



JIMMY SWAGGART  
BIBLE COLLEGE

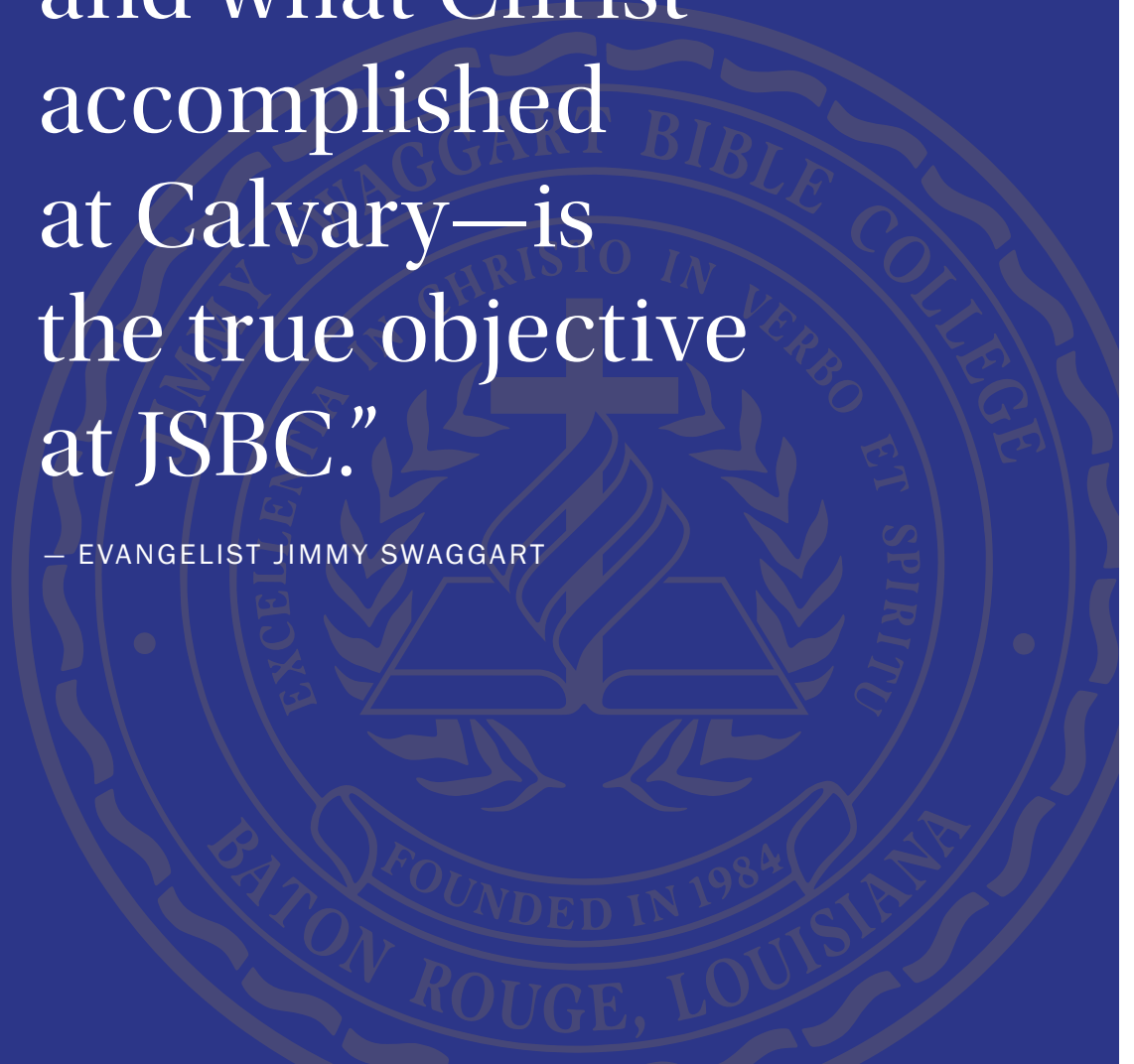
# 2023-2024 STUDENT HANDBOOK AND CATALOG



JSBC.EDU  
REVISED 3/2023

“Learning to live  
this way—by  
faith in Christ  
and what Christ  
accomplished  
at Calvary—is  
the true objective  
at JSBC.”

— EVANGELIST JIMMY SWAGGART





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*JSBC admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

Disclaimer: This academic catalog is for information purposes only. JSBC reserves its right to make changes to content herein without prior notice. Such changes will be included in addendums as necessary.



## From Our Founder

Nearly forty years ago, the Lord put it on my heart to build a Bible college, something I knew little about, if anything. But the Lord knew exactly what He wanted and how He wanted it accomplished. Christ the carpenter is still building that which is eternal, and He uses people like you and me to help with constructions that result in people being saved, baptized with the Holy Spirit, healed, delivered, and set free. Still, there are times when the blueprint He lays before us is daunting.

When the Lord told me to build this Bible college, I walked to the empty lot where I believed the complex would one day stand. There, the Lord reminded me of another lot, empty some forty years earlier—the one in Ferriday, Louisiana, that Lester Sumrall’s mother and sister cleared with their bare hands for the purpose of building a church. These dear ladies had no financial help or support of any kind, only a word from God to stretch a tent and start a revival, which would grow into a church. The richest man in the parish—my Uncle Lee—saw these ladies pulling weeds in that lot and asked who had sent them. Mother Sumrall stood up straight and said, “God sent us.” She was sure of that. Uncle Lee asked if they had any money, and they answered, “God will provide.” And He did. A tent was stretched, people came, and souls were saved. My uncle ended up loaning the money for that church to be built. It was the same church, incidentally, where my parents would say yes to Christ—a decision that transformed our home and later resulted in many souls being saved around the world.

If you believe that God has called you into the ministry, it is imperative that your faith reside in Jesus Christ and Him crucified. It is vital you know that God has sent you. And, you must trust that God will provide for you regardless of circumstance. Learning to live this way—by faith in Christ and what Christ accomplished at Calvary—is the true objective at JSBC. It’s not easy, nor is this college meant to be an easy place. You may find yourself clearing a spiritual lot or two with your bare hands. But at the end of your education here, I believe you will be able to stand strong for the Lord Jesus Christ in these last days, and successfully carry out that which He has called you to do for the body of Christ.

In the Master’s service, yours,

Evangelist Jimmy Swaggart, Founder and Chancellor, Jimmy Swaggart Bible College



## From Our President

The most crucial aspect of every believer's life is to find and follow the call of God. Jimmy Swaggart Bible College has been called of God to instill within each student a desire to reach souls and be the light in a darkened world. Whether you are to be part of the five-fold ministry, the world of academia, the arts, or some other profession, our desire is to unlock your potential to become the best and the brightest this world has to offer.

God has raised Jimmy Swaggart Bible College for this very hour with a unique opportunity and mission: To be a place where the anointing of the Holy Spirit can empower young men and women, as willing vessels, to accomplish all that God has in store for them. Along with a rigorous academic program, our primary focus for every student is on how to live for God through the means of the message of the cross. Through God's grace, the Holy Spirit will be the builder of JSBC as well as those attending this institution, who will obey the voice of the Lord.

Our professors are academically trained, spiritually prepared, and anointed by the Holy Spirit to teach His Word and proclaim the message of the cross without compromise. Each dynamic chapel service is "the classroom of the Holy Spirit," where young men and women come together to worship the Lord Jesus Christ and hear messages that will challenge, convict, and instruct them in their walk with God. Each student will have the opportunity to experience hands-on ministry in one of the many practicums offered at JSBC.

You are preparing to answer the call of God to participate in a lifetime of service to the Master. We commend you for following in the footsteps of those who have come before you. We encourage you to continue to uphold the gospel and reach the lost at any cost. We believe you will surpass what this ministry has already accomplished and do greater exploits for the kingdom of God. Believe for the impossible, make no small dreams here, and do not be afraid of blazing new trails for the cause of Christ.

In His service,

A handwritten signature in black ink, which appears to read "Gabriel Swaggart". The signature is fluid and cursive, written in a professional style.

Gabriel Swaggart, President, Jimmy Swaggart Bible College



**JIMMY SWAGGART  
BIBLE COLLEGE**

ALL WHO BELIEVE IN JESUS CHRIST





# History

Jimmy Swaggart Bible College held an official inauguration and dedication service at Family Worship Center Church on September 2, 1984. Chancellor Jimmy Swaggart dedicated the college, the faculty, and staff in the morning service. JSBC was birthed through the ministry of Jimmy Swaggart.

Reverend Swaggart's distinct emphasis on the anointing of the Holy Spirit was the principle upon which the college was founded. With an additional emphasis on the message of the cross and the Holy Spirit's role therein, the college continues to operate.

The founding of a Bible college to prepare men and women for an in-depth, Spirit-filled ministry was Reverend Swaggart's dream for a number of years. He felt such an institution would play an important role in evangelizing the world as the coming of Christ draws near. In concluding his inaugural address, Chancellor Swaggart encouraged the students to, "Study the word, weep over the lost, and you can do anything you ought to do."

# Mission

Jimmy Swaggart Bible College is a Pentecostal, biblically based community of higher learning which exists to educate and equip Christian leaders in academic excellence and world evangelism.

# Vision

Jimmy Swaggart Bible College is a Pentecostal center of academic excellence and spiritual development, to educate and train effective leaders in uncompromised spirituality and integrity in all aspects of life, to be vessels of change and models of character, serving Christ professionally in the advancement of His kingdom, taking the message of the cross to the world.



# Dynamic Pentecostal Atmosphere

The distinct emphasis of JSBC is the anointing of the Holy Spirit, and it is this ongoing principle upon which the college was founded and continues to operate. From chapel services, which are often referred to as the classroom of the Holy Spirit, to the classrooms and the residence halls, JSBC is dedicated to fostering an atmosphere where the Holy Spirit is allowed to operate.

The campus community is encouraged to spend daily time in prayer and personal devotions. Many opportunities exist for students and staff to fellowship together and seek the face of the Lord, both on campus and at Family Worship Center.

Ministry opportunities abound for the JSBC student, including weekly practicums as well as participation in the annual Campmeetings at Family Worship Center.

## Distinctives of JSBC

JSBC has the privilege of being associated with the worldwide outreach of Jimmy Swaggart Ministries through its various media channels. This brings each student into direct contact with men and women of God who are called to preach the message of the cross to a lost and dying world. Students will soon sense their part in the move of God's mighty Spirit in these last days.

## Philosophy of Education

JSBC is committed to the Bible as the inerrant Word of God and projects this revealed truth as the integrating factor in all of its educational processes. JSBC is Protestant, Evangelical, and Pentecostal, and believes that the Church has been given a renewed emphasis on the message of the cross and the person and work of the Holy Spirit.

Through the anointing of the Holy Spirit, true knowledge can be acquired, and significant work can be accomplished in the kingdom of God. Our worldview is that God has given a revelation of Himself as the Creator and Sustainer of the universe through the revelation of His Son, Jesus Christ. This worldview requires the highest achievable academic standards, a genuinely Christian code of conduct, and a commitment to worldwide evangelism.

The primary thrust of our academic programs is to provide students with a thorough grounding in biblical studies for immediate practical ministry experience and a well-rounded Christian perspective in higher education.

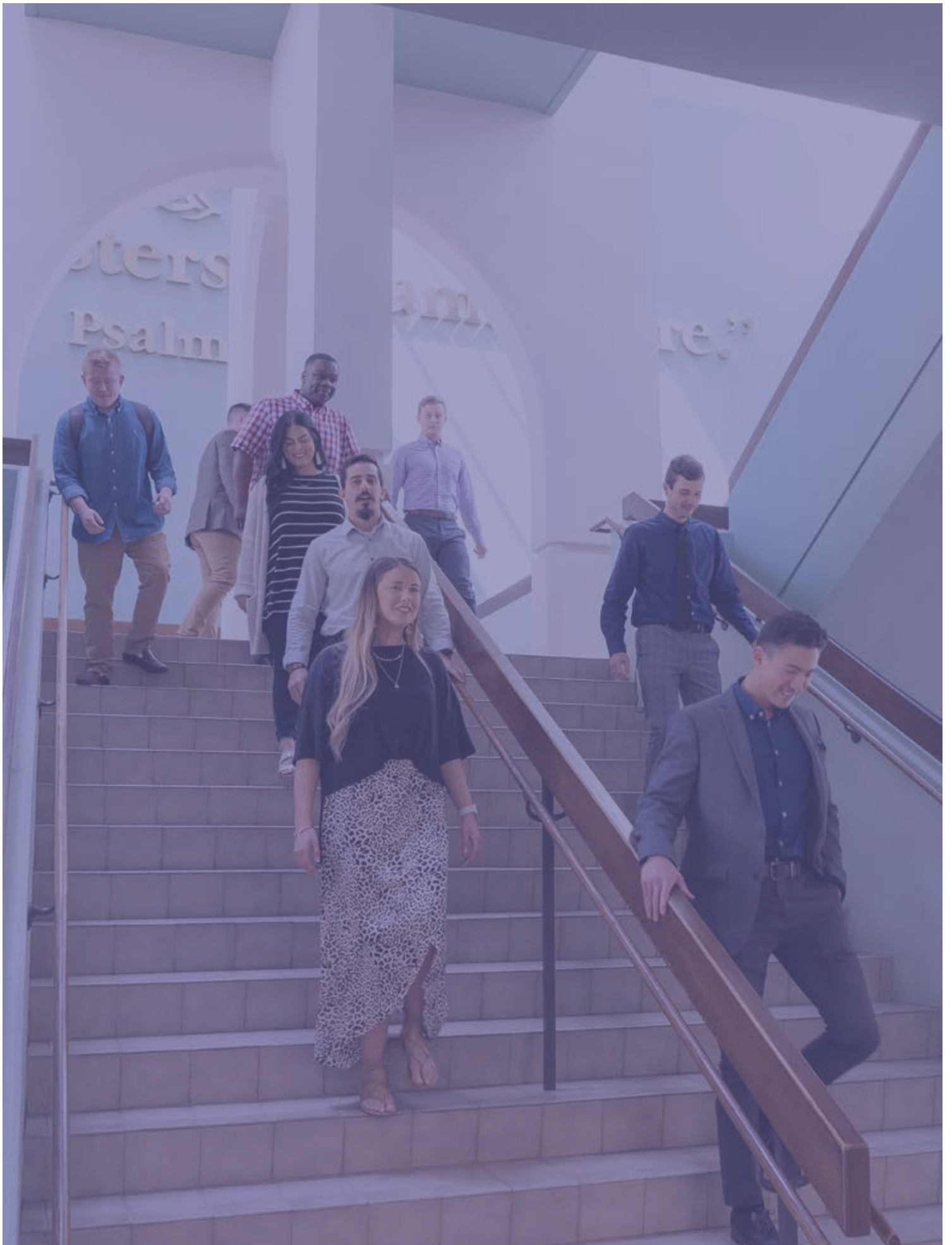




# Institutional Goals

The goal of JSBC is to build students into the kind of men and women God wants them to be. From its classrooms the college is sending missionaries, evangelists, pastors, and teachers to all the world. The entire lifestyle of JSBC is based on a scriptural foundation. This lifestyle is stressed in each class, and a daily walk with Christ is emphasized in every facet of each individual's life who is associated with the college. To this end, JSBC's goals enable the institution to fulfill its mission as the students:

