways. Statistics are kept on the following items:

1. The number of books catalogued and added to the print collection each semester,
2. The number of check-outs for physical books each year,
3. The number of times students report having used our library per course as reported on the library sign in sheet.

Student Services

Student Services conducts several areas of assessment throughout the year including the Student Satisfaction Surveys in June, Chapel Surveys in January, and Exit Surveys in May.

There is an ongoing analysis of data gleaned from all measurement instruments during the annual strategic planning process.

In January, Student Services along with all other departments evaluates its publications, policies and procedures.

Health and Security

1. Annual facilities analysis including security issues and federal code requirements.
2. Emergency health issues analysis are conducted annually as referenced in the Student Satisfaction Survey.

Institutional Effectiveness

The Director of Institutional Planning and Assessment conducts SWOT analysis, Departmental Reviews along with an Environmental Scan, Employee Interviews with the other departments and Employee Evaluations throughout the year. Summary results and analysis are discussed then changes or suggestions are tied to the Strategic Plan and Budget. Next they are presented to the Executive Leadership Team for further discussion and ultimately presented to the Board of Trustees.

Documentation Evidencing Compliance

MSBBCS shall generate and maintain the documentary evidence of compliance set forth in the TRACS Publication: Demonstrating Compliance: Evaluative Criteria and Typical Documentation (April 2018 Edition)

That Manual lists the following documentation:

A copy of the institution's Assessment Plan containing areas to be assessed, processes, timelines, individuals responsible for specified tasks, and tools utilized in the various assessment processes

- A copy of Board minutes indicating approval of the Assessment Plan
- Completed assessment data
- Copies of assessment summary reports with information as to how such reports are distributed and to whom
- Copies of minutes of Board, administrative, faculty or committee meetings indicating that assessment data is utilized to promote institutional change.

Assessment Schedule

Office	Type of Assessment	Date Administered	Date of Review
Alumni Program	MSBBCS Alumni Survey	November	January
Board of Trustees Evaluation	MSBBCS Board Survey (Bi-Annual)	June	July
Business Office	VP Finance and Admin Dept. Eval. Form	April	June
Chapel Evaluation	MSBBCS Student Services Survey	September/January	October/February
Faculty Evaluation by Peers	Dean Peer-to-Peer Evaluation Form	April	May
Faculty Evaluation by Students	MSBBCS Student Faculty Survey	November / April	December/May
Faculty Satisfaction Evaluation	Department Faculty Satisfaction Form	May	June
Fiscal Development	Dir. Fiscal Facilities Evaluation	June	July
Grounds/Building Services/Maintenance	Dir. Fiscal Facilities Evaluation	June	July
Library and Learning Resource Center	MSBBCS Library Services Survey	September/January	November/March
Office of Student Affairs	MSBBCS Student Services Survey	December/April	February/July
Registrar's Office	MSBBCS Registrar Survey	April	June
Spiritual Life	MSBBCS Spiritual Life Survey	January	March
Staff Satisfaction Evaluation	Modified TRACS Survey	June	July
Student Services Survey	MSBBCS Student Services Survey	October	December
Support Staff Evaluation	Support Staff Evaluation Form	June	July
Technology Assessment	MSBBCS Technology Survey	April	June