- A. Be committed to the conviction that the Bible is the infallible, inerrant, and inspired Word of God.
- B. Possess biblical and academic training that includes an understanding of Scripture, a solid grasp of fundamental Bible doctrines and a competitive academic curriculum.
- C. Understand and use personal gifts for ministry, which have been developed by practical and consistent hands-on training.
- D. Demonstrate growth in personal character, spirituality, responsibility, stewardship, and cooperation in personal relationships.
- E. Adopt patterns of good health as a lifestyle.
- F. Gain competence in a chosen field of study or show adequate preparation in related graduate study programs.
- G. Develop and apply skills for critical thinking from a Christian worldview.
- H. Employ effective communication skills through presentation, speaking, and writing that offers a Christian perspective.
- I. Be committed to worldwide evangelism and ministry.





# Statement of Faith

## **We Believe:**

- The Bible is the inspired and only infallible and authoritative written Word of God (Psalm 119; Matthew 4:4; Luke 24:27, II Timothy 3:16-17).
- There is one God, eternally co-existent in three persons: God the Father, God the Son, and God the Holy Spirit (I John 5:7).
- In the deity of our Lord Jesus Christ: His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal future return to this earth in power and glory to rule a thousand years (John 1:1-4; Ephesians 2:13-18; Revelation 19-20).
- In the “blessed hope”—the rapture of the church at Christ’s coming (I Thessalonians 4:13-18).
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (Romans 5:1; Ephesians 2:8-9, 13-18).
- That regeneration by the Holy Spirit is absolutely essential for personal salvation (John 3:5-8; Titus 3:5).
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (Exodus 15:25-26; James 5:14-15; I Peter 2:24).
- The baptism with the Holy Spirit, with the evidence of speaking in other tongues according to Acts 2:4, is given to believers who ask for it (Acts 2:4; 10:44-46; 19:1-7).
- In the sanctifying power of the Holy Spirit by Whose indwelling the Christian is enabled to live a holy life (Romans 6:3-14; 8:1-2,11).
- That God established marriage as a sacred institution between one natural-born man and one natural-born woman (Genesis 2:18-24; Matthew 19:4-6).
- That any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, any attempt to change one’s sex, or disagreement with one’s biological sex is sinful and offensive to God (Genesis 1:27; Leviticus 18; Deuteronomy 22:5; Deuteronomy 32:4; Jeremiah 1:5; Romans 1:18-32; I Corinthians 6:18-20; I Timothy 1:10).
- In the resurrection of both the saved and the lost—the one to everlasting life and the other to everlasting damnation (Revelation 20:5-6, 11-15).



# Administration



## **GABRIEL SWAGGART, MA, BS**

### **President**

Gabriel Swaggart is President of JSBC. He is also the co-pastor of Family Worship Center, the home church and headquarters of Jimmy Swaggart Ministries, an epicenter of world evangelism established by his grandparents, Evangelist Jimmy and Frances Swaggart, more than 60 years ago. He holds a Master of Arts in Christian Ministries and a Bachelor of Science in Liberal Arts, both from Oral Roberts University. Pastor Swaggart has been in full-time ministry for nearly 20 years, with responsibilities that span the entire scope of operations at JSM from administration to the inner workings of the ministry-owned SonLife Broadcasting Network, which airs 24 hours a day, seven days a week to a potential audience of 280 million viewers.



## **STEPHANIE BEAUREGARD, JD, BA, B.DIV, AS**

### **Vice President of Academic Affairs**

Dr. Stephanie Beauregard is Vice President of Academic Affairs of JSBC. Dr. Beauregard holds a Doctorate in Law from Western New England University. She graduated summa cum laude with a Bachelor of Arts in Legal Studies as well as magna cum laude with an Associate in Science from Bay Path University. Dr. Beauregard also holds a Bachelor of Divinity from JSBC, and an American Bar Association approved Certificate in Advanced Paralegal Studies. She has more than a decade of experience in local church ministry and has been active in various parts of ministry at Family Worship Center.



## **JIMMY DUPREE, BS, MTH, M.DIV, DMIN**

### **Vice President of Institutional Compliance**

Dr. Jimmy DuPree is Vice President of Institutional Compliance at JSBC. He holds a Doctor of Ministry degree from the Church of God Theology Seminary, a Master of Divinity degree from the Church of God Theology Seminary, a Master of Theological Studies from Logos Graduate School, and a Bachelor of Science degree from Lee College. Dr. DuPree has worked in higher education for more than 45 years, serving President of Valor Christian College from 2012 to 2016, as the Instructor of Supervised Ministry and Care, and Director of Student Services at the Pentecostal Theological Seminary from 2004 to 2012, and a part-time instructor at Lee University for nearly 24 years. Dr. DuPree is actively involved in care and benevolence in both the local and international communities. He has been involved in feeding programs, disaster relief, children and maternity homes, and social issues that cross socioeconomic, racial, and ethnic boundaries.



**DON PAUL GRAY, ED.D, M. REL. ED, BS**

**Advisor to the President; Professor**

Dr. Don Paul Gray is the Advisor to the President and a professor at JSBC. He holds a Doctor of Education and a Master of Religious Education from Southwestern Baptist Theological Seminary, as well as a Bachelor of Science from Southwestern Assemblies of God College. Dr. Gray was the first president of JSBC when it opened in 1984 and rejoined the faculty in 2017. He brings more than 30 years of ministry experience to his curriculum, which emphasizes the role of the Holy Spirit in the life of the believer and the church. Dr. Gray is also a regular panelist on *A Study in the Word*, *Frances & Friends*, and other programs which air over the SonLife Broadcasting Network.



**LOREN LARSON, MAPT, THM**

**Dean of Theology; Professor**

Loren Larson is the Dean of Theology and a professor at JSBC. He holds a Master of Arts in Theological Studies from JSBC and a Master of Arts in Practical Theology from Northpoint Bible College. Mr. Larson served as the president of JSBC for more than 20 years, beginning in 1997, and has served as a professor at JSBC for more than 25 years. He is also an associate pastor of Family Worship Center and a regular panelist on *The Message of the Cross* and *A Study in the Word* programs which air over the SonLife Broadcasting Network.



**PARIS RAGAN, MAPT, BA, B.DIV**

**Dean of Students; Professor**

Paris Ragan is the Dean of Students and a professor at JSBC. He holds a Master of Arts in Practical Theology from Northpoint Bible College, a Bachelor of Arts from Davis & Elkins College, and a Bachelor of Divinity from JSBC. Pastor Ragan is an associate pastor of Family Worship Center and the Youth Pastor of Crossfire Youth Ministry. He is also the director of Crossfire Unite Fellowship and Crossfire Unite Student Fellowship. He is a regular guest on *The Message of the Cross*, *Frances & Friends*, *A Study in the Word*, and *Generation of the Cross* programs which air over the SonLife Broadcasting Network.



# Faculty



## **MICHAEL DURHAM, MM, BME**

### **Music Department Chairman; Professor**

Michael Durham is the Music Department Chairman and a professor at JSBC. He holds a Master of Music and a Bachelor of Music Education, both from Louisiana State University. Mr. Durham has more than two decades of professional experience in church music, having played multiple instruments for the Family Worship Center Band during his tenure. He also has nearly 10 years of teaching experience.



## **MIKE MUZZERALL, MAPT, THM**

### **Professor**

Mike Muzzerall is the Registrar and a professor at JSBC. He holds a Master of Arts in Theological Studies from JSBC and a Master of Arts in Practical Theology from Northpoint Bible College. During his more than 20-year tenure, Mr. Muzzerall has extensively researched and taught on the origins and doctrines of cults and false religions. He is also an associate pastor of Family Worship Center and a regular panelist on *The Message of the Cross* and *Frances & Friends* programs which air over the SonLife Broadcasting Network.



## **DAVE SMITH, MSW, BSED**

### **Professor**

Dave Smith has been a professor at JSBC since it opened in 1984. He holds a Master of Social Work, as well as a Bachelor of Science in Education from the University of Missouri. Mr. Smith is as an associate pastor of Family Worship Center and is a regular panelist on *The Message of the Cross*, *Frances & Friends*, and *A Study in the Word* programs which air over SonLife Broadcasting Network.



## **JONATHAN STEELE, \*MACM, BS**

### **Admissions Counselor; Financial Services Administrator**

Jonathan Steele is the Admissions Counselor and Financial Services Administrator at JSBC. He holds a Bachelor of Science in Business Administration from Northwestern State University and has years of experience in various financial service roles. Mr. Steele is also the Children's Pastor of Family Worship Center and has been involved in ministry for nearly a decade. He is a regular panelist on the *Frances & Friends* program which airs over SonLife Broadcasting Network.





**ANGELA WATTS, MED, MLS, BS**

**Library Services Director, Professor**

Angela Watts is the Library Services Director and a professor at JSBC. She holds a Master's of Education in Curriculum and Instruction from Southwestern Assemblies of God University, a Master of Library Sciences from the University of North Texas, and a Bachelor of Science in Secondary Education from Southwestern Assemblies of God University. She has more than a decade of award-winning library management experience, along with years of classroom experience.



**DAVID WATTS, D.MIN, MDIV, MA, BS**

**Recruitment Officer, Professor**

Dr. David Watts is the Recruitment Officer and a professor at JSBC. He holds a Doctor of Ministry in Expository Preaching from The Southern Baptist Theological Seminary, as well as a Master of Divinity in Biblical Studies, a Master of Arts in Bible Theology, and a Bachelor of Science from Southwestern Assemblies of God University. Dr. Watts is also an associate minister of Family Worship Center and has more than 20 years of ministry experience in various roles. He also has nearly 10 years of teaching experience. He is a regular guest on *The Message of the Cross*, *Frances & Friends*, *A Study in the Word*, and *Generation of the Cross* programs which air over the SonLife Broadcasting Network.





# Campus Academic Calendar 2023–2024

## FALL SEMESTER 2023

<b>July</b>	Mon 7/31	Fall 2023 Application Deadline
<b>August</b>	Wed 8/9	<b>Deadline to Register for Courses in Populi</b>
	Sat 8/12	Dormitory Move-in Day
	Mon 8/14 <b>9a-12p</b>	<b>Orientation &amp; Financial Paperwork *Freshman ONLY*</b>
	Tues 8/15 <b>9a-12p</b>	<b>Financial Paperwork *Sophomore, Junior &amp; Senior*</b>
	Mon 8/21	Classes begin 7:30 am
	Wed 8/30	Last day to add/drop classes
<b>September</b>	Mon 9/4	Labor Day Holiday - no classes
<b>October</b>	Wed 10/11 - Fri 10/13	Mid-term Exams - <b>see Student Handbook for Schedule</b>
	Wed 10/25	Mid-Semester Grades Due
<b>November</b>	Mon 11/20 - Fri 11/24	Thanksgiving Break
	Mon 11/27	Classes resume 7:30 am
<b>December</b>	Fri 12/1	Spring 2024 Application Deadline
	Tues 12/5	Final Day of Classes
	Wed 12/6 - Fri 12/8	Final Exams - <b>see Student Handbook for Schedule</b>
	Mon 12/11	Christmas Break begins
	Fri 12/15	Move out of dorms if not returning for Spring classes
	Wed 12/20	Final Grades Due



## SPRING SEMESTER 2024

<b>January</b>	Wed 1/3	<b>Deadline to Register for Courses in Populi</b>
	Sat 1/6	Dormitory Move-in Day
	Mon 1/8 <b>9a-12p</b>	<b>Orientation &amp; Financial Paperwork *Freshman ONLY*</b>
	Tues 1/9 <b>9a-12p</b>	<b>Financial Paperwork *Sophomore, Junior &amp; Senior*</b>
	Mon 1/15	Martin Luther King Jr. Holiday - no classes
	Tues 1/16	Classes begin 7:30 am
<b>February</b>	Wed 2/28 - Fri 3/1	Mid-term Exams - <b>see Student Handbook for Schedule</b>
<b>March</b>	Wed 3/4 - Fri 3/8	Spring Break
	Mon 3/11	Classes resume 7:30 am
	Wed 3/13	Mid-semester Grades Due
	Wed 3/27 - Fri 3/29	Easter Break - No Classes
<b>April</b>	Mon 4/1	Classes resume 7:30 am
	Wed 4/24 - Fri 4/26	Final Exams - <b>see Student Handbook for Schedule</b>
<b>May</b>	Wed 5/1	Final Grades Due
	Sat 5/4 - Sun 5/5	<b>Commencement Ceremonies - Details TBA</b>
	Mon 5/6	Non-returning Student Dormitory Move Out



# Online Academic Calendar 2023–2024

## FALL SEMESTER 2023

<b>July</b>	Mon 7/31	<b>Fall 2023 Application Deadline</b>
<b>Term A</b>	8/21/2022 - 10/8/2022	
	Tues 8/15	<b>Deadline to Register for ALL FALL SEMESTER Courses in Populi</b>
	Wed 8/16	<b>Deadline to Finalize for ALL FALL SEMESTER Financial Agreements</b>
	Mon 8/21	Classes begin
	Fri 8/25	Last day to drop classes
	Sun 10/8	Term Ends

<b>Term B</b>	10/16/2023 - 12/10/2023	
	Mon 10/16	Classes begin
	Fri 10/20	Last day to drop classes
	Mon 11/20 - Sun 11/26	Thanksgiving Break
	Sun 12/10	Term Ends



## SPRING SEMESTER 2024

<b>December</b>	Fri 12/1	<b>Spring 2024 Application Deadline</b>
<b>Term A</b>	1/15/2024 - 3/3/2024	
	Tues 1/9	<b>Deadline to Register for ALL SPRING SEMESTER Courses in Populi</b>
	Wed 1/10	<b>Deadline to Finalize for ALL SPRING SEMESTER Financial Agreements</b>
	Mon 1/15	Classes begin
	Fri 1/19	Last day to drop classes
	Sun 3/3	Term Ends

<b>Term B</b>	3/18/2024 - 5/5/2024	
	Mon 3/18	Classes begin
	Fri 3/22	Last day to drop classes
	Sun 5/5	Term Ends



# Admissions

## **A CHRISTIAN EXPERIENCE**

A biblical born-again experience is essential for admission to JSBC. Applicants must have an established history of active participation in a local church and commitment to a life of personal holiness.

Students who have not received the baptism with the Holy Spirit with the evidence of speaking in other tongues will be encouraged to seek and receive the experience.

## **ACADEMIC REQUIREMENTS**

Graduation from an accredited high school is required for admission to JSBC. Official transcripts must accompany the student's application.

Home-schooled students are considered upon review of their transcript or other written record of the curriculum undertaken during their homeschool tenure.

Non-high school graduates who have satisfactory GED scores will be considered.

## **NON-TRADITIONAL STUDENTS**

Applicants who are 25 years of age or older and have not graduated from a high school or who do not hold a GED may be considered for admission as a non-traditional student. An applicant may be permitted as a non-traditional student provided s/he gives evidence of ability to pursue the chosen degree program. These applicants will be considered for admission on an individual basis by the Admissions Committee.

## **TRANSFER STUDENT REQUIREMENTS**

Students will be accepted from accredited colleges on the basis of transcripts and satisfactory records. Credit may be granted for courses that match JSBC courses in the student's degree program, providing a grade of C or better has been earned by the student in those transfer courses.

Transcripts will be evaluated for transfer credits after the student has been accepted to JSBC.



## TESTING REQUIREMENTS

No standardized testing is required for admission to JSBC.

## STUDENT HOUSING REQUIREMENT

Full-time freshman students under the age of 25 who are not residents of Baton Rouge must reside in the JSBC dormitory during their freshman year.

## AGE AND HEALTH REQUIREMENTS

Applicants must be at least 17 years old at the time of enrollment. To reside in campus housing, students must turn 18 years of age within their first semester.

Applicants must be in good general health and capable of meeting the demands of a college schedule.

## APPLICATION PROCEDURES

Applications for admission are available online at <https://www.jsbc.edu/jsbc-application> and must be filed with the Office of Admissions by August 1 for the fall semester and December 1 for the spring semester.

Completed applications must be accompanied by the following documents:

- Copy of current driver's license or state-issued ID
- Completed background check
- Health history
- Proof of immunizations: MMR and Tdap
  - Not required for online students
- Two references (one each from the following): a pastor and a general reference
- Official transcripts: accredited high school and/or college transcript (sent directly from the schools)
- A 300-word typed essay that includes an overview of the applicant
- Non-refundable application fee of \$75

## RE-ADMISSION OF FORMER STUDENTS

Students who have not enrolled for two consecutive semesters must file an application for re-admission and enroll in an academic program available at the time of re-admission.



# Student Life

JSBC is a diverse community that includes individuals with different backgrounds, life experiences, and viewpoints. In accordance with biblical principles for living, JSBC has established standards of conduct that each member of the community must live by. All JSBC community members must live in appropriate submission to one another, displaying personal discipline, respect, and courtesy at all times and in all situations.

The policies, standards, rules, and regulations in this Student Handbook apply to all students, whether full or part-time, on-campus, or online.

## **JSBC ETHICS POLICY**

Jimmy Swaggart Bible College is dedicated to the message of the cross, the person and work of the Holy Spirit, and academic excellence. JSBC strives to encourage accountability, fairness, and ethical integrity in every area of life and education.

Jimmy Swaggart Bible College applies the highest ethical standards to all members of the college family and its constituents. This includes the Board of Directors, administration, faculty, staff, and students. Our commitment is evident in the lifestyle covenant each person is required to acknowledge before becoming part of the institution. Ethical practices shall be used in managing the college's resources and in its efforts to achieve its mission and reaching its goals.

Jimmy Swaggart Bible College is dedicated to treating each member of the college as a unique person who has been created by God. The college seeks to provide a positive environment in which people encourage one another, fulfill the call of God, and experience success. This commitment requires dedication and hard work on the part of the administration, faculty, staff, and everyone involved in the educational process.

Jimmy Swaggart Bible College policies and practices are designed to protect the rights of each person in the college community. The college stands against sexual harassment, unlawful discrimination as taught in the sacred Scriptures, and strives to provide an environment of higher education in which people can learn and grow.





## LIFESTYLE COVENANT

**The entire JSBC community commits to uphold the following lifestyle principles on and off campus:**

1. I covenant to seek the Lord's guidance through daily personal prayer and Bible study and by faithfully attending all classes, chapels, and weekly church services.
2. I covenant to be faithful and punctual in attending class sessions and other academic gatherings, constantly seeking to be diligent in developing the full potential of my mind.
3. I covenant to practice good health and physical fitness by getting appropriate rest and exercise and by observing a balanced diet.
4. I covenant to embrace and hold to a life of personal holiness, refraining from sinful and illegal practices while on, or off, campus.
5. I covenant to refrain from all participation in the use of alcohol, tobacco, vaping, or illegal drugs including the abuse of prescription and non-prescription medication.
6. I covenant to not support or participate in biblically prohibited sexual activity including, but not limited to, accessing and/or possessing pornography in any form, lesbianism, bisexuality, homosexual behavior, sexual relations outside of marriage, or transgender and cross gender identity activity. (Cross-gender identity is seeking to live as or identify with a sexual orientation or gender other than the biological sex or gender assigned to the individual by God at birth.) (Genesis 1:27; Leviticus 18; Deuteronomy 22:5, 32:4; Jeremiah 1:5; Romans 1:18-32; I Corinthians 6:18-20; I Timothy 1:10).
7. I covenant to be mindful and diligent in properly handling all business and financial responsibilities.
8. I covenant to be continually involved in ministry, always looking for and using every opportunity to minister, teach, proclaim, and bless others for Christ.
9. I covenant to walk in humility toward others and live in submission to those in authority, obeying all college rules and regulations, and always manifesting a cooperative and teachable attitude.
10. I covenant to live for the Lord Jesus Christ, who is my personal Savior and Lord of my life, and to do nothing that will bring shame to His testimony.

## GENERAL COURTESY

- Courtesy, discretion, respect, and politeness are always the expected standard for all communications.
- Titles of respect such as Doctor, Professor, Reverend, Pastor, Brother/Sister, Mr./Mrs./Ms. should be used in relationship to administration, faculty, and staff.
- Humor must never stoop to the level of demeaning or bullying others.



- Make it a practice to understand instead of wanting to be understood.
- It's always right to follow Jesus' instruction of doing unto others as you would have them do unto you.

## PROHIBITED ITEMS

1. Firearms/weapons: Per Louisiana law, firearms, including those accompanied by a concealed carry permit, are not allowed on school or church properties. In accordance with state law, no firearms shall be allowed on the JSBC campus, including the JSBC dormitory floors of Bluebonnet Towers.
2. Smoking: There is no smoking on JSM property. This includes cigars, vaping devices, e-cigarettes, or any other smoking or tobacco alternative.
3. Alcohol: No alcohol is permitted on JSBC property.
4. Drugs: Drugs and drug paraphernalia are not permitted on JSBC property.
5. Pornography: Pornographic material is not permitted on JSBC property.

## DRESS CODE & APPEARANCE

The Christian is to be an expression of Christ to the world. As Christians, we want to reflect a wardrobe and manner that exemplifies modesty, sobriety, and respect for ourselves and others. Students who violate JSBC dress code standards may be sent home to change clothes to comply with this policy.

Hair dye should be done in a modest manner, with colors inside the natural range of colors. In other words, no green, purple, blue, etc. Students in violation of these standards for hair color will not be permitted in class, chapel, church, or any other student activity until the color is adjusted.

**Classes & Chapel:** Students are allowed to follow a casual dress code.

1. Jeans must not have holes or rips.
2. Skirt and dress lengths must be at the knee (not above) when standing.
3. Leggings are not permitted unless worn under skirts or dresses.
4. No inappropriate logos or symbols on clothing will be permitted.
5. No shorts, sweatpants, flip-flops, or slides will be permitted.
6. No hats are permitted in class, chapels, or church.



### **Church:**

1. For Sunday evening and Wednesday evening services, students may follow the casual dress code.
2. For Sunday morning services, students are expected to look their best and wear the following:
  - a) Men: Collared shirt, dress pants, and dress shoes. Jacket with tie is optional, but a jacket or tie is required.
  - b) Ladies: Blouses worn with dress pants or skirts and dresses are appropriate. Skirt and dress lengths must be at the knee (not above) when standing.
  - c) Men and ladies: No jeans, sweatpants, shorts, sneakers, flip flops, or slides will be permitted.

## **SOCIAL MEDIA ETIQUETTE**

JSBC standards must be followed on all social media and online platforms. Any soliciting of funds, illegal or inappropriate behavior, or foul language posted under a student's social media account may lead to disciplinary action.

## **PRAYER**

Prayer plays a vital role in daily life at JSBC. Multiple weekly prayer meetings are held both on campus and at Family Worship Center.

## **FASTING**

Fasting is a biblical practice that students should engage in as led by the Holy Spirit. Fasting for more than 3 days must be approved by the Dean of Students.

## **ROMANTIC RELATIONSHIPS**

JSBC students must be careful to abstain from the appearance of evil in all relationships and conduct themselves in ways to avoid temptation.

The following statements are guidelines for behavior in relationships that must be followed. This is not an exhaustive list. JSBC reserves its authoritative right to interpret and enforce these guidelines.

- Romantic same-sex relationships violate God's natural order of creation. These relationships are prohibited at JSBC and are grounds for immediate expulsion.
- Students are not permitted to date non-Christians while enrolled at JSBC.
- Students must not engage in behavior that could be seen as stalking, sexual harassment, or other illegal actions toward another person.
- Males and females are not permitted on the dormitory floor of the opposite gender.



- Examples of inappropriate behavior include, but are not limited to:
  - Leaning/lying on each other, petting, wrestling, fondling, body massages, caressing each other, extended periods of heavy kissing or hugging, and sneaking into dorm rooms.
- Sexual relations outside of marriage are forbidden.

Hasty engagements and marriages are strongly discouraged. It is highly recommended that couples attend premarital counseling with a pastor.

## STUDENT MINISTRY

The student ministry program is considered to be one of the most important aspects of JSBC. In light of the Great Commission and the urgency of these last days, we believe that students must prepare to begin their ministries now.

Mondays are scheduled for student ministry practicums where students gather and report on their weekly church attendance, as well as give an account of their hands-on ministry involvement. Students will choose from a variety of ministry opportunities including: nursing home, children's ministry, youth ministry, inner-city outreach, and more.

## CHAPEL/CHURCH ATTENDANCE

- All full-time students are required to attend Family Worship Center/Crossfire and all JSBC chapel services.
  - Students are to be on time and stay for the entirety of the service.
  - Attendance will be taken each service by the Resident Assistants.
  - Work-related absences must be approved by the Dean of Students at least 1 week in advance.
1. Family Worship Center Sunday mornings and evenings:
    - a) Attendance is mandatory for all Sunday morning and Sunday evening services.
    - b) A failure to comply with this policy is grounds for dismissal from JSBC and/or a denial of the student's petition to graduate.
    - c) Students are to be on time and stay for the entirety of the service.
    - d) Students must sit in the middle section behind the piano.
  2. Crossfire Wednesday evenings:
    - a) Students are required to participate in the Crossfire Wednesday evening service.
    - b) A failure to comply with this policy is grounds for dismissal from JSBC and/or a denial of the student's petition to graduate.
    - c) Students must sit in the first three rows of the middle section of the auditorium.



3. JSBC Chapel Services:
  - a) Attendance is mandatory for all chapel services.
  - b) A failure to comply with this policy is grounds for dismissal from JSBC and/or a denial of the student's petition to graduate.
4. Absences From Church/Chapel:
  - a) Five (5) absences from church services AND five (5) chapel services per semester will result in a failing attendance grade and will subject the student to automatic evaluation for possible academic probation, which may result in suspension from JSBC.
  - b) After three (3) absences of either chapel or church, the student will be required to meet with the Dean of Students and disciplinary action may result.
5. Church Visiting:
  - a) Family Worship Center is the student's home church while attending JSBC. On occasion, opportunities may arise to minister and/or visit another church. Whether ministering at or simply attending another church, this is considered visiting.
  - b) Church visiting is allowed only for third and fourth-year students with limited permission. Permission to minister will only be considered for third or fourth-year students who have passed the Homiletics I course.
  - c) Written approval by the Dean of Students must be obtained prior to a student's visit to another church.
  - d) Students must file a Request for Absence form at least 2 weeks prior to the requested visitation date. Forms may be obtained from the Dean of Students.

## **COMPUTER & NETWORK ACCESS**

Students have limited access to the JSM Wi-Fi network. JSBC reserves its right to restrict and block internet access to sites not deemed appropriate or necessary for student education and lifestyle.

Students are not permitted to give login information to anyone. Password and connection information must be obtained through the Admissions Office. Students are not permitted to share their login information for grades or other inter-campus communication. This includes parents and friends. This access is for the student only.

Desktop computers outside the Admissions Office are available for student use. Students should not expect their information to be saved or remain private on these computers.

## **HEALTH & FITNESS**

The Ketcham Fitness Center is available to JSBC students for personal health and fitness and recreational sports. Students must sign a waiver at registration each semester prior to using the Fitness Center. Waiver forms can also be obtained through the Dean of Students.



Any other athletic facilities on JSM property are not permitted to be used by JSBC students. This includes FCA ball fields, playground, and outdoor courts.

Fitness Center staff are available to instruct students on the proper use of Fitness Center equipment. Students must abide by all posted rules and instructions given by Fitness Center staff. If a student fails to follow these rules and instructions, they will receive a written warning for the first infraction. Further infractions may result in a loss of recreational use of the Fitness Center for the semester or longer.

In an effort to promote a healthy lifestyle in accordance with our Lifestyle Covenant, all students will be required to attend a 45-minute health & fitness class each week. Health and fitness classes will meet at the Ketcham Fitness Center.

1. Men's health and fitness will take place on Tuesday mornings, 7:30-8:15 a.m.
2. Women's health and fitness will take place on Thursday mornings, 7:30-8:15 a.m.
3. Dress code requirements must be followed during these workout/class times:
  - a) Sweatpants, shorts, and T-shirts are acceptable.
  - b) Sneakers are required.
  - c) Leggings may be worn for these workout classes, but shirts must be finger-tip length to remain modest.
  - d) Bike shorts/spandex shorts will not be permitted unless gym shorts are worn over them.
  - e) Shorts must be no shorter than mid-thigh.
  - f) Tank-tops will not be permitted.
4. Students are required to complete 2 hours of physical activity per week outside of these classes.

## **EMPLOYMENT**

JSBC does not stipulate how many hours a student may work while enrolled. We do ask that the student take every measure to seek employment that does not interfere with school responsibilities, especially classes and church/chapel attendance. Should employment interfere with church/chapel attendance, the student must seek approval in advance from the Dean of Students.

## **ACADEMIC INTEGRITY**

As Christian men and women, each endeavor should be undertaken with seriousness and purpose, always upholding biblical principles of truth and integrity as is pleasing to the Lord. All assignments, tests, exams, projects, etc. must be the work of the individual student, with credit given to sources that may have been used to produce the work.

For further information and clarification on academic integrity, please see the academic policies dealing with academic dishonesty.



## **OFFICIAL NOTICES & REQUESTS**

Students are expected to make an immediate response to official notices and requests from the President, Administration, Faculty, Resident Assistants, Bluebonnet Towers Management and Campus Security. Disregarding an official notice or request may result in disciplinary action.

## **STUDENT COMPLAINTS**

In an effort to provide an atmosphere where Christians can live in peace with each other, JSBC encourages students to voice their complaints with the Dean of Students so that issues may be corrected in a timely manner.

Procedure for initiating complaints:

1. Discuss the issue with the Dean of Students with the objective of resolving the matter informally. Should the issue not be resolved to the student's satisfaction in the informal discussion, proceed to Step 2.
2. File a written complaint with the Vice President of Academic Affairs, requesting an administrative review of the matter.
3. The administrative review will result in a decision on the matter and will inform the complainant. This decision will be considered final.

Matters involving academic issues must follow the procedure for grade appeals outlined in the Grade Appeals section of this handbook.

## **HEALTH SERVICES**

JSBC does not provide health insurance or other health-related services to students. Multiple clinics, hospitals, and other healthcare providers are located within close proximity to the JSBC campus should a student need to seek medical attention.





# Student Discipline

Violations of the Lifestyle Covenant will result in disciplinary action against the student. The severity of the infraction will dictate the severity of the discipline.

The purpose of all disciplinary measures is that they be used by God to bring spiritual changes in the student so as to conform to the Word of God and the Lifestyle Covenant of JSBC. While our goal is always to resolve issues and allow students continued involvement with the college, sometimes suspension or expulsion from campus is required to maintain unity of the JSBC community.

Should a specific situation arise that is not outlined in this handbook, the Administration reserves the right to implement disciplinary measures that must be adhered to in the spirit of Christian maturity and submission to godly authority.

Disciplinary matters are treated confidentially.

## DISCIPLINARY PROCEDURES

1. Each infraction must be reported to the Dean of Students who will review each situation on a case-by-case basis. The Dean of Students will create a confidential incident report, investigate the incident, and meet with the student(s) involved.
2. The Dean of Students will use the following criteria to determine the appropriate level of discipline:
  - The nature of the infraction
  - The severity of the infraction
  - The context of the infraction
  - The ramification of the infraction
  - The student's attitude and response to confrontation
  - Whether the student initiated the confession to the Administration
  - If the issue is a repeated offense
3. After this investigation and meeting process, the Dean of Students will issue the student a disciplinary action notice that will include one of the following possible outcomes:
  - a. Verbal warning
  - b. Removal or suspension from student leadership role(s) for a period of time
  - c. Probation which may include: removal from student leadership, a ban on extra-curricular activities, or a suspension of public ministry involvement
  - d. Monetary fine(s) of \$10, \$25, or \$50



## **DISCIPLINARY COMMITTEE**

Appeal – If the student is dissatisfied with the results of the Dean of Students’ decision, the student may appeal the decision to the Vice President of Academic Affairs, who will convene a meeting of the Disciplinary Committee. The appeal must be in written form and filed within 24 hours of the Dean of Students’ decision.

Automatic Review – Matters of a severe nature require review beyond the Dean of Students. At this point, the Dean of Students will convene a meeting of the Disciplinary Committee.

This Disciplinary Committee consists of the Dean of Students as the chairman, and the Vice President of Academic Affairs as well as one faculty member as appointed in the yearly faculty committee assignments.

1. The Disciplinary Committee will conduct an investigation and review of the claim(s). They may also conduct an interview with the student(s) involved.
2. After this investigation and review process has concluded, the Disciplinary Committee will issue the student a disciplinary action notice that may involve one of the following possible outcomes:
  - a. Monetary fines
  - b. Probation
  - c. Suspension
  - d. Dismissal

## **DISCIPLINARY APPEAL**

If the student is dissatisfied with the results of the Disciplinary Committee decision, the student may appeal the decision to the President. The appeal must be in written form and filed within 24 hours of the Disciplinary Committee decision.

The President shall review all documentation regarding the incident and may conduct additional interviews at his discretion. The President may approve or modify the Disciplinary Committee decision. The President’s decision will be final and is not subject to further appeal.



# Campus Safety

It is the goal of JSBC to provide a safe learning environment for everyone on campus. The campus is patrolled by Campus Security 24 hours a day, 7 days a week. We ask all JSBC community members to look out for each other.

Students must follow all state and local guidelines during emergency situations, as well as all directives from Campus Security personnel. Failure to comply with these guidelines or directives could result in disciplinary action against the student.

## **SEE SOMETHING, SAY SOMETHING**

If students see something suspicious, they should call Security at (225) 803-6735. Even if a student is unsure, he or she should call Security anyway. A false alarm is better than a crime that could have been prevented.

Suspicious behavior can include, but is not limited to:

- Anyone forcibly entering a car, dorm room, or apartment
- Someone tampering with property
- Strangers loitering or entering rooms or offices
- Someone carrying a weapon
- Strange vehicles parked in your area
- Packages left in random places unattended
- Suspicious or noxious odors

## **SECURITY CONTACT INFO**

Students may text or call Security at any time using this number: (225) 803-6735.

## **MEDICAL EMERGENCY - CALL 911**

If an emergency happens, students should call 911 before calling Security. After contacting emergency personnel, students should contact their Resident Assistant and the Dean of Students.

## **STUDENT IDENTIFICATION CARDS**

Campus students will be issued identification (ID) cards each academic year. These ID cards grant students access to the JSBC campus, and they must be carried by students at all times.



## **CAR TAGS**

All vehicles must be approved before they will be permitted on campus. A car tag request form must be on file with the Office. Information required to obtain a car tag: vehicle make, model, color, and license plate number.

## **TRAFFIC VIOLATIONS**

1. Students must observe all posted signs and rules regarding speeding, parking and/or any other traffic-related issues on campus. Students must observe all instructions regarding speeding, parking and/or any other traffic-related issues as given orally by any Security Officer.
2. Failure to adhere to these rules and instructions will result in the following actions taken by the college:
  - a) First offense: Warning
  - b) Second offense: \$50 fine
  - c) Third offense: Dismissal from school for a period of time as determined by the college.

## **LOCKS & DORM ROOM SECURITY**

Dormitory room doors must be locked when students are not present. A \$30 fine will result if a door is found unlocked with no students present.

Students are given access codes to the main doors of Bluebonnet Towers. These codes must not be given to anyone. It will result in disciplinary action if students are providing codes or bypassing the code system to allow people access to Bluebonnet Towers.

## **CAMPUS CLOSINGS**

The decision to close campus due to safety concerns shall be issued by the Vice President of Academic Affairs in consultation with the President.

Notices regarding campus closings will be posted on campus management software programs, posted to social media, and distributed through text messaging.

## **SEXUAL HARASSMENT**

Sexual harassment in any form is prohibited within the JSBC community and will not be tolerated. Students and faculty must undertake a yearly seminar regarding the issue of sexual harassment. Claims of sexual harassment will be handled through the disciplinary process undertaken by the office of the Dean of Students.



## **FIRE ALARMS & DRILLS**

If the fire alarm is activated, whether as a drill or not, students should follow the evacuation route posted in the building where they are located. Elevators should never be used during a fire alarm!

## **HURRICANES**

Louisiana faces possible threats from hurricanes and tropical storms every year, June through November. These storms have the potential to cause property damage, personal injury, and death.

JSBC will monitor weather reports and make appropriate decisions to ensure the safety of our students and faculty. As a storm approaches, students, faculty, and staff will receive information if there is a threat to the campus.

Announcements concerning the cancellation of classes or campus events will be posted as soon as decisions are made.

To prepare for a hurricane, students should view the relevant information from the Department of Homeland Security website here: <https://www.ready.gov/hurricanes>.

## **ACTIVE SHOOTER**

To prepare yourself for an active shooter situation, please review the Department of Homeland Security's training information and learn about the federal government's "Run, Hide, Fight" program here: <https://www.ready.gov/public-spaces>.



# Student Housing

## AGE RESTRICTIONS

JSBC dormitories are available to incoming students aged 25 and under. Students are allowed to remain in the dormitories past age 25, providing they have not left school for more than one year. Incoming students will be randomly assigned a room before arrival. Freshman students, under the age of 25, who are not prior residents of the Baton Rouge area, are required to live in the dormitory.

To reside in campus housing, minor students must reach the age of 18 during their first semester.

## SECURITY DEPOSIT

A non-refundable deposit of \$200 will be required from each student who resides in the dormitory. This deposit will cover normal wear and tear and routine cleaning upon student move-out. If a student vacates campus housing, an additional \$200 deposit will be required should the student request to move back into student housing.

## RESIDENT ASSISTANTS (RA)

The Resident Assistant (RA) position is of great importance to JSBC because the RA functions not only as a model student, but also as a liaison between the faculty and the student body. The RA helps to guide and direct the students spiritually and assists the Administration and Faculty in the enforcement of college policies. Candidates for the RA position are not chosen lightly but have been selected through prayer and a careful assessment of their performance and abilities within the student body.

## GENERAL RULES

- | Switching rooms will be authorized by the Dean of Students only under limited circumstances.
- | There is no walking allowed across Bluebonnet Boulevard. Use the bridges.
- | Music—and noise in general—must be at a reasonable volume. Consider other people.
- | Outside doors must never be propped open.
- | Clean kitchen and recreational room after use.
- | Students are not permitted on the roof of Bluebonnet Towers.
- | There must be no loitering in the stairwells.
- | No pets of any kind are allowed in the dormitories.
- | JSBC does not offer storage space to students.



## OPPOSITE GENDER

Males and females are not permitted on the dormitory floor of the opposite gender. The process of moving personal items in or out may require the assistance of the opposite gender. This should be rare and should be monitored by the RA. The RA must immediately report violation of this policy to the Dean of Students.

## CURFEW

A curfew of 12 a.m. (midnight) Sunday through Thursday and 2 a.m. Friday through Saturday will be enforced. All dorm students must be in their own dorm rooms at the time of curfew. All commuter students must be out of the dorms at the time of curfew, unless other arrangements have been pre-approved by the Dean of Students, as per the Dormitory Visitors section of this handbook.

Students should be considerate of fellow students who go to sleep earlier than the time of curfew. If you are loud enough to wake up fellow students, then you are too loud.

## MOVE- IN PROCESS

The dormitory move-in date is set in the academic calendar each semester. Students will not be permitted to move in before that date.

An inspection report is to be filed by each student at the time of their move-in. The RA will supply these forms, and they will be turned into the Bluebonnet Towers Management Office.

## ROOM SETUP

While setting up dormitory rooms, there are certain guidelines students must follow:

- When hanging decorations, students must only use methods that will prevent damage, such as Velcro 3M Command Strips rather than tape or tack putty which can damage surfaces.
- Students are not permitted to create holes in the walls with any type of nail or tack.
- Hanging items from the sprinklers, fire/smoke alarms, or window blinds is not permitted.
- Furniture may not be removed from any room for any reason.
- When elevating your bed, only use risers made for that purpose. Caution should be undertaken to prevent injury in the event that the bed collapses, as well as damage to any school property. Risers are not provided by JSBC.
- Bunking beds must be done by a JSBC Maintenance Department team member. Students must put in a request for this with the Bluebonnet Towers Management.





- Electrical circuits in the dormitory are not designed for the excess load of electronic devices. Surge protectors are advised. Students should also consider using the multiple outlets in their rooms, as opposed to one singular outlet.

## **LOCKS & DORM ROOM SECURITY**

Dormitory room doors must be locked when students are not present. A \$30 fine will result if a door is found unlocked with no students present.

Students are given access codes to the main doors of Bluebonnet Towers. These codes must not be given to anyone. It will result in disciplinary action if students are providing codes or bypassing the code system to allow people access to Bluebonnet Towers.

## **LAUNDRY**

Students may use the coin-operated washing machines and dryers in the laundry rooms on the first floor of Bluebonnet Towers. Students are expected to do their own personal laundry. To avoid the loss of laundry items, be sure to remove laundry promptly from the laundry area.

## **MUSICAL INSTRUMENTS**

When playing musical instruments in the dormitories, noise must not project beyond that student's room. Practice rooms are available for use in the Trotter Building with prior approval from the Music Department. Students who violate this noise policy could face disciplinary action that may include confiscation of the student's instrument for one or more semester (s).

## **BABYSITTING**

No student is allowed to babysit on the JSBC campus at any time.

## **MAINTENANCE ISSUES**

Students must report maintenance issues to Bluebonnet Towers.



## ROOM INSPECTIONS

The RA will inspect student rooms on a weekly basis. Regular reports of these inspections will be communicated to the Dean of Students. Students who have failed inspection will be given 24 hours to improve. The RA must conduct a subsequent inspection at that time. If no improvements have been made, an automatic fine of \$10 will be charged to the student. The RA will communicate this failure process to the Dean of Students.

## DORMITORY PRAYER MEETINGS

The RA will hold regularly scheduled prayer and devotional meetings on their floor. These prayer meetings are mandatory unless prior approval is obtained from the Dean of Students.

## REQUESTS TO STAY OFF-CAMPUS

- Requests to stay off-campus must be made to the RA at least one week in advance. Students must file the proper documentation with their RA and the RA will communicate the request to the Dean of Students, who will authorize or deny the request.
- No travel arrangements should be made prior to approval of these requests.
- If approved for an off-campus stay, the student is still required to comply with the Lifestyle Covenant.

JSBC reserves the right to deny a student's request to stay off-campus. If a student's request is denied and the student travels anyway, this will result in disciplinary action that could include suspension from the college.

## DORMITORY VISITORS

- Students are allowed up to 3 overnight stays for visitors each semester.
  - Overnight guests will only be permitted on the weekends.
  - No overnight guests will be allowed during the weekend before exams.
  - Guests of the opposite gender will not be permitted to stay on the respective dorm floors.
  - No minors will be allowed to stay in the dormitory.
  - Parents will not be permitted to stay in the dormitory.
  - Only one overnight visitor per student will be allowed at a time.
- Requests for overnight stays must be made to the RA at least one week in advance; the RA will notify the Dean of Students, who will authorize or deny the request.
- No travel arrangements should be made by guests prior to approval of these requests.
- Minimum information required will include the guest's name and contact information, relationship to the student, and the reason for the visit.



- Factors that will affect these requests include available space and roommate preferences.
- If approved for an overnight stay, the student will be charged \$15 for each guest for each night.
- Guests will be expected to uphold all rules and regulations. If a guest violates any of these rules and regulations, JSBC reserves its right to expel the visitor from campus.

## **MOVE-OUT PROCESS**

After a student moves out of the dormitory, Bluebonnet Towers Management will inspect the room and use the student's security deposit to cover normal wear and tear as well as routine cleaning of the room.

Students may be required to pay additional fees if there is damage beyond normal wear and tear, or if additional cleaning is required to return the room to its original condition.

To avoid additional fees, students must take care to see that their rooms are clean, furniture is placed back in the order it was found, and no personal property is left behind. Fees will be assessed at the rate normally charged to residents of Bluebonnet Towers for the same damages.



# Academic Departments & Programs

## BIBLICAL STUDIES DEPARTMENT

The mission of the Biblical Studies Department is to equip students for biblically-based Pentecostal ministry. **Upon completion of the required biblical studies courses in each major program, the student should be able to:**

1. Express a foundational knowledge of the content and unity of the Bible, including an understanding of the backgrounds, historical settings, and social customs of biblical times.
2. Effectively use methods and tools to cultivate a pattern of Bible study for lifelong spiritual formation.
3. Utilize skills for critical thinking, effective communication, and interpersonal skills from a Christian worldview to enable lifelong service in practical ministry.

## GENERAL EDUCATION DEPARTMENT

The purpose of the General Education Department is to equip Spirit-anointed students with a Bible-centered foundation in the arts and sciences. **Upon completion of the required General Education courses in each major program, the student should be able to:**

1. Articulate a biblical view of the physical, social, and cultural world.
2. Apply a Christian worldview of history to appropriately interpret current events.
3. Cultivate a Christ-like character and lifestyle.
4. Demonstrate critical thought processes and effective communication in verbal and written form.



# Associate of Arts in Biblical Studies

The purpose of the Associate of Arts in Biblical Studies is to equip Spirit-anointed students with a balanced biblical and general education foundation for ministry, or for baccalaureate degree programs of their choice. **Upon completion of this degree program, the student should be able to:**

1. Articulate a biblical worldview based on a balance of Bible, theology, and general education.
2. Choose from a range of career choices for which the degree will be foundational.
3. Demonstrate ability to fill a supportive role in a variety of church ministries.
4. Demonstrate knowledge and appreciation of the Bible as outlined in the objectives of the Biblical Studies Department.
5. Demonstrate knowledge and appreciation of general education as outlined in the objectives for the General Education Department.

**Students pursuing an Associate of Arts in Biblical Studies must follow the degree plan outlined below:**

Year 1 Fall	Course	Hours
ENG1001	Research & Writing I	3
NT1244	Romans Part 1	3
GEN1115	Technology	2
BS1214	Bible Doctrines	2
OT1010	Old Testament Survey	2
HST1603	American History	3
SM1401	Student Ministry	.5
HE1001	Health & Fitness	.5
		<b>16</b>

Year 1 Spring	Course	Hours
ENG1002	Research & Writing II	3
NT1333	Romans Part 2	3
NT1010	New Testament Survey	2
NT1123	Life of Christ	3
GEN1604	American Government	3
SM1402	Student Ministry	.5
HE1002	Health & Fitness	.5
		<b>15</b>

Year 2 Fall	Course	Hours
OT2013	Pentateuch	3
NT2132	Galatians	3
TH2133	Pentecostal Distinctives	3
PM2104	Intro to Christian Ministry	3
MAT2100	Personal Finance	2
SM2003	Student Ministry	.5
HE2001	Health & Fitness	.5
		<b>15</b>

Year 2 Spring	Course	Hours
SOC2002	Marriage & Family	3
BS2020	Hermeneutics	3
TH2313	Holy Spirit	3
NT2123	Acts	3
SCI2020	Anatomy & Physiology	3
SM2004	Student Ministry	.5
HE2002	Health & Fitness	.5
		<b>16</b>

**Total: 62 Hours**



# Bachelor of Arts in Biblical Studies

Building upon the Associate of Arts in Biblical Studies, the purpose of the Bachelor of Arts in Biblical Studies is to equip Spirit-anointed students with a thorough balance of biblical and general education for ministry and for graduate degree programs of their choice. **Upon completion of this degree program, the student should be able to:**

1. Employ a biblical worldview based on a balance of Bible, theology, and general education.
2. Choose from a range of career or educational choices for which the degree will be fundamental.
3. Fill supportive or leadership roles in a variety of ministry settings.
4. Demonstrate an advanced knowledge and appreciation of the Bible as outlined in the objectives of the Biblical Studies Department.
5. Demonstrate an advanced knowledge and appreciation of general education as outlined in the objectives for the General Education Department.

**\*Students pursuing a Bachelor of Arts in Biblical Studies must complete the Associate of Arts program and then fulfill the required courses listed below.**

Year 3 Fall	Course	Hours
HST3203	Church History I	3
NT3773	Johannine Literature	3
NT3103	I Corinthians	3
TH3104	Systematic Theology I	3
EL3101	Elective*	3
SM3001	Student Ministry	.5
HE3001	Health & Fitness	.5
		<b>16</b>

Year 3 Spring	Course	Hours
HST3304	Church History II	3
NT3423	Prison Epistles	3
TH3204	Systematic Theology II	3
EL3201	Elective*	3
EL3202	Elective*	3
SM3001	Student Ministry	.5
HE3342	Health & Fitness	.5
		<b>16</b>

Year 4 Fall	Course	Hours
BS4104	Eschatology	3
PM4123	Homiletics I	3
PM4104	Biblical Counseling	3
EL4101	Elective*	3
EL4102	Elective*	3
SM4001	Student Ministry	.5
HE4001	Health & Fitness	.5
		<b>16</b>

Year 4 Spring	Course	Hours
SOC4401	Philosophy & Scripture	3
NT4343	Hebrews	3
EL4201	Elective*	3
EL4202	Elective*	3
EL4203	Elective*	3
SM4002	Student Ministry	.5
HE4402	Health & Fitness	.5
		<b>16</b>

**Total: 64 Hours, 126 Hours when combined with Associate Degree**

*\*Students seeking a Bachelor of Arts in Biblical Studies can fulfill their elective courses with any Bible course of their choice.*



# Concentrations

A concentration is a minimum of 12 credit hours in a particular field of study. To complete a concentration, students must fulfill 12 of their elective credit hours with courses required for that concentration.

## MINISTRY CONCENTRATIONS

The purpose of the ministry concentrations is to equip Spirit-anointed students to serve as pastors, associate ministers, evangelists, and in leadership roles in churches and other Christian ministries. **Upon completion of a ministry concentration, the student should be able to:**

1. Exhibit competency in preaching, teaching, church planting, church growth, evangelism, discipleship, and biblical counseling.
2. Demonstrate the work of church administration and ministry in the local church setting and the Church at large

To complete a ministry concentration, students must fulfill 12 elective credit hours with the set of courses required for that concentration.

Children's Ministry		
	Course	Hours
PM3123	Intro to Children & Youth Ministry	3
PM4223	Homiletics II	3
CM3322	Curriculum Development	3
COM3005	Audio/Video Production I	3
		<b>12</b>

Pastoral Ministry		
	Course	Hours
NT3035	Pastoral Epistles	3
PM4523	Church Administration	3
PM4223	Homiletics II	3
COM3005	Audio/Video Production I	3
		<b>12</b>

Youth Ministry		
	Course	Hours
PM3123	Intro to Children & Youth Ministry	3
PM3001	Practical Theology of Youth Ministry	3
PM4223	Homiletics II	3
COM3005	Audio/Video Production I	3
		<b>12</b>



# Minors

A minor is a minimum of 18 credit hours in a particular field of study. To complete a minor, students must fulfill 18 of their elective credit hours with the set of courses required for that minor.

## CHURCH MUSIC MINOR

The purpose of the Church Music minor is to educate and equip Spirit-anointed students for biblically-based music and music-related ministries. **Upon completing this minor, the student should be able to:**

1. Articulate a biblical philosophy of music ministry.
2. Identify and demonstrate characteristics which qualify him/her as a competent church music minister.
3. Demonstrate ability in performance in one major area and one minor area by successfully completing the following:
  - Applied instruction and performance
  - Piano proficiency
  - Music theory proficiency
  - Chart reading and transcription in the Nashville Number System
4. Recall, interpret and apply knowledge of the history of Western music in general and sacred music in particular.

The courses required for the Church Music minor are listed below.

Course		Hours
MU3010	Music Theory I	3
MU4120	Music Theory II	3
MU3110	Group Piano I	1
MU3344	Applied Music I	1
MU3346	Applied Music III	1
MU3510	Music History I	3
MU4210	Music History II	3
MU4110	Group Piano II	1
MU3345	Applied Music II	1
MU3347	Applied Music IV	1
		<b>18</b>





## MEDIA & COMMUNICATIONS MINOR

(\*\**paused for 2023-2024 school year*)

The purpose of the media & communications minor is to cultivate critical thinking skills and thoughtful expression through the evaluation and creation of media. The program will provide students with a well-rounded experience while fostering creative exploration in areas of audio production, television production, journalism, and public relations. **Upon completing this minor, the student should be able to:**

1. Understand how mass media are produced, consumed, and published in today's society.
2. Have a foundation in media ethics and the First Amendment that will reinforce responsibilities as media professionals.
3. Research, gather, write, and critically evaluate information from various sources to conceptualize, develop, plan, and execute a media project through all phases of production.
4. Utilize fundamentals in mass media writing styles that conform to professional standards to produce effective oral, written, and visual communication to different types of audience
5. Explain the relationship between Christianity and the progression of mass media (newspaper, magazine, radio, television, film, and internet) and their convergence.

The courses required for the Media & Communications Minor are listed below:

	<b>Course</b>	<b>Hours</b>
COM3345	Intro to Mass Media & Society	3
COM3525	Mass Media & Christianity	3
COM3678	Intro to Journalism	3
COM4710	Principles of Strategic Communication	3
COM3005	Audio/Video Production I	3
COM4005	Audio/Video Production II*	3
COM4110	Television Production**	3
		<b>18</b>

(Choose from COM4005 OR COM4110)

\* Available to online students

\*\* Available to campus students only



# Academic Polices

## ACCREDITATION

JSBC is a corresponding institution with the Transnational Association of Christian Schools (TRACS).

## CLASSROOM ETIQUETTE

**Food and drink in class:** While students are permitted to have snacks and beverages in class, they must not disrupt class and they must clean up after themselves. To prevent damage to our carpets, open containers will not be permitted in the A.N. Trotter Student Life Center. All drink containers must have spill-proof lids.

**Mobile devices in class:** JSBC prohibits the use of cell phones in class. Devices must be turned off or put in silent mode and cannot be taken out during class. Laptop computers, mobile devices, and similar electronic aids may be used for taking notes in class, subject to professor's approval, but these devices are never allowed to be used during exams unless the professor has approved them.

## FULL-TIME OR PART-TIME STATUS

**Full-time:** A student enrolled for 12 or more credit hours per semester.

**Part-time:** A student enrolled for less than 12 credit hours per semester.

## DEFINITION OF A CREDIT HOUR

A credit hour is approximately one hour of in-class instruction and two hours of out-of-class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different period of time.

## ACADEMIC LOAD

A normal academic load is 12 to 18 credit hours per semester. The Vice President of Academic Affairs must give permission for a student to carry more than 18 credit hours during a semester.

## ACADEMIC COUNSELING

Students are encouraged to take an active part in determining their course of study here at JSBC. Academic counseling is available through the Office of the Registrar to assist students in this process.



## GRADING SCALE

Percentile	Letter Grade
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
Below 60	F

## CLASS ATTENDANCE POLICY

Three late arrivals to class equal one absence.

Absences that exceed two times the number of weekly sessions of a class will result in one letter grade drop:

- For a class that meets once a week, 3 absences equal one letter grade drop
- For a class that meets twice a week, 5 absences equal one letter grade drop
- For a class that meets three times a week, 7 absences equal one letter grade drop

Absences that exceed three times the number of weekly sessions of a class will result in two letter grade drops:

- For a class that meets once a week, 4 absences equal two letter grade drops
- For a class that meets twice a week, 7 absences equal two letter grade drops
- For a class that meets three times a week, 10 absences equal two letter grade drops

Absences that exceed four times the number of weekly sessions of a class will result in an automatic failure for the course:

- For a class that meets once a week, 5 absences equal automatic failure
- For a class that meets twice a week, 9 absences equal automatic failure
- For a class that meets three times a week, 13 absences equal automatic failure.



## TESTING PROCEDURES

Students are required to take quizzes and tests at the time scheduled by the professor. Without a valid reason (i.e., severe sickness, doctor's appointment, car broke down off campus), no make-up quiz/test will be allowed. With a valid reason, arrangements must be made to take a missed quiz/test before the next class period. Students should contact their professors to facilitate this process.

## EXAMINATION PROCEDURES

Midterm and final exams are set forth each year in the academic calendar. Mid-term and final examinations must be taken at their scheduled dates and times. Unless an extreme emergency has occurred, students will not be permitted to make up mid-terms and/or final examinations.

Students should check their exam schedule prior to making any travel arrangements as travel arrangements will not be considered a valid reason for missing an exam.

### **During the exam week, chapel services will be cancelled to allow for extended class periods:**

If exams are scheduled Wednesday-Friday, the class times on those days will change to the following:

M/W/F 7:30 a.m. classes	Meet 8 a.m. – 9 a.m.	Exam on Wednesday; Class on Friday
M/W/F 8:30 a.m. classes	Meet 9:15 a.m. – 10:15 a.m.	Class on Wednesday; Exam on Friday
M/W/F 9:30 a.m. classes	Meet 10:30 a.m. – 11:30 a.m.	Exam on Wednesday; Class on Friday
T/TH a.m./p.m. classes	Normal class times	Class on Tuesday; exam on Thursday

If exams are scheduled Monday-Wednesday, the class times on those days will change to the following:

M/W/F 7:30 a.m. classes	Meet 8 a.m. – 9 a.m.	Exam on Monday; Class on Wednesday
M/W/F 8:30 a.m. classes	Meet 9:15 a.m. – 10:15 a.m.	Class on Monday; Exam on Wednesday
M/W/F 9:30 a.m. classes	Meet 10:30 a.m. – 11:30 a.m.	Exam on Monday; Class on Wednesday
T/TH a.m./p.m. classes	Normal class times	Exam on Tuesday; Class on Thursday

## INCOMPLETE GRADES

An incomplete grade ("I") for a course can be given by a professor only with approval of the Vice President of Academic Affairs. In this situation, issues such as major illness, extended sickness, or personal tragedy will be deciding factors considered by the Vice President of Academic Affairs.



A student will have 30 days beyond the close of the semester to satisfy the course requirements. Under extreme circumstances, the Vice President of Academic Affairs may authorize additional time beyond the normal 30-day period to satisfy the course requirements. If the course is not completed in the allotted timeframe, a failing grade (“F”) will be entered onto the student’s transcript.

## **REPEATING COURSES**

Courses with a grade of C or less may be repeated for credit. Both the original grade and the grade for the repeated course will appear on the student’s transcript, but only the higher graded will be calculated into the student’s GPA. Students may petition the office of the Vice President of Academic Affairs for removal of the lower grade from his or her transcript.

## **ADDING OR DROPPING A COURSE**

To drop a course and avoid tuition fees for that course, or to add a course to their workload, a student must notify the Registrar’s office within the time allotted on the academic calendar.

Students will not be allowed to drop classes after the drop date posted on the academic calendar.

Students will not be allowed to drop classes after the date posted on the academic calendar, but they may withdraw from classes. Please see withdrawal policies regarding this.

Non-attendance alone does not constitute a drop.

Please see Financial Policies for a breakdown of the student’s financial responsibility for a dropped course.

## **WITHDRAWAL**

A student may withdraw from a course up to the time of final exams. This will allow the student to receive a “W” on his/her transcript rather than a failing grade.

A student who wishes to stop participating in all classes for the semester must withdraw. Withdrawals must be processed through the Office of the Registrar.

Students who withdraw from all classes will be expected to depart campus in the amount of time specified by the Dean of Students. Non-attendance alone does not constitute withdrawal.

Please see Financial Policies for any applicable refund.



## **PRESIDENT'S HONOR ROLL**

Full-time students who attain a GPA of 4.0 for the semester will be placed on the President's Honor Roll.

## **DEAN'S LIST**

Full-time students who attain a GPA of 3.5 to 3.99 for the semester will be placed on the Dean's List.

## **STUDENT RECORDS**

In keeping with the Family Educational Rights and Privacy Act (FERPA), student records are protected information. Without written consent from the student, JSBC may not release grades, financial information, personal data, or any other information to anyone other than the student or academic administrators and faculty members with a legitimate need to know. Any questions regarding appropriate release of student information should be referred to the Vice President of Academic Affairs.

## **TRANSCRIPT REQUESTS**

A student who has completed at least 1 semester of study may obtain a transcript by filing the appropriate forms. Transcripts are \$10 each. Students with outstanding balances will not be permitted to obtain transcripts.

## **APPLICATION FOR GRADUATION**

A petition for graduation must be filed with the Registrar's office in the time allotted each academic year. Degrees are not automatically awarded when requirements have been satisfied. It is the student's responsibility to apply for degrees. Failure to file a timely petition for graduation may result in the student having to graduate in absentia. To qualify for graduation, program requirements must be fulfilled, all course requirements must be met, and all fees must be paid.

## **ACADEMIC DISHONESTY**

### **1. Plagiarism**

According to Merriam-Webster.com, the word plagiarize means "to commit literary theft." It is the attempt to steal and pass off someone else's ideas or words as your own (plagiarize).

- a) Any student who submits work as his own that has been copied whole or in part from another person without correct acknowledgment is guilty of plagiarism.
- b) All material, published or unpublished, that is used from another writer must be given proper acknowledgment.



- c) Material that is copied word-for-word from another source must be placed inside quotation marks and properly attributed.
- d) Material that is paraphrased must also be attributed to the author.
- e) Unless specifically stated by the professor, the correct format for proper attribution will be the most current version of the Modern Language Association (MLA) Handbook.
- f) Copying from a fellow student or any other unpublished work carries the same weight of penalty as copying from a published source.
- g) Submitting your own written work for more than one course without the professor's knowledge and permission is also a form of plagiarism\*.

## 2. Cheating

Cheating will be defined as submitting any work for a grade that has been completed in an unauthorized manner.

Cheating includes, but is not limited to:

- a) Plagiarism
- b) Submitting someone else's work as you own, in part or in full, with or without their consent
- c) Using notes, books, electronic devices and/or any other material during an exam without the professor's authorization
- d) Securing or helping to secure answers to exams, whether they are used or not

## 3. Procedure to Handle Academic Dishonesty

The faculty member in whose class the incident occurred must schedule a personal interview with the student in question to evaluate the alleged infraction and any extenuating circumstances. After this interview, the faculty member will refer the matter to the Vice President of Academic Affairs for a decision on the matter. Any student who is guilty of plagiarism or cheating is subject to any or all of the following actions:

- Removal or suspension from student leadership role(s) for a period of time
- A grade of zero or "F" for the assignment
- A failing grade ("F") for the class
- Expulsion from the class or JSBC
- Possible disciplinary action

## ACADEMIC PROBATION

A student must achieve a cumulative GPA of 1.70 (10 hours) at the end of his or her first semester; 1.80 (20 hours) at the end of the second semester; 1.90 (31 hours) at the end of the third semester; and 2.0 (42 hours plus) for the remaining semesters of enrollment.

\*"Plagiarize." Merriam-Webster.com Dictionary, Merriam-Webster, <https://www.merriam-webster.com/dictionary/plagiarize>. Accessed 9 Oct. 2020.



Transfer students with 45 or more hours must maintain a 2.0 GPA.

Students whose GPA falls below these levels will be placed on academic probation. In such cases, special counseling, scheduling of classes, and restriction of activities will be stipulated.

No student achieving less than a 2.0 GPA in his or her final semester will be allowed to graduate.

Students are subject to academic suspension after two consecutive semesters of academic probation.

Habitual academic probationers will be expelled when it becomes evident that they will not be able to qualify academically for graduation.

## **ACADEMIC SUSPENSION**

Academic suspension indicates that a student will be suspended from class for an unspecified amount of time—no less than one full semester and extending as long as deemed appropriate by the Academic Committee.

Any student may be suspended at any time for any reason deemed necessary and appropriate by the college Administration. This would include but is not limited to moral, financial, or academic reasons.

Students suspended from school have no right to a refund of any tuition or rent amounts paid, nor will their accounts be cancelled. Suspended students will be held to their financial agreements.

## **GRADE APPEALS**

If a student disputes a grade on a particular assignment or the overall grade for the course, that student must submit a request for review to the professor in writing.

If the issue is not resolved to the student's satisfaction, the student may appeal the grade to the Vice President of Academic Affairs who, with the chairman of the affected division, in consultation with the faculty member who assessed the grade, will make a final determination.





# Online Education

## ASSOCIATE OF ARTS IN BIBLICAL STUDIES

The Associate of Arts in Biblical Studies degree is available for online students. For online students, Health & Fitness and Student Ministry courses have been replaced with an elective course to maintain the minimum amount of credits required.

**Students pursuing an Associate of Arts in Biblical Studies online must follow the degree plan, *in the order the classes are listed, below:***

Year 1 Fall	Course	Hours
GEN1115	Technology	2
ENG1001	Research & Writing I	3
BS1214	Bible Doctrines	2
OT1010	Old Testament Survey	2
NT1244	Romans Part 1	3
HST1603	American History	3
		<b>15</b>

Year 1 Spring	Course	Hours
ENG1002	Research & Writing II	3
NT1010	New Testament Survey	2
NT1123	Life of Christ	3
NT1333	Romans Part 2	3
GEN1604	American Government	3
		<b>14</b>

Year 2 Fall	Course	Hours
OT2013	Pentateuch	3
NT2132	Galatians	3
TH2133	Pentecostal Distinctives	3
PM2104	Intro to Christian Ministry	3
MAT2100	Personal Finance	2
	Elective	2
		<b>16</b>

Year 2 Spring	Course	Hours
SOC2002	Marriage & Family	3
BS2020	Hermeneutics	3
TH2313	Holy Spirit	3
NT2123	Acts	3
SCI2020	Anatomy & Physiology	3
		<b>15</b>

**60 Total Hours**

## ONLINE CLASS FORMAT & SCHEDULE

To keep students on track to graduate in a normal timeframe, our online courses run in 7-week terms. This allows students who are only able to take 1 course at a time the ability to complete more classes during a semester than a traditional 15-week program.

Each fall and spring semester will have two 7-week terms with a week's break in-between.



## **ACADEMIC LOAD**

Online freshmen are not permitted to take more than 8 credits in a term.

Online students are not permitted to take more than 18 credits in a semester.

## **ADDING OR DROPPING AN ONLINE COURSE**

To add or drop an online course and avoid tuition fees for that course, the student must notify the Office of the Registrar by the first Friday of the course. The student will be charged \$50 for each online course added/dropped.

Students will not be allowed to drop classes after the first Friday of the course, but they may withdraw from classes for that term. Please see Withdrawal form Online Studies section regarding this.

Non-participation alone does not constitute a drop. Please see financial policies for a breakdown of the student's financial responsibility for a dropped course.

Students will not be allowed to add classes after the first Friday of the course.

## **WITHDRAWAL FROM ONLINE STUDIES**

A student may withdraw from an online course up to the time of final exams. This will allow the student to receive a "W" on his/her transcript rather than a failing grade.

A student who does not wish to participate in any online classes for the semester may withdraw from the online program.

Withdrawals must be processed through the office of the Registrar.

Non-participation alone does not constitute withdrawal. Please see the Financial Policies section of this handbook for any applicable refund.



# Library Policies

## GENERAL INFORMATION

The JSBC Library contains thousands of volumes, encompassing a large variety of information regarding history, religion, and secular studies.

## CHECKOUT

Students may check out up to 10 books for 2 weeks.

Students may check out up to 5 DVDs for 1 week.

## RENEWAL

Students may renew books for one additional week after the initial two-week due date is expired. Books must be physically brought back into the library in order to be renewed.

Renewals must be completed on or before the original due date, otherwise the book will be counted as late.

Only one renewal is allowed per book, after which the book must be returned.

DVDs or special loans will not be renewed.

## OVERDUE BOOKS/DVDS

Overdue books/DVDs incur a 25-cent charge per book per day. Days that the library is closed will not be counted toward late fines. Students who are continually late on returns may not be permitted to continue library privileges.

## LOST BOOKS/DVDS

The lost book/DVD fine is \$30 per item.



# Financial Policies

## FINANCIAL AID

JSBC does not offer or qualify for any financial aid programs. All tuition and fees are the responsibility of the student.

## PREVIOUS BALANCE

All previous bills must be paid before a student can register for a new semester.

## PAYMENT POLICY

All fees are due at registration. We strongly encourage our students to pay in full at registration. In case of inability to pay in full, a student may use the Deferred Payment Plan.

## ADVANCED PAYMENTS

Payments may be made up to one semester in advance at any time following a student's acceptance.

## DEFERRED PAYMENT

The Deferred Payment Plan requires 25% of the total charges to be paid at the time of registration. The remaining balance is payable in three installments: 30 days, 60 days, and 90 days after registration. See the following example (based on 15 credit hours):

### On campus:

- | Tuition & General Fees: \$1,725
- | Dormitory Rent: \$1,000
- | Activities/Tech/Student Life Fees: \$275
- | **Total Charges: \$3,000**
  - | Minimum due at registration: \$750
  - | First installment (30 days): \$750
  - | Second installment (60 days): \$750
  - | Final installment (90 days): \$750

### Online:

- | Tuition (\$200 x 15 credit hours): \$3,000
- | **Total Charges: \$3,000**
  - | Minimum due at registration: \$750
  - | First installment (30 days): \$750
  - | Second installment (60 days): \$750
  - | Final installment (90 days): \$750

THIS IS AN EXAMPLE ONLY.



Costs may vary depending on the number of credit hours taken and any necessary fees applied. During registration, students using the deferred payment plan will be given a Promissory Agreement to read carefully, complete, and sign. The Financial Office will record the entire balance owed and approve the Promissory Agreement. **Note: The larger the amount a student puts down at registration, the lower that student's payments will be.**

## PAYROLL DEDUCTION

Students who are employees of Jimmy Swaggart Ministries and have unpaid fees will be placed on payroll deduction. This is mandatory. Proper forms will be signed by the student at registration. The college will alert the JSM Payroll Department even if the student does not sign a form.

## LATE PAYMENTS

- A. Any student who fails to meet a payment will be suspended from classes 5 days after the payment due date. The student may return to class after payment is made.
- B. Any student who fails to meet a specially-adjusted payment arrangement will be suspended from classes 1 day after missing the payment due date.
- C. If a student misses a payment and makes no effort to gain approval for another arrangement within 5 days of the original payment due date, that student will be dismissed from the college.
- D. A \$10 fee may be attached to each late payment.

## DROPPED COURSES

Tuition for courses dropped within the permitted time period will incur a full refund, minus the applicable drop fee for each course dropped. At that time, the student's account balance will be recalculated and either a refund will be issued or the student's payment plan will be adjusted.

## WITHDRAWAL REFUND

Withdrawal means the student does not wish to participate in classes for that semester.

### A. Campus Students

- A campus student who withdraws from JSBC prior to the fourth week of the semester will receive a partial refund of tuition and rent, providing that student completes the withdrawal process.
- No refund of any fees other than tuition and rent will be given.
- Both tuition and rent will be refunded as per the following timeframes.



When the withdrawal occurs:

- Before classes start (tuition)/ Before move-in (rent): 100% refund
- During the first week of the semester: 75% refund
- During the second week of the semester: 50% refund
- During the third week of the semester: 25% refund
- During the fourth week of the semester and beyond: No refund

Students suspended from school have no right to a refund of any tuition or rent amounts paid, nor will their accounts be cancelled. Suspended students will be held to their financial agreements.

Non-attendance alone does not constitute an official withdrawal. Withdrawal from JSBC is not the same as dropping a course.

#### **B. Online Students**

- An online student who withdraws from JSBC prior to the third week of the term will receive a partial refund of tuition, providing the student completes the withdrawal process.
- Online tuition will be refunded as per the following timeframes.

When the withdrawal occurs:

- Before term starts: 100% refund
- During the first week of the term: 75% refund
- During the second week of the term: 50% refund
- During the third week of the term and beyond: No refund

Students suspended from school have no right to a refund of any tuition or rent amounts paid, nor will their accounts be cancelled. Suspended students will be held to their financial agreements.

Non-participation does not constitute an official withdrawal. Withdrawal from JSBC is not the same as dropping a course.



# Course Descriptions

## **BS1214: BIBLE DOCTRINES**

This course is a systematic study of the doctrines of the Bible. The goal of this class is to increase the student's knowledge and awareness of the basic doctrines of the Bible. (2 credits)

## **BS2020: HERMENEUTICS**

Representative passages of Scripture from a variety of genres in both Old and New Testament will be analyzed and studied in order to learn basic Bible study skills. Special emphasis will be placed on the meaning of Scripture in its historical and literary context. The student will be introduced to resources and methods to aid in the proper use of basic Bible study tools. (3 credits)

## **BS4104: ESCHATOLOGY**

This course will examine the doctrine of eschatology or "last things" as reflected in Scripture and developed in Christian theology. This study highlights how God will accomplish His purposes for the world and humanity through future events such as the rapture, tribulation, second coming, millennial kingdom, and eternal state. (3 credits)

## **CM3322: CURRICULUM DEVELOPMENT**

This course will engage the student in the development of age-appropriate curriculum for children's ministry. Students will examine the different developmental stages of children and incorporate those concepts into the creation of Sunday School lessons and the framework of children's church. (3 credits) Prerequisite: PM3123.

## **COM3005: AUDIO/VIDEO PRODUCTION I**

Basic audio concepts used to create multimedia projects. Explore theory and practice of audio production, video recording, editing techniques and continuity. Students will write, announce, and produce spots. Students understand how to build a multimedia package from concept planning, concept development, and post-production. (3 credits)

## **COM3345: INTRO TO MASS MEDIA & SOCIETY**

A study of the mass communication process and how it functions within society and the development, structure, and cultural impact of mass communication. Develops media literacy and examines media professions in journalism, advertising, and public relations. (3 credits)

## **COM3525: MASS MEDIA & CHRISTIANITY**

This course examines ways in which Christianity is experienced through mass media. Students will explore various historical examples of how messages are disseminated through print, radio, television, and digital media. Special attention will be given to the relationship between Christianity and mass media. (3 credits)



### **COM3678: INTRO TO JOURNALISM**

A study of basic journalism practices, values, and ethics that use foundational reporting and writing skills needed to create content for various media platforms. Includes writing leads, gathering information, inverted format, Associated Press style, and meeting deadlines. Students will explore writing for print, broadcast, news media, and public relations messaging. (3 credits)

### **COM4005: AUDIO/VIDEO PRODUCTION II\***

This course will develop more complex concepts used to create multimedia projects. Along with enhancing video editing and audio production skills, students will build a foundation in lighting and pre-production. Students will expand skills in writing, directing, producing, and announcing while building story packages, documentaries, and/or short films.

(3 credits) \*Available online only. Prerequisites: COM3005, COM3678.

### **COM4110: TELEVISION PRODUCTION\*\***

This course will give students a chance to develop hands-on skills in writing, producing, control room operations, and floor production. Students will enhance skills in writing, reporting, and building story packages. In addition to practical experience, students will learn theoretical aspects of television production. (3 credits) \*\* Available on campus only.

Prerequisites: COM3005, COM3678.

### **COM4710: PRINCIPLES OF STRATEGIC COMMUNICATION**

This course will survey principles and processes involved in public relations. Students will explore theoretical and practical foundations while learning how to effectively use social media platforms in mass media. Emphasis will be placed on strategies in building two-way communication for organizations and their audiences while learning concepts of crisis communication and media relations. (3 credits) Prerequisite: COM3678.

### **ENG1001: RESEARCH & WRITING I**

This course exposes students to and engages students in the various types of writing that will be required in college and beyond. Students will employ critical thinking in class readings and will examine various texts to strengthen their writing skills. Special emphasis will be placed on the use of proper English writing conventions. This course will be the foundation of student writing in college, in personal life, and in both current and future careers. (3 credits)

### **ENG1002: RESEARCH & WRITING II**

This course will build on the reading and writing foundation set in Research and Writing I. Students will use the skills gained in the prerequisite course to further enhance their writing. Special emphasis will be placed on the research process. This course sets the foundation for research and research writing in college. (3 credits) Prerequisite: ENG1001





### **GEN1115: TECHNOLOGY**

Basic understanding of how to utilize tools and resources to excel in college. Emphasis will be on software applications, technology, and communicating with professors and other students. Topics include a variety of computer software, use of social media, apps, digital research, and discussions. (2 credits)

### **GEN1604: AMERICAN GOVERNMENT**

An introduction to government in America and exploring the history and processes of the three branches of the federal government. Particular emphasis will be given to the Constitution and its role in the functioning of U.S. government. (3 credits)

### **HE1001-44402: HEALTH & FITNESS**

This course stresses the importance of lifetime fitness through a variety of fitness activities. Students will engage in activities such as running, weightlifting, agility drills, and strength training. (.5 credit per semester; 4 semesters required for an Associate's; 8 semesters required for Bachelor's)

### **HST1603: AMERICAN HISTORY**

A survey of American history from Columbus to the present. Special emphasis will be given to our Christian heritage and key figures and their religious views. (3 credits)

### **HST3203: CHURCH HISTORY I**

A study of significant people and events in church history from the intertestamental period through the Reformation. (3 credits)

### **HST3304: CHURCH HISTORY II**

A study of significant people and events in church history from the Reformation to the 21st century. (3 credits)

### **MAT2100: PERSONAL FINANCE**

Personal finance is the process of financial planning that every individual faces in life. This course will prepare the student for budgeting, managing income, taxes, sources of credit, risk management and insurance, personal investing, and buying a home or car. (2 credits)

### **MU3010: MUSIC THEORY I**

This course gives foundational knowledge and skills to prepare the music minister, whether singer or musician. Content is rooted in common-practice analysis but expands to address modern worship music with an emphasis on the Nashville Number System and ear training skills. Course scope for Theory I includes the fundamentals of music: traditional notation of pitch and rhythm, scale degrees, and intervals. (3 credits)



### **MU3110/41110: GROUP PIANO I/II**

A small-group, hands-on lab for keyboard principles in worship, sight reading, and improvisation. Covers sight reading in treble and bass clefs, finger independence and coordination, scale theory and chord theory, improvisation, chord realization, and accompaniment. (1 credit each)

### **MU3344-3347: APPLIED MUSIC I**

Private instruction in applied voice or instrument designed primarily for modern worship contexts. Activities include technical studies and performance of repertoire. The goal of the class is to gain competence as a solo performer, music director, and supporting musical roles that fill the needs of today's church organizations. (1 credit)

### **MU3510: MUSIC HISTORY I**

This course gives foundational knowledge in the artistic periods, styles, contexts, and ever-changing concepts of music, sacred and secular, from ancient times to the 19th century. (3 credits)

### **MU4120: MUSIC THEORY II**

Building on the material in MU3010, this course provides additional knowledge and skills to prepare the music minister, whether singer or musician. Content is rooted in common-practice analysis but expands to address modern worship music with an emphasis on Nashville Number System and ear training skills. Course scope for Theory II includes diatonic harmony and voice leading: triads and seventh chords, harmonic progression, part writing, and modern notation formats. (3 credits) Prerequisite: MU3010.

### **MU4210: MUSIC HISTORY II**

This course gives foundational knowledge in the artistic periods, styles, contexts, and ever-changing concepts of music, sacred and secular, from the 19th century to current day. (3 credits) Prerequisite: MU3510.

### **NT1010: NEW TESTAMENT SURVEY**

An overview study of the New Testament. Special emphasis is given to the content, genre, themes, and historical setting of each of the books of the New Testament, along with the intent and purpose of each writer. (2 credits)

### **NT1123: LIFE OF CHRIST**

Through topical and expositional examination, this course will review the life and ministry of Jesus Christ. The course will define the gospels as historical, narrative, and theological literary works that express Jesus Christ in unique ways. A synthesis of material will provide a harmonization of the birth, life, ministry, death, and resurrection of Jesus Christ. (3 credits)



### **NT1244: ROMANS PART I**

An expositional study of Romans 1 through 7. Special emphasis is placed on the truth of man's lost condition as well as the availability and process of justification by faith. The course also examines the information required for the progressive sanctification of the believer along with Paul's revelation of the need to understand the New Covenant believer's relationship to the Mosaic Law. (3 credits)

### **NT1333: ROMANS PART II**

An expositional study of Romans 8 through 16. Special emphasis is placed on the work of the Holy Spirit and His role in sanctification of the believer. This course examines Paul's warnings that the church must not disregard the doctrines of Christ and the elements of the New Covenant. The study concludes with Paul's instructions for practical Christian living. (3 credits) Prerequisite: NT1244.

### **NT2123: ACTS**

This course will explain the theological and narrative unity between the Gospel of Luke and the book of Acts. The continuity of Luke-Acts will explain the implications the author expected this work to have on those who read it. Through an expositional study the book of Acts, students will discover the birth, growth, and establishment of the 1st century Church. (3 credits)

### **NT2132: GALATIANS**

This course is a verse-by-verse study of Paul's epistle to the churches in the region of southern Galatia. Special emphasis will be placed on the main theme of Galatians: justification and sanctification by faith alone (not by the law/works) in Christ and His finished work on the cross. (3 credits)

### **NT3035: PASTORAL EPISTLES**

The Pastoral Epistles is a study of I and II Timothy, and Titus. The information given by the apostle Paul in these letters is vital for all who will oversee a church or ministry organization. Special emphasis will be placed upon the circumstances and recipients of each individual epistle. An in-depth study of selected passages from each book will provide much needed solutions for a variety of specific church issues. (3 credits)

### **NT3103: I CORINTHIANS**

An expositional study of Paul's first epistle to the Corinthians against the background of the social and moral conditions of that day. Emphasis given to Pauline doctrine and its application to contemporary issues. (3 credits)



### **NT3423: PRISON EPISTLES**

Paul's prison epistles consist of the books Philippians, Colossians, Ephesians, and Philemon. Special emphasis will be placed on the background, purpose, and recipients of each of these letters. The specific in-depth study of specific select passages will reveal the heart and mind of the apostle Paul regarding his understanding and application of the New Covenant. (3 credits)

### **NT3773: JOHANNINE LITERATURE**

This course is a narrative survey of the Gospel of John and an expositional study of his three epistles. This class will seek to evaluate the historical, literary, and grammatical context of the original texts to provide a clear understanding of the books' original intent. Emphasis will be placed on a conceptual understanding of John's works that applies to our culture today. (3 credits)

### **NT4343: HEBREWS**

An expositional study on the book of Hebrews. Special emphasis will be placed on the contrast between the New and Old Covenants. (3 credits)

### **OT1010: OLD TESTAMENT SURVEY**

An overview study of the Old Testament. Special emphasis is given to the content, genre, theme, and geographic setting of each of the books of the Old Testament, along with the intent and purpose of each writer. (2 credits)

### **OT2013: PENTATEUCH**

This class is a basic overview of Genesis to Deuteronomy, with the goal of providing the student with an understanding of the key elements of each of these five books. (3 credits)

### **PM2104: INTRO TO CHRISTIAN MINISTRY**

A presentation of the multi-faceted role of the pastor. Emphasis will be placed on the practical experiences involved in pastoring a local church. (3 credits)

### **PM3001: YOUTH MINISTRY HISTORY & PROGRAMS**

This course will examine and evaluate the effectiveness of historical and contemporary models of youth ministry. The goal of this course will be for students to create an effective youth ministry by incorporating the tools and information learned from their research and study. (3 credits) Prerequisite: PM3123.

### **PM3123: INTRO TO CHILDREN & YOUTH MINISTRY**

This course provides the biblical foundations for both children and youth ministry. Special emphasis will be placed upon God's directive to train and assist in the spiritual development of the next generation. (3 credits)



### **PM4104: BIBLICAL COUNSELING**

This course serves as an introduction to biblical counseling with special attention given to issues that arise from time to time in the lives of church members. The methods taught will be centered on the gospel and rely on the sufficiency of scripture. Common counseling issues explored will include anger, fear, anxiety, depression, and relationships. (3 credits)

### **PM4123: HOMILETICS I**

An introduction to the basic principles of teaching and preaching preparation. Students will learn and practice a specific form of methodology that will equip them to make presentations in nearly any level of teaching and/or preaching. (3 credits)

### **PM4223: HOMILETICS II**

Building on the material in Homiletics I, the student will continue to learn basic principles of teaching and preaching preparation. Sermon presentations will be a feature of this course. The goal of the class is to provide the student with tools and procedures to accurately and biblically present the gospel. (3 credits) Prerequisite: PM4123.

### **PM4523: CHURCH ADMINISTRATION**

The purpose of this course is to provide students with a broad overview of the theory and practice of administration in the local church. This course combines pastoral theology and “how to” principles in all the work of Christian ministry including the administration of local church business affairs and other operations. Additional topics to be addressed include goal setting, team building, delegation, human relationships, budgeting, working with committees, legal issues, personnel management, church operations, and the training of leaders. (3 credits)

### **SCI2020: ANATOMY & PHYSIOLOGY**

An introductory level science course exploring the principles of anatomy and physiology of the human body. While anatomy describes the structure of how it is physically put together, physiology explains how all the components of the human body work, individually and together. The course will follow a systems approach focusing on the structures and functions of the human body from a biblical perspective with particular emphasis on health. (3 credits)

### **SOC2002: MARRIAGE & FAMILY**

A Christian perspective of dating, engagement, and marriage. Special emphasis placed on biblical principles of relationships and the challenges faced during marriage. (3 credits)

### **SOC4401: PHILOSOPHY & SCRIPTURE**

This course addresses the problems, methods, and concepts of philosophy examined in the light of scriptural understanding. (3 credits)



### **TH2133: PENTECOSTAL DISTINCTIVES**

An exploration of classic Pentecostal beliefs. Special focus will be placed upon the basic cornerstones of early Pentecost, including the work of the Holy Spirit in the salvation experience and the baptism with the Holy Spirit.

(3 credits)

### **TH2313: HOLY SPIRIT**

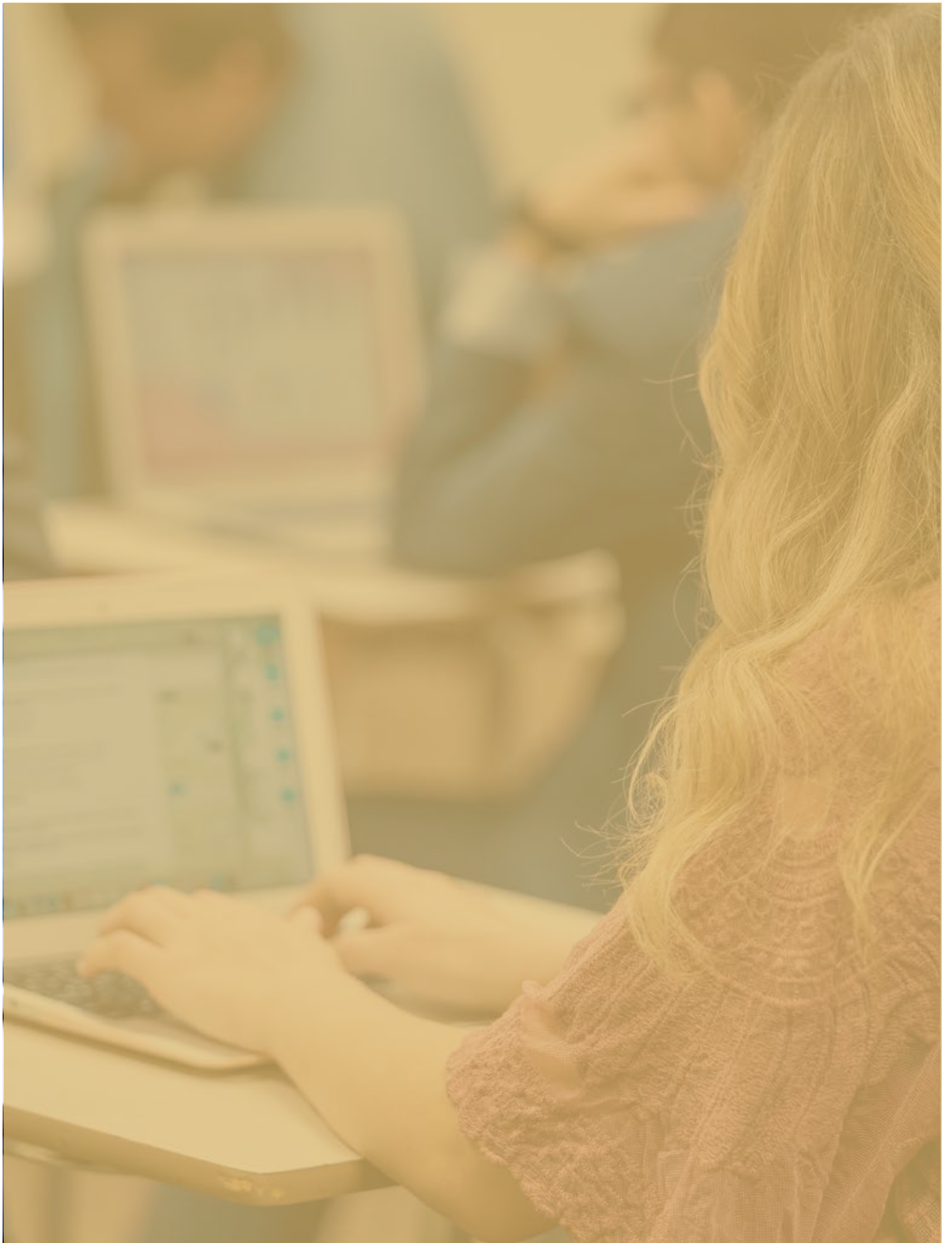
A broad study of the person and ministry of the third member of the Trinity, as revealed in Scripture. Particular emphasis will be placed on the role of the Holy Spirit in the life of the individual believer. (3 credits)

### **TH3104: SYSTEMATIC THEOLOGY I**

This introductory course endeavors to acquaint students with the elemental building blocks of the Christian faith. The nature and necessity of theology will be considered (i.e., Why theology?), together with major doctrines such as the sovereignty of God, the doctrine of the Trinity, the primacy of Scripture, the doctrine of sin, the person of Jesus Christ, the work of Christ, salvation by grace, and the atonement. (3 credits)

### **TH3204: SYSTEMATIC THEOLOGY II**

This continuation course endeavors to acquaint students with the elemental building blocks of the Christian faith, together with major doctrines such as eschatology, angelology, the doctrine of man, the doctrine of Satan and demons, election and reprobation, spiritual gifts, the cruciality of preaching, the priesthood of all believers, the recovery of biblical faith, and ecclesiology (3 credits).



SPIRITUALLY  
MINDED,  
ACADEMICALLY  
SOUND.



JIMMY SWAGGART  
BIBLE COLLEGE

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7320 Bluebonnet Blvd., Baton Rouge, LA 70810 | (225) 768 - 3890 | [jsbc.edu](http://jsbc.edu)